



The Marlowe School, LLC

## **POLICY AND PROCEDURES SUMMER 2021**

Kristin Grant, M.Ed., AMI, Director  
kristingrant@themarloweschool.com  
770.710.4083  
www.themarloweschool.com

*The Marlowe School, LLC admits students of any race, color, gender, religion, sexual orientation, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The Marlowe School, LLC does not discriminate on the basis of race, color, gender, religion, sexual orientation, and national or ethnic origin in administration of its employment practices, educational policies, admission policies, scholarship and loan programs, or other schooladministered programs*

## **Table of Contents**

Arrival and Dismissal.....	1
Art.....	1
Attendance.....	1
Birthdays .....	1
Children’s Health and Safety .....	2
Clothing .....	2
Discipline/Guidance Techniques.....	3
Emergency Closings/Severe Weather.....	3
Fire Drills.....	4
General Admissions Information.....	4
Loss of Water or Power.....	4
Medical Emergencies .....	4
Medication.....	4
Parental Responsibilities .....	5
School Equipment.....	5
Snack & Lunch Program .....	5
Transportation .....	5
Liability Release .....	6
Late Pickup.....	6
Pictures.....	6
Daycare Licensing Exemption Notice.....	6
Potty Training .....	6

### **Arrival and Dismissal**

It is imperative that arrival and dismissal times be closely adhered to. The time before class is vital for teacher preparation to ensure a smooth and productive day. We ask that students arrive no earlier than ten (10) minutes before the start of class. In addition, we ask that you pick up your child no later than ten minutes after the end of class. Promptness in a child's life is very important. Children who arrive late and leave late may feel awkward and uncomfortable.

In the mornings, families may park in one of the five parking spaces in the lot closest to the front staircase. They should then walk their children to the front entrance where their temperature will be taken.

At the end of the day, teachers will walk children to their car. As much as possible, please remain in your vehicles so dismissal time is expedited. Parents are, however, responsible for making sure their children are properly placed and buckled in their car seats. Please be aware of cars trying to exit the driveway and give them the right of way.

For their protection, we will not release any child to anyone other than their parent or guardian in the absence of written or phone authorization. We are very strict about this point. Therefore, in order to avoid delays during dismissal, please **do not** send anyone (neighbor, housekeeper, etc.) to pick up your carpool children unless the school has received permission from all parents involved. Please be sure to notify us ahead of time if your child is to leave with someone different when going to that very important play date, dance recital, or birthday party. We do not want to have disappointed children, but safety must be our primary concern.

### **Art**

Art projects are made with adult supervision. Many of our art projects may pose a choking hazard to young children if handled independently. Please be aware that buttons, stuffing, pom-poms, small pieces of paper, felt, etc., can all pose choking hazards. Therefore, projects should be displayed out of the reach of young children.

### **Attendance**

Parents are asked to notify the school when a child will be absent for more than two days.

### **Birthdays**

In celebration of students' birthdays, children are encouraged to present their class with a hardback book for the classroom library. This helps the children learn the value and pleasure of giving as well as receiving, and the entire class benefits from an enhanced literature program. Parents wishing to participate in this tradition should consult Kristin Grant before purchasing a book to confirm that there are no duplicates in the classroom. Books donated for our birthday library should be inscribed with your child's name and birthday.

On your child's birthday, please send a picture biography of your child on a poster board.

We would like to keep this poster for several days to share with the class. This allows us to celebrate your child's life on his/her birthday and helps the child to develop a sense of identity and a growing awareness of time.

If you are planning a party for your child, please do not hand out invitations at school unless all his/her classmates are invited. Likewise, if your child is attending a party after school, please do not send gifts to school with your child. In the past, we have found that these situations can create hurt feelings and sad children. When only a few classmates are invited, it is more appropriate to mail invitations and plan weekend parties.

Please do not bring cupcakes, cookies, or other food treats on your child's birthday. We have many allergies and dietary restrictions that make food distribution difficult.

### **Children's Health and Safety**

For the health of all the children and staff, a child shall not be accepted nor allowed to remain at the school if the child has a 100.4 degrees Fahrenheit or higher temperature and/or other contagious symptoms, such as but not limited to, rash (until diagnosed and determined to be non-contagious), cough, discharge of discolored or profuse amounts of mucus from the nose, diarrhea, vomiting, sore throat, or eye inflammation (conjunctivitis or "pinkeye"). Children should be free from the symptoms listed above for at least 24 hours before returning from school.

When professional medical attention is required - or when a child experiences symptoms of moderate discomfort such as elevated temperature, vomiting, or diarrhea - parents will be immediately notified via phone or text. Sick children should be picked up within an hour of parents being called.

When professional medical attention is not required (when a child experiences symptoms of less than moderate discomfort), the child will be moved to a quiet area away from other children where the child will be supervised and provided the necessary attention until such time as the child is able to return to his/her group, and the parents will be notified by the end of the day.

If your child has been exposed to a communicable disease, a notice will be sent via email within twenty-four (24) hours from the time we become aware of the illness.

### **Clothing**

Clothing should be washable, comfortable, and easy for your child to manage independently in the restroom. Sneakers or rubber-soled shoes that can be easily removed and replaced by your child are recommended. Please do not send children under the age of four with shoes that tie. Flip-flops or other open-heeled shoes are not permitted because they may pose a tripping hazard and are a deterrent to active participation in some aspects of school activity. Children will not be permitted to wear any hazardous items around their necks or attached to their clothing.

Children are not allowed to wear costumes to school except on designated days. Please keep all masks, wands, swords, etc. at home. All children are required to maintain a complete change of clothing in their book bag, regardless of their age. Please place these items in a plastic zip-lock bag and label the bag with your child's name. **Please label all items of clothing, including accessories.**

If your child does not have a change of clothes, a set will be lent to them. Clothes should be washed and returned the following day.

### **Discipline/Guidance Techniques**

At The Marlowe School, we strive to help the children acquire self-discipline. We believe that if children are constructively occupied doing interesting and challenging activities, they will generally not have discipline problems in class. We feel that if children understand the rules and know the expected behavior, they will generally choose to behave. Therefore, expected behavior is geared to the child's age, and limits or rules are developmentally appropriate and understandable to the children to whom they apply.

We also practice positive discipline - a process of teaching children how to behave appropriately while respecting the rights of the individual child, the group, and the adult. The methods of discipline used in class include distraction, brief verbal command, or a brief time-out within the classroom (generally to sit beside a teacher).

While we do not expect children to behave perfectly at all times, we cannot allow students to harm others in the class. Children who bite, strike, or otherwise intentionally injure fellow classmates will quickly be removed from the group while the teacher comforts the child who has been injured. Then, the teacher will speak with the offending child about what has happened. Both sets of parents will be notified.

Children who bite/strike/etc. others on more than one occasion may be asked to stay home for a set period of time and may possibly be removed from the program for the remainder of the school year.

### **Emergency Closings/Severe Weather**

During a period of emergency, the director shall have the authority to close school, shorten the school day, and to institute other necessary measures to ensure the safety and welfare of the students and personnel. Emergency plans for severe weather and fire have been developed. School closures will typically be the same as announced by the Fulton County School System or Atlanta Public Schools for emergency/weather conditions. However, the director reserves the right to close the school at any time to ensure the safety of the students and their teachers. The school will also notify parents via e-mail and social media (Facebook and Twitter) by 7:00 a.m.

### **Fire Drills**

Fire drills will be held monthly for the safety of your children.

### **General Admissions Information**

The Marlowe School was established in Atlanta in 2010 as a private, co-educational school for children from the ages of two-and-a-half years through six years. Our children represent many cultural and educational backgrounds, but the common element among parents is their interest in providing their children with a high-quality education based on a firm grounding in basic skills.

It is our desire that your child's school experience be a positive one. Therefore, the school reserves the right to request withdrawal of any child who is found by the staff to not yet be ready for the program. This includes, but is not limited to potty training, inappropriate behavior, etc.

Please note that the director may dismiss a child at any time if the student is found to be too disruptive to the class. No refund will be made of the application or camp tuition; however, a partial-tuition refund may be given at the discretion of the director. There will be no discount or refund for children who are asked to stay home to complete toilet training.

All children must have a student application, emergency medical form, and signed camp handbook on file to complete their camp registration.

### **Loss of Water or Power**

In the case of a loss of water or electrical power during the school day, the appropriate companies will be notified. If the problem cannot be rectified within the hour, parents will be called to pick up their children.

### **Medical Emergencies**

In the event of an accident or sudden onset of illness, the school will not hesitate to seek proper care for a child. The child's individual emergency instructions on file at the school are consulted immediately, and his/her parents are called. When a medical emergency arises involving a child, the school staff will seek prompt emergency medical treatment and provide any certified or licensed emergency medical persons with immediate access to the child. If necessary, the child will be transported by emergency medical persons to Children's Healthcare of Atlanta's Emergency Room. The consent statement that the parent signs will accompany the child so that treatment can be given immediately in the absence of the parent. It is **IMPERATIVE** that you keep the emergency contact information up-to-date.

### **Medication**

No medications (other than proscribed EpiPens for severe allergic reactions) will be given to students given the brief length of the school day. Parents are asked to make arrangements for medication to be administered at home.

### **Parental Responsibilities**

Parents are responsible for supplying and maintaining accurate information on all required forms. Forms include the enrollment agreement, parental acknowledgement, student release form, immunization records, and emergency medical authorization.

Parents must acknowledge that when the parents (or persons authorized by the parents) pick up or drop off their child at the school, they will not allow their child to enter or leave the school without being escorted by a parent or teacher.

Parents are responsible for keeping the school advised as changes occur in any information previously provided (phone numbers, work locations, emergency contacts, nannies, family physician, etc.).

### **School Equipment**

Some of our equipment is very expensive and hard to replace. Please return any items found at home that belong to the school.

### **Snack & Lunch Program**

Each student will bring his own individual snack in a paper bag (or reusable sack separate from his lunch) clearly labeled with his name. Snack should consist of milk, water, or 100% fruit juice plus one other nutritious item (no sports drinks or desserts). **Please note that we are a peanut and tree-nut free school.** Please pack two paper/cloth napkins (one for use as a placemat and one for wiping fingers). Please do not over-pack snacks. The children should be able to finish their snack in about five to ten minutes and not spoil their appetite for lunch.

Each student will provide his own lunch – packed separately from his snack for easy retrieval. Lunch should contain two napkins and a drink. It is recommended that an insulated container and ice pack are used.

**PLEASE AVOID THE FOLLOWING ITEMS:** Avoid food containing large quantities of salt, food coloring, chemicals, sugar, or preservatives. Also avoid food that may pose a choking hazard for small children such as celery, carrots, popcorn, and nuts. Hotdogs and grapes should be cut lengthwise to lessen the choking hazard. We have had many unfortunate experiences with GoGurts, so please do not send them to school with your child. Also, please do not send food to be **cooked** (i.e. pasta cups and noodle bowls). Please do not allow children to bring gum, candy, or desserts to school.

### **Transportation**

The Marlowe School does not provide transportation.

### **Liability Release**

By signing this handbook, I release from liability and agree to indemnify and hold harmless The Marlowe School, LLC, any of the staff, and instructors for any and all personal injuries, illness, property loss or damage occasioned by or in connection with any activity related to The Marlowe School, LLC. This release applies to, and the undersigned agrees to indemnify The Marlowe School from any consequences related to any injury or illness that may be suffered by any of the children of the undersigned, by the undersigned, or by any other children or adults that the undersigned may bring or cause to be brought to The Marlowe School, LLC at 737 Miami Circle.

### **Late Pickup**

**Children who are picked up 10 minutes or more after the end of their class will be charged \$1/minute for the first thirty minutes and \$1.50/minute after that. The late fee is due one week from the occurrence.**

### **Pictures**

Pictures of our students will occasionally be taken by our staff or parents for our blog, web page, and other school related publications. Written notification on the signed handbook page is necessary if you DO NOT wish for your child's picture to be included in any of these mediums. (Names of students will not be printed in reference to any picture.)

### **Daycare Licensing Exemption Notice**

The Marlowe School operates under a preschool/kindergarten exemption from Bright From the Start: Georgia Department of Early Care and Learning; therefore, the school is not licensed and is not required to be. Please make note that we do not provide extended hours and follow the summer schedule below:

**Morning Program (2 – 6 years):** 8:30 a.m. – 12:30 p.m., Mon. – Fri.

**Afternoon Scholars Program (5 and up):** 12:30 p.m. – 1:30 p.m., Tues./Thurs.

### **Potty Training**

All children should be potty trained and in underwear full-time (both at school and at home – no Pull-Ups). Please be sure to start potty training early (many of our families start the process around 18 months) and make the switch to full-time underwear no less than two months prior to the start of camp or school. Children who have two accidents a week for two weeks in a row may be asked to stay home for a week-long potty training bootcamp. Please note that no tuition discounts can be granted for potty training related absences. If you have any questions or need any tips, please be sure to contact the director.

---

**I have read The Marlowe School's Handbook for Parents (Summer 2021) and agree to abide by all policies and procedures.**

---

**Child's Name**

---

**Parent/Guardian Signature**

---

**Date**