

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. *******



Where Every Child Shines

We are an equal opportunity service provider.

**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 that is due in August of each year. All student 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 \$25.00 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 and Redirection of the child**
- 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) 911**
- 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.

Lenora Academy Medical Policy



Lenora Academy provides student accident insurance for any incident that happens at the child care center. Our insurance policy is *secondary* to any policy parent(s) may have for their children. If your child is injured and requires medical attention, you *must* file claim with you private medical insurance carrier first. Afterwards, our insurance policy will pay 100% of deductibles, co-pays or any related bills left over. If your child is not covered under any insurance plan, then our insurance will pay 100%.

Please note below if your child is covered under any insurance plan and, if so, please provide a copy of your child's current insurance card for our files.

Thank you.

Student Name: _____

_____ My child is covered under a plan and the card is attached.

_____ My child is not covered under any insurance plan.

Parent's Signature

Date

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 elementary school and for 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.

Classroom Advancement Policy

Please be advised that as we provide care and education to your child/children, we assess them for various levels of development progression. Our assessment is based upon the developmental continuum of the Georgia Early Learning Standards and the progressive milestones noted in our chosen curriculum (Creative Curriculum). It may be necessary based upon our professional evaluation of each individual student to keep your child in the younger aged class for up to 6 months after he/she turns an older age. This would only be done to insure that your child is fully prepared for the developmental and learning challenges of the next age level classroom. We find that this decision becomes particularly necessary when a child is exhibiting or has been diagnosed with a learning disability or who may be having difficulty mastering certain age specific tasks. The assigned teachers and management of Lenora Academy will keep each parent apprised of your child's progress on a routine basis with the goal of advancing your child to his/her age specific class room in the shortest period of time possible while taking into consideration the individual needs of each student.

Parent Signature

Date

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******

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 # _____

DO NOT LEAVE ANY LINES BLANK

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 _____

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Vehicle Emergency Medical Information

Child's Name _____ **Date of Birth** _____

Address: _____

Mother's Name _____

Home Phone _____ **Work Phone** _____

Father's Name _____

Home Phone _____ **Work Phone** _____

****Person to notify in an emergency when 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** _____

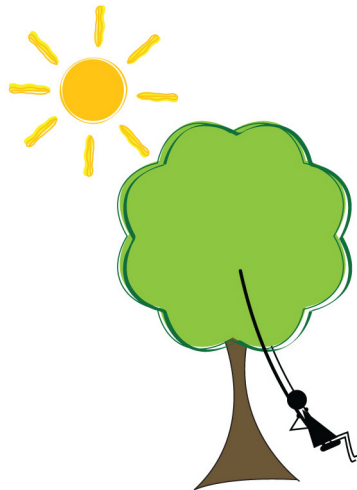
DO NOT LEAVE ANY LINES BLANK

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 _____



Where Every Child Shines

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

Tuition and Fees:

Infant Room

Full Week \$165.00

Transition/ Toddler

Full Week \$155.00

Three Days \$125.00

2 Year Old

Full Week \$150.00

Three Days \$120.00

3-5 Year Old

Full Week \$145.00

Three Days \$115.00

Pre-K and School Age

Before Care \$70.00

After Care \$85.00

Before & After \$90.00

Mom's Morning Out \$85.00
(9:30am- 2:30pm. 3 Days per Week)

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 \$40.00/day

Spring Break & Summer Camp

Full Week \$145.00

Three Days \$125.00

Registration Fee \$75.00

Annual Fee Due Each August
\$75.00

**Christmas, Thanksgiving & Spring
Break**

Full Week \$140.00

Holiday Daily Rate \$20.00 extra

Discounts: Parents received a 10% discount for multiple children enrolled on a full time 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*****