

2021 – 2022

# Customer Manual

## CONFIDENTIALITY NOTICE

This document (including any attachments) contains information that may be confidential. Unless you are the intended recipient (or authorized to receive for the intended recipient), you may not read, print, retain, use, copy, distribute or disclose to anyone the message or any information contained in the message. If you have received this document in error, please advise the sender and destroy all copies of the original document (including any attachments).

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THE PARENT CONTRACT

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Excell Preparatory Center, LLC agrees to provide child care for (Name of child) \_\_\_\_\_  
on (days of the week) \_\_\_\_\_, \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.  
from (month) \_\_\_\_\_ to \_\_\_\_\_. My child will participate in the following meal plan

(Check applicable meals and/or snacks)

Breakfast       Lunch       3PM snack       PM Snack

I/We pledge to support Excell Preparatory Center, LLC. in its efforts to serve the community and will immediately bring any concerns (good or bad) to the attention of management.

I/We understand and agree that it is my/our responsibility to read and familiarize myself with the provisions of the Customer Manual and to abide by the rules, policies and standards set forth in this Manual.

I/We agree to work with Excell Staff in their efforts to provide educational and child care services for my/our child, within the guidelines established by the school and governing agencies.

I/We will provide a written authorization (which includes date, name of child, name of medication, prescription number, dosage, date and time to be given) to Excell Preparatory Center before medication is dispensed to my/our child. Medicine will be in the original container with the child's name marked on it. Excell Preparatory Center reserves the right of refusal to dispense any medication it is not comfortable with administering.

I/We acknowledge that it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g. telephone numbers, work location, emergency contacts, child's physicians, child's health status, infant feeding plans and immunization records, etc.

I/We authorize the child care facility to obtain emergency medical care for my child when I am not available.

Excell Preparatory Center agrees to keep parents informed of any incidents, including illnesses, injuries, adverse reactions to medications, exposure to communicable diseases, which involve my/our child.

Excell Preparatory Center agrees to obtain written authorization from me/us before my/our child participates in routine transportation, field trips, special activities away from the facility, and water related activities occurring in water more than two (2) feet deep.

Excell Preparatory Center will not allow children to enter or leave the facility without being escorted by the parents(s), person authorized by parents(s), or facility personnel.

Excell Preparatory Center will advise me of my child's progress and issues relating to my child's care as well as any individual practices concerning my child's special needs. I also understand that my participation is encouraged in facility activities.

The Registration Fee is NON-REFUNDABLE and does not apply toward tuition.

This contract is valid through the end of the current academic period (mid-August to mid-August for Infants through 4K, mid-August to end of May for K5-1st), and end of May through beginning of August for Empowerment Camp.

NOTE: A copy of this contract was included in your Registration Packet. That copy must be signed by the parent and a Director. It will be maintained in the student file. A new contract should be signed each year at re-enrollment.

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## OUR MISSION STATEMENT

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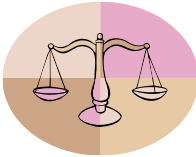


The mission of Excell Preparatory Center is to educate and train young children academically, spiritually, mentally and socially by aggressively preparing our children for the next level of development. Excell will use developmentally appropriate practices while building self-esteem, self-help skills, and confidence in a nurturing loving environment. The classroom is a mini-society and teaching should reflect and establish the skills and talents necessary for each child to reach his/her full potential, while feeling loved and secure, and provide avenues for future success in the larger technological, international society. Our teaching will reflect a high regard for each child's uniqueness with respect and understanding of societal and cultural diversity. This is done with sensitive, caring, professionally trained staff working in partnership with Parents and families.

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## OUR SERVICE & INCLUSION PHILOSOPHY

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Excell will accomplish our Mission by working together as a cohesive unit with Parents, students and other Associates. Our Associates' top priority is to serve our customers just as Jesus served us. We will serve with humility and sincerity. Excell believes that providing EXCELLEnt service to our Customer (the Parent and the child) in all aspects is vital to the success of all parties involved, the teacher, the Parent, the child and the Center. We will provide more support to Parents in the area of behavior management and will provide more focused guidance in the emotional and physical development of the child. The Center admits children from all walks of life and our Christian based curriculum recognizes and celebrates multi-cultural diversity.

### **Inclusion**

Excell's Early Childhood Education Program believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need, please share that information with us. Also provide techniques that you use at home that might prove beneficial in your child's transition into our program.

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## OUR MOTTO

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Strive not to equal, but to excel.

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## OUR STATEMENT OF FAITH

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We believe the Bible to be the inspired, authoritative, and infallible Word of God. (II Timothy 3:16)

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (I John 5:4-6)

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless Life, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father, and in His personal return in power and glory. (I Corinthians 15:3; I Peter 2:21-30; John 3:16)

We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. (Romans 3:21-30; Galatians 4:4-7)

We believe the redemptive work of Christ on the cross provides healing for body, mind, and spirit in answer to believing prayer. (Isaiah 53:5; 1 Peter 2:24; James 5:14-16)

We believe in the present ministry of the Holy Spirit who indwells every believer and operates in all believers in the power and gifts of the Spirit, manifesting them as He wills. (John 14:16; Acts 1:5-8; Acts 2:2-4; 1 Corinthians 12:14; Galatians 5:22)

We believe in the resurrection of both the saved and the lost-they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (John 5:24, 28-29) We believe in the spiritual unity of believers in our Lord Jesus Christ and seek community together to "become more and more in every way like Christ who is the head of His body, the Church."(Ephesians 4:16)

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## OUR CUSTOMER SERVICE PROMISE

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### Excell Promises:

- To honor your role as a parent and to partner with you in the care and development of your child.
- That you will feel completely confident and reassured when you leave your child with us.
- That you will know that we value your child as a unique individual to be nurtured, protected, and respected at all times.
- That you will know that committed and dedicated educators are caring for your child.
- That you will watch your child develop a love of learning and a rich imagination.
- That you will see your child develop strong bonds with our teachers and other children.
- That you will share in the joy of your child's experiences in our center through regular communication.
- That you can expect us to listen carefully and respond quickly to any questions or concerns.
- That you will know that it is our privilege to serve your family.

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## SERVICES OFFERED

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Excell Prep will provide services to the following age groups:

- Infants 6 weeks through Pre-K
- Kindergarten through 1<sup>st</sup> Grade
- Before and Afterschool
- Afterschool Enrichments
- Summer Empowerment Program

## OPERATIONAL HOURS AND MONTHS



The Center's normal operating schedule is:

- ❑ January through December\*
- ❑ Monday through Friday
- ❑ 6:30am to 6:30pm Eastern Standard Time

|   |                                |   |
|---|--------------------------------|---|
| Infants – 4 year old                              | 6:30 a.m. – 6:30 p.m.          | Year Round                                    |
| Before School                                     | 6:30 a.m. – 8:00 a. m          | August through May                            |
| Excell School Aged Day -Program                   | 8:00 a.m. – 3:00 p.m.          | August through May *                          |
| After School – Excell Students                    | 3:00 p.m. – 6:30 p.m. (Excell) | August through May                            |
| After School – Outside Students<br>(up to age 14) | 2:15 p.m. – 6:30 p.m. (others) | August through May                            |
| Empowerment Program<br>(up to age 14)             | 6:30 a.m. – 6:30 p.m.          | - May through August<br>- And School Closings |

\*With the exception of holiday closings.

## CURRICULUM STATEMENT



Excell Prep will utilize a blend of two excellent curriculums; A Beka Book, known for its reading and Bible components and Pinnacle, known for its developmentally appropriate practices. Kindergarten and above will use strictly A Beka Book curriculum. Infants through 2 years will utilize Pinnacle, 3K & 4K will utilize a combination of Pinnacle and A Beka Book. Both curriculums have proven to include the latest materials and methods in keeping with modern and traditional

techniques.

A Beka Book curriculum has a strong technological foundation designed to introduce children to the computer age. These materials and methods combined have evolved into an accelerated learning program. It compares to the highest models of other private schools curriculums, in that it prepares students academically in an advanced program of instruction. It also, presents a greater level of mastery in language, mathematical concepts, and science and computer skills at an earlier age than most public schools.

Pinnacle Curriculum is an early childhood curriculum designed to engage children in developmentally appropriate activities that adhere to NAEYC guidelines. It offers clearly stated learning objectives to help facilitate learning in all domains with flexible programming to accommodate varied learning styles. It utilizes carefully selected themes that capture children's interest. Its interactive activities help children develop a love for learning while they are growing, playing, and having fun.

## A. CUSTOMER OBLIGATIONS



### PARENTAL CODE OF CONDUCT



Excell’s vision is to portray a professional and respectful environment. As Excell strives for excellence, it is crucial that the parents enrolled in our program play a part in this journey. Parental behavior and appearance an important aspect that can have a positive impact on the school environment. By agreeing to this code of conduct, parents are acknowledging that their behavior and/or appearance are important in their child’s development at Excell and their outlook on society.

Listed below are parental behaviors that are expected from all parents:

- Positive behavior toward teachers and other parents
- Handle concerns respectfully
- Obey Excell’s policy and procedures
- Be presentable in appearance (no revealing clothing, pajamas, hair rollers, or other items that would not be acceptable in a professional environment).
- Have your child to school on time (unless excused absence or tardiness)

Should a parent (or a guest of a parent) deliberately ignore their responsibilities as outlined in this code of conduct agreement, the parent and their child can be dismissed from the program.

### SCHOOL UNIFORM/DRESS CODE MANDATORY REQUIREMENTS (UPDATED 7/2021\*)



Students in classes 3K and above are required to wear uniforms. The uniform attire is listed below. Our preferred online vendor for uniforms is Excell’s French Toast website, <https://www.frenchtoastschoolbox.com/schools/excell-preparatory-center-QS5XWNN>. Uniforms samples will be available during certain weeks at Excell for sizing purposes prior to ordering. Items can also be found at various uniform locations, such as In Sessions Uniforms. The school colors are silver, burgundy and white. Students at Excell Prep (3K and above) are required to wear uniforms as outlined below. **All items must be legitimate uniform style attire. No**

**cargo pants allowed. Monogramming is preferred, but not required.**

| CLOTHING ITEM   | ACCEPTABLE COLOR   |
|---|--|
| Mask *  | Mask are to be worn daily by all students 2 and Above (Colors; optional with students name inside). Provide a spare in case one breaks.            |
| <b>GIRLS:</b> Skirts, skorts, jumpers, dresses                      | Excell plaid (large print). Solid colors: burgundy, gray, black, & khaki. Khaki skirts and skorts only. <b>No khaki jumpers or dresses please.</b> |
| <b>GIRLS &amp; BOYS BOTTOMS:</b><br>Pants, shorts, skirts or skorts | Gray, black, burgundy and khaki. Khaki is an alternate color only. Solid colors only.  |
| <b>GIRLS &amp; BOYS TOPS:</b> Blouses and shirts                    | White, black, burgundy, or gray. No collarless shirts. Turtle necks are allowed. Solid colors only   |
| Ties, Sweaters, Vests<br>(OPTIONAL)                                 | Burgundy/gray/white/black/Excell plaid (large print)   |
| Socks   | Burgundy, white, gray, black, khaki  |
| Shoes   | <b>Solid black only. Solid Black tennis shoes are allowed. No open toed shoes allowed.*</b>  |
| School T-shirt  | Fridays (with uniform bottom) and fieldtrips only.   |



|       |  |
|-------|--|
| Jeans | Jeans are allowed on fieldtrip days only |
|-------|--|

. . . . dress code continued on next page

- Sweaters worn in the building during the day must adhere to uniform attire.
- Friday is Spirit Day. Students should wear school t-shirt and uniform bottoms, not jeans. Jeans are allowed for fieldtrip days only.**
- \*For safety reasons, closed toes shoes must be worn by all students, even during summer months.
- No other visible body piercing or tattoos are permitted for any students.
- Hair beads/small barrettes are not permitted for children in the Nursery Zone (Infants – 2 years old). They can easily be swallowed and can get stuck in nostrils and ears.

**APPLICATION PACKET**

The following forms and documents are required for a valid student admission:

- ◆ Application Packet (provided by Excell) which includes:
  - Completed application form signed by parent or guardian
  - A parent contract signed by the parent
  - Signed parent manual agreement (receipt confirmation)
  - Written consent for child to receive medical treatment
  - Signed Behavior Management & Correction Policy Agreement.
  - A signed completed Infant Feeding Plan (For Infants only)
  - Infant Affidavit (For Infants Only)
  - Electronic Funds Transfer form and brochure
  - Income Eligibility Form (Food Program Requirement)
  - WIC Letter
- ◆ Complete Record of Immunizations to include Immunization Certificate (Form 3231) for all students (required prior to enrollment)
- ◆ Ear, Eye, Dental and Nutrition Screening Form (DHR Form 3300) for students Pre-K and above (once upon initial enrollment).
- ◆ A copy of a certified Birth Certificate for all students (required once at the time of enrollment)

Please be advised that your application is incomplete if all documents are not provided. Your registration will be voided, and the registration fee is non-refundable.

**PRE-REGISTRATION PROCESS**

Pre-registration is open in the spring of each year prior to the upcoming school year. Parents or guardians will be required to pay the **non-refundable registration fee** at the time of pre-registration to reserve a slot for the upcoming year. Activity fees (for 3K and above) are due **BEFORE** the first day of school each year. Activity fees are refundable on a prorated basis.

**2021 – 2022 TUITION RATES**

\*No additional charge for breakfast, lunch and snack.

\*\*Annual Activity Fee: Includes fieldtrips and class parties for the months of Sept. thru May only.

**NOTE: ALL RECURRING FEES ARE COLLECTED THROUGH EFT TRANSMISSION ONLY**

**Nursery (6 weeks to 2 year old)**

|                                  |                   |
|----------------------------------|-------------------|
| Non-Refundable Registration Fee: | \$150.00 Annually |
| **Activity Fee                   | Not applicable    |
| *Tuition Fees:                   |                   |
| Infants {6 weeks to 1 year old}  | \$190.00 per week |
| 1-year-old                       | \$180.00 per week |
| 2 year old                       | \$175.00 per week |
| Drop-In Rate {Upon Availability} | \$45.00 per day   |

Drop-In Registration Fee \$40.00 per year

### **Preschool (3K)**

Non-Refundable Registration Fee: \$175.00 Annually  
\*\*Activity Fee (Due July each year – See Calendar for exact date) \$100.00 Annually  
\*Tuition Fees: \$170.00 per week  
NOTE: Fieldtrips for 3K classes start in January of the current school year.

### **Pre-Kindergarten (4K)**

Non-Refundable Registration Fee: \$175.00 Annually  
\*\*Activity Fee (Due July each year – See Calendar for exact date) \$160.00 Annually  
\*Tuition Fees \$165.00 per week

### **Academy (5K – 1ST Grade)**

Non-Refundable Registration Fee: \$175.00 Annually  
\*\*Activity Fee (Due July each year – See Calendar for exact date) \$160.00 Annually  
\*Tuition Fees: \$160.00 per week

### **Book Fees (Due July each year – See Calendar for exact date)**

5K \$200.00  
1<sup>st</sup> Grade \$300.00

### **Extended Day Empowerment Program (Excell's School-Aged Students)**

Annual Registration Fee None Required  
Extended Day Program \$25.00 per week  
(6:30am–8:00am & 3:00pm–6:30pm)  
\*All Day Rate (Empowerment Camp) \$25.00 per day  
\*After School Drop In Rate \$15.00 per day

### **Before/Afterschool Empowerment Program (Excell's Regular Dekalb County After School Students)**

Non-Refundable Registration Fee: \$50.00 per year  
Tuition Fees:  
Before/After School \$90.00 per week  
(6:30am–7:30am & 2:30pm–6:30pm)  
\*All Day Rate (Empowerment Camp) \$25.00 per day

### **COVID-19 School Plan-POD (Dekalb Virtual Students) (Dekalb County School-Aged Students, 5K-5<sup>th</sup>)**

Non-Refundable Registration Fee: None  
Tuition Fees:  
\*Weekly Rate \$125.00 per week  
\*Daily Drop-In Rate \$25.00 per day  
\*Afterschool Rate (after 3pm) \$50.00 per week

(All students are required to bring their own technical devices and headsets to allow them the opportunity to engage in online school instructions, activities, and assignments)

### **Before/Afterschool Empowerment Program (Drop in School-Age Students)**

Non-Refundable Drop In Registration Fee \$25.00 per year  
Tuition Fees:  
\*Before/After School \$90.00 per week  
\*All Day Rate (Empowerment Camp) \$30.00 per day  
\*After School Drop In Rate \$20.00 per day



## Summer Empowerment Program (5 through 12 Year Old)

|   |                     |
|---|---------------------|
| Annual Non-Refundable Registration Fee                          | \$90.00 per year    |
| **Activity Fee (June & July) (Due 1 <sup>st</sup> week of camp) | \$150.00 one - time |
| *Tuition Fees   | \$105.00 per week   |

- All Fieldtrips are included in the Activity Fee.
- There will be a minimum of 2 fieldtrips per week.
- On-site lunch will be provided.
- Bag lunches are required for some fieldtrips.

### TUITION GUIDELINES



To reduce administrative costs, **EXCELL COLLECTS ALL PAYMENTS VIA AN AUTOMATIC SECURE ELECTRONIC FUNDING TRANSMISSION (EFT) PROCESS. NO EXCEPTIONS.** Customers can choose to use a checking account, savings account, or credit card for this process. Funds will be debited at midnight for the effective due date as noted below.

The cost to provide service is calculated on an annual basis and then divided equally over the total weeks in the contract period. Once a contract is signed, customers will be expected to make full payment for each week for the duration of their contract (unless they terminate the contract early). Contracts for Infants through Pre-K are year-round, August to July, and August through May for Kindergarten and 1<sup>st</sup> grade. Hold weeks are weeks that the student is not in attendance. Payment is required for hold weeks as well. No prorating of fees will be applied for partial weeks when the parent decides not to bring the child to the Center for any reason including when the child is ill and cannot attend the Center.

#### Tuition Payment Guidelines

- Tuition is paid in advance of service being rendered and is therefore due on Monday of each week or the 1<sup>st</sup> of each month.**
  1. Weekly payments are drafted on Monday of each week.
  2. Monthly payments are drafted on the first day of each month.
- Activity fees are due before the first day of attendance each school year.
- No grace period is allowed. **NO EXCEPTIONS.**
- No additional discounts are given. **NO EXCEPTIONS.**

### DISCOUNTS

The following discounts are applicable at the time of enrollment and continues as long as the account is in current standing. The discounts only apply to tuition fees.



- A 5% discount is given for additional children. The 5% discount is applied to the lower rates. The highest rate tuition is not discounted.
- A 5% discount is given for Customers paying on a monthly basis for all children in one family.
- Only one discount per child is allowed.
- No monthly discounts are allowed for Summer Empowerment Camp because most families do not have continuous enrollment during the summer months.
- Each family will receive a Referral Discount of \$50.00 for each student they refer that enrolls in the program. The referring parents name must be referenced on the initial Enrollment application. Referred student must be enrolled for 3 months and in good standing to qualify for the discount. The discount will be used to reduce tuition for one week at the end of the three months.
- The discounts will be forfeited if the account is delinquent for more than 5 days.**

- ❑ Selection of a payment cycle is allowed upon initial enrollment, January 1, or at the start of the school year. If discount privileges are lost, they can only be regained at one of these intervals.

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## PENALTIES AND FEES

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### **Manual Processing Fees**

For efficiency, accuracy and safety reasons, Excell utilizes the EFT process to collect all payments. A manual processing fee of \$10.00 will be charged for each payment that is processed outside of the EFT process.

### **Late Fees**

A late fee of \$10 per day is charged for each day that tuition is not received. The late fee is initiated on Monday at close of business and each day thereafter until paid. The student will not be permitted to return to school on Wednesday of the week in question if fees are not paid by close of business on Tuesday.

### **Insufficient Funds**

A \$40.00 charge will be assessed for any insufficient funds notice plus an additional late fee of \$10.00 as noted above. All payment for insufficient funds must be made by cashier's check.

### **Delinquent Account Penalties**

All accounts should be at a zero balance after the current week's payment is posted. Accounts that do not zero out on Monday by close of business for your billing cycle or by close of business on the 1<sup>st</sup> if paying monthly are considered delinquent accounts. Repeat offenders are subject to the following penalties:

- Forfeiture of all discounts
- Denial of enrichment, graduation participation
- Denial of attendance - if not made current upon request
- Immediate termination of repeat delinquency offenders
- Forfeiture of future enrollment

### **Court Fees**

Any court or attorney fees associated with the collection of fees will be the responsibility of the Parents.

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## LATE PICKUP POLICIES

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Children must be picked up by 3:00 p.m. (for Academy Students not enrolled in afterschool) or 6:30 p.m. for all other students. There is no grace period. Late fees are assessed at 3:01pm or 6:31p.m. The late fees charted below are applicable per child.

|                          |                                      |       |
|--------------------------|--------------------------------------|-------|
| <input type="checkbox"/> | Pick-ups between 3:00 pm & 3:15 pm   | \$15  |
| <input type="checkbox"/> | Pick-ups between 3:15 pm & 3:30 pm   | \$50  |
| <input type="checkbox"/> | Pick-ups after 3:30 pm               | \$100 |
|                          |                                      |       |
| <input type="checkbox"/> | Pick-ups between 6:30 pm and 6:45 pm | \$15  |
| <input type="checkbox"/> | Pick-ups between 6:45 pm and 7:00 pm | \$50  |
| <input type="checkbox"/> | Pick-ups after 7:00 pm               | \$100 |

The system will automatically calculate the late fees and apply to the parent's account. The fees will be automatically collected on the next drafting date.

It is Excell's desire to close the center promptly at 6:30pm each night. We do not look favorably upon having to charge late fees and even less favorable on staying late. Therefore, parents who routinely abuse pick-up times are in violation of their contract and could be terminated.

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## TERMINATION/WITHDRAWAL

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**Parent Termination:** Parents must notify Excell Preparatory Center in writing at least 14 calendar days prior to withdrawal of their child. Registration fees will not be refunded. Tuition fees must be paid in full through the date of withdrawal. The Activity fee is refundable upon withdrawal on a prorated basis (applied to outstanding balance first).

**Mutual Parental/Center Termination:** Should Parents and Management agree that the placement of the child is inappropriate, enrollment will be terminated. Registration fees will not be refunded. Advance tuition payment will be refunded. The Activity fee is refundable upon withdrawal on a prorated basis (applied to outstanding balance first).

**Center Termination:** Termination of enrollment by the Center may occur if the needs of the individual child cannot be served. Registration fees will not be refunded. Advance tuition payments will be refunded. The Activity fee is refundable upon withdrawal on a prorated basis (applied to outstanding balance first). A two-week notice shall be given to the Parents. All information pertinent to the circumstances will be documented. Termination of enrollment may occur due to one or more of the following reasons:

- 1) Nonpayment of tuition.
- 2) Failure to submit the required enrollment and health information forms.
- 3) Failure to observe rules relating to arrival and departure of a child.
- 4) Child is unable to function within the framework of the program or consistently displays inappropriate behavior. Certain behaviors are totally unacceptable because they either cause harm or are disrespectful to others. These behaviors include but are not limited to biting, kicking, disrespecting an adult, using profanity, spitting, causing injury to others or destruction of school property.
- 5) Failure to fulfill the terms of expectations specified in the Manual.
- 6) Lack of Parent cooperation.

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## STUDENT VACATION (INFANT – PREK)

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All pre-school students (Infants – 4K) are entitled to one-week vacation after one year of continued enrollment, and one week yearly upon re-enrollment. Tuition will be waived for this period. Regulations are as follows:

1. The account must be current with a zero balance.
2. Parents may choose to have their child attend the Center for this week at no cost.
3. Parents may remove the child from the Center while retaining their slot in the classroom at no cost.
4. Vacation must be taken in 5 consecutive days and within the academic year in which it is earned.
5. Unused vacation time cannot be carried and will be forfeited if not taken.
6. The Center requires two weeks **written** notification of a pending vacation.

In extreme/emergency circumstances and at the discretion of management, vacation time can be advanced (prior to the one year mark).

## EXCELL HOLIDAYS /CLOSURES (UPDATED 7/2021\*)



Excell Preparatory Center recognizes several holidays throughout the year. The actual days closed will be reflected on the school calendar each year.

New Year's Day (days closed will vary depending on what day the 1<sup>st</sup> falls on)

- ◆ Martin Luther King's Birthday
- ◆ Good Friday
- ◆ 2- day Spring Break (Based on Dekalb County's School Calendar – Closed Thursday and Friday only)
- ◆ Memorial Day Holiday
- ◆ Juneteenth Observance
- ◆ Fourth of July (days closed will vary depending on what day the 4<sup>th</sup> falls on)
- ◆ 1 week for Teacher Planning Days & Building Maintenance (1 week before start of school each year)\*
- ◆ Labor Day
- ◆ Thanksgiving Day
- ◆ Day After Thanksgiving
- ◆ Christmas Eve
- ◆ Christmas Day (days closed will vary depending on what day Christmas falls on)

Excell will exalt Christ in all its functions. Please be aware that Excell does not recognize Halloween in any way. Absolutely **NO** Halloween paraphernalia is permitted in the Center. This includes Halloween costumes, goodie bags, cookies, cupcakes, decorations, etc. Parents are prohibited from bringing or sending banned items to school. The Center conducts a Hallelujah Celebration to provide the children with a Godly alternative.

## BIRTHDAYS



Each student's birthday\* will be recognized via the EZ-Care2 sign in system and once monthly by their class. Teachers will sponsor a party monthly in recognition of birthdays that occurred that month and students will receive a Happy Birthday certificate from Excell. Birthday parties may be held in conjunction with other activities related to school or academic functions, example C for cupcake party. Parents are welcome to attend the party and/or bring store purchased treats (no homemade items please).

Because Excell will recognize student's birthday with a party at the end of each month, parents are asked to conduct individual, more personalized party away from the center if they choose to do so. Excell will provide treats and a clown or character to entertain the children for each party.

**Because of possible choking hazards, balloons are not allowed in the Center.**

\*Birthday parties are not conducted for Infants.

## ABBREVIATED ILLNESS POLICY



Children will not be allowed to attend or remain at Excell Preparatory Center if he/she exhibits symptoms for exclusion within a 24-hour period prior to child's admittance back to school. If the child is unable to participate in normal daily activities as scheduled, the child will not be allowed into the center. A symptom notification form will be provided to the parent. A written doctor's permission is required before a child can be re-admitted to the Center.

## MEDICATION GUIDELINES



While Excell Associates are here to assist whenever possible, we encourage Parents to administer medications before and/or after school hours when feasible. Excell will administer medication under the following conditions:

- A. **TIMES:** Medications will be dispensed at 11:00am and 3:00pm ONLY.
- B. **CONSENT:** Parents are required to complete a Guide for Authorization for Medication Form for each different medication that has to be given.
- C. We only dispense prescription and topical medications. No over the counter oral medication is dispensed.

## DAILY SIGN IN & OUT



The State of Georgia requires that your child be signed in when dropped off and signed out when picked up. All students should be signed in and out each day using computerized system called Procare. Each person on your pickup and emergency list will have their own individual code to use whenever they drop off or pick up your child. **PLEASE DO NOT SHARE YOUR PIN WITH OTHERS.** Sharing of PINS will compromise our security system. A manual sign-out system will be used as a backup system to Procare.

- ≈ Parents must escort their children to and from their classrooms, or designated locations daily.
- ≈ Children will absolutely NOT be released to anyone except those authorized to pick up the child on the enrollment form. Picture identification is required of those authorized who are unfamiliar to staff. In the event you wish another adult not listed on the enrollment form to pick up your child, a written permission notice is required in advance. Faxed signature releases are permissible.
- ≈ Children or siblings under 18 years of age will not be permitted to sign a child in or out or remove a child from the center.
- ≈ The State of Georgia prohibits childcare providers from releasing children to a Parent/guardian or any other person who is clearly under the influence of alcohol or any illicit drugs.

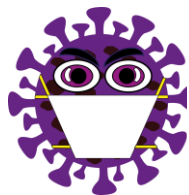
## VISITATION



Parents are allowed to tour the facility and meet with management as they deem necessary. Access to all areas used by children will be available during the tour after notification of their arrival. Limitations to this policy are noted below:

- ◆ Parents/guardians are allowed unsupervised access with their child only.
- ◆ Parents must sign in and obtain a visitor's pass upon visiting the center. This does not apply to routine drop off and pick up times.
- ◆ Parents are encouraged to schedule a conference with the teacher to avoid lengthy conversation during class time.
- ◆ Visitation restrictions may be imposed during critical times, such as COVID.

## COVID-19 PROTOCOL (UPDATED 7/2021\*)



Excell adheres to CDC and BFTS guidelines as it relates to Covid protocol. Major protocol include:

1. We perform the Covid Health check at the front door.
2. Parents are now allowed to the classroom door.
3. Our students 2 years and up wear masks.
4. Handwashing occurs all day.
5. We sanitized commonly used surfaces regularly throughout the day.
6. We social distance in the classrooms as much as possible and practical with young children.

7. We must sanitize the building every other weekend and after after-hour tours.
8. We encourage our staff to get vaccinated to further protect themselves and the children.

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#### ABBREVIATED BEHAVIOR MANAGEMENT & CORRECTION POLICY

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Disciplinary actions used to correct a child's behavior, guidance techniques and any activities in which the children participate or observe at the center shall not be detrimental to the physical or mental health of any child. Children are NEVER mistreated even with parental permission or request. Children are not ridiculed, humiliated, teased, singled out or embarrassed. This is also applicable to an Associate's treatment of his or her own children while at The Center'.

Proper classroom management is an essential element in controlling a student's behavior. Proper classroom management includes time management and proper transitioning from one activity to another. When discipline is used, it should be consistent. The age and individual needs of the children are considered. When children are engaged in enjoyable activity, the need for discipline is diminished. When a child is having a difficult time following directions or treating others or equipment with respect, developmentally appropriate guidance techniques are used. These techniques are as follows:

- G. **Parent Meetings:** When all steps have been followed to change behavior without positive results or when an extreme behavioral situation occurs, management will schedule a parent meeting in order to discuss the behavior of the child and discuss corrective measures. Corrective measures agreed upon with the parent will be documented and implemented with pre-determined resolutions.
- H. **Disenrollment:** If the unacceptable behavior continues after the parent meeting, the child is subject to immediate disenrollment from the center. Although this is an extreme step to take, there are times when this decision must be made to protect the health, safety and well-being of other children and staff at the center.

Excell Preparatory Center has a low-tolerance policy for certain behaviors. These behaviors include, but are not limited to: biting, kicking, scratching, disrespecting an adult, using profanity, spitting, or causing injury to others. If these behaviors are recurrent, the contract may be terminated immediately.

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#### BITING POLICY

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Sometimes toddlers and some older infants resort to biting for many reasons. A child overwhelmed by anxiety may bite. An infant or toddler that is cutting teeth may bite. It is difficult and frustrating for the Parents, the children, and the caregiver involved. Our policy is to attempt to stop the biting by observing and documenting the episodes. Through observation a pattern can often times be determined. We encourage the parents not to play biting games with children as this tends to encourage the wrong behavior.

In light of the fact that biting does cause injury to others, long-term biting cannot be tolerated. Parents will be asked to remove their child from the center in the event this occurs.



**More policy  
information is  
made  
available after  
enrollment**