

# ARETE PREPARATORY SCHOOL



3072 Evans Mill Road, Lithonia, GA 30038 (770) 482-6118

## ARETE PREPARATORY SCHOOL 2021-2022 PARENT HANDBOOK

### **Orientation: Tuesday July 28, 2021**

- K-4 Thru Kindergarten- 12:00 pm
- 1st-3rd Grade-1:30 pm
- 4th-6th grade – 2:30pm

### **School Begins: Monday August 2, 2021**

### **School Ends: Friday May 20, 2022**

Arete Preparatory School is a private school in DeKalb County. We cater to children ages three to eleven years old. Our school accepts children of any race, creed, or religion. We are open from 7:00AM to 6:30PM Monday through Friday.

Arete Preparatory School is closed for the following holidays and staff development days:

Monday, September 6	Labor Day
Thursday October 7-11 Mon. October 11- (Columbus Day)	Fall Break
Mon- Fri. November 22-26	Thanksgiving Break Kindergarten-5 <sup>th</sup> grade (School Closed). K-4 here on Nov. 22-24 Nov 24 is a half day. Dismissal is at 12pm.
Friday, December 17	Close at 12:00 PM. Winter holidays begin.
December 20 – January 4	Winter Break Kindergarten-5 <sup>th</sup> grade (School Closed). K-4 here on Dec 20-Dec 23 Dec. 23 is a Half day. Dismissal is at 12pm. K-4 Return Dec 28-30 December 30 half day.

	Dismissal is at 12pm
Monday, January 3	Staff Development Day
Tuesday, January 4	School Re-opens
Monday, January 17	Martin Luther King Day
February 18-21	Winter Break
Friday, March 11	School closed- Staff Development Day
Mon-Fri. April 4-8	Spring Break
Friday, May 20	Last day of school; Close at 12pm
TBA	Graduation
TBA	Pick up /Mail Report Cards

We accept students regardless of their date of birth. We do not want our bright, intelligent kindergarteners, who do not meet the September deadline, to be penalized. With this in mind, there are several guidelines that we have to follow:

1. We have to provide at least 180 days of instruction
2. Students are required to attend school at least 180 days
3. Each school day has to have at least four and one-half hours of instruction

**COVID-19 Information**

As we approach the 2021-2022 academic school year, we would like to share our plan for a safe re-opening. We have mindfully design an approach that balances the safety of our students and staff while we return to and maintain a thriving environment that promotes Arete’s high standard of learning for your child(ren). The resolve and resilience of our staff and parents have met the current health issues head-on. Based on their input, we have created the Arete Two Point Reopening Plan for the 2021-2022 Academic year. All parts of the plan are informed by and consistent with current local, state and national guidelines and are flexible enough to allow adjustment as needed to meet the evolving conditions regarding this COVID-19 pandemic.

**STEP 1 - PREVENTION** The first step starts at home by being mindful of common symptoms and situations related to COVID-19. If the answer to any of the following questions is “yes”, a family must inform the school and keep the student at home. 1. Are you or anyone in your immediate household experiencing any of the following symptoms: fever, shortness of breath, cough, chills. muscle pain, sore throat, or a recent loss of taste or smell? 2. Has anyone in your immediate household come in contact with someone who has tested positive for COVID-19? 3. Has anyone in your immediate household traveled out of the country in the last 14 days? **STEP 1 - PREVENTION** The first step starts at home by being mindful of common symptoms and situations related to COVID-19. If the answer to any of the following questions is “yes”, a family must inform the school and keep the student at home. 1. Are you or anyone in your immediate household experiencing any of the following symptoms: fever, shortness of breath, cough, chills, muscle pain, sore throat, or a recent loss

of taste or smell? 2. Has anyone in your immediate household come in contact with someone who has tested positive for COVID-19? 3. Has anyone in your immediate household traveled out of the country in the last 14 days?

**STEP 2 – SOCIAL DISTANCING**

- For at least the first quarter of the school year, all students, faculty, staff, and visitors will be screened upon arrival using instant temperature checks.
- Anyone with a temperature of 100.0° or greater will be asked to return home.
- During the day, symptomatic students will be sent to the school nurse for evaluation.
- Campus tours and classroom visits will be temporarily suspended.
- Following CDC guidelines, we are increasing the amount of routine and nightly cleaning, with a focus on high-touch surfaces and common areas.
- Classroom and building entrances will have available hand sanitizer.
- We will comply with all state and local requirements for mandatory face coverings.
- All visitors with a need to move beyond the front office will be required to wear a face covering.
- All students, faculty, and staff will wash their hands or use hand sanitizer when entering the building or a classroom and before and after lunch and snack.

#### FACTS:

The reality is there is no practical way for students to attend school and avoid 100% of contact with others. But there are measures we can take to significantly reduce the risk of Coronavirus infection. Below are some of the ways we will safeguard our students this Fall:

**Online options for elementary school students.** Parents of elementary students have the option to use online learning or hybrid for First Semester.

**We monitor student conditions based on CDC recommendations.** We will consistently monitor our students and staff (which will include daily temperature-taking) to ensure the healthiest possible environment.

**We break for hand-washing and sanitizing** between each class, and during class when deemed necessary by our instructors. Also, several of our classrooms have hand washing stations (specifically the younger students).

**We eat lunch in our classrooms.** By doing so, we limit student-interaction and thus exposure.

**Adaptability.** As this is a fairly fluid situation, we are ready to make the necessary adjustments to ensure a healthy learning environment for our students. As conditions improve, we will adapt appropriately.

## Teacher/Student Ratio

	Class	Ratio
4-5 year olds	K4	1:13
5-6 year olds	K5	1:14
6-7 year olds	Grade 1 & 2	1:14
Multi-grade	Grade 3-5	1:22

## Meals

Arete Preparatory School provides daily lunches and snacks that meet the F.D.A. dietary requirements. **Breakfast is NOT provided.** The school will provide 1% milk for all students. **Regarding children with milk allergies or other circumstances, a note from the child's doctor must be submitted if the child is not to have milk.** Lunch will be served in the classrooms.

We do not warm up outside meals for kids.

## Snacks

AM (9:30) and PM (2:30) snacks will be provided to your child on a daily basis.

## Drop-Off Time

Drop off time starts at 7:00am.

K4 through Multi-grade class time is 8:30am- 3:30pm. **We encourage all parents to drop their children off by 8:30AM.** Children should not be dropped off after **8:30AM** as this causes a disruption of the day's studies. Please receive prior permission to drop child later if there are extenuating circumstances. Students can be signed out and in again only for doctor's appointments, and if prior notice is given (preferably twenty-four hours' notice

## Pickup and Delivery of Children

All parents/guardians are asked to escort their children to and from the school as well as sign them in and out. Children will not be released to anyone not listed on the enrollment form. The school should be called and advised of any special pick-up arrangements. Any person picking up a child should have picture identification on file in the child's folder.

**Late Pick-up Fees:** The school closes promptly at 4:30PM. Therefore, all children picked up after this time will be assessed a \$20.00 plus \$1.00 per min after 4:30pm. **(This policy will be strictly enforced).** Please note that this is per child and not per family. **This fee is applied to your next Brightwheel statement. If you are going to be late for pick-up, please call Ms. Pearson.**

## Dress Code (hybrid schedule)

## Uniforms

Boys: Khaki slacks/shorts, yellow or maroon polo shirt

Girls: Khaki skirt (shorts underneath), pants, shorts, or jumper-dress (Shorts underneath); yellow or maroon polo shirt;

Shoes: Black or brown loafers; Sperry's are acceptable (no sneakers)

Maroon sweaters.

**All students must have maroon shirt and yellow/gold shirt with school logo.**

Items/Clothing NOT permitted:

- Hair beads
- Earring for boys
- Dyed hair
- Open toe sandals
- Sneakers (Sneakers are allowed during recess time only and on Fridays)
- Items such as nail polish, nail clippers/files, perfume, and metal or sharp objects, etc. will be confiscated if discovered.

## **Dress Code (Virtual schedule)**

- Yellow or maroon polo shirt
- Khaki bottoms

## **Parental Responsibilities**

Parents or guardians are responsible for:

- Putting child's name on his/her property
- Providing and updating current and accurate information to include, but not limited to: immunization records, emergency contact information, etc.
- Paying all fees incurred from injury or sickness that requires professional medical attention.
- **Assuring that medication is not placed in child's possession, but is given directly to the office administration.**
- **Supplying at least one extra change of clothing, with the child's name clearly marked (K3-K5)**
- Paying all fees incurred timely (refer to Parental Contract)
- Abiding by all statements set forth in the signed Parental Contract
- Making certain that child does not bring to school any hazardous item(s) that is not related to school or to a school activity
- Assuring student(s) is punctual daily
- Helping students with class projects and homework
- Making to pay tuition

## **Holiday Closure**

Parents are required to pay for tuition during holiday breaks.

- Thanksgiving Break- (1 week)

- Christmas Break- (2 weeks)
- Spring Break- (1 week)

**XX Parent Volunteer Hours**

- All families will be required to perform 15 hours per year as Volunteer hours. This includes:
  - ✓ parties/celebrations (2hrs)
  - ✓ assisting the teacher (2hrs)
  - ✓ working in small groups (2hrs)
  - ✓ working one-on with a student (3hrs)
  - ✓ parent/teacher conference (2.5 hrs)
  - ✓ field trips (2.5hrs)
  - ✓ PTO meetings (2hrs)
  - ✓ AEO member (10hrs) Aerospace
- If you choose not to perform the required 15 hours then you can opt out and pay \$85. All volunteer hours are due by April 30, 2020. Each hour is worth \$5.60. All remaining balances will be paid on May 8, 2020 through Tuition Express.

**Georgia Special Needs Scholarship**

Funds received through the GSNS Program can be used to pay for tuition and fees at a private school authorized by the State to participate in the program.

**Fees**

Age Group	Tuition-Year (Weekly)	Registration	Activity Fee	IOWA Test
(K4)	\$6090 (\$145)	\$130.00	\$150	N/A
(K5)	\$6090 (\$145)	\$130.00	\$250	\$85.00
(First Grade)	\$6930 (\$165)	\$130.00	\$250	\$85.00
(Second-Fifth grade)	\$6930 (\$165)	\$130.00	\$250	\$85.00
Ga. Special Needs Recipient	\$10,000	\$130.00	\$250	\$85.00

A ten (10) percent discount is given off the fee of the second, third, etc. child’s tuition for families with two or more children enrolled in the school.

**Activity Fees:** A non-refundable, annual activity fee of \$150-\$250 is charged for enrichment activities that will be provided throughout the academic year.

- Coding
- Chess
- Foreign language
- Aerospace
- Technology
- PE/Nutrition

All field trips and on-site visitors' fees (extra-curricular activities) are extra. The parents will be informed of the cost at least two weeks prior to the field trip or visit. Please note that field trip fees are non-refundable. Once you have informed us and paid (on or before deadline), your child is added to the count in terms of payment for the transportation and admission.

A non-refundable registration and application fee is required for enrollment. However, if you withdraw your child and, at a later time during that same academic year, and would like to re-enroll, a \$35.00 re-entry fee is due.

## **Books**

All students must have all books on the first day of school. NO EXCEPTIONS!  
The book list is available for each grade level.

## **Financial Obligations**

Students who have outstanding financial obligations will not be issued report cards, transcripts, diplomas, or school records. All financial obligations must be cleared before the last day of school. If financial obligations are not made in a timely manner, court fees will be applied to the outstanding balance.

## **Payment Options:**

Brightwheel

Bi-weekly: Friday prior to instruction week.

\*\* If you are paying with a Credit Card or Debit, there will be a 2.7% fee added to your account. If you are paying with Checking account, there will be NO fee applied to your account.

## **Graduation Participation**

To participate in the graduation and awards ceremony, your account must be at a \$0 balance.

### **Virtual vs. Hybrid Tuition Schedule When School Reopens Full Time**

Virtual Only- Price will remain the same if school reopens to full capacity and the student will continue virtual learning.

If the student returns to campus, price will be full tuition.

Hybrid Only- Price will go back to full tuition when school reopens to full capacity.

### **Attendance Policy (STRICTLY ENFORCED)**

All children five years and older are required to attend school 180 days per year. Parents or guardians must send a signed and dated written note when the student returns to school explaining the reason for the absence, the date(s) of the absence(s), and a daytime phone number. In order to ensure the opportunity of the student to complete make-up work and to record excused absences, it is best if a parent note or third party excuse be delivered to the school the day that the student returns after being absent. If a parent note or third-party excuse is not delivered to the school, the absence will be regarded as unexcused.

**Cut off time for attendance on a daily basis is 10am. No child will be allowed to attend school if they do not have an excused doctor's note.**

**A student who is absent from school more than 10 unexcused days and whose absence has materially affected academic progress, may receive a lower grade or be retained at the discretion of the school administration.**

#### ***Excused Absences:***

- Illness: A doctor's/parent note of reason for absence is required for your student's attendance file.
- Medical appointments or treatments: Will require a doctor's note for the student's attendance file.
- Religious holidays: A parent note is required for the student's attendance file
- Death: A parent note is required for the student's attendance file.
- Personal or family emergency: A parent note is required for the student's attendance file.

***Unexcused Absences:*** (The school administration will determine if an absence is excused or unexcused.)

- Family vacations.
- Non-Medical appointments.
- Babysitting.
- Absence for any other reason that does not meet the criteria of an excused absence.

### **Tardy Policy**

The school day starts at 8:30am. Students will be counted Tardy after 8:40am.

CONSEQUENCES FOR TARDINESS:

- 5th tardy: Verbal warning
- 7th tardy: Letter sent to parent/guardian outlining this policy.
- 9th tardy: Parent conference with Administration to resolve issue.

**Discipline**

Children will be disciplined lovingly. We utilize the positive reinforcement method, whereby a child is praised when he/she demonstrated positive behavior. Another form of discipline is not participating in school activities. Parents will be informed if their child continually disrupts the class, or causes injury to themselves or others. If this behavior is not corrected, the child will be dismissed from the school

Arete Preparatory School School Wide Discipline Policy

Goal: We will work to create an environment conducive to learning that enables children to see the value of others.

Purpose: To improve behavior.

Discipline Pledge

I will treat other people like I want to be treated today.  
I am responsible for myself and my actions.  
No one else is responsible for what I do today.

All students are expected to follow these basic school rules:

- Use appropriate voices
- Move in an orderly manner at all times
- Show respect for people and property
- Follow all classroom rules

\*All behavior reports will be placed in student's permanent record\*

Actions Taken

K5:

- 1<sup>st</sup> Offense: Lose 5 minutes of recess
- 2<sup>nd</sup> Offense: Lose 15 minutes of recess
- 3<sup>rd</sup> Offense: Discipline form sent home  
\*Conference with Parent\*
- 4<sup>th</sup> Offense: Discipline form sent home
- 5<sup>th</sup> Offense: Administrative action in the office – In School Detention

1<sup>st</sup>/ 5<sup>th</sup> :

- 1<sup>st</sup> Offense: Lose 10 minutes of recess  
2<sup>nd</sup> Offense: Lose entire recess  
3<sup>rd</sup> Offense: Discipline form sent home  
\*Conference with Parent\*  
4<sup>th</sup> Offense: Discipline form sent home  
5<sup>th</sup> Offense: In School Detention (Parent will be required to sit in class with their student all day from 8:30am-3:30pm)  
6<sup>th</sup> Offense: Discipline form sent home  
\*Conference with Parent\*  
7<sup>th</sup> Offense: In School Detention (Parent will be required to sit in class with their student all day from 8:30am-3:30pm)  
8<sup>th</sup> Offense: Suspension  
9<sup>th</sup> Offense: Expulsion

Infractions for Disciplinary Action (include, but are not limited to):

- Social bullying
- Defiance of authority
- Disruptive/Rude in class
- Fighting
- Using inappropriate language
- Damage, destruction or theft of school property
- Cheating, lying or stealing
- Sexual misconduct

### **Health and Safety**

Proof of immunization is required from a responsible health source within 30 days of enrollment. The immunization form required is Form 3231. If this form is not received within thirty (30) days after enrollment, by law, the child will not be allowed to attend the school.

### **Illnesses or Injuries**

Arete Preparatory School sickness policy aligns with the guidelines provided by Bright From the Start, the governing body for licensing teaching centers. Therefore, the Communicable Diseased Chart (posted on the bulletin board) should be strictly followed. The school strictly enforces the incubation periods for each listed disease and your child will NOT be allowed to return until after this period.

Additionally, we are asking that you do not bring your child to the center if they have any of the following symptoms:

- Green or yellow mucus
- Loose, foul-smelling stools
- Persistent cough
- Fever higher than 100 degrees Fahrenheit
- Vomiting
- Rash

Under no circumstances is a sick child to attend Arete Preparatory School. Obviously, it is not possible to prevent the spread of all illness, however minimizing exposure & providing good hygienic practices in the school are means by which we can limit the problem & the resulting inconvenience. Accordingly, for the benefit for all involved, the following policies will be strictly enforced:

- Children who have exhibited ANY symptoms of infectious illness **within a 24-hour period** are likely to be contagious & should remain at home. Examples of associated symptoms included, but are not limited to, fever of 100°F measured orally or 101°F measured rectally, nausea or vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing, yellow or green drainage from nose, drainage from eyes or ears, rash or head lice.
- A student who develops a fever within a 24-hour period **MUST** remain at home. **The student must be fever free without the aid of medication for 24 hours before returning to school.**

Arete Preparatory School reserves the right to determine whether a child should remain at home or is okay to stay or return to the school when illness is a consideration. A doctor's note with permission to return to school may be requested. Parents of children who become ill during the day will be promptly notified and are expected to make arrangements for their child to be picked up immediately. The sick child will, if possible, be isolated from the other children in the school to minimize exposure. If the parent/guardian cannot be reached, the person designated as the emergency contact will be notified.

In the event of illness or injury:

- The office will be used for the isolation of sick children. The sick child will be supervised and attended to until the child leaves the school.
- The emergency contact/parents/guardian and 911 will be notified immediately if illness/injury requires professional medical care.
- The child and signed Emergency Medical Authorization Form will be taken by ambulance to Dekalb Medical Center, Lithonia (404) 501-1000.
- A Arete Preparatory School staff member will accompany and stay with child until parent/guardian arrives. Staff members will not personally transport students.
- The emergency contact/parents/guardian will be notified immediately if illness/injury does not require professional care but is such as, but not limited to, an under-arm temperature of 101 degrees Fahrenheit or higher, a rash, diarrhea, vomiting or a sore throat. In this case, the parent/guardian instructions will be followed, if appropriate, until the child is picked up from the school. The child must be picked up **within an hour** from the time you were notified.

- An accident report will be completed and reported to parents no later than the same day except for minor abrasions and scratches.

#### Exposure to a communicable disease

All parents/guardians will be given written notice within twenty-four hours after the school becomes aware of any occurrences of any outbreaks within the school.

#### Noticeable Adverse Reactions to Prescribed Medication

All parents/guardians will be notified immediately if reaction warrants professional medical attention or causes major discomfort. They will be notified at the end of the day if it does not warrant professional medical care.

Please note that you when your child is sent home, he/she needs a note from the doctor stating that he/she is well enough to return to school.

### **Medication**

If a child must take prescribed medication while at the center, the parent must give the medication, a signed authorization form from the child's doctor, and dosage dispenser to the Office Manager only. Please do not leave medication with your child.

The prescription label must be on the medication and have the child's name, doctor's name and phone number. Medication will be administered by a Office Manager for as long as the authorization is in effect, but no longer than two weeks if not authorized by a physician. A fully, completed and signed Authorization for Medication form must be received by our administrative office in order to administer medication to a student. Please note: Over the counter medicine will not be dispensed by a Arete Preparatory School staff member.

### **Communications with Parents**

Parents are invited to visit the classrooms at any time for observation with a 24 hours' notice. Time in classroom should not exceed an hour. Please notify the Director or Office Management upon your arrival at the school. Conferences must be scheduled, but may be arranged at any time.

### **Smoking**

Smoking is not permitted in the presence of the children, inside or outside of the school, during school hours or on sponsored field trips.

### **Child Neglect/Abuse**

We are required to report any case of suspected child abuse, neglect, exploitation or deprivation to the Department of Family and Children Services.

### **School Closings and Sever Weather Precautions**

The school will be closed if there are impassable road conditions or major storms. In the event of severe weather conditions while the children are at Arete Preparatory School, they will be taken to an appropriate place of safety in the building.

Precautions will always be taken to ensure the children's safety. An emergency plan outlining the process to protect children, while in the center or on field trips, is posted in each classroom. In the event of a necessary evacuation, all parents will be notified as soon as possible. School closings and/or delayed openings are reported on WSB TV (channel 2, ABC) and the school's website.

If there are any missed days due to inclement weather, the full tuition for that week is still due. It will be at the school's discretion to decide whether any partial tuition reimbursements will be made. (Please refer to p. 4)

### **Field Trips**

Written parental authorization will be required for all field trips. If authorization form and fees are not provided on the due date, your child will not be permitted to participate on that trip. **On field trip days, the school will be closed.**

### **Personal Property**

The child's name should be written in permanent marker, on all clothing, sheets, supplies, or other school appropriate personal effects brought to the center.

Arete Preparatory School and its staff are not responsible for any lost, damaged, or stolen personal property. Parents are responsible for any damage to center property or personal property belonging to others, which is caused by their child. Items deemed hazardous and against school policy will be confiscated. **Students are NOT allowed to bring cell phones to school.** All communication can be done by the school's phone.

Arete Preparatory School will not be held responsible for lost toys, or extracurricular activity uniforms such as dance leotards and karate uniforms that may be misplaced. Should any personal property get misplaced, there is a Lost and Found box located inside the office.

### **Bring Your Own Device**

This program is designed to support teaching and learning through safe, efficient, and monitored wireless access. To participate in the use of BYOD resources, all users must agree

to use the school network when available, and not personal mobile data service providers, on their devices. Using the school network ensures a filtered, appropriate solution that is optimized for BYOD use. Arete Preparatory School is not responsible for any damages, fees, lost functionality, support, or costs that may be the result of students or staff members participating in BYOD. This is a voluntary program, and students will not be penalized if they do not participate. Whether the device is owned by a parent, student, staff member, or school, the user of the device is responsible for protecting the device at school or at school functions.

-Allowable devices

- **Tablets**
- **Laptops**

-Device not allowed

- **Cellphone**

### **Withdrawal of Children**

A two-week notice is required when withdrawing your child from the center. Fees are due up until to last day of school. Please note: if there are one or two weeks left in the school year before a withdrawal, the last 2 weeks of the year must be paid also. When withdrawing from school, it is necessary for the parent/student to notify both his/her teacher and the office. Withdrawal forms must be completed, bills paid and textbooks returned before a student's record is cleared. All certificates and transcripts will be withheld until the account balance is zero. IF A PARENT COMES TO SCHOOL TO WITHDRAW A STUDENT, THE SCHOOL OFFICE IS THE FIRST PLACE TO VISIT, NOT THE CLASSROOM.

### **Termination of Parent Contract**

Please be aware that Arete Preparatory School reserves the right to terminate immediately any Parental Contract where the actions of the child or parent are deemed detrimental to the following:

- The effective execution of policies.
- The safety and welfare of students and teachers.
- The day-to-day activities of the school.

## **Tuition Payment Dates 2020-2021**

**July 30**

August 13 27

SEPTEMBER 10 24

OCTOBER 8 22

NOVEMBER 5 19

DECEMBER 3 17 31

JANUARY 14 28

FEBRUARY 11 25

MARCH 11 25

APRIL 8 22

MAY 6 16

I have received and read carefully the School Handbook/Policies for the 2021-2022 school years. I agree to fully comply with these policies.

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**Signature of Parent/Guardian** **Date**

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**Signature of Preparatory Administration** **Date**