

## **WELCOME TO LENORA ACADEMY!!**

**\*\*\*\*\*At Lenora Academy we are committed to providing our children and families the highest quality care and service possible. Our programs are designed to provide children with learning experiences appropriate to their age and individual developmental needs and abilities. Our staff is dedicated to providing a loving, safe and nurturing environment for the children entrusted in our care. We set high standards and provide our staff with training and educational opportunities to ensure they deliver the best care and academic environment for your child.**

**\*\*\*\*\*We create a secure, healthy environment that is suited to the needs of children. We are your child's "home away from home" because of the loving and nurturing given to ease your little one's transition away from you each day. Our modern facility includes a computer center, extensive playground areas and a swimming pool for summer time use and lessons!**

**\*\*\*\*\*The classroom programs and curriculum at Lenora Academy supplies children with fun-filled activities and chances to explore and discover amazing and new things about the world around them. Activities are designed to foster children's self esteem and develop their social, cognitive, and physical skills specifically in the areas of: literacy, mathematics, science, social studies, the arts and technology. We strive to provide the very best quality child care in our community.**

**\*\*\*\*\* As a service provider of choice, we are proud to say that the majority of our enrollees come from our long term, multi-child families and through parent and collaborative school referrals.**

**\*\*\*\*\*Lenora Academy hours of operation are 6:30AM to 6:30 PM. \*\*\*\*\***

**Lenora Academy  
2985 Xavier Ray Court  
Snellville, GA 30039**

## **POLICIES AND PROCEDURES**

**Lenora Academy serves children ages six (6) weeks to twelve (12) years of age. Our hours of operation are 6:30 AM to 6:30 PM, Monday through Friday. Lenora Academy will be closed on the following Holidays:**

- 1. New Year's Day**
- 2. Memorial Day**
- 3. Independence Day**
- 4. Labor Day**
- 5. Thanksgiving Day and the following day**
- 6. Christmas Eve and Day**

### **Enrollment**

**All enrollment forms must be completed and on file before any child is admitted to Lenora Academy. Your child's immunization form 3231 must be on file within 30 days of enrollment.**

**Lenora Academy requires an annual registration fee of \$75.00 per child. All files must have current phone numbers, work location, emergency contacts, child's doctor etc. A form will be provided at the front desk to make any changes necessary.**

**All children must be escorted to and from the building by the parent(s), person authorized by parent, or facility personnel. All children MUST be signed in at the front desk and then escorted to their appropriate rooms. All children MUST be signed out at the front desk at the end of the day. If someone else will be picking your child up, please see someone at the front desk. Your child will not be release without proper paperwork.**

## TUITION

### Tuition rules:

1. If your child attends one (1) to five (5) days, full tuition is due.
2. If your child is absent for an entire week, 1/2 price tuition is due.
3. Tuition is due on Friday for the upcoming week.
4. If your tuition is not paid by Tuesday of the week due, a late fee of \$20.00 will be added.
5. There is a \$35.00 fee for returned checks.
6. We require two (2) weeks notice if you plan to withdraw your child from our program.
7. We close at 6:30 PM. If you are late a \$15.00 late fee will be charged for the first five minutes and \$1.00 each additional minute. These fees are per child and DUE at pick/up.
8. I agree to pay the weekly rate of \$\_\_\_\_\_.

\*\*\*Delinquent accounts will be submitted to *Transworld Systems* for collections processing\*\*\*\*

### Discipline Procedures:

Lenora Academy will use a positive discipline policy. The following procedures will be followed.

1. Verbal Warning
2. Removal from Activity
3. Individual counseling
4. Child sent to front desk and parents notified immediately
5. Parent/Teacher/Director conference
6. Removal from program

All children are expected to follow the rules established by Lenora Academy. We reserve the right to dismiss your child from our program if the above measures fail.

## **Emergency Medical Plan**

**The staff of Lenora Academy will administer first aid for minor injuries. If we feel your child has received a serious injury or illness, the following emergency plan will be followed:**

- 1. Contact Parents**
- 2. Contact Emergency Contact if parents cannot be reached**
- 3. Call local Emergency Medical Service (EMS)**
- 4. Transport to nearest hospital by (EMS)**

**The emergency medical facility used by Lenora Academy is Emory Eastside Medical Center.**

**Parents are responsible if medical attention is necessary.**

## **Evacuation Plan**

**In the event of severe weather, fire, or physical plant problems, children will be evacuated from the building and parents will be notified immediately. Emergency plans are located in every room and at the front desk. If you have any questions regarding these plans, please see the Director or Assistant Director. Fire and Tornado drills will be held on a regular basis.**

## **Special Dietary Needs**

**If your child requires a modified diet for medical reasons, a written statement from a medical authority must be on file. When a child's diet must be modified for religious reasons, a written statement to that effect from the child's parents must be on file. Only food that complies with the prescribed dietary regimen but still meets the food and nutrition requirements shall be served to the child. If your child is allergic to any foods, the center must be notified and a copy will be posted in the kitchen and in the child's room. Please watch the posted menus for foods your child may be allergic to. If your child requires a special diet, you will be responsible for providing the necessary food.**

## **Infant Care**

**For the Health and Safety of all of our infants, we ask that only parents of infants and the staff of Lenora Academy enter the infant rooms. Please do not allow siblings into the room.**

**Parents must provide Lenora Academy with enough prepared bottles to last the entire day. We will not mix or prepare formula for bottles. All bottles must be labeled with the child's first and last name and the date. All bottles must have covers for nipples. Parents are responsible for providing diapers and wipes.**

## **Medication**

**Medication will not be given without proper authorization. All medication must have the child's name, date, dosage, prescription number, and time medication is to be given. All information must be on the medicine bottle. A medication form must be completed for all medication. These forms must be signed daily. We will dispense medication at 11:30 am and 3:30 pm. If your child requires medication at different times, please see the Director or Assistant Director for special arrangements. We will not dispense any medication without a doctor's note. This includes Tylenol and Motrin. The doctor's note must include the child's name, date, and amount of medication to be given. All medication must be discarded one week from the last date to be administered. Parents will be notified if child shows any adverse reaction(s) to the medication.**

## **Illness/Communicable Diseases**

**Any child who is ill will not be accepted. If your child becomes ill at school, you will be notified and expected to make arrangements for pick up within an hour and a half. any child who has diarrhea, vomiting, sore throat, temperature over 100 degrees may not remain at the center. If your child has any of the above symptoms, they must not return to the center until he or she is symptom free for 24 hours. We reserve the right to refuse admission.**

**We will notify parents of any suspected communicable disease(s). Children who have had a communicable disease will not be re-admitted without written consent from his or her doctor. A list of communicable diseases is posted on the front bulletin board.**

## **Transportation**

**Lenora Academy will provide transportation to and from school and on planned field trips. Parents must sign a permission slip for every field trip. A school transportation form must be signed at the beginning of every school year. If your child is transported to or from school, we will not leave children at a drop off site without proper supervision. In the event that no one is at the drop off site, the driver will take the child back to Lenora Academy.**

**Lenora Academy**  
2985 Xavier Ray Court  
Snellville, GA 30039  
Phone: 770-972-7774 Fax: 770-972-7714

**Application And Agreement**

**Desired Enrollment Date** \_\_\_\_\_

**Enrollment Status** \_\_\_\_\_

**Child's Data**

**Name:** \_\_\_\_\_

**D.O.B./Age:** \_\_\_\_\_ **Sex:** \_\_\_\_\_ **SS#** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Elementary School Attending/Grade** \_\_\_\_\_

**School Phone #** \_\_\_\_\_

**Child's Living Arrangements** \_\_\_\_\_

**Parent/Guardian Data**

**Name:** \_\_\_\_\_ **SS#** \_\_\_\_\_

**Home Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_ **Cell Phone#** \_\_\_\_\_

**Beeper/Pager/Other** \_\_\_\_\_

**Occupation** \_\_\_\_\_

**Employer & Address** \_\_\_\_\_

\_\_\_\_\_

**Work Phone** \_\_\_\_\_ **Ext.** \_\_\_\_\_ **Switchboard** \_\_\_\_\_

**Father/Legal Guardian** \_\_\_\_\_ **SS#** \_\_\_\_\_

**Home Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Beeper/Pager/Other** \_\_\_\_\_

**Occupation** \_\_\_\_\_

**Employer** \_\_\_\_\_

**Employer Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Work  
Phone** \_\_\_\_\_ **Ext.** \_\_\_\_\_ **Switchboard** \_\_\_\_\_

**Step-Parent/Legal Guardian** \_\_\_\_\_

**SS#** \_\_\_\_\_

**Home Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Beeper/Pager/Other** \_\_\_\_\_

**Occupation** \_\_\_\_\_

**Employer &  
Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Work  
Phone** \_\_\_\_\_ **Switchboard/Other** \_\_\_\_\_

## Other Information

**1. In the event of a medical emergency every effort will be made to notify parents. If it is necessary, children will be transported to Emory Eastside Medical Center or to the nearest hospital by emergency vehicle. Lenora Academy will continue to attempt to notify parents.**

**\*\*\*\* Special Emergency Instruction To Be Followed Per Parent's Request\*\*\*\***

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**2. Child's Primary Insurance Company** \_\_\_\_\_

**Name of Insured** \_\_\_\_\_

**Policy # and Group #** \_\_\_\_\_

**3. Medical Alert** \_\_\_\_\_

**Medications to Avoid** \_\_\_\_\_

**Allergies** \_\_\_\_\_

**Foods to Avoid** \_\_\_\_\_

**4. Pediatrician's Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone #** \_\_\_\_\_

5. **Persons whom you authorize Lenora Academy to contact in the event of a medical or other emergency, in which the child's parents, guardian, physician (if appropriate) is unavailable. (MUST BE LOCAL CONTACTS)**

A) Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_

B) Name \_\_\_\_\_ Phone# \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_

6. **Lenora Academy is also authorized to release your child to the above named persons:**

A) yes no

B) yes no

7. **Children are not allowed to enter or leave the facility without being escorted by a parent, a person authorized by parent(s) or facility personnel. Under no circumstances will Lenora Academy release a child to anyone not identified below or not otherwise known to faculty without specific authorization from parent or legal guardian. One parent must provide a legal document if the child is not to be released to the other parent.**

8. **Individuals other than the parents to whom Lenora Academy is authorized to release the child:**

A) Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_

B) Name \_\_\_\_\_ Phone# \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_

**Lenora Academy  
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**Vehicle Emergency Medical Information**

**Child's Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Parent's Name** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Mother** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**\*\* In the event that parents cannot be reached:**

**Name:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Child's Doctor** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Medical Facility the Center Uses:**  
**Emory Eastside Medical Center**  
**1700 Medical Way SW**  
**Snellville, GA 30039**

**Child's Allergies:** \_\_\_\_\_

**Current Prescribed Medication:** \_\_\_\_\_

**Child's Special Medical Needs and Conditions** \_\_\_\_\_

**IN THE EVENT OF AN EMERGENCY INVOLVING MY CHILD, AND IF EMORY EASTSIDE MEDICAL CENTER CANNOT GET IN TOUCH WITH ME, I HEREBY AUTHORIZE ANY NEEDED EMERGENCY MEDICAL CARE. I FURTHER AGREE TO BE FULLY RESPONSIBLE FOR ALL MEDICAL EXPENSES INCURRED DURING THE TREATMENT OF MY CHILD.**

**Child's Name** \_\_\_\_\_ **Parent or Guardian** \_\_\_\_\_

**Witnessed By** \_\_\_\_\_ **Date** \_\_\_\_\_

**Lenora Academy  
2985 Xavier Ray Court  
Snellville, GA 30039**

**This is to certify that I give Lenora Academy my permission to transport my child**

**\_\_\_\_\_ to and from \_\_\_\_\_ elementary school  
during the regular school year. My child will attend Lenora Academy:**

**\_\_\_\_\_ Before school only**

**\_\_\_\_\_ After school only**

**\_\_\_\_\_ Before & after school**

**In the event that my child is not to be transported as outlined above, I agree to  
notify the  
Center at least one hour before the scheduled pick up time.**

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

**Work Phone Number \_\_\_\_\_ Home Phone Number \_\_\_\_\_**

## **Acknowledgement of Lenora Academy Policies and Procedures**

**I have completely read and understand the above policies of Lenora Academy. By signing the policies and procedures, I agree to abide by all the policies stated above. I also agree that I have been given a copy of the policies and placed in my child's file.**

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

Director/Assistant Director \_\_\_\_\_ Date \_\_\_\_\_

**Lenora Academy**  
2985 Xavier Ray Court  
Snellville, GA 30039  
770-972-7774

**Tuition and Fees:**

**Infant Room**

Full Week \$160.00

**Transition/ Toddler**

Full Week \$150.00

Three Days \$115.00

Two Days \$95.00

**2 Year Old**

Full Week \$145.00

Three Days \$100.00

**3-5 Year Old**

Full Week \$140.00

Three Days \$95.00

Two Days \$90.00

**Pre-K and School Age**

Before Care \$65.00

After Care \$80.00

Before & After \$85.00

**Additional Fees Per Day For:**

Early Release \$15.00

School Holidays \$20.00

**Daily Drop In Rates** (Based on  
Space Available in the Classroom)

All Age Groups \$35.00/day

**Spring Break & Summer Camp**

Full Week \$140.00

Three Days \$115.00

Two Days \$100.00

**Registration Fee** \$75.00

**Annual Fee Due Each August**

\$75.00

**Discounts:** Parents received a 10% discount for multiple children enrolled on a fulltime basis and is applied to the oldest child's tuition rate. We also give a 10% discount to parents that pay their tuition in full on a monthly basis.

**\*\*\*Delinquent accounts will be submitted to *Transworld Systems* for collections processing\*\*\***