



PARENT HANDBOOK

Ms. Sillah. Owner
Effective Monday, February 5, 2024

WELCOME EWA PARENT

DEAR EWA PARENT,

Exceed World Academy, also known as EWA, provides quality, affordable childcare and family support in Cobb County, GA. We are proud of the legacy we are leaving as we continue paving the way for a new generation of childcare.

We look forward to getting to know you better and helping your child develop to their greatest potential.

Please help your child adjust by approaching this new experience with excitement and enthusiasm. If a child senses that a parent feels guilty or reluctant about leaving, adjustments will be difficult. Be assured separation anxiety is normal for children and in many cases, for parents also.

We are here as a service to you and appreciate your expression of ideas, concerns, and feelings.

Please read our handbook carefully and watch for posted notices in the center and ProCare for other important information.

Through cooperation and open communication, we can help to make a major difference in the quality of life for you and your child.



_____ Initials

INTRODUCTION

Exceed World Academy is a Limited Liability Company with a network of neighborhood child development and family support centers located all-round the Globe. Our childcare and family support services include Infant/Toddler, Preschool, and the Office of School Readiness Pre-Kindergarten program.

Our program employs a multitude of staff in the local programs, including Program Coordinators, Curriculum Specialist, Facility Directors, Instruction Lead EWA teachers, Assistant EWA Teachers, Food Service Managers, and Administration Personnel.

The administration team of Exceed World Academy is in Cobb County, GA and employs well qualified personnel to manage the daily operations of our network of facilities. We strive for excellence in fiscal and program management.

EWA employees must have an Child Development Associates (CDA) credential or hold an Associate, Bachelor, or Master Degree. All staff are required to participate in extensive training throughout the year in all areas of child development and family support. Parents are welcomed to volunteer, apply for positions, and participate in trainings as well. Lead EWA Teachers must have at least a national Child Development Associates (CDA) credential or an Associate Degree. Center management positions require a BA or Master's degree. All staff must actively participate in extensive training in all areas of child development and family support. Parents are encouraged to apply for positions and to participate in staff training.

Exceed World Academy works closely with the school systems in the neighborhoods where our facilities serve. We are well respected in each community by educators, child development specialists, community leaders, and EWA Parents. We collaborate with select agencies and programs, both public and private, to provide quality service for children and families. We believe in community building by establishing a reciprocal relationship with residents, schools, businesses, and civic and religious organizations.

Mission

The mission of Exceed World Academy is to provide students with a worldwide education in a high-quality environment.

Purpose

- To provide a family service offering over and beyond quality childcare in Cobb County and surrounding areas for all children ages 6 weeks – 12 years old.
- To offer a comprehensive program providing physical, social, emotional, and intellectual growth and development for each child.
- To provide a solid support system sensitive to families and their changing needs.

Vision

Our vision is to provide a safe, developmentally, and high-quality environment for infants, toddlers, preschool, pre-kindergartners, and school-age students. Our focus is to explore the world beyond our walls in which students are prepared to compete with their counterparts. Our goal is to produce a love of learning for many years to come. We are committed to our students, staff, and the community by providing encouragement and support along the way.

Smoke and Drug Free Environment

Each Facility is a smoke and drug free environment for the safety and health of our children and staff. No one is permitted to have or use smoking products, illegal drugs, or alcohol on the premises during operating hours. smoke or use tobacco products on the premises. Having or using drugs or alcohol is prohibited.

Prevention

The Exceed World Academy focuses on providing a comprehensive program that assists parents in gaining access to health education for their family. This includes helping parents to choose an ongoing source of medical care. Health education helps families understand how to achieve and maintain healthy lifestyles.

Parents are offered the opportunity to participate in training and/or to receive information on a variety of subjects. These subjects include first aid and safety procedures, immunizations, dental care, personal hygiene, parenting skills, child development and behavior problems, personal development for youth and adults, mental health, preventive health, and the detection of health problems.

Symptoms that Require Exclusion from the Center

A child shall not be accepted nor allowed to remain at the center if the child has a fever of one hundred one (101) degrees Fahrenheit or higher oral temperature and another contagious symptom, such as but not limited to, rash, diarrhea, or a sore throat. The Facility must follow the posted

Common Infectious Illnesses Chart of recommendations for exclusion of sick children from the Facility and their readmission. EWA reserves the right to refuse based on our professional judgment. Some common illnesses in childcare include (but not limited to):

Temperature – One hundred one (101) degrees Fahrenheit or higher accompanied by behavior changes such as unusual lethargy, irritability, persistent crying or difficulty breathing and/or other signs of severe illness	Requires exclusion until 24 hours following no fever
Diarrhea – an increased number of stools (2 stools/day) above the child’s normal pattern, that is not, contained by the diaper or toilet use	Requires exclusion until 24 hours following no diarrhea
Vomiting – two or more times in the previous 24 hours unless the vomiting is determined not to be due to a non-communicable condition and the child is not in danger of dehydration	Requires exclusion until 24 hours following no vomiting
Pink Eye – pink or red around the eye, with white or yellow eye discharge, often with matted eyelids after sleep	Requires exclusion until 48 hours of antibiotic treatment and no sign of active infection
Ringworm Infection	Requires exclusion until 24 hours after treatment was begun and the location of the infection must be covered
Short Term Injury	Exclusion as deemed necessary by physician

Communicable Disease

Exceed World Academy must report to the Facility’s licensing agency any serious illness or injury requiring hospitalization or professional medical attention other than first aid. Parents will be notified in writing of the occurrence of any of the contagious illnesses on the Common Infectious Illness or within 24 hours of the facility being notified. the next working day.

Parental Notification

EWA Parents will be notified immediately when professional medical attention is required, or when the child experiences symptoms of moderate discomfort such as elevated temperature, vomiting, or diarrhea. EWA Staff will contact parents to obtain specific instructions until the parents can arrange to pick up the child. Parents have 60 minutes to retrieve their child from the childcare center or the child will be suspended and/or terminated. The notification will be recorded in the contact log and recorded on the Incident Report Form, if needed.

Parents will be notified at the time of pick up when professional medical attention is not required, or when the child experiences symptoms of less than moderate discomfort, or when the child experiences an adverse reaction to prescribed medication which does not constitute moderate discomfort. EWA Parents will receive written notifications on the Incident Report Form.

Alternative Care when Children Must Be Excluded Parents are encouraged to plan for those days their child will be sick and cannot attend.

Staff Training in Emergency Procedures

EWA Staff are trained in emergency first aid procedures CPR and AED. When minor incidents (bumps, scraps, and scratches) occur, we will treat the injury. A written incident report form will be sent home on the day of the incident, filed in the incident log, and noted in the child's contact log.

Hazardous Items

Children are not permitted to wear scarves, necklaces, pacifiers, or other items around their neck. In addition, pacifiers may not be attached to clothing. Small beads used for hair adornments must be secured so they do not pose a choking threat if they become loose (Age 3 and older are allowed to wear hair beads). Balloons are not allowed in Facility or facility activities.

Medical or Other Emergencies

When a medical emergency arises involving a child, the EWA Staff will seek prompt emergency medical personnel with immediate access to the child. In the case of a SERIOUS accident, the closest staff member with first aid training will render first aid and a member of the EWA Management Team will contact the parent. If neither parents nor the family physician can be reached, a member of the EWA Management Team or designated staff member will transport the child to **WellStar Kennestone Hospital (770-793-5000) (Marietta location)** or **WellStar Cobb Hospital (770-732-4000) (Mableton location)**. EWA Staff will continue to try to reach parents to inform them their child has been transported to a medical facility. EWA Staff will notify the proper authorities and the Exceed World Academy Director as soon as possible.

Fire and Storm Evacuation / Severe Weather

Fire and storm evacuation routes are posted in each facility room. Fire and storm drills are conducted monthly and posted on the center bulletin board. EWA Staff will contact parents as soon as possible to alert them of the evacuation and to provide instructions on picking their child(ren) up from the designated location.

Protection of Children During Emergencies

Emergency plans have been developed and are posted for parent viewing.

Immunizations

All children at the Exceed World Academy are required to have a current immunization record from either the Health Department or family physician within 10 days of enrollment. If required forms are not submitted, your child may be subjected to termination. All childcare facilities are required by law (O.C.G.A Chapter 20-2-771) to have current immunization records on file for each child. EWA Staff can be fined or imprisoned for non-compliance.

Daily Health Checks / Child Abuse

Upon daily arrival, each child will be observed by the childcare staff to check for and document early symptoms of illness, possible neglect, injury, or abuse. If abuse, neglect, or injury is

suspected, the EWA Director or Family Support Coordinator will report to the local Department of Family and Children Services as required by law. (Georgia Code 19-7-5.)

Outdoor Play Requirements

Children need fresh air every day. Even in cold weather children will go outside for short periods of fresh air. When appropriately dressed, exposure to the cold does not cause illness; it helps kill germs that cause illness. When children return to the Facility after an illness, staff assumes that they are well enough to go outside and participate in all activities. Bright From the Start states that students can be excused from outdoor activities for a LIMITED period of time if there is documentation that outdoor activity is medically contraindicated because of special circumstances. Please do not ask the EWA Teacher to keep a child inside because our staffing pattern requires that the Facility always maintain adequate staff/child ratios. (Staff/Child ratios set by NAEYC, Head Start and Licensing)

Biting

Infants and preschoolers are often unable to communicate effectively with words and many sometimes bite another child. EWA Staff makes every attempt to prevent this from happening. However, at some point your child may be bitten or bite another child. EWA Staff will treat the wound and notify you of the incident report from and on the biting form. Biting incidents are confidential. EWA Parents may decide to have the bite checked by their doctor if the skin was penetrated and bleeding occurred. If the biter breaks skin 3 times they will be suspended and then terminated.

Procedures for Medication

EWA Staff will not administer any form of medication. All medicine, prescription and over-the-counter medications, must be given by parent/guardian.

Nutrition

Exceed World Academy offers an excellent food and nutrition program, which includes AM snack, lunch, and dinner. We provide food that helps to meet over two-thirds of the child's daily nutritional needs. We offer.

- EWA Kids, parents, and staff with education activities and training to help develop good nutritional habits.
- Demonstrations on how nutrition is related to the total well-being of the child.

Mealtimes are an important part of the educational day. EWA Kids and staff eat together, share the same menu, and engage in conversation that is centered on the children's experiences. EWA Kids are encouraged to serve themselves. This provides them with opportunities to make decisions, develop eye-hand coordination, and build self-confidence. EWA Staff serve as role models and encourage children to eat, but do not force them. Special consideration is given to those EWA Kids requiring special diets and feeding equipment (with authorization forms signed by a medical doctor). Food is not used as a punishment or a reward to control behavior. New or unfamiliar foods are introduced to the children through planned facility cooking activities or other nutrition activities. Food-related activities are used as a means of teaching language, color, texture, science, social skills, and sensory development. EWA is a nut-free facility. Please refrain from bringing lunches, snacks or food for parties or other celebrations that contain any kind of nut. This would include peanuts (including peanut butter), hazelnuts (including Nutella™ and similar products),

almonds (including almond milk, cashew milk), cashews, pecans, pistachios, walnuts, etc. During special celebrations, any items brought into the center MUST be store bought and sealed.

Weekly menus are posted in each classroom. Menus are constantly improved to include more fresh fruit and vegetables. Children are encouraged to taste new foods.

Failure to complete the lunch application will incur a \$25,00 weekly fee due with tuition weekly payment.

Toilet Training

- When children show signs of readiness for using the toilet, EWA Staff will be happy to assist. Parents should carefully read our Toilet Training Readiness Handout. We believe it should be a positive experience for every child. We would like to work in cooperation with EWA Parents to make this as pleasant and stress free as possible. Remember it is a learning experience, never an issue of punishment.

Individual Needs of Children

The goal of the Exceed World Academy curriculum is to provide children with an environment that is conducive to learning and encourages curiosity, exploration, problem solving, and self-expression and assists children in developing a positive self-image. Our curriculum is developmentally appropriate and focuses on the individual needs of the children.

EWA Facility activities are planned to enable both group participation and individual choice. Children are encouraged to initiate activities and to explore different ways to accomplish tasks. EWA Staff motivate and encourage children to recognize their own self-worth, as well as the worth of other children. Exceed World Academy has an individualized curriculum designed to meet the needs of our EWA Kids and parents . . . it is spontaneous yet organized; it is planned—yet it emerges; it is based on children’s interests yet guided by EWA Teacher Awareness.

Developmental Assessments

Within the first eight weeks of enrollment the age-appropriate skill levels of each child are assessed using an assessment process that also includes Certified Lead Instructor and parent observation. The Exceed World Academy Assessment is based on typical child skills in the areas of physical, cognitive, language, and social. The information is used to identify the skill levels of each child upon entering the program and to track progress throughout the year.

Facility activities are planned to meet the individual needs of each child. Daily lesson plans are developed weekly, and they address the needs identified through the ongoing assessment, daily Certified Lead Instructor observation, and parent input. Arrangements are made, in partnership with parents, when the assessment indicates a need for further testing or evaluation. Our goal is for each child to meet their developmental milestones and to receive immediate interventions when they do not.

Children Learn Through Play

The children are encouraged to be curious, capable learners, take initiative, and build on prior knowledge and experiences. As children play, they reveal their skills and understandings, their

misconceptions and difficulties. This provides cues for EWA Teachers to engage with them in ways that will be meaningful. EWA Parent curriculum involvement forms are completed weekly to keep parents informed of facility activities and to encourage their involvement.

Infant and Toddler Curriculum

The Exceed World Academy recognizes that learning for babies is everything the child experiences—arrival, dressing and undressing, diapering, hand washing, and feeding. Routines are the heart of the curriculum. EWA Teachers talk, snuggle, giggle, tickle a tummy, or sing a song as they change a diaper or feed a bottle. A simple, flexible daily schedule allows for relaxed routines and for individual sleeping and eating needs. To stay tuned into the progress of each of the children in the EWA Teacher’s bonding group, the primary caregiver uses the ongoing assessment to track each child’s skill development. Referring to the infant curriculum manual the Certified Lead Instructor selects an activity to strengthen a selected skill from each area of development: large motor, small motor, cognitive and language. These activities are written on the infant activity plan sheet as well as ideas for music, art/sensory activities, and rhymes and fingerplays. These planned activities are done throughout the day depending on the nap, eating schedule, and interest of the individual children. Infant, toddler, and preschool Teachers receive ongoing training in such areas as child development, ages and stages, how children learn, observing and recording, and positive guidance. They serve as role models for EWA Parents who are encouraged to participate in kids room activities.

Infant Feeding Policy and Procedures

Safe Handling of Infant Bottles

- **Label all infant bottles with the baby’s name and date.** EWA parents have to label bottles before bringing them. We will have labels and a marker on hand in case parents forget.
- **Store prepared bottles in the refrigerator.** Frozen breast milk will be stored in the freezer until feeding time and then thawed in the refrigerator or under cool, running water. Bottles are not warmed on the stove. This causes milk to curdle.
- **Wash hands carefully with soap and water before preparing any bottle.** We do not touch nipples with our fingers.
- **Do not warm bottles in the microwave.** Uneven heating may cause hot spots, which can burn a baby’s mouth. All bottles are covered during storage.
- **Prepare commercial infant feedings according to instructions.** We will add the right amount of water to ensure that the infant gets adequate calories and nutrients.
- **Throw away any breast milk or formula left in a bottle after feeding.** If too much seems to be going to waste, we will record the amount usually used and prepare a smaller amount. In situations as such, we will ask parents to save breast milk in smaller bottles.
- **Clean reusable bottles and nipples thoroughly after each use.** Bottles and nipples are washed in a dishwasher in very hot water or washed by hand and boiled for five minutes before refilling.

Appropriate Bottle-Feeding

- **Feed infants whenever they seem hungry.** Babies need to eat frequently, especially if they are breastfed. We expect to feed infants approximately every two to three hours.

- **Meet individual infants' needs.** We feed each infant on an individual schedule and don't expect all babies to be hungry at the same time. Babies grow rapidly and hunger needs change quickly.
- **Hold babies when you are feeding them.** We hold infants during feeding. This helps them feel more safe and secure. Holding babies also reduces the risk of their choking on breast milk or formula.
- **Avoid giving bottles to infants in their cribs.**
- **Never let infants or toddlers carry bottles.** They easily can fall and injure themselves. Children who carry bottles may share sips with other children, which increases their risk of sharing infections.

Preschool Learning Environment

The preschool room is organized into various work areas such as the home living/dramatic play area, block area, manipulatives, art area, writing area, science area, music and movement, sand and water play, books and printed materials and the computer area. These areas allow children to

- Experience activities to improve eye-hand coordination
- Explore physical relationships
- Express ideas, concepts, and. Feelings
- Establish good reading habits
- Experiment with concepts of size, number, space, and principles of logic

Activities to enhance self-expression and to recognize cultural differences are provided daily. Musical instruments are available to encourage creativity. Children have many opportunities to experience cooperative play and relaxation. Children are involved in activities which help them recognize and acknowledge emotions and feelings. EWA Teachers will be actively involved with the children during activities. Staff always offer the children emotional and social support, through listening to them and responding to their feelings, as well as verbal needs.

To improve large muscle tone, children are involved in activities such as running, jumping, swinging, tumbling, sliding, riding tricycles, and climbing. Balance and flexibility are enhanced by the use of balance beams, stretching, bending, dancing, and moving to music. To develop the fine motor skills necessary for writing, children experience activities such as manipulating small objects, assembling puzzles, cutting, coloring, painting, and writing. Such experiences serve as a vital tool in enhancing the child's curiosity and exploration in solving problems. These experiences also facilitate the child in expressing himself and developing the socialization skills which he/she will need all through life.

Our children may not go home with a handful of dittos and worksheets, they go home with a whole lot more—a head full of age-appropriate understanding and a heart full of joy! When parents ask, “What did you do all day?” and the children respond, “We just played,” then we have done our job well, for play is the work of children!

Toilet Training Procedures

We require that the child be at least two (2) years of age and must also show signs of readiness (Please read the Potty-Training Readiness Checklist below). The child must be kept in diapers or pull-ups with Velcro sides only at all times. Please use the Velcro pull ups that are easily removed.

_____ Initials

Please keep in mind that the activity level here at the center can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will use diapers until your child remains dry for two weeks throughout the day, and can announce that he/she has to use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement. It is required that parents provide pull-ups if they desire to use them (until the child is ready for underwear) and a few extra changes of clothing.

Proper Clothing

Do not bring your child in panties or underwear until your child remains dry for two weeks throughout the day, can announce that he/she has to use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement. During potty training your child must be dressed in “User friendly” clothing at all times such as: Soft, loose pants with an elastic waistband which will aid in developing independence.

- No tight clothing
- No shirts that snap in the crotch
- No pants with snaps & zippers
- No overalls or bib type clothing
- No belts
- Be sure to send your child with plenty of clean clothes.

The clothes listed above can make it difficult for your child to reach the potty in time. Your child also needs to be able to pull his/her pants up and down and these items will hinder your child’s ability to do so.

Required Supplies The following items are to be left at the childcare program and replaced as needed. Soiled clothes will be returned in a plastic bag at the end of the day.

Two (2) changes of clothing including socks (an extra pair of shoes if available), a bag of pull-ups with Velcro sides (if you choose to use them)— you will be notified when the supply is running low, training underwear, and baby wipes. In the event your child runs out of diapers, pull-ups or wipes, the fee of \$1 per wipes, per diaper and/or per pull-up will be posted to your child’s account and due at the next billing cycle.

Curriculum and Educational Philosophy

- High quality early childhood education meets the total needs of the individual child.
- Children learn best through play—actively participating in and manipulating their environment.
- Children learn all day long—during Instructional Teacher directed activities and child selected activities.
- Children learn in a variety of individual ways using all five senses.
- Children learn best in a positive stimulating environment designed to enhance their self-confidence and self-esteem.

- Our instructional program is based upon current research that documents developmentally appropriate activities for infants, toddlers, and three and four-year olds. Every experience plays some part in the growth and development of a child's personality.

Rest Time

All children will have the advantage of an afternoon rest period (between 12:00 PM– 2:00 PM). Infants nap as needed. Children will be provided with their own cot and blanket provided by their parents. EWA Staff will create a very pleasant atmosphere during this time. Children who do not fall asleep in the first hour will be given a book or quiet toy.

Liability

Under Georgia Law, there is no liability for an injury or death of an individual entering these premises if such injury or death results from the inherent risk of contracting COVID-19. You are assuming the risk by entering. I hereby hold harmless, waive and release Exceed World Academy – Marietta & Exceed World Academy – Mableton their childcare workers, officers, representatives, agents, organizers and successors from liability as a result of personal injury or property damage occurring while my child/children are provided care. I have read, understand and agree to adhere to the childcare policies and procedures of Exceed World Academy – Marietta & Exceed World Academy – Mableton.

Permission to Photograph

I give permission for Exceed World Academy to photograph and use myself/my child/my children's pictures and/or names for social media purchases, broadcasting, publishing, publications and to promote and/or expand the EWA brand. I understand that it is my responsibility to inform the director in writing if I no longer wish to authorize my consent. I also agree that it is a legally binding form and providing false information could be grounds for termination of childcare services, forfeiture of retainer, or both.

Discipline Policy – Principles of Positive Guidance

“Children learn what they live.” Our example of honest and fair action with all children, loving and calming words, and gentle hugs of encouragement are the most powerful ways we teach children how to live in the world!

- EWA Teachers provide a positive environment where the rules are clear and consistent.
- EWA Teachers encourage positive behavior by
 - Being well prepared with age-appropriate learning activities.
 - Redirecting children whose behavior is inappropriate to another activity.
 - Praising and encouraging specific behavior.
- EWA Teachers use positive guidance techniques to direct children's behavior. Physical punishment or verbal abuse by any adult, including parents, is not allowed on Facility property.
- Our goal of discipline is to help children learn inner control over their own behavior. Helping children express emotions using words rather than physical force best does this.

- Conferences may be scheduled with parents to discuss concerns about a child's behavior in order to gain their understanding and support of ways to work better with the child. Our goal is to work in partnership with EWA Parents.
- When persistent behaviors make it difficult for a child or other children to fully benefit from learning and extracurricular activities, EWA Staff are required to develop a written plan to help the child. The plan will involve EWA Parents, Teachers, Management team staff, and community resources. Students will be given an Oh No! Report for inappropriate behaviors; 3 Oh No! Reports result in termination (reports are carried over during the duration of your child's enrollment).

Corporal Punishment Prohibited

It is the policy of the Exceed World Academy to prohibit corporal punishment by all employees in the performance of their duties.

Family Centered Practice

Every child deserves the Exceed World Academy experience, and every family does too. Without family involvement, the care and education we offer children is not as effective or long lasting. Quality child care must include family support and involvement, or it cannot be quality. In the first five years of a child's life, their personality develops, and they learn patterns of behavior that follow them throughout life. By caring for the child in the context of their family, we influence the home environment, thereby strengthening and building a strong family unit. We believe that parents are the child's first and most important Certified Lead Instructors.

Confidentiality

All EWA Family information is confidential and is not provided to any other agency or individual without written parental consent. Access to a child's file is limited to protect the privacy of children and parents. Relevant documentation may be released to state and federal licensing agencies upon request. Relevant information may also be released to a hospital and/or physician in an emergency. EWA Parents are asked to sign a release authorizing the Facility to obtain medical assistance in an emergency when parents cannot be reached.

EWA Parents are encouraged to take an active role in their child's education. EWA Parents are encouraged to visit the center at any time, to volunteer to work in the center with their child and other children, and to share special skills or items of interest with the children. Due to the risk of COVID-19, parents can only visit the designated classroom where their kids are assigned. Parents are also able to visit the following areas:

- Outdoor Play Area

Parents visiting the facility must wear a face mask and actively practice social distancing while in the facility.

Parent Communication

_____ Initials

- Messages may be found on the computer during the check in/out procedures as parents drop off and pick up their children.
- The facility bulletin boards and doors are often used for notices.
- A newsletter for EWA Parents will be distributed each month to help parents stay informed about center activities.
- EWA Staff are available daily to greet and talk with parents. If a longer conversation is needed, EWA Staff may set up an appointment with parents.
- EWA Parents may leave written messages for Certified Lead Instructors, call or schedule an appointment.
- Pro-Care Software is used for parent communication: It allows us to focus on building a childcare community and exercising trust amongst our parents through involving parents in their child's day to day activities. We get to share milestones with parents in their child's ongoing development and help our parents reinforce what is taught in the classroom.

Note: Notes placed on Facility boards, cubbies or lockers, or passed out at EWA Parent events or meetings must have the prior approval of the Facility director. The director has the right and responsibility to deny solicitations of any kind.

EWA Parent/Teacher Conference and Home Visits

Each child is developmentally assessed in the fall, spring, and summer. EWA Parent conferences are scheduled to share the results. Head Start parents are asked to also participate in a home visit twice each year scheduled at their convenience. EWA Staff are happy to talk with EWA Parents about their children; however, it is best not to discuss a child's behavior in his/her presence. EWA Parents are encouraged to ask for a conference at any time.

Birthdays and Other Special Events

EWA Parents are encouraged to celebrate their child's birthday or other significant days at the Facility. EWA Parents should talk with the staff to plan the celebration in such a way that all children are included in fun, learning experiences. Balloons are hazardous to children and according to Child Care Licensing, are not allowed in facility rooms or center events. All events must be approved by the facility director.

Parent Responsibilities

- Advocate for the Exceed World Academy, Head Start, and quality childcare for all children.
- Attend EWA Parent meetings and Facility events as often as possible.
- Comply with requirements for immunizations, health checks, and other screenings as mandated by funders.
- Pay fees as agreed upon in a timely manner.
- Read and respond to posted information and correspondence from the Facility.
- Collaborate with the EWA Staff in meeting the readiness requirements for success in school.
- Accompany children to and from the EWA each day. Be sure that a Teacher is aware of a child's arrival and departure.
- Supervise children before entering and after exiting the EWA.

- Pick up children by closing time or arrange for their pick-up. Notify the Facility immediately about the arrangements. Children will not be allowed to go home with anyone except authorized persons. More than two late pick-ups without calling in the calendar year may result in dismissal from the facility. DFCS will be notified about children not picked up within one hour of closing/shift ending if child is not an extended member of the facility. Proper identification will be requested before the child will be released.
- Provide court documents regarding visitation rights if you are separated or divorced. EWA Staff cannot refuse a parent the right to visit or pick-up their child from the facility without documentation prohibiting visitation.
- Dress appropriately while in the facility-in such a manner that is good role model for children (i.e. daytime clothing (no bathrobes or bedroom slippers until it's pajama day), no slang, or profanity on t-shirts).
- Communicate in a professional manner with the staff – in such a manner that is a good role model for children (i.e. no profanity, shouting, name calling). Any negativity, including but not limited to social media, reviews, community gatherings etc...will result in termination.

Volunteers

The Exceed World Academy enjoys a positive reputation in the community and is well known as a place to volunteer. We receive volunteers from child-directed non-profit organizations.

Transitions

Each child will have a transition plan to encourage the successful transition of Pre-K children into kindergarten or other childcare programs. Transition activities are designed to

- Prepare EWA Parents to exercise their rights and responsibilities concerning the education of their children in the new program.
- Enable EWA Parents to become their child's advocate and to communicate with Certified Lead Instructors and other school personnel.
- Assist EWA Parents in sharing decisions related to their child's education in the new program or public-school setting.
- Arrange for EWA Parents and children to make a personal visit to the new setting.
- Transfer relevant records to the new setting.

Community Building

The Exceed World Academy will take an active role in involving EWA Parents in community planning to

- Encourage strong communication between community residents, businesses, services, and organizations.
- Establish formal and informal cooperative agreements.
- Improve the delivery of community services to children and families in accordance with our confidentiality policies.

We will use the principles of community building and asset mapping described by our Chief Executive Officer, *Derra Sillah* and other leaders in the community partnership field. Our goal is that each facility will establish a reciprocal relationship with residents, businesses, organizations,

schools, and religious organizations in their neighborhoods. The facility's Management Teams, the Child and Family Specialists along with EWA Parents will

- Join and attend local community meetings in their neighborhoods.
- Host community meetings at the facility.
- Befriend natural community leaders in their neighborhood.
- Increase the resources for referrals and information.

Enrollment – Months, Days, and Hours of Operation

Our facility is open from 7:00AM to 6:00PM, Monday through Friday, all year round (January through December).

Holidays

*Exceed World Academy is officially closed on these days with pay:

January 1	New Year's Day	
January	Martin Luther King, Jr, Day	
February	President's Day	
May	Spring Professional Learning Day (Friday before the Memorial Holiday)	
May	Memorial Day	
June	Juneteenth	
July	Independence Day	
July	Second week	
August	Fall Professional Day (Friday before the First Day of School)	
September	Labor Day	
October	Columbus Day	
November	Thanksgiving Day	
November	Day after Thanksgiving	
December	Christmas Eve	
December	Christmas Day	
December	Day after Christmas	

***Note: Holidays listed above that fall on a Saturday will be observed on the Friday before, and those that fall on a Sunday will be observed on the Monday that follows.**

Supplying and Updating Needed Information

EWA Parents are responsible for fully completing all the EWA Registration documents before your child(ren) will be considered for enrollment. Once enrolled, it is the EWA Parents responsibility to ensure all documentation is fully updated or your child will be subject to termination.

Facility Dues/Tuition Fees \$\$

There is a one-time payment of \$125 per child due upon registration. Registration is an annual fee and due prior to the first day of school. There is no additional charge for daily meals and snacks. Failure to complete the lunch application will incur a \$25,00 weekly fee due with tuition weekly payment. Facility dues/Tuition fees are charged weekly for childcare, summer, and school holidays for primary age children. Tuition Payments Payment must be received prior to the first day your child attends. Thereafter, tuition is due weekly on Mondays. When withdrawing your child from the center, a written two-week notice is required. If no notice is given, you will be required to pay tuition for the additional two weeks. There is a tuition increase annually to be able to provide quality care for your child(ren) in our facility. There is a \$4 weekly technology fee each week added for Pro Care teacher/parent communication and daily reports.

Tuition is based on enrollment NOT attendance. Full payment is required even if the child is not in attendance, regardless of absences or closings. No credit will be given for illness, center closing due to an emergency, or inclement weather. EWA reserves the right to close the center for weather or safety-related reasons. Tuition must be paid through automatic bank drafts/credit and/or debit cards. If the draft is declined, an NSF fee will be charged. We reserve the right to discontinue auto drafts due to multiple NSF fees and require another form of payments. Non-payment of tuition is grounds for termination. Any account paid after Monday will incur a \$10 late payment fee each day regardless of attendance. On Wednesday, students will not be allowed to enter the center due to non-payment. If an EWA parent attempts to re-enroll child(ren) at any of our other EWA locations, parent will have to pay remaining balance in full, along with the \$125 re-enrollment fee per child, before child(ren) can re-enroll. Students enrolled in a subsidiary must attend school 1-2 days per week; if a subsidy approved student does not attend 1-2 days per week, the parent will be responsible for paying one week tuition and/or he/she will be withdrawn immediately.

We reserve the right to disenroll or refuse services due to non-payment. We reserve the right to adjust tuition and other fees at any time. A tuition sheet is available upon request.

Facility Dues/Tuition Fees Waiver – Effective August 2024 (2024-2024 Academic School Year)

After a child has been enrolled for a twelve (12) month period tuition may be waived for one week for vacation when requested in advance. Facility Dues/Tuition may be waived one time in a twelve (12) month period. If a child is ill, EWA Parent can request a tuition waiver for the time the child is out. Families with more than one child may have their facility dues/tuition prorated if all children are not out the same week. This week must be taken Monday – Friday and the child(ren) may not attend during this week. This does not apply to EWA Parents enrolled through CAPS.

Disenrollment

We require a two-week written notice to be given if a family ends enrollment at the center (including when a child leaves the center to attend kindergarten). Payment of tuition for these two weeks is required even if a family leaves prior to the end of the two-week period. We reserve the right to disenroll any family for any reason deemed necessary, including non-payment of tuition or other fees, disruptive or dangerous behavior as deemed by center staff.

Late Pick Up

Late pick-up fees are put in place to cover the staff after the center closes. \$25.00 for the first 1-minute past 6:00 pm, then \$1.00 per minute after that. At 6:30 pm, if the child has not been picked up and we are unable to reach you, the authorities will be called as required by the state regulations. We reserve the right to disenroll for excessive late pick up. Late pick up fees are due at the next billing cycle.

Failure to adhere to payment policies will result in the temporary removal of the child. Parents will be instructed to pick up their child(ren) immediately and the child(ren) will not be allowed to return until all payments and fees have been paid in full.

Pricing Agreement Form

By signing below, I am stating that I have fully read and understand the Exceed World Academy pricing and service cost.

Child Name: _____
Child Name: _____
Child Name: _____

Print Name: _____

Signature of Parent / Guardian: _____ Date: _____

Print Name: _____

Signature of Authorized Personnel: _____

_____ Initials



Attendance

Children benefit from regular attendance. Staff are required to contact EWA Parents each day a child is absent to document the reason for the absence and to support a quick return to the facility. Pre-K children are required to attend the core instructional day. Irregular attendance is defined as being absent from the EWA three to five days per week for a period of three to four weeks and may be grounds for dis-enrolling. Chronic absenteeism is defined as a child being absent from the EWA for a period of two (2) consecutive weeks without a medical or other reasonable explanation. Children who are absent for two consecutive weeks without a reasonable explanation may be dis-enrolled from the facility. EWA Parents will be informed in writing that the child will be dis-enrolled on a specified date.

Inclement Weather

The Exceed World Academy will remain open during inclement weather. We understand that most jobs will still require employees to come to work even during these times, therefore, we are always there to be reliable in every way possible. If our Facility closes due to inclement weather, we will give EWA Parents advance notice. We may follow the Cobb County school schedule during weather advisory days. Please tune in to Channel 2 (WSB)/email/social media for information about facility closing or late openings due to extreme weather conditions.

Arrival and Departure

EWA Parents must accompany the child inside the facility to handoff to the appropriate EWA personnel. An authorized adult must virtually check and sign the child in and out daily. If the child is late arriving, the person bringing the child must also inform the EWA Teacher or a member of the management team the reason for arrival. EWA Parents must make the facility staff aware of the child's presence before leaving the child.

Time of Arrival

Children enrolled in Pre-Kindergarten or in Pre-school need to be in attendance by 9:00am. After 9:00 am, they are considered tardy and will not be allowed in the center. If the child arrives at 10:00am, parents must provide a doctor's notice to excuse tardiness. Tardiness could be grounds for dis-enrolling. If this presents a hardship, parents should discuss it with the EWA Family Support Coordinator or the facility Director. EWA.

Child Departure

EWA Kids will only be released to those persons whose name appears on the "Permission to Pick Up" list authorized by parents. Photo identification will be required from any person who is unknown to EWA Staff when that person requests to pick up a child. Parents or other persons must use the check-out system when picking up the child. If a child is being picked up early, the person requesting the child's release must also record the reason for early pickup from PreK. No EWA Kid will be released to any person suspected of being under the influence of drugs or alcohol. EWA Parents must make any additions or changes to the "Permission to Pick Up" in writing. EWA Kids may not be left in the facility past their scheduled pick-up time or facility closing time. EWA Parents must notify the EWA Staff in advance if someone is picking up their child and is not listed on the "Permission to Pick Up" list.

School Uniforms and Personal Belongings

_____ Initials

EWA is a mandatory school uniform school for ages two years old and older. School uniforms tops must have the logo and are available for sale at the school. School uniforms are required prior to the first day of school.

All EWA Facilities provide a variety of educational, hands-on learning for the children. Sometimes a child's clothing may become soiled or dirty. EWA Parents may want to consider this when dressing their child for the facility. Comfortable, inexpensive clothing is recommended. The Facility is NOT responsible for lost or damaged clothes, shoes, earrings, other jewelry, or hair adornments. Necklaces and small beads are also a safety risk for young children and may not be worn at the facility. Hair adornments with beads may pose a choking hazard if they come undone, so they must be securely attached.

EWA Parents must label their child's sweaters and jackets including hats and mittens, with their child's name or initials to prevent loss. In cold weather, we ask that EWA Parents send a cap and mittens. Mittens attached to a yarn that runs through the coat are helpful. It is a good idea to keep a light jacket or sweater in the child's locker in case the day turns out too warm for a heavy coat. Each EWA Kids must have an extra change of clothing, including underwear that is kept in his/her cubby/locker for emergencies. Children who are not toilet training must have 2 – 3 changes of clothes, especially underwear. Please wash and return facility clothing as soon as possible.

EWA Kids must wear shoes with a heel strap. Rubber soled shoes are best for running and climbing. Crocs and sandals must be worn with socks. Flip-flops, wedges, and shoes with high heels may not be worn. During water activities, swimsuits and water shoes are required (Crocs are not permitted during water play activities).

Diaper and Pull-Ups for Infants and Toddlers

EWA Parents of children in diapers are expected to bring eight (8) diapers per day or enough to last several days. During toilet training, a minimum of six (6) pairs of plastic covered training pants or pull-ups should be sent. Be sure the outer pants are large enough for the child to manage.

Infant Formula and Baby Food

EWA Parents must provide infant formula and prepared baby food in plastic containers, labeled with the child's name and date. Two (2) pullover or snap bibs would be helpful (no bibs with ties). Mothers are encouraged to send breast milk and/or formula milk for their baby. (Formula and baby food are provided for children enrolled in EWA.

Dis-enrolling

Every effort will be made to work with all EWA Kids and Parents in our Facility. However, there are instances when it may become necessary to dis-enroll a child. In the unlikely event this occurs, parents will be notified in writing that the child will be dis-enrolled on a specific date and officially dropped from the program. Instances that may result in dis-enrolling include:

- **Disrupted behavior**—EWA Kids who demonstrate behavior that is harmful to themselves or others. All incidents of disruptive behavior will be documented, and EWA Parents will be informed. Parental permission may be sought for outside observation or evaluation.
- **Poor Attendance**—all absences will be documented and discussed with parents to try to improve the situation.

- **Delinquent Payments**—payment is due on Monday (if on weekly payment plan) and the 1st of the month (if paying all at once), in advance of the service. Payment is delinquent each day after the due date. (Tuesdays for weekly arrangements and the 2nd day of the month for monthly payments)
- **Late Pick Up**—leaving children in the facility past their program time ends more than two (3) times during a child’s enrollment. Traffic and other emergencies do occur so EWA Parents must have a back-up plan in place.
- **Late Arrival**—All students who do not come on time as required by the Office of School Readiness (OSR).
- **Non-Compliance**—parents who do not comply with the guidelines outlined in the Exceed World Academy Parent Handbook.
- **Failure to provide necessary documents**—parents who do not provide the required documentation within the proper timelines.
- **Parent disruption of the program**—abusive language and threatening behavior by adults that are harmful to children, staff, or the facility. Negativity regarding bashing the school and/or staff on social media, reviews, and/ community events.

Facility Failure

If a loss of power, water, heat, or air conditioning occurs at the facility, the Facility Director will call the proper personnel to repair the equipment. If the loss of these utilities affects the usual operation of the program, arrangements will be made to send the children home. If arrangements are not possible, we will improvise if it’s safe to do so. In the event the water and/or electricity, or gas are not functioning properly and will not be operational within two hours, staff will begin notifying parents. The Facility Director will notify the Executive Director/Owner. In case of an emergency due to Facility problems such as fire, severe weather, power failure, loss of utilities, bomb threat, or structural damage, the staff will transport children by walking to the designated Facility Safety Zone.

Transportation

Home to Facility, Facility to Home | Facility to School, School to Facility

We do not offer transportation.

Emergency Transportation Practice

If the Facility is in need of evacuation and kids need to be transported to a designated safe haven, EWA kids and staff will evacuate the facility as quickly as possible to the designated safety zone. The Facility Director will immediately notify parents of the emergency and new pick-up location once all kids have been accounted for and are safely in the safety zone. From the safety zone, kids will be safely transported to South Cobb High School (Mableton location) & Sprayberry High School or Cobb County Fire Station 12 (Marietta location) where they will await pick up by authorized personnel only.

Creating a Positive Partnership

The Facility Staff at the Exceed World Academy look forward to working with EWA Parents to create a positive environment for children and families. We believe in a “greenhouse” approach.

Our goal is to establish an atmosphere that nurtures children, their families, our facility staff, and community volunteers. We encourage EWA Parents to let us know how we can best help you.

Chain of Command

In the absence of the Facility Director, the chain of command is:

- Lead Facility Instructor

To contact the administrative team, email at:
Email: exceedworldacademy.marietta@gmail.com
Exceedworldacademy.mableton@gmail.com
Derra Sillah, Chief Executive Officer, Director

Parent Agreement and Acknowledgement of Receipt of Parent Handbook

Parents:

I acknowledge that I have received a copy of the Exceed World Academy Parent Handbook, which contains vital information on the Company's policies, procedures, and benefits.

I understand that the EWA may change its policies, procedures, and benefits at any time at its sole discretion, as well as interpret or vary them however it deems appropriate.

I have read (or will read) and agree to abide by all policies and procedures contained therein.

Parent Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Authorized Signature: _____

Date: _____

_____ Initials

