



Please write the school year in the box →

Pre-K Registration Form

2016-2017 School Year

PROVIDER LEGAL NAME:	(this section to be completed by the provider)
SCHOOL/SITE NAME: Atlanta School of Excellence	

CHILD INFORMATION		(Please print name exactly as it appears on the birth certificate.)	
CHILD'S LAST NAME:			
CHILD'S FIRST NAME:			
CHILD'S MIDDLE NAME:		NAME SUFFIX:	(i.e. Jr, Sr, II, III)
CHILD'S SOCIAL SECURITY#:	D.O.B. (MM/DD/BY):	SEX: []M []F	
HOME ADDRESS (Do not enter PO Box Info):		COUNTY:	
CITY:	STATE: GA	ZIP:	HOME PHONE: ()

If the Student is transferring from another Pre-K, please provide the following:	
Previous School Name: _____	Last Date in Attendance: _____

PARENT/GUARDIAN INFORMATION		
Parent/Guardian #1 - LAST NAME:	FIRST:	MIDDLE INITIAL:
Home Address (If different from child):		
City:	State:	Zip:
Home Phone: ()	Cell Phone: ()	
Email Address:		
Place of Employment:	Work Phone: ()	
Parent/Guardian #2 - LAST NAME:	FIRST:	MIDDLE INITIAL:
Home Address (If different from child):		
City:	State:	Zip:
Home Phone: ()	Cell Phone: ()	
Email Address:		
Place of Employment:	Work Phone: ()	

EMERGENCY CONTACT INFORMATION (Persons to contact in the event that either parent/guardian cannot be contacted)				
NAME	RELATIONSHIP	CELL PHONE	ALTERNATE PHONE	EMAIL
1.				
2.				

I verify the above information to be correct, and I understand that completion of this form does not guarantee placement in a Pre-K class. If my child is placed in Georgia's Pre-K Program, I agree that my child will attend the program for the required number of hours and days as prescribed by the Georgia Department of Early Care and Learning and outlined by the center where my child is enrolled. I understand that failure to comply with these attendance requirements could result in disenrollment. I understand that I cannot register my child without appropriate age documentation. I have attached a copy of appropriate age documentation to this registration form.

SIGNATURE (Parent/Guardian): _____	DATE: _____
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CHILD MAINTENANCE

CHILD'S LIVING ARRANGEMENTS: BOTH PARENTS MOTHER FATHER OTHER

CHILD'S LEGAL GUARDIAN: BOTH PARENTS MOTHER FATHER OTHER

THE CHILD MAY BE RELEASED TO THE PERSON(S) SIGNING THIS AGREEMENT OR TO THE FOLLOWING:

<u>NAME</u>	<u>ADDRESS</u>	<u>RELATIONSHIP</u>	<u>CELL PHONE</u>
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1.

2.

3.

4.

CHILD'S PHYSICIAN OR CLINIC'S NAME (CHILD'S PRIMARY HEALTH SOURCE): _____ .

DATE OF LAST FULL HEALTH SCREENING: _____ PHONE: ()

MY CHILD HAS THE FOLLOWING SPECIAL NEED(S):

THE FOLLOWING SPECIAL ACCOMMODATION(S) MAY BE REQUIRED TO MOST EFFECTIVELY MEET MY CHILD'S NEEDS WHILE AT THIS CENTER:

MY CHILD IS CURRENTLY ON MEDICATION(S) PRESCRIBED FOR LONG-TERM CONTINUOUS USE AND/OR HAS THE FOLLOWING PRE-EXISTING ALLERGIES, ILLNESS, OR HEALTH CONCERNS:

GENERAL RELEASE

I verify the above information to be correct and true. I hereby grant permission for the information provided in the preceding Registration Form to be distributed to Pre-K providers, the Department of Early Care and Learning (DECAL), and certain agencies or those entities contracted by Pre-K providers or DECAL which shall include, but not be limited to, the Georgia Department of Education, and colleges/universities.

SIGNATURE (Parent/Guardian): _____

DATE: _____

PHOTOGRAPH/VIDEOTAPE RELEASE

I hereby grant permission for the Pre-K provider specified below, the Georgia Department of Early Care and Learning (DECAL) and certain agencies or entities contracted by the Pre-K provider or DECAL which shall include, but not be limited to, the Georgia Department of Education, and colleges/universities, to record the participation and appearance of my child,

_____, by photograph and/or videotape in connection with daily Pre-K activities for the purposes of news releases, reporting, and assessing the progress of children and the program. DECAL and its contractors are authorized to exhibit or distribute such photograph(s) and/or videotape in whole or in part without restrictions or limitations for any educational or promotional purpose that DECAL deems appropriate. Such photograph(s) and/or videotape may, for example, appear in printed or visual materials for DECAL and/or on DECAL's web site.

The undersigned hereby jointly and severally releases, acquits, forgives, and discharges the Pre-K provider, DECAL, and other entities contracted by the Pre-K provider or DECAL, from any actions, agreements, claims, controversies, demands, judgments, liabilities, proceedings, and suits, whether arising in equity or in law regarding such participation and appearance by said child.

This release shall remain binding upon all successors in interest and personal representatives of the parties, to the extent permitted by law.

PRE-K PROVIDER NAME/ADDRESS: 180 Memorial Drive SW, Atlanta, GA 30303

SIGNATURE (Parent/Guardian): _____

DATE: _____

Parental Agreements with Child Care Facility

The Atlanta School of Excellence
(Name of Facility)

agrees to provide day care for _____
(Name of Child)

on Monday - Friday, beginning at 8:30 AM
(Days of Week)

and ending at 3:00 PM from August to May.
(Month) (Month)

My child will participate in the following meal plan (circle applicable meals and snacks):

Breakfast **Morning Snack** **Lunch** **Afternoon**

Snack

Evening Snack

Dinner

Bedtime Snack

Before any medication is dispensed to my child, I will provide a written authorization, which includes: Date, Name of Child, Name of Medication, Prescription Number (if any), Dosages, and Date and Time of Day to be given to child. Medicine will be in the original container with my child's name marked on it.

My child will not be allowed to enter or leave the facility without being escorted by the parent(s), person(s) authorized by parent(s), or facility personnel.

I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g., telephone numbers, work location, emergency contacts, child's physician, child's health status, infant feeding plans, and immunization records, etc.

The facility agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, etc., which include my child.

_____ agrees to obtain written authorization from me before my child participates in routine transportation, field trips, special activities away from the facility, and water-related activities occurring in water that is more than two (2) feet deep.

I authorize the child care facility to obtain emergency medical care for my child when I'm not available.

I have received a copy and agree to abide by the policies and procedures for the above-named facility.

SIGNED: _____
Parent/Guardian

Date

SIGNED: Mrs . S. Maddox _____ Facility Administrator / Authorized Person
Date



FAQs for Parents of Pre-K Students

Atlanta School of Excellence 2016 – 2017

What time does school begin/end?	Students are required to receive 6.5 hours of Pre-K instruction. Students must be in their classroom at 8:30 a.m. (you may enter the classroom at 8:20 a.m.). The school day ends at 3:00 p.m. (Parents/Guardians are welcome to enter the school to wait for departure beginning at 2:45 p.m., however, students are expected to remain in class until 3:00 p.m.)
What happens if I don't pick my child up on time?	A late fee of \$1.00/minute will incur if your child is picked up after 3:00 p.m.
Is transportation provided?	No, Atlanta School of Excellence does not provide transportation.
When will school be closed?	(Please obtain a copy of the school calendar from your child's Pre-K classroom or view on our website, atlschool.com .)
Is my child's teacher qualified to teach?	The minimum education requirement for a Georgia's Pre-K lead teacher is a Bachelor Degree in Early Childhood Education or related degree.
Is Georgia Pre-K educational?	Early learning standards are guidelines that identify what children from birth to age five should <i>know</i> and be able to <i>do</i> . By providing a clear framework, they help all stakeholders ensure that children meet learning and development milestones. Please visit the Georgia Early Learning and Development Standards (GELDS) website at http://www.gelds.dec.state.ga.us
What is my child's school day like?	Pre-K Lesson Plans and Daily Schedule are posted in your child's classroom. The lessons are based on the standards from Bright from the Starts (see GELDS above), and include educational experiences in language/literacy, math, science, social studies, creative (music, art, and drama), social and emotional, and physical development.
What meals does my child eat?	Pre-K students receive a hot lunch and an afternoon snack. Our meals comply with the State Nutrition Standards. We use a 4-week rotating menu which reflects the cultural and ethnic diversity of the children in our school. Menus are prepared and displayed each month. (Menus can be emailed by request.)
Can I bring lunch for my child?	Georgia's Pre-K requires centers and schools provide a complete nutritional meal for children. Local schools/sites may set policies regarding bringing food to school. If your child has identified special food requirements, contact your Pre-K provider for individual guidance.
Can I pick up my child early a few days a week?	Georgia's Pre-K Program operates just like a school classroom. Parents commit to sending their child to school for the complete 6.5 hours day 180 days per year. A child's enrollment slot can be lost if he/she is chronically tardy in the morning or being picked up prior to the end of the instructional day.
What does chronic tardiness mean?	Chronic tardiness is defined as late arrival or early departure more than once per week. Chronic absenteeism is defined as missing more than two days per month without medical or other reasonable explanation.

Can my child be unenrolled from school?	Children who do not attend class for 10 consecutive days without a medical or other reasonable explanation must be removed from the roster.
Will my child's class take field trips?	Field trips are recommended, but not a required part of Georgia's Pre-K schools/centers. Atlanta School of Excellence may offer an educational experience outside off campus, however, parents/guardians will be contacted in advance and he/she must be in attendance with their child.
Why does my child need to have health exams?	All children attending Georgia's Pre-K Program must have a Certificate of Eye, Ear and Dental Examinations (Georgia Department of Human Services Form 3300) and a DHS Certificate of Immunization (Form 3231). Health screenings are necessary for Georgia's Pre-K students so that any problems that might interfere with the child's ability to learn can be identified and addressed as soon as possible. The Georgia Department of Community Health guidelines require that any child eligible for Medicaid or PeachCare receive a full health exam at ages four and five.
May I participate at my child's school?	Parents/Guardians are encouraged to volunteer their time, talents, and experiences in the classroom. Parents must obtain a background check if planning to stay over 30 mins.
What happens if I missed the parent orientation?	Please see the Pre-K Parent Orientation video from Bright From The Start website: http://www.youtube.com/watch?v=uSQE-3x-tPE
Does my child have a time to rest?	To maximize instructional activities, rest time cannot exceed one hour per day except when necessary to address specific needs of individual children. Children who do not rest shall be given quiet activities such as books and puzzles. All children must have a covering (sheet) on their cot and a covering (blanket or sheet) for themselves. Parents should bring clean covers each Monday and take home on Fridays. \$25.00 fee.
What do I do if there is inclement weather?	In the event of unusual weather conditions such as snow, ice and/or storm power outage, please check our open, closed or open late status at Atlanta Public School postings and Channel 2 News. Note: It is our school policy to follow the City of Atlanta School system for snow holidays. (Emails and a Remind me text will be sent)
Does my child go outside to play?	Supervised outdoor play is a part of the Pre-K program. With the exception of a few extremely cold, hot day or smoggy days, children will spend time outside each day. We require all children participate in the outdoor activities.
Extended Care (Before/after school):	Fees for all Pre-K children participating in extended day services are as follows: Before care - \$35/week; After care - \$65/week; Before & After care - \$85/week. Income eligible families may receive services through the Child and Parent Services subsidized child care program (CAPS). Weekly Tuition is due on Friday morning upon arrival, to avoid a \$30.00 late fee. The late fee will be added to the balance due. Tuition and other fees are required to be paid in full. 0-5 days full tuition. If your child will not attend you must provide a two week notice.
What do I need to bring to school for my child?	Your child must arrive at school on Mondays with two covers and a full set of extra clothes. (Students will not be allowed to stay without covers). (Happy Nappy \$25.00)
Does my child have to wear a uniform?	Atlanta School of Excellence requests that students wear red polo shirts and khaki bottoms that parents/guardians purchase from the store of their choice. Students are not required to wear ASOE-logo shirts, but they may be purchased our school office. Rubber soled or non-slippery shoes are best for school. We ask that you do

	not send or allow your child to bring food, gum or toys to school. As seasons change, please send your child to school with an appropriate jacket, coat and hat.
Is there a Parent Handbook?	The Georgia Pre-K Program does provide a Parent Handbook which may be accessed online: http://dec.al.ga.gov/Prek/Families.aspx
Will I be able to have a conference with my child's teacher(s)?	Yes! Two (2) Family Conferences will be required annually)
Could my child ever be suspended from school?	An immediate suspension for up to two (2) days can be made at any time the Pre-K provider determines a child is causing harm to himself/herself or others; or, a child is unable to successfully participate in program activities. Programs can implement immediate suspension (up to two days) on a maximum of three occasions per child.
How does Pre-K prepare my child for Kindergarten?	<p>The first of the National Education Goals states "all children will start school ready to learn." Keeping in mind the following contexts, Georgia formulated a definition of school readiness. We believe school readiness must be defined within the context of the nature of four year olds and how they learn. We believe it must be defined within the context of families and how they live. School readiness must be defined within the context of communities and the services they provide. And, it must be defined within the context of schools and their readiness for children. A child's readiness for school is when:</p> <ul style="list-style-type: none"> • possible health barriers that block learning have been detected, • suspected physical or mental disabilities have been addressed, • enthusiasm, curiosity, and persistence toward learning is demonstrated, • feelings of both self and others are recognized, • social and interpersonal skills are emerging, • communication with others is effective, • early literacy skills are evident, and • a general knowledge about the world, things, places, events, and people has been acquired.
Will my child participate in graduation at the end of Pre-K?	Bright from the Start: Georgia Department of Early Care and Learning does not recommend "graduation" for four-year-old children as an appropriate activity. More appropriate activities include, but are not limited to, a field day, an open house, family/child picnic, dinner, etc.