



**PARENT HANDBOOK**

**2011-2012 SCHOLASTIC YEAR**

We would like to welcome you and your child to Tabula Rasa The Language Academy! The purpose of this handbook is to outline some of the policies and procedures under which we operate. Please make sure you read it and bring it signed with the Registration Form. A copy of this handbook is posted online in our website as well.

It is our hope that through the joint efforts of our staff and the parents we can accomplish the goals we have set for your child. This Parent *Handbook* is intended to be only a first step in the communication of important information. We hope that you will find it meaningful and helpful as we begin our year together, and we encourage you to contact your child's teacher, or the school's office, should you have additional questions.

**Important contact information:**

Tabula Rasa Office

Tracie Ronzulli (Preschool Director) 404-847-0829  
[Tracie@trlanguages.com](mailto:Tracie@trlanguages.com)

Besa Tarazhi (School Administrator/Admissions) 404-409-0827  
[Besa@trlanguages.com](mailto:Besa@trlanguages.com)

Teachers of each classrooms have their e-mail address as above:

- [Infantspanish@trlanguages.com](mailto:Infantspanish@trlanguages.com)
- [MMOspanish@trlanguages.com](mailto:MMOspanish@trlanguages.com)
- [2Yospanish@trlanguages.com](mailto:2Yospanish@trlanguages.com)
- [3yospanish@trlanguages.com](mailto:3yospanish@trlanguages.com)
- [4yospanish@trlanguages.com](mailto:4yospanish@trlanguages.com)
- [infantmmofrench@trlanguages.com](mailto:infantmmofrench@trlanguages.com)
- [preschoolfrench@trlanguages.com](mailto:preschoolfrench@trlanguages.com)
- [elementaryschoolfrench@trlanguages.com](mailto:elementaryschoolfrench@trlanguages.com)

The e-mails of respective elementary school teachers are given to the parents during the orientation.

**The following information to be filled on the Orientation Day:**

My Child is in \_\_\_\_\_

\_\_\_\_\_  
Name(s) of the teacher(s)

Teacher contact information \_\_\_\_\_

Room Parent is \_\_\_\_\_

Room Parent Contact Information \_\_\_\_\_



### ***Mission Statement***

To provide a demanding international education that will challenge students to become responsible, effective and caring world citizens, who will help to create a better and more peaceful world through intercultural understanding and respect for the other members of the community and the environment.

### ***Values***

We believe that world citizenship requires engagement with diverse cultural perspectives. We strive to instill in students a commitment to active service and a sense of responsibility for local, national, and world communities.

We encourage individual self-discovery and self-expression, to promote the health of the mind as well as the body.

We encourage using the Environmental resources with caution, as well as getting involved in recycling and organic consumption.

We see the involvement of community and parents as crucial in developing strong extra-curriculum physical activities, as well as demanding pedagogical programs.

We promote intercultural understanding and respect, not as an alternative to a sense of cultural and national identity, but as an essential part of life in the 21st century. We strongly believe that communication in another language is a very powerful way of understanding the other members of the world community and showing respect for them, their ideas and their life values.

Children will not be denied enrollment on the basis of sex, race, religion or disability. Priority in acceptance is given as follows: 1. Returning students, 2. Siblings, 3. ST Andrew Church Members, 4. Students registered to attend every day, either in one or two languages.

### ***Enrollment Procedures***

Registration Form signed by parent or guardian on/before February 28<sup>th</sup> for returning students, March 31<sup>st</sup> for new students.

A check in the amount of \$100 Application Fee only for new students

A check in the amount of \$100 Registration Fee for the returning students.

By April 10<sup>th</sup> all Acceptance Packages will be mailed out. Please sign the Acceptance Letter and return no later than April 22<sup>nd</sup>, along with:

- Complete and up-to-date record of immunizations for the new students.
- Other fees (please see the section "**Fees**" below).
- Tuition Payment Plan of your choice (please see the section "**Tuition Payment Plans**" on page 6).



### ***Communication with the School***

One of the centerpieces of our approach is the involvement of the parents in the program. To provide the best care for your child and the best language program, please feel free to communicate any of your concerns, wants regarding your child or the facility and be involved in the solution of the problems. It is only through parent/teacher interaction that a quality and nurturing environment can be achieved. A monthly e-newsletter keeps you posted on general school issues.

Please use your child's backpack as the vehicle for communication with the teacher and/or administration. For more detailed discussion, please request a meeting with your child's teacher. Parent/teacher conferences are held on Fridays after 1:00 (please note that many teachers also teach the afternoon classes Monday – Thursday), or you may also request a phone conference at a time convenient to both parties.

### ***Supplies***

#### ***Toddler program and 2 year old non-potty trained students***

Weather appropriate change of clothes – all children (child's initials on the tag).  
Diapers or pull-ups - for non-potty trained children

All Students

A change of clothes in the backpack (child's initials on the tag).

#### ***Materials not allowed in the school***

Ink pens/ Rulers/ Umbrellas/ Jewelry/ Gum/ Hard Candy/ Money. No toys should be brought from home. The only items allowed would be a special toy or item needed for sleeping.

### ***Schedule/ Holidays***

The Preschool, Pre-K and Kindergarten programs begin in August and end in May of the following year. The Mothers Morning Out program is all-year round. All programs will be closed for Fall and Winter holidays, Spring break and Federal Holidays (see yearly schedule posted on our website). No make-ups will be allowed for those days. The calendar is posted online in Parent Portal.

### ***Potty-training***

Students in our 3 year old program should be fully potty-trained. In our 2 year old class, priority will be given to students who are already working on potty-training by the time of registration. If the student is not potty-trained by August, we will work with all children with introduction of the potty with the goal being that by December most kids are using facilities on their own.



## ***Carpool Procedures and Inclement Weather***

### **Arrival and Departure-Carpool**

MMO, Preschool and Pre-K

Drop-off 8:45-9:00.      Pick up 12:45-1:00

Kindergarten and 1st Grade

Drop-off 8:15-8:30.      Pick up 2:15-2:30

There is a \$1 per minute charge for a late pick up

### ***Carpool for Toddler, Preschool and Pre-K***

Morning drop-off begins at 8:45am. Please pull up to the sidewalk by the playground. Staff members will walk your child from your car to the inside play area, where he or she will join their teachers and other students. If you are able to unbuckle your child from their carseat, that would be most helpful, otherwise, staff members can do it. At 9:00am all classes go to their respective classrooms and the door is closed. If you arrive after 9:00am, please use the main school door upstairs and we will walk your child to his or her classroom.

Afternoon pickup begins at 12:45pm. Each child will be given a carpool number at orientation. This number is to be placed on your windshield or passenger window for afternoon pickup. One staff member will radio in the numbers coming in, and the corresponding children will be escorted out in order and placed in your car. Our staff will put your child in your car. Please pull forward to an open area in the parking lot to buckle in your child. **It is the parent's responsibility to secure the child in the car seat.** This will facilitate the flow of traffic and insure your child is safely secured in your vehicle. Carpool ends at 1:00pm. **Please turn off your cell phones during carpool.**

Should you wish to pick up your child in person and not use carpool, please come to the main school office before 12:30pm. After 12:30pm all children are preparing for carpool and you will be asked to use the carpool line.

**Infant/ Toddlers do not participate in carpool.** You will need to walk in to drop –off your child in the morning, and you need to pick your child up from the classroom by 1:00 pm. If you have a child in MMO and an older classroom, park under the basketball goal and a member of our staff will bring the older child to your car. MMO Parents can park near the dumpster area and come in to get your child. If you do arrive after 1:00pm, please use the main school door upstairs.

There is a \$1 per minute fee for late pick-up.

**Elementary school students:** There is no morning or afternoon carpool, students are encouraged to go to their respective class by themselves. The outside gate will be open 8.15-8.30am and 2.15-2.30pm.

**All day students:** There is no carpool at 8am or 5.30pm, please come in to drop off and pick up your child.

### **Days of Inclement Weather**

We follow Fulton's county closing procedure. If there is inclement weather, please refer to the website OR your email for up-to-date status of school closing. Although Fulton County schools may be in session, we might be experiencing specific situations that will not allow us to hold classes that day (for example, power outages affecting only the immediate area). In the event of a school closing, no staff will be at the school.



***Fees and Tuition***

***Fees***

Application Fee: \$100 per student (to be paid with Admission Form)  
 Registration Fee: \$100 per student (to be paid with Acceptance Form)  
 Classroom Fee: \$100 per student (to be paid with Acceptance Form)  
 Material Fee: \$200 per student (to be paid with Acceptance Form)  
 Parent Association Fee: \$50 per student (to be paid with Acceptance Form)  
 Snack/Lunch Fee: \$50 per month/per student (to be paid with Tuition)  
 There is a 50% fee discount for siblings. There is no tuition discount for siblings.

***Tuition***

Tuition is for the academic year. Books and backpacks are included. The cost of field trips is not included.

***Infant-Pre-K tuition***

<b>Grades</b>	<b>Yearly (August-May)</b>	<b>Monthly</b>
2 mornings/week	\$3,500	\$400
2 full days/week	\$5,500	\$600
3 mornings/week	\$4,500	\$500
3 full days/week	\$7,500	\$800
4 mornings/week	\$5,500	\$600
4 full days/week	\$9,500	\$950
5 mornings/week	\$6,500	\$700
5 full days/week	\$10,000	\$1,100
Saturday Classes	\$2,000	\$250

***Elementary School Tuition***

<b>Grades</b>	<b>Yearly (August-May)</b>	<b>Monthly</b>
K-3 <sup>rd</sup>	\$10,000	\$1,000
2 afternoons	\$2,000	\$200
5 afternoons	\$4,000	\$400



### ***Tuition Payment Plan Options***

Tabula Rasa offers three (3) tuition payment options: (a) One Payment Plan, by which yearly tuition is paid by July 1<sup>st</sup>, (b) Two Payment Plan by which 50% of yearly tuition is paid July 1<sup>st</sup> and 50% is paid by September 1<sup>st</sup>, and (c) Monthly Payment Plan as described above. All fees are required to be paid by/on April 30<sup>th</sup> to secure the space for the next scholastic year. One month tuition deposit is no longer required to be paid by April 30<sup>th</sup>.

Tuition payments under Option A and Option B can be made by cash, personal check drawn on a US Bank, VISA or MasterCard (6% additional tuition will be drafted if credit card is used). Tuition payments under Option C require authorization of direct electronic payment from any US checking account.

### ***Withdrawal***

If parents decide to withdraw their child/ren from one of our programs, the following procedures are in place:

- Preschool/Pre-K/ Elementary school: Full tuition for all year should be paid. No refund. Please see Tuition/Withdrawal insurance coming with the Letter of Acceptance.
- Withdrawal from the Infant/MMO programs: a withdrawal fee of \$200.00 will be charged as well as the tuition for one additional month.
- Withdrawal from the Afternoon /Saturday programs: a withdrawal fee of \$200.00 will be charged as well as the tuition for one additional month.

### ***Tuition/ Withdrawal Insurance***

Information about tuition insurance will be available to all families whose children are accepted in one of our programs.

### ***Fundraising***

The school organizes one Fundraising Campaign per year, where the families are welcome to support the school (such as extra-curricular activities, the building fund, or other programs requested by the parents/parent committee) by donating at the level they desire and can afford. The teachers will time after time have a wish-list for the classroom of your child; the parents are encouraged to help with the wish-list if they can. Families should not expect any other fees during the academic year. We will need and welcome help from parent volunteers to organize the school events, as well as various classroom activities.

### ***Birthdays***

Birthdays are a special time in a child's life, and they are here too at Tabula Rasa! We will honor each child celebrating a birthday that month on the first Thursday and Friday of the month. Each birthday child will wear a crown or tiara for the day and Happy Birthday will be sung by the class in all 3 languages.

The students will celebrate birthdays in their classrooms. Parent are encouraged to attend, however we kindly ask that parents refrain from bringing food and other birthday related items (goody bags) from home due to allergies.



### ***Snack and Lunch***

We promote healthy eating habits from the very beginning. Morning and afternoon snack (for the afternoon classes) includes fresh fruits and organic snacks. Lunch is prepared fresh every day and from scratch, it includes protein, grain and vegetables daily.

The parents can choose to bring snack/lunch from home or purchase them at the school. If sending snack/lunch from home and it is forgotten, the school will charge **\$4** to provide a lunch for your child that day.

ALL STUDENTS ARE REQUIRED TO BRING MILK/JUICE FROM HOME DAILY, AS WELL AS THEIR OWN SIPPY CUP OR NORMAL CUP, NO EXCEPTIONS. If purchased at school, the cost of the snack/lunch is \$50 per month.

**A note on allergies:** We regret that we are not able to accommodate if your child has a food allergy. In such case please provide snack and lunch from home.

### ***Afterschool Care***

Afterschool care is offered for all students. If you wish to have your child participate in the afterschool care, please register with the office. Pick up time is 5.30pm. There is \$1 per minute late pick-up fee. The school has cots/mats, sheets and blankets for all kids who are required by the State rules to take a nap/quiet time in the afternoon.

### ***Health Matters***

Per Health Department regulations, child cannot attend if he/she exhibits any of the following:

Fever (100 or higher)

Excessive cold and/or cough, running nose

Rash, Vomiting or Diarrhea

Lice or Nits

Discharge from eyes or ears

Communicable diseases (mumps, chicken pox, measles, conjunctivitis, roseola, influenza)

If your child becomes ill during the hours of the program, parents will be contacted immediately and you should pick up your child within one hour after being contacted. If the parents are not available, the emergency contact will be notified. Once the child is removed due to illness, he/she cannot attend for a full 24 hour period, unless written permission from the doctor has been given.

### ***Medical emergencies***

In case of a serious accident or sudden illness requiring medical care, the following procedures are in place:

A call is made to 911

Child's parent (and/or emergency contact) is notified

An emergency report is completed, a copy is given to parents and the Department of Public Welfare.

\* It is extremely important, especially in cases if illness or emergency that the emergency contact information is up to date and all information is correct. Please report any changes immediately to keep your emergency information current and correct.

For minor injuries (bumps, bruises, scrapes, scratches) we will administer first aid.

**Parents will be responsible for all the costs involved in emergency medical treatment, including medical transportation if necessary.**



### ***Babysitting/Tutoring***

Tabula Rasa The Language Academy hires professional teachers and not just native-speaker of different languages. In order to respect their role in the classroom as the teacher of your child, please refrain from asking any teacher employed by the school to baby-sit or tutor your child. If you need baby-sitting we have a Community Board where you can post child-related notices and try to find babysitters outside of the school through the help of the other parents of the school.

### ***Parent Directory***

All parents of registered students have access to the Parent Portal and a Parent Directory online. We do not publish email addresses.

### ***Discipline Matters***

Time-out and role playing are some of the main discipline forms used. The teacher informs parents verbally or in written at the end of the day about any such problems.

Biting is a serious offense and while it might considered common and normal for preschoolers to bite, it is not taken lightly. All cases will be handled on an independent basis with the parents of the biter to try and identify the root of the offense and to keep it from manifesting again. In case of non-cooperation from the parents, the school has to right to have the cancel the yearly contract and have the child removed from the program. In any case the administration and/or the teachers reserve the right to withhold information about the child who experiences biting problems.

### ***Extra Clothes***

*We no longer have the space to store extra clothes. So, please keep a set of clothes in case of accidents in your child's book bag in a gallon zip lock bag. If the clothes are needed a note on the book bag will go home to inform you to replace the clothes in the bag. If no clothes are in the bag and there is an accident, the first time we will find an extra set of clothes and ask you wash and send them back to school. The second occurrence will result in the school sending your child home in a school t-shirt and charging you \$10.*

### ***Final Note***

We have an active Parent Association and would like to continue to work with all parents in making this association a very effective organization. The Parent Association consists of parent volunteers and Room Parents (one parent per classroom). If you would like to be involved in your child's class, please consider volunteering as the Room Parent or another position on the committee.

We are always open to suggestions and value communication as a very important part of the success of our program. If you have any issues or concerns, we encourage you to talk to us. We thank you for the opportunity to work with you and your child. We know your child will grow and learn in a positive, loving environment. Your questions and comments are important so we can offer the very best foreign language program.