



TITANS

LAKE OCONEE ACADEMY

Lake Oconee Academy Parent/Student Handbook Pre-K Addendum

Lake Oconee Academy is dedicated to the concept of offering high quality Pre-K instruction that is developmentally appropriate. LOA is also dedicated to continue that high level of education for students in grades K through 12. To assure that all parents and students understand the vision and mission of the school as well as standards that are needed and expected to achieve the desired learning environment, the LOA *Parent/Student Handbook* has been created.

LOA is also aware that some of the items in the *Handbook* do not follow Bright from the Start guidelines; therefore, to assure Child Care Services, the Bright from the Start Program, and parents that LOA is aware and willing to operate its program under the developmental appropriate guidelines set forth by Child Care Services and Bright from the Start, the following items have been noted as a *Pre-K Addendum* to the *Handbook*.

1.0 General Program

- The LOA Pre-K will operate five days per week, 180 days, for age eligible 4 year-old children.
- The school calendar attached as Addendum “A” denotes a school year of 180 days for instruction and 10 additional days for pre/post planning and staff development. It is requested that this calendar be somewhat flexible as we would like to follow the Greene County School Calendar as closely as possible. That calendar has not yet been created. The attached calendar uses the 2007-08 calendar as a guide.

2.0 Child and Family Eligibility

- The age expectations will require students to be 4 years old on or before September 1, 2008. The school will collect and file age verification. All requirements for 5 year-old students attending will be adhered. No student 6 years of age will be admitted.
- A Parent Acknowledgement Form will be on file for all 5 year-old students.
- Students will need to be residents of Georgia.
- Parents will be made aware of the requirement of 6.5 hours per day for 180 days of attendance for their child. This will be conveyed at a parent meeting held prior to the school year. Parents not meeting this standard will face disenrollment of their child as per the guidelines set by Child Care Services for disenrollment.

3.0 Enrollment

- The enrollment process for LOA Pre-K will follow the enrollment process used by the LOA Charter School. Those guidelines are as follows:

The attendance zone will be comprised of three tiers – first priority will be given to children of families living closest to the physical location of the school itself, namely the

land surrounding the intersection of Carey Station Road and Lake Oconee Parkway. Secondly, if space allows, children living south of I-20 within the current District 4 as of the date of this Agreement, would be eligible to apply to LOA Pre-K, and would be admitted based on a lottery drawing (herein after Lottery). Thirdly, any remaining spaces would be filled with children living in the Greene County School district, again on a space-available basis, and by Lottery drawing. Also based on growth in the area, the LOA Pre-K Board may add additional land south of I-20 to the primary attendance zone, as long as the land added is within current District 4, as of the date of this Agreement.

LOA Pre-K shall not charge tuition or fees and shall not discriminate against any student on the basis of race, ethnicity, national origin, religion, gender or disability. LOA Pre-K shall be a public, nonsectarian, nonreligious, nonprofit school organized and operated under the laws of the state of Georgia, which is not home-based and which shall be located in the facility described in this application.

- Registration forms are required for all students and are maintained on site. The forms will be used to construct a waiting list for students. The Waiting List will be transposed onto the Wait List Registration Form.
- Students outside the school attendance zones will be granted admission after all students within the attendance zone are accommodated. An out-of-district tuition will be charged if appropriate.
- Students will be disenrolled in accordance with the guidelines set by Bright from the Start. It will require Bright from the Start approval. The site must determine that the child is:
 - Not benefiting from the program
 - Repeatedly or substantially interferes with the teacher's ability to implement the program
 - Involves 3 or more instances of aggression, significant property damage, theft, and repeated violation of the rules, age appropriate norms, or rights of others.
- Causes harm to himself or others
- Chronically tardy or absent
- Not enrolled in extended day program and is continually picked up late
- Suspension, without Bright from the Start approval, can be immediate and up to two days when the Pre-K provider determines a child is causing harm to himself or others. Extended suspension requires Bright from the Start written notice and approval. The information required in that letter is outlined in the Bright from the Start guidelines and will be adhered to in any such letter.
- Disenrollment will follow the guidelines set forth in the Bright from the Start guidelines. All information will be on file before a request is made. Bright from the Start must give approval for disenrollment of any child.
- Chronic tardiness defined as a late arrival or early departure more than once a week will be reason for disenrollment. Chronic absenteeism defined as missing more than 2 days per month without medical or other reasonable explanation will also be grounds for disenrollment. Disenrollment must be approved by Bright

from the Start. Children late or leaving early for ten consecutive days without a medical or reasonable excuse must be disenrolled.

- Students will be required to submit a Certificate of Eye, Ear, and Dental Examinations (within 90 days of attending) and a DHR Certificate of Immunization (within 30 days of attending). Signed religious belief forms must be submitted if immunizations are rejected. These letters will be maintained in the office.
- Students with disabilities will not be denied access. Placement with the appropriate services will be made by the placement committee.

4.0 Instructional Services and Curriculum

- LOA has chosen an approved curriculum; however, LOA requests the review of the Core Knowledge Pre-K Program. It is developmentally appropriate and aligned with the Georgia Pre-K standards.
- LOA will use the Georgia Pre-K Assessment and the Georgia Pre-K Progress Report. LOA will be requesting the opportunity to use the Core Knowledge Assessment as an additional assessment tool.
- LOA plans to have four parent conferences to be held quarterly. The four conference format exceeds the expectation of two parent conferences per year required by Bright from the Start.
- Corporal punishment, in any form, shall not be used at LOA.
- LOA shall maintain at least the minimum records set forth by the Bright from the Start guidelines and maintain those for at least three years. Those records include but are not limited to the following:
 - Pre-K registration form
 - Student roster information form
 - Daily child attendance records
 - Class enrollment roster
 - Age documentation
 - Assessment information
 - Documentation related to suspension and/or disenrollment
 - Parent orientation and conference documentation
 - Category One documentation
 - Receipts and other financial records supporting expenses charged to the Pre-K program

5.0 Equipment, Materials and Supplies

- Classroom and playgrounds will be maintained to meet or exceed Bright from the Start guidelines.
- Instructional technology will have prior approval by the Bright from the Start consultant.
- Expansion materials will be approved by the Bright from the Start consultant before purchases are made.

6.0 Delivery of Services

- The classroom will have a minimum of 18 students with maximum of 20
- The instructional day will be from 7:30 a.m. until 2:30 p.m. or at least 6.5 hours per day for 180 instructional days plus 10 days of training and staff development.
- Staff orientation will be no more than 20 days prior to the opening of school.
- All teachers and assistants, including substitutes, will meet or exceed minimum standards set by Bright from the Start.
- Rest time will be part of the normal day. It will not exceed 1 hour.
- The program will be non-sectarian and will not have a religious component.
- There will be no transportation services provided by LOA.
- There will be no extended day services provided by LOA.

7.0 Support Services

- LOA will provide services or referrals for children in the areas of health, child development, community resources, Kindergarten readiness assessment, and ready for school kits. Category One students will have these services coordinated.

8.0 Program Fees

- Fees will not be charged except for extracurricular activities
- Students will be expected to wear school uniforms. Those students financially unable to do so will receive a stipend for uniforms or will have access to the “uniform closet”.