



COMING SOON!

Parent Handbook

Updated FEBRUARY 25, 2024



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Welcome to Hall Academy!

Our Philosophy is to assist families who are in need of quality child care for their infants, toddlers and preschoolers in a safe and loving environment.

Our Mission and goal is to introduce a safe, diverse, fun, educational and social experience to infants and toddlers, and to successfully prepare them for transitioning into Kindergarten.

From birth to age five are some of the most important years of your child's growth and development. They have their first experiences interacting with the world around them. We hope to build a solid social, emotional and educational foundation for your child's future.

Non Discrimination Statement

Hall Academy does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Ethics Statement

The staff and associated members of Hall Academy hold a standard of integrity and honesty. We will openly take responsibility for our actions and will not intentionally engage in or participate in any form of malicious harm to another person.

Donations

If you would like to contribute or make donations, we are ALWAYS in need of the following items: kleenex, 4oz paper cups, paper plates, plastic spoons, paper towels, hand sanitizer, hand soap, tissue rolls, toys, baby wipes, children books, gently used clothes, snacks. Any packaged food items will also be accepted. Thanks.



Service and Hours and Operations

We service children between the ages of

- 6 weeks to 3 years old for daycare
- 3 to 5 years old for preschool
- 5 to 12 years old for our after school program and summer camp

We are open year round from 7am to 5:30pm Monday through Friday.

Hall Academy will be closed on the following dates:

(exact dates will be communicated to parents)

- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- One Week Spring Break (either March or April)
- Two week summer break in July
 - - **no tuition due for these weeks**
- Labor Day
- Three day fall break in November
- One week winter break in December
 - - **no tuition due for this week**



Staff Requirements

A) All staff must complete a criminal history background check, check for history of child abuse and neglect and is fingerprinted with results checked through the FBI national database. All information is then sent to and kept on record with Georgia Bright from the Start.

B) All staff must be ages 16 years or older.

B) All staff working directly with children complete a CPR course annually.

C) All staff working directly with children complete a basic First Aid course every 2 years.

D) All staff working directly with children take part in at least 24 hours of professional development training through Bright From the Start on a yearly basis.

Staff to Student Ratios

The chart below is the Georgia child care learning centers select rules for infant-toddler and Pre-K classrooms.

Staff	Ratio	Max Group Size
Infants less than one (1) year old or children under eighteen (18) months who are not walking	Ratio 1:6	12
One (1) year olds who are walking	Ratio 1:8	16
Two (2) year olds	Ratio 1:10	20
Three (3) year olds	Ratio 1:15	30
Four (4) year olds	Ratio 1:18	36
Five (5) year olds	Ratio 1:20	40
Six (6) years and older	Ratio 1:25	50



Classroom Schedules

	<u>7a</u>	<u>8a</u>	<u>9a</u>	<u>10a</u>	<u>11a</u>	<u>12p</u>	<u>1p</u>	<u>2p</u>	<u>3p</u>
<u>Infants</u>	Arrival Diaper Change Tummy Time	Feedings Diaper Change StoryTime	Tummy Time Play Time	Feedings Diaper Change	Nap	Nap	Feedings Diaper Change	Tummy Time Play Time	Feedings Diaper Change Play Time
<u>1s</u>	Arrival Centers	Breakfast	Morning Affirmations, Music and Movement Whole Group Academics Diaper Change	Centers Small Group Learning	Lunch Recess Diaper Change	Nap	Nap	Snack Diaper Change	Centers or Recess
<u>2s.3s</u>	Arrival Centers	Breakfast	Morning Affirmations, Music and Movement Whole Group Academics Diaper Change	Centers Small Group Learning	Lunch Recess Diaper Change	Nap	Nap	Snack Diaper Change	Centers or Recess
<u>Pre-K</u>	Arrival Centers	Breakfast	Morning Affirmations, Music and Movement Whole Group Academics	Centers	Small Group Academics	Lunch Recess	Nap	Snack	Centers or Recess



Children with Special Needs

Hall Academy works closely with parents to provide the best education for all students, and in keeping with the special education laws of the State of Georgia and federal government, we will ensure that children with special needs have the opportunity to interact with their peers of the same age on a regular basis. This process frequently involves giving children who participate in a special education preschool program the opportunity to go into a general education preschool classroom for both social and academic learning experiences.

The benefit of this type of programming is significant for all students. Children with special needs learn best from their peers through role modeling of appropriate social and behavioral skills. Typically developing children have a unique opportunity to act as a mentor to their peers and learn compassion, tolerance and patience by working with children with developmental delays.



II. POLICIES & PROCEDURES



Brightwheel Setup



Brightwheel is a software program that can be downloaded as an app that we use to assist in our day to day operations. During the enrollment process, you will receive a text message with a link to set up your profile with Brightwheel for your child. We do make it a **mandatory** requirement for parents to familiarize themselves with the app for the following purposes:

- Daily student attendance
- Parent communication
- Paying tuition online
- Newsletters, announcements, food menus
- Student Check In/Check Out System
- Arrival & Dismissal permissions
- Emergency alerts
- Pictures and videos
- Daily Reports for Infants/Toddlers

Easy setup: See a full video tutorial [HERE >>>>](#)  [Brightwheel: Parent Sign-up](#)

1. After your child has been added into the system, you will receive an invitation via email or text. At that time, please link to your account using either the web or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to. [HERE](#) is a quick video overview.

2. Set your account preferences. You can adjust your notification preferences within your profile settings on the app.

We do make it a **mandatory** requirement for parents to familiarize themselves with the app and use it for student Check In/Check Out. **It is your responsibility to assure that you or anyone added on the approved pickup list always have a cell phone during drop off and pick up available for this process.**

____ *I acknowledge the Brightwheel policy*



Add Details to Your Child's Profile:

1. Once your app is set up and linked to your child & Hall Academy, you will see your child's profile in the APP.
2. If you do not see your child's profile, please contact us.
3. Click on their "profile" and edit information such as birthdays, allergies, add a photo of your child, etc.
4. Add additional contacts (see below for dismissal permission) to your pickup/drop off team.
 - "Parent" should be reserved for parents only;
 - "Family" will receive daily updates & photos/videos, have access to messages, and receive a check in/check out code;
 - "Approved Pickup" will only receive a check in/check out code;
 - "Emergency Contact" will not receive any updates or a check in/check out code

Authorization for student dismissal through Brightwheel:

1. Hall Academy uses Brightwheel as a secure way to check your child in and out of school each day and to ensure anyone picking up a child has direct consent from the parent/guardian.
2. Within the app, add contacts to your child's profile as an "approved pick up" to create your team.
3. Anyone helping out to drop off and/or pick up your child must have this app shared with them and must be added by the parent to the child's profile as an Approved Pickup. Sharing Brightwheel codes is not allowed.



Registration and Enrollment

Parents Name: _____ **Phone:** _____

Childs Name: _____ **DOB:** _____ **Start Date:** _____

Our school year runs from early August until late May. Our summer enrichment programs run in June and July. For each class placement the child will have to be that certain age by September 1st of the school year. **Registration fee is paid before the students start date and is non-refundable.** Student enrollment spots can only be held for one week.

Required Documents For Enrollment: (this is subject to change and any additional documents may be requested at any given time)

- ☐ Copy of parent or guardian government issued ID
- ☐ Copy of parent or guardian social security card
- ☐ Child's **original** birth certificate for proof of age.
- ☐ Copy of the child's immunization records on Georgia 3231 form (waivers are permitted and can be submitted in lieu of shot records) [Click here for form](#)
- ☐ A completed application to attend Hall Academy
- ☐ A completed (B) lunch form
- ☐ A nap mat for their cot [example here](#)
- ☐ Returned initial pages acknowledging that you read and will honor the school policies of Hall Academy (pgs 10-22)
- ☐ Return signature page acknowledging that you read the Parent Handbook and agree to the terms of Hall Academy (pg 30)
- ☐ Registration fee of \$150
- ☐ Paid tuition paid one week in advance (first week is pro rated if child starts in the middle of the week)

Transportation only:

- ☐ Returned initial pages acknowledging that you read the transportation policy (pg 23)
- ☐ A completed transportation form

Infants only:

- ☐ A completed infant feeding plan
- ☐ A completed infant (D) lunch form
- ☐ Diapers and wipes
- ☐ Infant formula

_____ ***I acknowledge the registration and enrollment policy***



Tuition

Tuition is always paid one week in advance. Payments can also be set up for bi-weekly or monthly payments. **Tuition payments are to keep and maintain your child's spot in the program and is not contingent on student attendance.**

All payments are due on the Friday before each week with a grace period until Monday at 8am or Tuesday at 8am if Monday falls on a holiday. Any payments made after that day and time is subject to a \$50 late fee.

_____ *I acknowledge the tuition policy*

Student Withdrawal

Students can only be officially withdrawn by the parent or legal guardian at any time with no penalty. There will be no tuition refund if the child is unenrolled midweek. Stored cubby items will have to be picked up within one week. Any child belongings not retrieved within that time frame may be discarded.

Students will be automatically withdrawn if:

- Tuition and/or other fees is more than 3 days past due with no communication from parent or guardian
- Student has been absent for 5 consecutive school days with no communication from parent or guardian

_____ *I acknowledge the student withdrawal policy*



Arrival Time

School arrival times are between the hours of 7am to 9am. Breakfast ends at 8:30am. No student will be permitted after 9am to prevent schedule interruptions. If your child will be absent, please notify the school directly as soon as possible. It is important for us to know if an enrolled child is absent for safety reasons.

_____ *I acknowledge the arrival time policy*

Early Pick Up

Due to our quiet time/nap hours, any student that's picked up before 2:30 we ask to receive prior notification and communication to prepare students for early dismissal.

_____ *I acknowledge the early pick-up policy*

Late Pick Up

Our closing time is at 5:30 pm sharp. Late fees will be assessed for late pick ups at the rate of \$5 per minute. Late fees will be added on to the weekly tuition and will have to be paid before the child returns the following week. Repeated late pick-ups may result in discontinuation of enrollment.

If a child has not been picked up within fifteen minutes of closing time and the child's family member has not contacted the school, the Principal or person in charge will attempt to contact all family members or emergency contact persons listed for the child. If the child remains for more than an hour, we will comply with local regulations for next steps.

_____ *I acknowledge the late pick-up policy*



Food

Hall Academy participates in the state-wide [CACFP](#) food program. Each day we provide two nutritious and well balanced meals, and an afternoon snack. Whole or 1% milk or juice is served with all the meals and snacks, and water accessible throughout the entire day. Daily food menus will be posted on Brightwheel. **No outside food will be permitted. We ask that all outside breakfast items are finished BEFORE entering. If your child has certain food allergies and is required to bring his/her own lunch, a doctor's note will be required.**

_____ *I acknowledge the food policy*

Personal Items

Children should only bring toys to preschool when they are scheduled for "Show and Tell." Anything brought to school will be kept in the child's cubby until the time allotted to share them with the class. The teaching staff will then direct children to put the items away.

Please keep in mind items such as jewelry, hair bows, electronics will not be the responsibility of Hall Academy staff. If such items are misplaced or lost we will not be responsible for its replacement. Because of safety and choking hazards, certain items may be removed for the child's body and sent home.

Pacifiers that are attached to baby clothing are also prohibited for the same reason. Any clips, straps, strings or objects that are attached to child's clothing for use of a pacifier will be removed and sent home.

Due to lack of space and safety precautions, we are unable to store car seats at Hall Academy.

To prevent cross contamination of accidental use by other children, sippy cups will only be provided by Hall Academy and given to children at specific times. Parents will be permitted to provide us with certain juices and milks to be stored or refrigerated in its original container with an expiration date.

Please be aware of anything your child brings to school. Note that inappropriate items will be confiscated by the teacher and returned to the parent. Be especially aware of anything that might be considered as drugs, a weapon or a dangerous item. Bringing these types of things to school may result in suspension or expulsion, according to Georgia law.

_____ *I acknowledge the personal items policy*



Potty Training

The initial introduction to using the potty must first start at home. Hall Academy will assist parents with this venture. Children that are transitioning to that stage will be encouraged to go every hour. We certainly will ask your child many times throughout the day and before nap time if they need to use the bathroom. Please send newly potty training children to school with a pull up, with loose, easy pull up and down pants.

Students that are considered FULLY potty trained only if they can do the following:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go
- Alert him/herself to stop what he/she is doing, to go and use the bathroom
- Pull down his/her clothes and get them back up without assistance
- Wipe him/herself after using the toilet (with minimal assistance for 3 year olds)
- Get on/off the toilet by him/herself
- Wash and dry hands
- Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom
- Wake up during nap time should they need to use the bathroom

A child having accidents daily would not be considered toilet trained and will have to wear pull-ups until they are dry/accident free for a period of one week or more.

We do understand that even toilet trained children will occasionally have accidents. By definition, “accidents” are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

Hall Academy requires that ALL Scholars be FULLY potty trained by the age of three and a half. We do understand that accidents happen, and we offer grace for those RANDOM circumstances. Please be aware that Hall Academy prefers Scholars to be relatively accident free. The administration and teachers will use their discretion to determine the pattern of accidents.

If a student is out of compliance with our policy, please be aware that our expectation of the parent is to visit the school to change your child’s soiled undergarments. Furthermore, if your child had an accident that requires bathing to be fully refreshed the student will need to be picked up as soon as possible. After the bathing process and clothing change, they may return at the discretion of the on-site Director or Team Leader.

_____ ***I acknowledge the potty training policy***



Nap

Napping is an important routine in early childhood education. Hall Academy of Child Growth and Development believes in providing a safe and quiet place for Scholars to comfortably relax, sleep and decompress. Ensuring that children get the rest they need supports appropriate child growth and development. We do not require students to sleep during this time. However, we do request that they sit on their cot quietly, relax and do not disturb their peers.

Our teachers use researched based techniques to provide other options for students who have a difficult time during quiet time. Please note, it is not a requirement at Hall Academy that students sleep, however they must support a quiet environment for others. Napping "quiet time" provides our teachers time to plan educational lessons, take continued education courses and take care of their personal matters.

_____ *I acknowledge the napping policy*

Homework

Hall academy will assign each student a homework folder. The folders will be issued at the beginning of each week with a list of aged appropriate work assignments that will be required to be completed and returned back to the school at the end of the week.

_____ *I acknowledge the homework policy*



Change of Clothes

Due to daily activities and the age where children may soil themselves or have other accidents we are requesting that you provide 2 sets of a change of clothes to the school. Please write their names on everything to help distinguish their personal belongings from their classmates.

_____ *I acknowledge the change of clothes policy*

Outdoors and Recess Attire

If weather permits, the students will go for outdoor recess. It is the parents responsibility that children dress appropriately and have suitable shoes for outside play.

_____ *I acknowledge the outdoors and recess attire policy*

Uniform (August 2024)

School uniforms consist of issued school polo shirts with logos and jean or khaki bottoms. They will be required to be worn from Monday to Thursday during each week. On Friday, students can wear school pride t-shirts or dress down. If a student arrives at school not in uniform, they will be given a loaner shirt at the cost of \$10 a day. Fees will be added and have to be paid before the following week.

- Uniforms are to be neat and clean, free from holes, dirt or stains
- School Uniforms must be worn on field trips.
- Students may choose their own footwear, but it is suggested to wear black colored shoes. Footwear must also be close-toed and enclose the entire foot.

_____ *I acknowledge the uniform policy*

Illness Policy

Instance	Explanation
Poor Hygiene	Child that has an unpleasant smell and/or visibly dirty, dirty clothing
Full Diaper	Children have to come to school with a clean diaper and are not in need of immediate changing as soon as they arrive
Symptoms that will cause a child to be sent home immediately and cannot return without doctor's note explaining diagnosis	
Symptoms	Evidence
High Fever	at or over 100.4
Difficulty Breathing	wheezing, shallow breathing, rapid, breathing, heavy breathing, Inability to breathe and drink at the same time, using extra muscles to breathe (using their shoulders or stomach to breathe)
Diarrhea	loose, runny or watery stools that occurs more than twice in one day
Vomiting	more than once during time at school
Stomach Ache	child complaining and holding stomach, fatigue
Skin infections and rashes	visible marks on skin
Head Lice	visible nits in hair
Excessive runny nose/thick mucus that is greenish/yellowish in color	visible mucus coming out of the nose
Excessive cough or sneezing	frequent coughing/sneezing with only a few breaks in between
Medical Diagnosis and time that has to be spent away from school	
<u>Diagnosis</u>	<u>Time required to spend away from school (as determined by Hall Academy, not a doctors note)</u>
Conjunctivitis (aka "Pink Eye")	24 hours if prescribed oral antibiotics. 4 days if prescribed eye drops
Gastroenteritis (aka "The Stomach Bug")	48 hours
Hand-Foot-Mouth Disease	7 consecutive days
Respiratory Syncytial Virus (aka "RSV")	3 consecutive days
Strep Throat	48 hours if prescribed oral antibiotics. 5 days if left untreated
Head Lice	5 consecutive days with treatment

_____ I acknowledge the illness policy



Illness

It is important that you keep your child at home when he/she is ill. Sick children attending school risk passing their illness on to other children. Being exposed to an illness may be of particular risk for children with chronic illnesses. Please be as considerate of other families as you would expect them to be of your family. Parents/guardians will be contacted when their child becomes ill at school. You will be expected to pick them up immediately. A child will not be accepted or allowed to remain at the center if the child has an equivalent of a one hundred and one degrees or higher oral temperature and another contagious symptom, but not limited to, excessive runny nose, excessive cough or sneezing, pink eye, vomiting, a rash, diarrhea or a sore throat.

_____ *I acknowledge the illness policy*

Medication

In consultation with the student's physician, we suggest a time which allows the student's medication to be taken at home before and after school hours. If this is not possible, as required by licensing standards, any medication that must be given to a student must be accompanied by a completed school form for medication, signed and dated by both the student's parent/guardian and the student's physician, to the teacher. If necessary, we will only administer basic medications up to twice a day.

_____ *I acknowledge the medication policy*



Incident Reporting

Accident/incident investigations are necessary to identify causation and to help identify deficiencies in the environment and implement corrective actions that might be indicated. Staff, who are assigned responsibility for an activity will immediately investigate and report all occurrences, even if the incident did not occur on school grounds and input a report on Brightwheel.

_____ *I acknowledge the incident reporting policy*

Discipline & Time Out

At Hall Academy we strongly encourage the growth of appropriate pro-social behavior in young children. Pro-social behavioral expectations and classroom activities are a part of the environment to promote safety, respect of others, and protection of property.

Our staff is prohibited from using any form of corporal punishment, binding or tying, depriving of meals, snacks, rest or necessary toilet use, confining in an enclosed area, or the infliction of mental or emotional punishment on a child.

Our staff may use necessary interventions to prevent a child from harming themselves or other persons or property, exclusive of those forms of punishment mentioned above. Staff uses positive methods of discipline encouraging choice, self-control, self-direction, self esteem and cooperation.

At Hall Academy we will do our best to put together a behavior action plan to assist a student that may be having issues. This includes rewards, encouragement, one on one pep talks, praise, and added privileges and activities. The last method used will be 10 minute time-outs and omission from certain extra-curricular activities.

_____ *I acknowledge the discipline policy*



Hitting/Biting

Hitting and biting will only allot for a 24 hour turnaround correction time. If students display the same behavior the next school day, they will be sent home immediately and will be subject to suspension or expulsion.

_____ *I acknowledge the hitting/biting policy*

Suspension and Expulsion

Our staff will go over and beyond to try different methods to help children with behavior issues. However if a child consistently compromises the safety of the other children and staff the child may be immediately suspended or dismissed for the following behaviors:

Hitting, head bunting, scratching, spitting, kicking, biting, pinching, or other disruptive or violent behaviors.

Suspension time is up to the sole discretion of the Director. There will be no tuition refund if your child is suspended or expelled.

_____ *I acknowledge the suspension and expulsion policy*



Transportation (August 2024)

- Students will follow the directions of their bus driver.
- Students will wait in an orderly line and avoid playing.
- Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
- Students will go directly to an assigned seat when entering the bus. Keep the aisles and exits clear.
- Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
- Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
- Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus.
- Students may carry only objects that can be held in their laps.
- Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
- Students will not extend head, arms, or objects out of the bus windows.
- Students will be totally silent at railroad crossings.
- Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
- Students will help keep their bus clean and in a good, safe condition.

Intervention steps are used by the bus driver to help the student stop unsafe or inappropriate behaviors or habits while assisting students to identify the appropriate habit or behavior. Intervention steps also provide notification to the parent/guardian so that the parent can be involved in assisting the driver to change unsafe or inappropriate riding habits.

Bus drivers may use the interventions listed below during the intervention step of the process. A minor offense is considered inappropriate or unsafe student behavior that may be improved with minor assistance from the driver.

- Documentation: The bus driver will maintain daily written documentation of all occurrences in the driver's daily logbook.
- Verbal Reminder: Bus drivers will remind the student of the appropriate bus rule(s.)
- Seat Reassignment: A student's assigned seat may be changed by the bus driver when such change may help the student to demonstrate appropriate riding behaviors and/or allow the driver to more effectively monitor that student's behavior.

Any or all of the above steps may be bypassed when a student's actions are illegal or judged by the driver to be or so unsafe or disrespectful that immediate corrective action is required. Violations that should be considered major offenses include, but are not limited to, the following:

- Drugs (includes alcohol or any form of tobacco)
- Throwing objects in or out of the bus
- Fighting (trying to intentionally hurt someone)
- Weapons, dangerous instruments, and explosive/implosive devices (including lighters)
- Threats/bullying (verbal and physical threats)
- Sexual harassment

_____ ***I acknowledge the transportation policy***



III. Parent Responsibility



Communication

In order to keep our tuition costs low, Hall Academy practices paperless communication. All school news will be primarily done electronically on Brightwheel. We do make it a **mandatory** requirement for parents to familiarize themselves with the app and use it for ongoing communication and check-in/check-out purposes. For general information, our website is www.hallacademypreschool.com

Please expect the following:

- *As needed:* via Brightwheel app or text messages - concerning any emergency school closing, child behavior or illness.
- *Daily:* via Facebook app please follow us on facebook for pictures, videos and activities:
<http://facebook.com/hallacademypreschool>
- *Weekly:* Lunch menus, miscellaneous announcements and activities via Brightwheel and other information of interest to parents.
- *Monthly:* Newsletters, progress and academic reports.

Parent-teacher conferences are on an as needed basis. Parents/guardians or the teacher may request a conference at a time that works best for both parties. Parents are strongly encouraged to discuss any concerns with their child's teacher.

Updated Information

Please make sure that the following information is updated with the school at all times:

- Your Contact Information
 - Please make sure contact information stays up to date at all times. Please update on Brightwheel or contact the school immediately if you're having any address, email or phone number changes, disconnections or other issues to prevent any communication gaps.
- If your child has any new medical issues or food allergies.
- Pick-Up/Drop Off
 - If someone other than the previously authorized individuals will be picking up your child, we must have verifiable permission from the parent or guardian. Photo identification is mandatory for anyone unknown to the staff. A child will NOT be released without confirming the identity and authorization of the person picking up.



Payment of Tuition and Fees

Tuition payments are due every Friday of each week. A grace period is extended until Monday at 8am. Non-payment of tuition will prevent your child from attending school the following week. If tuition is late, you will be charged a \$50 late fee. Late fees will be added on to the weekly tuition and will have to be paid before the child returns the following week.

Divorce and Separations

Hall Academy will abide by the information of those who are authorized to pick up the child on the initial application. In the event of any parent divorce or separation, our school requests that a copy of the Judge's order establishing custody be on file in order to prevent a non-custodial parent access to their child.

Child Abuse

You are responsible for your child's overall health and well being. The Georgia Child Abuse Law, O.C.G.A. §19-7-5, requires child program staff to report suspected child abuse. Child abuse is a broad term that includes, but is not limited to, physical abuse, neglect, sexual abuse, sexual exploitation, and emotional abuse of children.

Hall Academy volunteers and staff will not touch and change any child over four (4) years old in their private areas if they have a potty accident. They will be instructed to go inside the bathroom to freshen up and change their own clothes.



For Volunteering, Field Trips, Birthday Parties, and School Visit Drop-Ins

Ongoing parent volunteers may be subject to a background check. Parents of enrolled children are welcomed for brief drop-in at any time except during our quiet time hours. Please contact the school at least an hour in advance before you plan to visit.

Field trips, picnics, and evening activities are considered class periods, providing important learning and social opportunities for the children and are part of the preschool program.

School Directors and Administration will make arrangements for appropriate trips. Permission slips will be issued for outings that are more than 0.5 miles from the school location a week in advance. Any fees and/or transportation cost for the child and chaperones are the responsibility of the parent. Trips that require a cost are always optional.

Birthdays are exciting for young children. If you plan to celebrate your child's birthday at school please notify the teacher at least one week in advance. We encourage you to get a head count to have enough treats for the entire class. Birthday treats are to be individually wrapped and not be home made.

Smoking

Per Georgia law: Alcohol/Smoking/Drugs/Weapons is prohibited in this facility and on the grounds of this facility including in personal vehicles.



IV Health and Safety



School Sanitation, Disinfecting and Hand Washing Routines

Cleaning, disinfection, and hand hygiene is exhaustively promoted at Hall Academy to help prevent the spread of germs and viruses.

School Sanitation

Twice daily and as needed: (at nap time and at the close of each school day) tables, chairs, toys, door handles, toilets, sink handles.

Daily: (at the close of each school day) cots and playground equipment are sprayed with disinfectant, school floors are vacuumed, swept, mopped and disinfected.

Weekly: school furniture and walls are deep cleaned and disinfected.

Student daily hand washing routines

Before and after breakfast, lunch and snacks

After recess

After using the restroom

After sneezing or coughing in hands

After contact if any type of bodily fluids

After art, science or other messy activity

School Accidents, Emergencies and Cancellations

Whenever a child is injured in a classroom accident parents will be provided with information. The parent/guardian will be notified immediately if a child is hurt anywhere on their head or if the injury is serious. Staff are trained in CPR and First Aid to provide appropriate care. Parents will be provided with information on all non-serious accidents/injuries when they pick up their child. If immediate medical emergency occurs, child will be taken to Wellstar Douglas Emergency Department Emergency room 8954 Hospital Dr · (770) 949-1500

All classrooms have procedures posted for handling accidents and emergencies. Drills for tornado, fire, and intruders are practiced with all age groups. Emergency plans have been developed and are posted for parent viewing.

All school cancellations due to power failure, structural damage, inclement weather or other unforeseen issues will be communicated via Brightwheel, text message and/or phone call to parents as soon as possible.



Parent Handbook



Parent Handbook Acknowledgement Form

Updated on 02/25/2024

Date _____

Student Name (please print)

Student Age _____ Student Date of Birth _____

Address _____

Phone # _____

This parent handbook was created to promote an understanding of Hall Academy of Child Growth and Development LLC. policies and procedures. The information in this handbook applies to all activities occurring on school grounds, and during any school-related activity. It is important that parents and students are familiar with these expectations. Please remove this page, sign it, and return it to the Director. It will be added to your child's permanent file. Your signature means that you have received this Parent Handbook and understand the policies and procedures of our school.

I have read and understand the policies and procedures in the parent handbook. I agree to abide by them as will my child(ren).

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

HALL ACADEMY
5754 W STEWART MILL RD, DOUGLASVILLE, GA 30135
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web: hallacademypreschool.com