



GA PRE-K STUDENT HANDBOOK

12 Executive Circle
Savannah, GA 31406

Dawn W. Marshall, Pre-K Site Director

dawn@ykcla.com

JonElle Coleman, Project Director

jonelle@ykcla.com

Phone Number:

[912.228.8745](tel:912.228.8745)



Welcome to YKCLA Ivy League Pre-K Program

A Guide for Students and Families

This handbook is designed to help students and their families understand the policies, routines, and opportunities within our Georgia Pre-K program. Inside, you'll find information about daily schedules, learning expectations, health and safety guidelines, family involvement, and resources available throughout the school year. Our goal is to support every child's growth, curiosity, and readiness for kindergarten in a safe and nurturing environment.

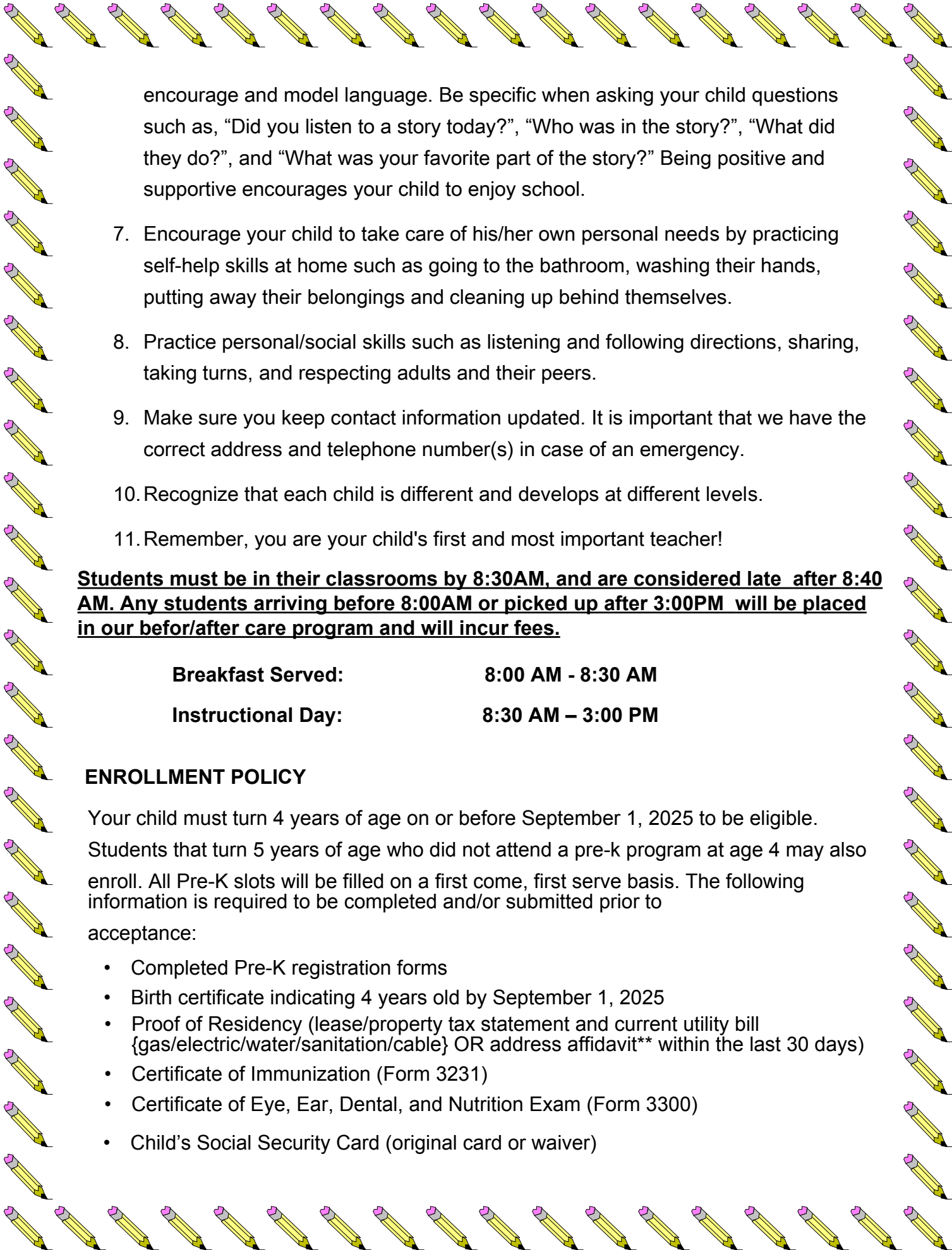
We are very excited about working with you and your child this school year! We believe that both the parents and the school are joint partners in the total education of your child. It is very important that we work together, between home and school, to make this a very successful school year for your child!

OUR BELIEF STATEMENTS

We believe that **PLAY** allows children to be creative and imaginative while learning to problem solve, share, and build their vocabulary. We believe children **LEARN** new skills when they are developmentally ready. We believe children **GROW** by gaining independence to become self-confident and enthusiastic learners.

TIPS FOR PARENTS

1. Make sure your child's first and last name are on all their personal items.
2. Your child will need a regular size book bag (no wheels) to bring materials from school to home.
3. Make sure your child has regular attendance and comes to school on time.
4. Your child may experience separation anxiety and cry during the first couple of weeks of school.
5. This is normal and it will take some time for your child to get adjusted to school. In order to make this a smooth transition for your child, we ask that you do not linger because it will intensify your child's anxiety.
6. Show interest in the work that your child brings home. Build your child's confidence by asking him/her to discuss the work. It is very important to



encourage and model language. Be specific when asking your child questions such as, “Did you listen to a story today?”, “Who was in the story?”, “What did they do?”, and “What was your favorite part of the story?” Being positive and supportive encourages your child to enjoy school.

7. Encourage your child to take care of his/her own personal needs by practicing self-help skills at home such as going to the bathroom, washing their hands, putting away their belongings and cleaning up behind themselves.
8. Practice personal/social skills such as listening and following directions, sharing, taking turns, and respecting adults and their peers.
9. Make sure you keep contact information updated. It is important that we have the correct address and telephone number(s) in case of an emergency.
10. Recognize that each child is different and develops at different levels.
11. Remember, you are your child's first and most important teacher!

Students must be in their classrooms by 8:30AM, and are considered late after 8:40 AM. Any students arriving before 8:00AM or picked up after 3:00PM will be placed in our before/after care program and will incur fees.

Breakfast Served: 8:00 AM - 8:30 AM

Instructional Day: 8:30 AM – 3:00 PM

ENROLLMENT POLICY

Your child must turn 4 years of age on or before September 1, 2025 to be eligible.

Students that turn 5 years of age who did not attend a pre-k program at age 4 may also enroll. All Pre-K slots will be filled on a first come, first serve basis. The following information is required to be completed and/or submitted prior to acceptance:

- Completed Pre-K registration forms
- Birth certificate indicating 4 years old by September 1, 2025
- Proof of Residency (lease/property tax statement and current utility bill {gas/electric/water/sanitation/cable} OR address affidavit** within the last 30 days)
- Certificate of Immunization (Form 3231)
- Certificate of Eye, Ear, Dental, and Nutrition Exam (Form 3300)
- Child's Social Security Card (original card or waiver)



ATTENDANCE POLICY

Pre-K is required to document and monitor attendance throughout the school year. The state has specific guidelines and procedures on what they consider to be “Chronic Absenteeism and Tardiness.”

- Chronic absenteeism is defined as missing more than two days per month without medical or other reasonable explanation.
- Chronic tardiness is defined as late arrival or early departure more than once per week.
- Chronic tardiness or absenteeism may also be defined by an established regular attendance pattern(s), for an example; if a child is late every Monday or absent every Tuesday or leaves early every Friday.
- Children, who do not attend class, are late or leave early for ten consecutive days without medical or other reasonable explanation, must be removed from the Pre-K roster.
- Pre-K is required to provide documentation of an intervention plan with parents/guardians of children who meet the definition of chronically tardy or absent.
- Children who continue to be chronically tardy or absent after an intervention plan has been implemented will result in disenrollment.



Excused Absences

The following conditions provide the only acceptable reasons for a student's absence from school.

Illness - When a student is unable to attend school due to an illness, a note written by a physician documenting the illness will serve as evidence of the illness for the school.

Chronic/Extended Illness - For students who are absent because of chronic illnesses or disability, the Parent must disclose this information in written form to the director at the beginning of the enrollment of the student or upon the onset of the student condition that affects regular attendance. Documentation from a physician will be required. If the Parent does not complete the form or does not provide documentation from a physician concerning the chronic illness and extended illness, parents will be referred to the Pre-K Consultant.

Preadjusted Appointments - For appointments with the court, social services or other state agencies and appointments with health care providers, official documentation must be presented to the school.

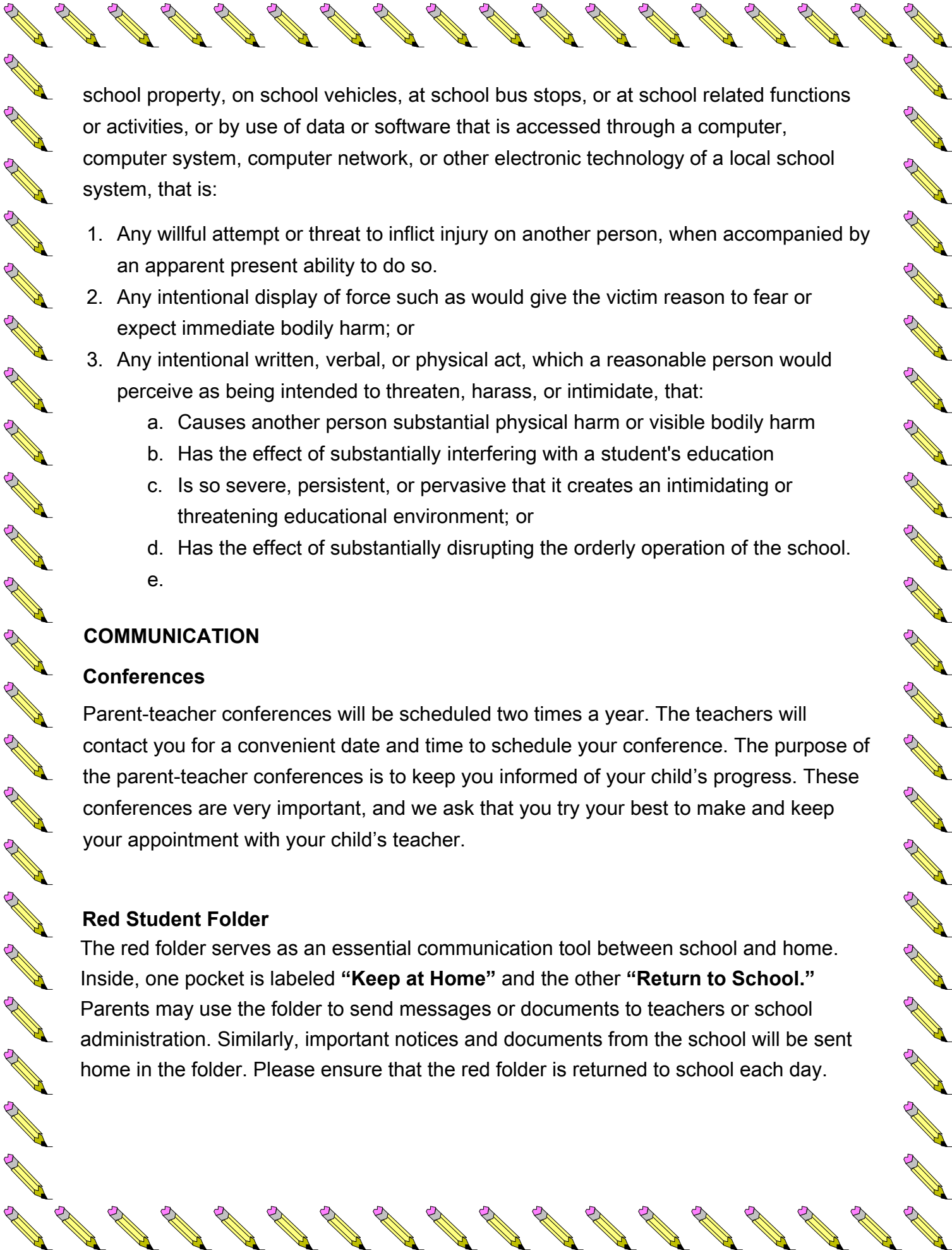
Family Death or Emergency - For absences because of a death in the family or an emergency beyond the family's control, the Parent must notify the school and provide documentation for the absence.

Exceptional Circumstances – The director may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interests of the student and his/her family. Prior to the student's absence, the Parent must complete the Request for Exceptional Circumstance to Attendance Form.

Military Service - A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five additional school days per school year, for days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave. Families shall provide a written statement for the child's file to document the absence.

BULLYING BOARD POLICY

YKCLA Ivy League Preparatory Pre-K Program believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Bullying is defined as follows: An act which occurs on



school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so.
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. Causes another person substantial physical harm or visible bodily harm
 - b. Has the effect of substantially interfering with a student's education
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.
 - e.

COMMUNICATION

Conferences

Parent-teacher conferences will be scheduled two times a year. The teachers will contact you for a convenient date and time to schedule your conference. The purpose of the parent-teacher conferences is to keep you informed of your child's progress. These conferences are very important, and we ask that you try your best to make and keep your appointment with your child's teacher.

Red Student Folder

The red folder serves as an essential communication tool between school and home.

Inside, one pocket is labeled "**Keep at Home**" and the other "**Return to School.**"

Parents may use the folder to send messages or documents to teachers or school administration. Similarly, important notices and documents from the school will be sent home in the folder. Please ensure that the red folder is returned to school each day.



CURRICULUM

Pre-K Curriculum

Georgia Early Learning and Developmental Standards (GELDS) are high quality standards for birth to age five. They were developed to provide a foundation for instruction in all Pre-K classrooms. They reflect current educational research and are aligned with the Common Core Georgia Performance Standards (CCGPS) for grades K - 12. The purpose of the GELDS is to outline what children should know and be able to do before kindergarten entry. These research-based standards will be used to guide teachers in assessment, instruction and the planning of developmental knowledge, skills and concepts that children will need to make progress in all learning areas.

Field Trips

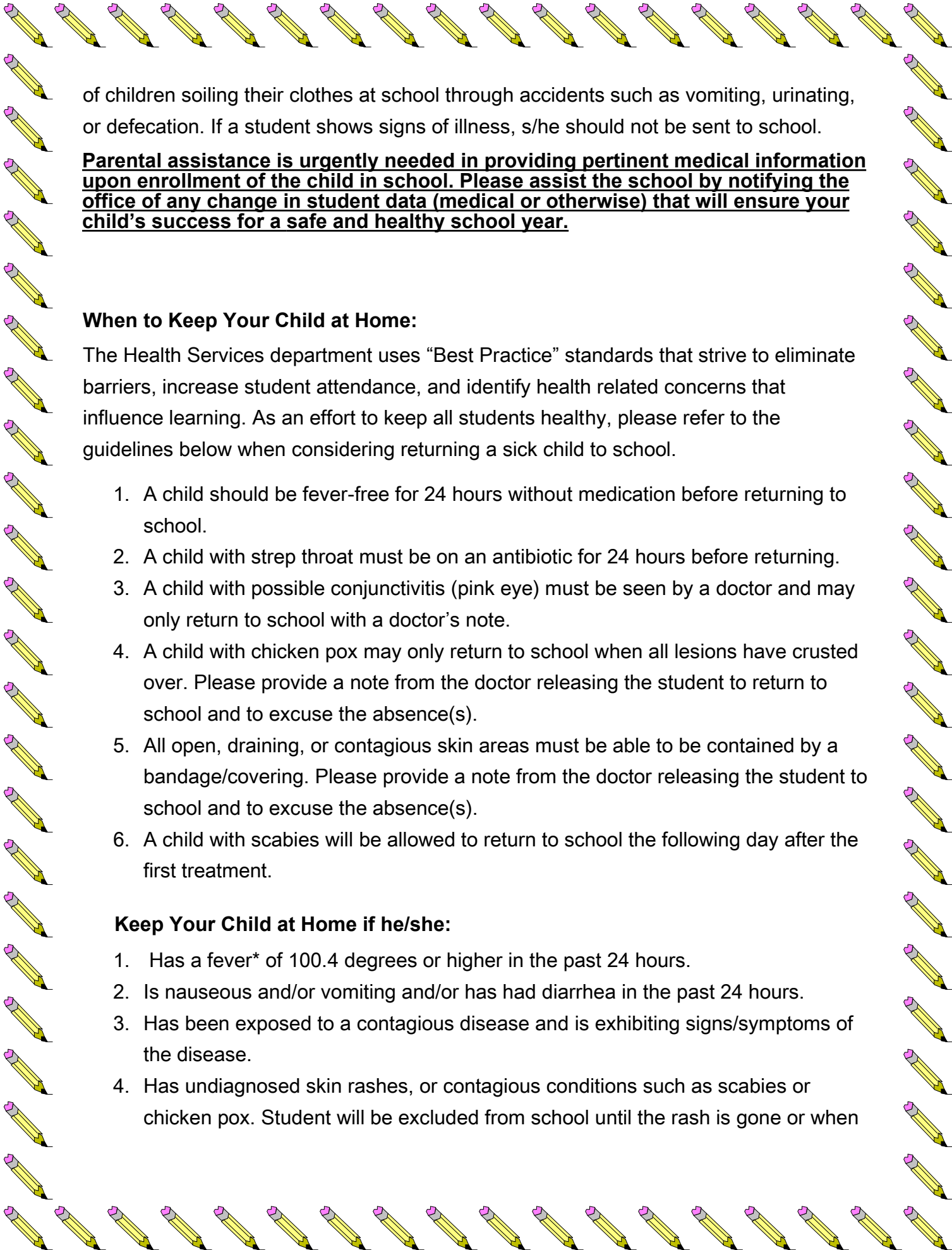
Field trips to nearby points of interest may be scheduled throughout the school year. If scheduled, these trips will be designed to supplement the curriculum and to provide a variety of experiences for the students. Parents will receive notices of field trips, including the cost per student, and will be asked to sign and return the permission slip form with cost for the trip. Children who do not have a signed permission slip will not be allowed to attend the field trip. Parents will be asked on a rotating basis to chaperon on the field trips. If you want to take your child with you from the field trip site, YOU MUST SIGN THE CHILD OUT AND THE SCHOOL WILL NO LONGER BE RESPONSIBLE FOR THE CHILD ONCE YOU SIGN THEM OUT.

CUSTODY CONCERNS AND/OR SPECIAL PICK-UPS

Please notify the office staff if you have special concerns about certain individuals being allowed to pick up your child from school, visit your child during school hours or at school functions, and/or having access to a child's records. You will be asked to provide legal documentation to the school, to ensure that your needs are met.

HEALTH RELATED SERVICES

If a student is injured at school, trained staff will render first aid. Parents/Guardians will then be contacted in those cases which the school deems are serious enough to warrant communication. If the school is unable to contact the parent, the emergency telephone contact person(s) will be called in an effort to find someone to come for the child. Please assist the school by providing current emergency numbers to be used in the event that you are not available. When a student becomes ill at school, the parent will be notified just as in the case of an accident. Parents will also be contacted in cases



of children soiling their clothes at school through accidents such as vomiting, urinating, or defecation. If a student shows signs of illness, s/he should not be sent to school.

Parental assistance is urgently needed in providing pertinent medical information upon enrollment of the child in school. Please assist the school by notifying the office of any change in student data (medical or otherwise) that will ensure your child's success for a safe and healthy school year.

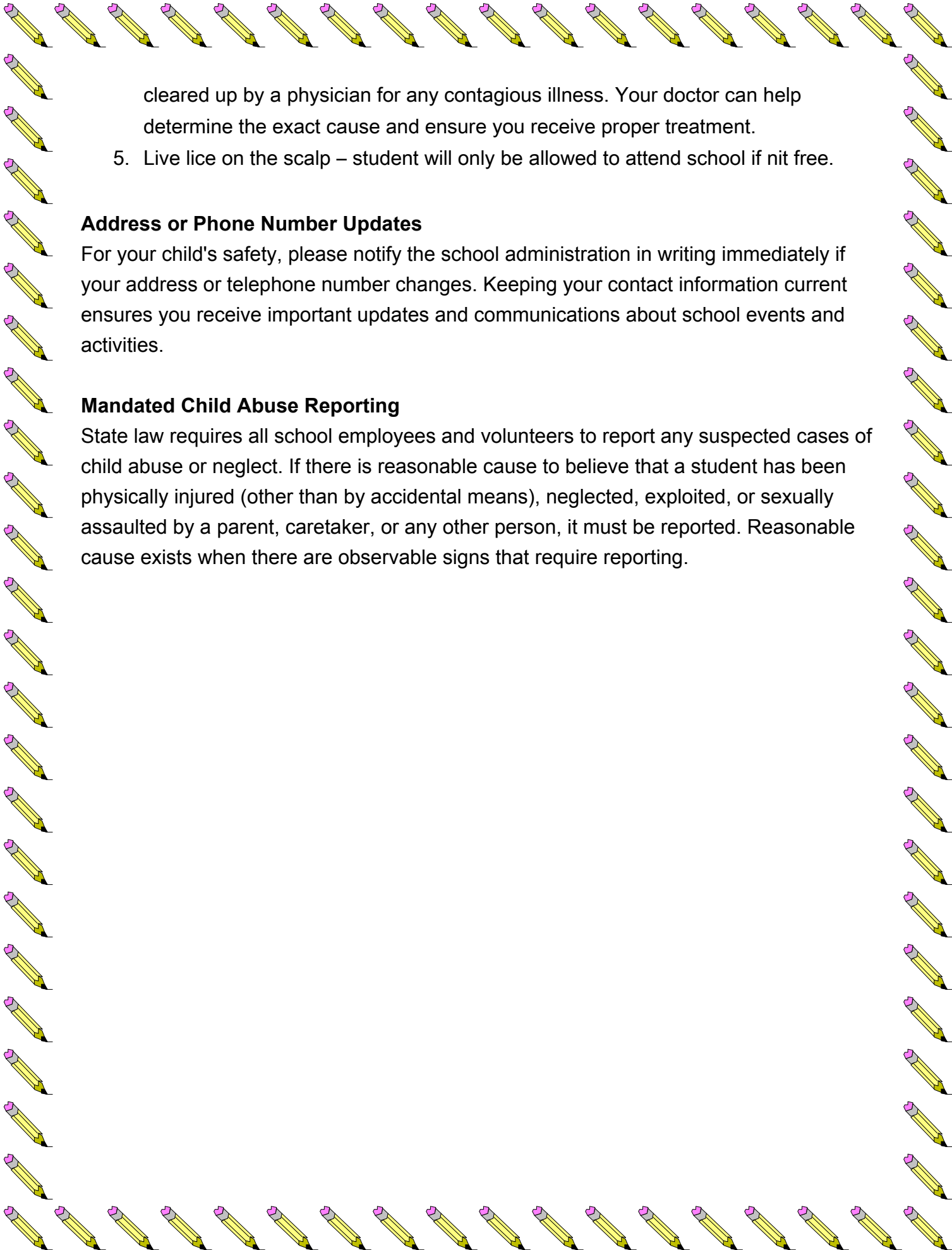
When to Keep Your Child at Home:

The Health Services department uses “Best Practice” standards that strive to eliminate barriers, increase student attendance, and identify health related concerns that influence learning. As an effort to keep all students healthy, please refer to the guidelines below when considering returning a sick child to school.

1. A child should be fever-free for 24 hours without medication before returning to school.
2. A child with strep throat must be on an antibiotic for 24 hours before returning.
3. A child with possible conjunctivitis (pink eye) must be seen by a doctor and may only return to school with a doctor's note.
4. A child with chicken pox may only return to school when all lesions have crusted over. Please provide a note from the doctor releasing the student to return to school and to excuse the absence(s).
5. All open, draining, or contagious skin areas must be able to be contained by a bandage/covering. Please provide a note from the doctor releasing the student to school and to excuse the absence(s).
6. A child with scabies will be allowed to return to school the following day after the first treatment.

Keep Your Child at Home if he/she:

1. Has a fever* of 100.4 degrees or higher in the past 24 hours.
2. Is nauseous and/or vomiting and/or has had diarrhea in the past 24 hours.
3. Has been exposed to a contagious disease and is exhibiting signs/symptoms of the disease.
4. Has undiagnosed skin rashes, or contagious conditions such as scabies or chicken pox. Student will be excluded from school until the rash is gone or when



cleared up by a physician for any contagious illness. Your doctor can help determine the exact cause and ensure you receive proper treatment.

5. Live lice on the scalp – student will only be allowed to attend school if nit free.

Address or Phone Number Updates

For your child's safety, please notify the school administration in writing immediately if your address or telephone number changes. Keeping your contact information current ensures you receive important updates and communications about school events and activities.

Mandated Child Abuse Reporting

State law requires all school employees and volunteers to report any suspected cases of child abuse or neglect. If there is reasonable cause to believe that a student has been physically injured (other than by accidental means), neglected, exploited, or sexually assaulted by a parent, caretaker, or any other person, it must be reported. Reasonable cause exists when there are observable signs that require reporting.

Pre-K Attendance Policy

Daily Attendance

- Children are expected to attend school every day.
- A parent must notify the school if a child will be absent or late.
- 3 tardies = 1 absence in the attendance record.

Tardies

- A child is tardy if they arrive after the school start time.
- 3 tardies = 1 unexcused absence.
- Repeated tardiness may require a conference.

Early Pick-Up Policy

- Early pick-up should only occur for illness, emergencies, or pre-approved reasons.
- Pick-up before 12 PM counts as a half-day absence.
- 3 early pick-ups = 1 unexcused absence.

Frequent early pick-ups may affect attendance standing

Truancy

- Any child with 5 or more unexcused absences is considered truant under compulsory attendance law.

Absence Procedures

| Attendance issue | Required action |
|--|--|
| 3 consecutive absences | School will attempt contact parent/guardian and document communication. |
| 5 unexcused absences | Student is officially considered truant. A mandatory meeting with administration is scheduled. |
| 10 total absences (excused or unexcused) | Due process letter sent and possible disenrollment from program |

Excused Absences

- Illness
- Medical appointments
- Family emergency
- Pre-approved travel or personal leave

Unexcused Absences

- Oversleeping
- Car trouble
- Late drop-off (without notice)
- No parent contact or documentation



Student Handbook Acknowledgment Form

I have received the **YKCLA Preschool Student Handbook**. I understand that support and compliance with the Student Handbook is mandatory. By signing, I verify that I am the legal custodial parent or guardian and agree to all the expectations set forth in the handbook.

Child's Name _____

Parent Name _____

Parent Signature _____

Date _____