

<p><b>What are operating hours for ASOE?</b></p>	<p>School hours are Monday through Friday, 7:00 a.m. to 6:00 p.m. We ask that all children arrive at school by 9:00 a.m. If students are not at school by 10:30 a.m. there must be a doctor's excuse presented. (A Yearly School Calendar is located on the Website)</p>
<p><b>Is there a Registration Fee?</b></p>	<p>Yes, there is an Annual Registration fee of \$115.00. Due upon enrollment and on the first Monday in August every year. There is no Multi Family Discount offered on Registration.</p>
<p><b>Is transportation provided?</b></p>	<p>No, Atlanta School of Excellence does not provide transportation.</p>
<p><b>When will school be closed?</b></p>	<p>(Please obtain a copy of the school calendar from the front desk).</p>
<p><b>What is my child's school day like?</b></p>	<p>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.</p>
<p><b>What meals does my child eat?</b></p>	<p>Meals are included in the tuition. Meals include breakfast for those who arrive before 7:50 a.m., a hot lunch (ASOE does not serve beef or pork), we serve fresh and frozen fruits and vegetables, and an afternoon snacks (we adhere to a low sugar policy). 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. (Menu can be emailed by request)</p>
<p><b>How can I pay for tuition?</b></p>	<p>Tuition Express is an automated payment processing system. This system offers facility safety and convenience for tuition payments. There is also a credit card machine located in the front lobby for tuition payments. Payment of tuition is required in advance on Fridays, for the upcoming week. Monthly Tuition payments made in advance (based upon the number of Mondays in a month) are accepted and encouraged. Weekly Tuition is due on Friday morning, to avoid a \$30.00 late fee. We accept Visa, MasterCard, Discover, and American Express. <b>(No Cash Excepted)</b></p>
<p><b>Do I pay if my child does not attend?</b></p>	<p>NO deductions for absences, of any duration or cause. Our staffing and operational costs are incurred based on enrollment on a 52-week calendar. Payments are due for all holidays, school closing based on inclement weather, 3<sup>rd</sup> week of July for Staff Development. <b>Tuition is due for 0-5 days of attendance.</b></p>

<p><b>Tuition Drop Box</b></p>	<p>The tuition drop box is located in the Front Lobby Labeled "ASOE". Credit card receipt can be deposited into the tuition drop box. Please include students name and description of payment including the week of payment.</p>
<p><b>How will I receive my receipt?</b></p>	<p>If paying my credit card, the credit card processor will issue a receipt. However, ASOE will email a childcare statement in January for the entire year.</p>
<p><b>Can I bring lunch for my child?</b></p>	<p>No, Bright from the Start requires schools to provide a complete nutritional meal for children. If your child has identified special food requirements, please provide a letter from their doctor.</p>
<p><b>Why does my child need to have health exams?</b></p>	<p>All children attending Atlanta School of Excellence must have a DHS Certificate of Immunization (Form 3231). Health screenings are necessary for 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.</p>
<p><b>May I participate at my child's school?</b></p>	<p>Parents/Guardians are encouraged to volunteer their time, talents, and experiences in the classroom. Please join the PAC committee to become active.</p>
<p><b>Does my child have a time to rest?</b></p>	<p>To maximize instructional activities, rest time cannot exceed 1 ½ 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 covers each Monday and taken home on Fridays. <b>(Happi Nappi Rest Time covers are required and can be purchased from ASOE for \$25.00)</b></p>
<p><b>What do I do if there is inclement weather?</b></p>	<p>In the event of unusual weather conditions such as snow, ice and/or storm power outage, please check our open, close 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. ASOE will send updates through our Remind app.</p>

<p><b>Does my child go outside to play?</b></p>	<p>Supervised outdoor play is a part of the ASOE 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. We ask that if your child is sick, please allow them to remain home.</p>
<p><b>What do I need to bring to school for my child?</b></p>	<p>Your child must arrive at school on Mondays with their Happi Nappi Rest Time blanket, and a full set of extra clothes.</p>
<p><b>Does my child have to wear a uniform?</b></p>	<p>Atlanta School of Excellence requires that students wear red ASOE tops and khaki bottoms that parents/guardians purchase from the store of their choice. Uniform Shirts may be purchased in the front 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. <b>(Light up Shoes are Not Allowed at ASOE)</b></p>
<p><b>Is there a Parent Handbook?</b></p>	<p>Parent Handbooks will be emailed to the email address on file.</p>
<p><b>Will I be able to have a conference with my child's teacher(s)?</b></p>	<p>Yes! Two (2) Family Conferences Family conferences (2 required annually) January and May.</p>
<p><b>When will the school be closed?</b></p>	<p>Atlanta School of Excellence is a year-round school. We observe the following holidays: Good Friday, Half-day Pre-K Step-Up Day (May), Memorial Day, Independence Day, The 3<sup>rd</sup> Week in July/Staff Development, Labor Day, President's Day, Martin Luther King Day, Thanksgiving Eve beginning at 12:00p.m., Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve and New Year's Day. <b>No discounts, credits or deductions are given for school holidays.</b></p>

**What is the process for checking the background of Staff Members at ASOE?**

Atlanta School of Excellence conducts a comprehensive background check on all prospective employees and frequent visitors. The background check consists of a county criminal record check for the past seven years performed in all counties that a person has lived, worked or attended school. In addition to the county criminal search, a sex offender search, OFAC search and a social security verification trace are also conducted. For all location employees, program licensing background checks required by the state are also performed. In addition, Employees are required to undergo a national fingerprint background check and obtain a satisfactory determination from DECAL.

**Can I visit my child at the center anytime I'd like to?**

Yes, Atlanta School of Excellence has an open door policy. You are encouraged to visit your child anytime. We do highly recommend that the parents do speak with the teachers and let them know just in case the children might be sleeping or in the middle of an enrichment program. Please note that visitation over 30 minutes require a Criminal Background Check on file. (For parents as well as Grandparents)

**Can I park in the school's parking lot to go to court?**

Take caution and please drive slowly in and out of our parking lot for the safety of our children and parents. It is recommended that you hold your child's hand or carry them as you walk to and from your car. Please do not park in or block the Fire Lane, as well as, being mindful of parking in front of the walkway entrance. If you plan to be in the school for a while, please park in a designated parking space to keep traffic flowing smoothly. Also, we ask that you please not park in the space **reserved for our Employees/Monthly Reserved**. Parents/visitors are not allowed to park cars to go to court, work, etc. The parking lot will be monitored by Empire Parking Solutions. If your car does not have a parking decal and is not parked for drop off or pick up, EPS will place a boot on the car.

<p><b>Is there Part Time Care Available?</b></p>	<p>No. We only offer full-time enrollment. However, if a family chooses to attend one day or three days out of the week, the tuition rate will remain the same.</p>
<p><b>Is there a Time Out Policy?</b></p>	<p>We do not use time out as a discipline strategy. Some children may need to be removed from the group if they are endangering others or themselves. This is done with the teacher to help calm them down, talk things over or redirect the behavior, not by themselves such as traditional methods of sitting in timeout alone. Children can be redirected however to another area or activity.</p>
<p><b>How do your Discipline the Children?</b></p>	<p>We do not use time out as a discipline strategy. Some children may need to be removed from the group if they are endangering others or themselves. This is done with the teacher to help calm them down, talk things over or redirect the behavior, not by themselves such as traditional methods of sitting in timeout alone. Children can be redirected however to another area or activity.</p>
<p><b>What type of Security is Provided?</b></p>	<p>There is a security monitor at all doors and cameras in all classrooms. All areas surrounding the childcare property are fenced. The center is also monitored by Northstar Security.</p>
<p><b>Is there a Sibling Discount Offered?</b></p>	<p>Yes, there is a 10% discount offered on the oldest sibling.</p>