



# Preschool and Pre-Kindergarten



## Parent and Student Handbook 2023 - 2024

**Parent and Student Handbook –2023–2024 School Year**  
**– Please retain a copy of this Handbook for your records –**

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## **Mission Statement**

Angels Academy is committed to developing a strong educational foundation rooted in morals and ethics and nourished by lifelong learning skills. As part of our mission statement, it is the desire of Angels Academy to provide early childhood development and education to children in the Christian way of life.

## **Angels Philosophy**

- Provide for the welfare of the students by acquainting them with morals and ethics appropriate for their level of growth and maturity.
- Provide for the child’s capabilities by providing an educationally sound experience in all appropriate branches of learning.
- Provide for the well-being of each child, recognizing that learning should be fun and helping to establish a foundation of healthy living.
- Provide for the character of the child by showing care, fostering reverence and respect and instilling values.
- Provide for the welfare of the child by teaching respect for authority, encouraging mannerly behavior and by equipping him/her to be a responsible citizen of this world.

Angels Academy prepares young men and women for lives of intellectual discovery, integrity, and purpose. The school develops unique talent and potential in each student and embraces sound learning, discipline, and faith as essential elements of an educated conscience.

All parents want to know that preschool education is preparing their children for life’s future challenges. Your child’s first six years of early childhood development are the most critical. At Angels Academy, we go beyond simply caring for your child on a daily basis. We actively challenge our students to grow and develop. We call it “**The Angels Way**” and it can and does make a huge difference in your child’s early childhood development.

**We are here to learn and recognize that learning should be fun and help to establish a solid foundation for children during their early childhood development.**

## **The Early Childhood Learning Experience**

The Angels Academy early childhood development and educational approach is founded on the principles and concepts of traditional education. The curriculum, classroom performance

standards, and teaching methods are well-organized, highly efficient, interesting, and challenging for our students.

## **Getting Started**

Congratulations! You have just begun the journey of early childhood development and learning. We have a few suggestions and guidelines to help you with this journey and process. Please carefully read the following pages and let us help you and your child take full advantage of the Angels Academy Preschool, Pre-Kindergarten, and After-School programs. Our common goal is success for you and your child.

A high standard of accuracy has been sought in the preparation of this handbook. Errors, omissions, and changes of text are always a possibility. Therefore, Angels Academy and its administration reserve the right to make corrections and changes of such published information and policies as may be deemed necessary and appropriate.

## **Our Students- Admissions**

### **Admission Requirements – Classroom Assignments**

At the time of your child’s enrollment and every **school session** registration period thereafter, it is the parent’s responsibility to supply and maintain accurate, updated, and required student record information. All information and records must be current. The parents will be responsible for escorting their children to and from the school building each day. Student classroom assignments are based on the following: a) classroom available space; b) the child’s age; c) maturity; d) and school classroom evaluation by Angels Academy administration.

### **Updating Child and Contact Information**

Parents or Legal Guardians are responsible for updating any changes in their child’s health or information files at the school. These include changes in address, telephone numbers, email addresses, place of employment, changes in emergency contacts, **medical conditions or required records**, and changes in other persons escorting their children to and from the school.

### **Children Served and Enrollment Procedures**

Angels Academy accepts children from six (6) weeks through twelve (12) years of age. If there are student spaces available, the initial application for enrollment is made by completing the

school registration package. All student enrollments require that parents or legal guardians complete the school orientation prior to school attendance. Additionally, student assessments are completed by school management prior to final enrollment. Enrollment is on a first come, first serve basis and is **not guaranteed**, nor considered complete until **all required registration forms and fees** have been completed, received, reviewed, and accepted by Angels Academy.

### **Non-Discrimination Policy**

Angels Academy admits children of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, agency financial aid programs, and other school administered programs.

We do retain the right to accept, deny, or continue school enrollment for children based on the stated enrollment and attendance policies of the school including student or parent conduct.

## **In the Classroom**

### **Curriculum**

As a school dedicated to providing quality care and education for your children, Angels Academy provides early childhood development and educational programs for Infants through School Age children emphasizing early childhood development and academic excellence. The curriculum is both workbook and hands-on oriented and contains day-to-day lesson plans that aid in teaching, reviewing, and organizing student lessons for the entire school year. Student curriculum and materials use fees apply for each calendar school year session.

### **Developmentally Appropriate Practices**

In developmentally appropriate classrooms, teaching strategies are based on the knowledge of how young children learn. The curriculum plan incorporates an emphasis on teaching young children phonics, phonic readiness reading skills, number recognition, counting, addition, science, music, art and encourages critical and analytical thinking for our students. The classrooms are structured to encourage children's learning through hands-on manipulation of materials, toys, group play and individual exploration.

At Angels Academy, we believe the best academic preparation is to encourage our students to be involved in a structured and challenging environment. The result is a confident child who is prepared to achieve at Angels Academy.

### **Classroom Goals – Objectives – Schedule – School Arrival**

Each individual classroom will have a **Daily Classroom Schedule**. Angels Academy strives to implement a classroom schedule and curriculum plan that encourages each child to fully develop his or her unique talents or abilities. Our students are here to learn and grow.

One common expectation is that students **should be punctual and arrive** in their classroom prior to the beginning of class each day. Timely arrival will ensure that students participate in all daily lesson plans that aid in teaching, reviewing, and organizing ongoing development.

Our classes are child centered with activities and curriculum to meet each child’s development needs. The goal of Angels Academy is to foster early childhood intellectual, emotional, spiritual, social, and physical growth in a nurturing and secure environment. The Preschool, Pre-Kindergarten, and After-School programs have the following student age-group classrooms. Student assignment to the Three’s and Pre-Kindergarten Classrooms require that children must be Three or Four Years of Age on or before October 1st of the School Year.

Classroom	Name	Age Group	Classroom	Name	Age Group
Infants	Snails	6 weeks to 12 months	Threes	Fireflies	36 months to 42 months
Toddlers	Caterpillars	12 months to 24 months	Threes	Frogs	42 months to 48 months
Twos	Crickets	24 months to 30 months	Fours – Pre-K	Dragonflies	48 months to 60 months
Twos	Butterflies	30 months to 36 months	After School		60 months to 12 years

### How You Can Help

We know the quality of our school is dependent upon the quality of the relationships we build with our students, our parents, and our community. Angels Academy is your child’s school. We have many opportunities for our parents to be involved. Throughout the year, Angels Academy will have family engagement events, promotions, and activities that will help to supplement the materials and costs of keeping our program running at the highest standard we can. We aim to provide the best for our students, Therefore, at times during the school year; Angels Academy may request the assistance of volunteers to help with special school projects or activities. You can help our school and your children by being actively involved in “All” school activities and fundraising events.

### Registration

Parents may register for school semesters in the school administration office between 8:00 a.m. and 5:00 p.m., Monday through Friday. **The school has two (2) student registration periods each year for the Fall Semester and Summer Session.** Additional registration days may be held during the school year on pre-scheduled weekend days. Parents must make and complete an in-person appointment and school visit in advance of a child being considered for enrollment at Angels Academy. School Student Assessment and Parent Orientation must also be completed.

**Registration is not complete until the following enrollment forms have been submitted:**

- Student Enrollment Application Form – Personal Information
- **Student Medical History – Emergency Treatment [All Questions Must Be Answered]**
- Parent-Provider Tuition Service Contract – Each Child Enrolled in School
- Registration, Curriculum, Materials, and Uniform Fees for each student
- Tuition Express Automatic Payment Application
- Uniform Shirt Order Form
- CACFP Meal Benefit – Income Eligibility Statement [IES Form]
- Request for School Meal Accommodation – Physician’s Prescription for Food Allergy
- Photo/Video Release Policy
- Emergency Medical – Child Transportation Agreement
- Immunization Record/Physical (Georgia Child Health Record with physician’s stamp and/or signature within the last twelve months)

Parents or Legal Guardians must sign and return all required application and registration forms. A **current immunization record** signed by a health care provider must accompany the child

upon admission unless a letter from a doctor stating that immunizations should not be given is on file in the school office. An annual health examination may be required as per state school enrollment guidelines and is the responsibility of the parent and/or legal guardians to provide.

### **Tuition Rates and Fee Payment Policies**

Tuition rates and fee payment policies are included in the “**Tuition Plans and Fee Schedule**” as part of your registration package. Tuition Plans and Fees include registration, student tuition, curriculum, materials, uniform, and school related activity fees for the 2023–2024 school year.

Student tuition fees are to be paid each Monday in **advance** on a weekly, bi-weekly, or monthly payment term. **The full tuition is due and payable each week for all current school year term service weeks.** Tuition fee payments are accepted and processed through your Tuition Express account, which is set up during the enrollment process. We are unable to accept cash payments for tuition and fees.

Angels Academy offers the convenience of **automatic tuition fee payment processing** through Tuition Express. The Tuition Express payment processing system allows parents to automatically pay your student tuition payments through ACH checking account processing, bank debit card, or recurring credit card charges. **Applications are available in the registration package and through the school office.**

### **Additional Tuition and Payment Policies**

- Student Registration Fees must be paid in full at time of enrollment. **No refunds apply.**
- Student Tuition Fees are due weekly in advance by close of business on Monday.
- **A Late Fee of \$50.00** will be charged for all payments received after the close of business on the weekly tuition fee due date. Any outstanding or past due tuition account balances must be **paid in full** to allow for children to continue to attend Angels Academy.
- Half-Day student tuition programs are offered **subject to classroom space availability** in the Three-Year-Old and Pre-Kindergarten Classrooms **only**. Please note that all **Half-Day, After School, and Agency Subsidy Fee tuition rate plans are not eligible** for additional tuition fee discounts or the Optional Day Credit Program. **See Tuition Plans and Fee Schedule.**
- Any Checks, Money Orders, Debit or Credit Card payments, or Tuition Express Automatic payments returned to us for insufficient funds, will incur a **\$50.00 Return Funds Fee charge**. After two (2) returned checks or declined/returned credit card transactions, we will only accept confirmed Debit Card transactions, money order, or cashier’s check for future tuition fee payment. Should any returned payment item remain uncollected, Angels Academy shall forward the item(s) for collection.
- All County, State, or Federal Agency sponsored childcare subsidy fee payments must be current to allow children to attend Angels Academy. Should agency sponsored certification and subsidy fee payments **expire**, the parent or legal guardian will remain responsible for the full amount of weekly student tuition fees including unpaid subsidy fees. Tuition fee and multi-student discounts do not apply to agency student subsidy fee accounts.
- **Children not picked up by 5:30 p.m.; or after daily attendance plan schedule time; or after scheduled early school closure**, will incur a fee of **\$5.00 per minute** that will be charged at time of pick-up to the parent and student’s tuition account ledger.



- In case of illness or school absence, the weekly tuition must be paid by close of business on Monday of the current week to avoid late fees.
- **In case of school absence or vacation, the full tuition fee must be paid on Monday of the current service week or prior to a scheduled absence or vacation.** A two (2) week advance written vacation or planned absence notice is required to be submitted to the school office.
- **The 2023-2024 School Term tuition fee amount is a set full school year term amount. Student Tuition Fees are not reduced, adjusted, discounted, or waived due to student absences, inclement weather, or emergency school closures, Public or Private School District breaks, teacher in-service training days, or scheduled holiday school breaks or closure including December/January Winter and Spring School Breaks.**
- **Student tuition plans, rates, and enrollment fees are subject to change.**
- **Students with delinquent tuition accounts may not return to school until the account statement balance has been paid in FULL - NO EXCEPTIONS.**
- **All Student Tuition Accounts that may be eligible and qualify for Weekly, Bi-Weekly, or Monthly Tuition Fee Account Discounts become eligible to receive the confirmed Tuition Account Eligible Discount upon the date of receipt and approval by Angels Academy of the required supporting Documentation confirming the Account Discount Request and Eligibility. No School Year Term Tuition Fee Account Adjustments, Service Week Tuition Fees, or Delayed Receipt Account Discount Requests are adjusted, waived, or back-dated. No Exceptions will be applied. It is the responsibility of the Student Parent or Legal Guardian to request and provide the required supporting Documentation for all Tuition Account Eligible Discounts including any participating State or Federal Agency Subsidy Fee Programs.**
- **Account Collections and Payment:** By signing the Student Enrollment Application and Parent-Provider Service Contract, the Parent or Legal Guardian responsible for payment agrees to pay all fees that may be assessed to Angels Academy by any collection agency, attorney, or court retained to pursue past due account balances.

### **Parent-Provider Tuition Service Contract**

All parents must complete and sign a Parent-Provider Tuition Service Contract as part of your child's school registration. By signing the contract, Parents or Legal Guardians agree to adhere to the policies of Angels Academy Parent-Provider Tuition Service Contract and the Parent and Student Handbook as outlined herein. **All requests for student enrollment plan changes, early withdrawals, or early termination of the service contract require a two (2) week advance written notification and the full payment of all scheduled and invoiced student tuition fees.**

### **Enrollment Waiting List**

Angels Academy maintains an Enrollment Waiting List for each of its classrooms. Should a classroom be full, the parent can request to be put on the classroom waiting list. Parents are required to pay the **Student Registration Fee (Registration Fee is non-refundable)** at the time of placement on the Enrollment Waiting List. Placement on the Enrollment Waiting List **does not** guarantee a space for your child. When a vacancy is available, parents have twenty-four (24) hours after email or phone notification to accept or decline enrollment; pay all required tuition and program fees; and

complete all necessary school registration forms. If the enrollment is declined when available and offered, the child's name is removed from the Enrollment Waiting List. It is the responsibility of the parent to ensure that Angels Academy has a valid contact phone number and email address.

### **Uniform Dress Code Policy – Uniform Web Store**

Angels Academy takes pride in the appearance of our students and school uniforms. The school uniform dress policy has been established to promote a productive atmosphere that is conducive to learning. All students **must wear** the official Angels Academy school uniform each school day including **appropriate socks and shoes** as designated by school management.

Angels Academy Parents and Students are able to purchase School Uniforms on a direct basis thru the **Angels Academy French Toast School Box Web Store**. To begin shopping for school uniforms, please follow the attached login instructions included below. The Angels Academy Web Store direct address link is: <https://www.frenchtoastschoolbox.com/schools/angels-academy-QS5SUUB>.

We recommend that all New Parent Web Store Shoppers “Sign In” and “Register Your Account Information”. The Sign In and Register Link is at the top of the Web Store Page...”SIGN IN” Icon Link. After you have Registered your Account and Signed In with your contact email and password, you are ready to move forward and shop the Web Store. Make sure to look for savings in your Web Store and sign up for coupon codes to be emailed to you as part of your Account Registration.

Uniform shirt order forms should be completed at time of student registration. Uniform shirt fees apply for all shirts ordered. Parents should label all student uniforms and clothing with the student's name. Student name labeling includes all coats, jackets, or sweaters worn to school.

#### **Girls Uniform – Dress Code**

- Angels Academy logo pull-over knit shirt (Toddlers through Pre-Kindergarten classrooms)
- Skirt: Navy blue, black, or khaki (Toddlers through Pre-Kindergarten classrooms)
- Pants or Shorts: Navy blue, black, or khaki (Toddlers through Pre-Kindergarten classrooms)
- Socks or Tights: Navy blue, black, or white only (Toddlers through Pre-Kindergarten classrooms)
- Shoes: Closed Toe and Closed Back: **Solid Navy, Solid Black, or Solid Dark Brown Only (Toddlers through Pre-Kindergarten classrooms) \* No other color(s) should be visible on the shoes. \***

#### **Boys Uniform – Dress Code**

- Angels Academy logo pull-over knit shirt (Toddlers through Pre-Kindergarten classrooms)
- Pants or shorts: Navy blue, black, or khaki (Toddlers through Pre-Kindergarten classrooms)
- Socks: Navy blue, black, or white only (Toddlers through Pre-Kindergarten classrooms)
- Shoes: Closed Toe and Closed Back: **Solid Navy, Solid Black, or Solid Dark Brown Only (Toddlers through Pre-Kindergarten classrooms) \*No other color(s) should be visible on the shoes\***

**Failure to Follow School Uniform Dress Code Policy:** Should students not follow the published School Uniform Dress Code Policy; the following Failure to Follow process will apply: 1) First Non-Uniform Occurrence: Student Tuition Account Ledger will be charged a \$25.00 school uniform violation fee; 2) Second Non-Uniform Occurrence: Student Tuition Account Ledger will be charged a \$50.00 school uniform violation fee and a parent/legal guardian meeting with school management will be required; 3) Third Occurrence: The student will be withdrawn from school for Failure to Follow School Uniform Dress Code Policy Violation.

#### **Non-Uniform Days**

Students may have a scheduled non-uniform casual dress day every Friday. The Director or school management will provide advance notification and scheduling to students and parents regarding any additional non-uniform days.

### **Summer School Session**

The Summer Session is a non-uniform school term for students. Please make sure that students wear **closed-toe and closed-back shoes** to school each day. Sandals are not allowed.

## **Student Safety Issues**

### **Signing In – Out Students**

In order to ensure the safety and well-being of all Angels Academy students, only the parents, legal guardians, **or listed alternate/responsible persons** on the student pick-up list will be allowed to drop off or pick up the child/student on a daily basis. **All alternate/responsible persons must be eighteen (18) years of age or older to drop off or pick up the child.** Alternate persons will be required to show a valid driver's license or State issued I.D. when dropping off or picking up the child for the first time and if requested by school staff. Safeguarding our students and your children is our prime objective. All students must be signed in upon arrival and signed out prior to school departure. **There are no exceptions to this school drop off and pick up policy including the required I.D. confirmation for Alternative Pick-up individuals.**

### **Non-Authorized Student Pick-Up – Contact – Visitation – Records Access**

If a parent, legal guardian, relative, or other individual is **legally prohibited** from contacting, seeing, visiting, or picking up a child enrolled at the school or from having access to the records of the child; the school will require that the custodial parent provide the school with copies of any legal documents that detail any court orders or legal decisions in these areas. The copies will remain in the student's permanent records until the custodial parent or court requests the documents or court orders be removed or are replaced with new documents. We will require a letter from the court or county/state agency confirming any legal documents or court ordered changes. **There are no exceptions to this policy without court ordered confirmation.**

### **Transportation Plan**

All parents or legal guardians are required to complete a Transportation Agreement Form that will indicate individuals (18 years and older) who are permitted to dismiss and pick up your child from the school. No one will be allowed to pick-up your child whose names are not listed on the completed transportation form.

### **Visitors**

For security reasons, and to prevent any disruption of the educational process, Angels Academy permits visitors to the classroom only with proper school administrative approval. **All visitors** must have proper identification and **approval** prior to entering the school or classroom areas. All school visitors without exception must sign in at the Front School Office Desk.

## **Operations and Attendance Schedules**

### **Time of Operation**

Angels Academy is open all year-round January thru December (\*). School Operating Hours are Monday thru Friday from 7:00 a.m. until 5:30 p.m. Students in our Butterflies, Crickets, Fireflies, Frogs, and Dragonflies Classrooms should arrive at school no later than **8:00 a.m.** each day.

**(\*) See Holiday Observance Days schedule below.**

### **Entrance Cut-Off Time**

All students should enter the building between **7:00 a.m. and 9:30 a.m.** Students should not arrive after 9:30 a.m. without advance notification provided to Angels Academy and approved by a member of school management. Should the student arrive after the 9:30 a.m. cut-off time, due to a doctor's appointment or illness, the school will require a note from the doctor or medical provider. **No child will be allowed to enter the building after 12:00 p.m. (noon).** In this case, please sign your child in with the Office Manager, Assistant Director, or Administrators (not the child's classroom teacher).

### **Holiday Observance Days – School Breaks – Training – 2023-2024 School Year Term**

Angels Academy is scheduled to be closed in observance of the following holidays and teacher in-service training days during the **August 2023 – May 2024** school year term:

■ Labor Day – September 4, 2023	■ MLK Day Holiday – January 15, 2023
■ Thanksgiving Holiday – November 23-24, 2023	■ President's Day – February 19, 2023
■ Winter Break – December 25-29, 2023	■ Spring Break- April 1-5, 2023
■ New Year's Eve- December 31, 2023	■ Memorial Day – May 27, 2023
■ New Year's Day – January 1, 2023	■ Teacher In-Service Days (2 Days – TBD)

Should one of the observed holidays fall on a weekend day, Angels Academy will provide advance notification at the beginning of the school year concerning the scheduled date(s) of holiday observance. Holiday observance and teacher in-service days are subject to change. The 2023-2024 School Year Term Holiday Observance Days do not include scheduled 2023 Summer Session/Camp Angels Holiday Observance Days.

### **Optional and Non-Attendance Days/Full-Time 5-Day Weekly Tuition Plans**

Parents and legal guardians with students enrolled in **Full-Time Five (5) Day Weekly Tuition Plans** and **accounts in current paid status** are eligible to earn and request **ten (10) optional days** that can be used for vacations, school absences, and/or sick days (as per enrollment guidelines listed below). The 2023-2024 School Term tuition fee amount is a set full school year term amount. Student Tuition Fees are not reduced, adjusted, discounted, or waived due to student absences, inclement weather, or emergency school closures, Public or Private School District breaks, teacher in-service training days, or scheduled holiday school breaks or closure including the December/January Winter Break and 2023 Spring School Break.

**After your child has been enrolled at Angels Academy and paid student tuition fees are in current paid status for six (6) consecutive months in the full-time five (5) day weekly tuition plan, you will qualify for ten (10) Optional Days credits which can be applied once every six months and it can only be applied towards unattended school year term days. Optional Day credits do not apply to half-day tuition, after school care, state or federal agency subsidy fee certificate plans, or non-full-time tuition enrollment plans. A maximum of ten (10) Optional Day credits may be used in any one school year calendar month. You are required to provide a two-week advance written notification to the school director or office manager with the day or days that you are requesting to allow for your request to be reviewed for approval. Optional**

**Day credits may not be applied to school days attended by your child. Optional Day credits cannot be used during holidays or when Angels Academy is closed.** After you have notified the school of the scheduled use of an approved Optional Day or Days, your child will not be allowed to attend school on the Optional Day(s) that credit has been applied. Optional Day credits do not carryover from one school year to a new school year. The accumulated Optional Day credits may be used during the **current enrolled** calendar school year and summer school sessions only.

### **Planned Absences and Notification**

Parents are required to notify the management staff if your child will be absent from school. Parents should note even with approved absences; the tuition rate is not adjusted unless you are using one of your pre-approved optional days. Should a child be absent from school for ten (10) consecutive days without notification and tuition account fee payment, we reserve the right to remove the child from the classroom enrollment list and weekly tuition account fees for the period absent are due and payable.

### **School Closing: Emergency Conditions or Inclement-Severe Weather Forecast Advisory**

The Director of the school will make the decision when the personal safety or transportation of students or employees is possibly jeopardized. Should the school close early or schedule not to open due to emergency or inclement-severe weather conditions, school management will attempt to contact parents through the emergency numbers and emails provided at enrollment and on file at the school. Should the emergency or weather closing decision be finalized after-hours, parents will be alerted through **direct email** communication to the contact email addresses provided at the time of enrollment and on file at the center. You may also call the school after-hours number at (404) 344-2444 to find out when the school will be closed or closing early.

We will typically follow the general emergency weather closing policies for the Fulton County School District as a guide in advance of finalizing the decision to close early or not open the center. The final emergency early closing or non-opening decision will be based on a number of factors including, but not limited to the following: building/facility conditions; Fulton County Schools closing policies; current inclement weather conditions; and local area short-term and long-term severe weather forecast advisories. **However, Angels Academy reserves the right to open or close regardless of Fulton County Schools opening or closing policies.** In the event that the school closes early, parents will be responsible to make sure that students are picked up in advance of the school closing for emergency or inclement weather reasons.

## **Communication Policies**

### **Communication**

Angels Academy teachers and staff use various means to communicate school, classroom, and student information to families. The forms of communication may include the following: email; weekly school activity and schedule newsletters; periodic school announcements; student classroom performance reports; postings on classroom bulletin boards; and direct contact with our parents and students. Should you need to forward student information to the school or need to request information, you may also forward your request via email to [carolync@angelsacademies.com](mailto:carolync@angelsacademies.com).

### **Parent– Teacher Conferences**

The school will schedule **two** parent-teacher conferences during the school year. You will be given a list of dates and times to meet your teacher. You can, at any time, request to meet with your teacher once you schedule a date and time with the management staff. School management must schedule any requested conferences with teachers to make sure we have coverage for your child's teacher.

### **Complaints – School Concerns – Procedures**

Angels Academy has an open-door management policy. If you have any questions or concerns, please let us know. We want to answer your questions, hear your ideas, and allow you an opportunity to express your thoughts. We do request that you go through the proper channels:

- Review with your child's teacher. If further clarification is needed, then:
- Request a meeting with the Assistant Director.
- If further clarification is needed, then: Write your concerns down and request a meeting with the School Director.
- The Director will schedule a time to meet and address your concerns or questions.

Angels Academy management reserves the right to discontinue, suspend, or decline the enrollment of any student should:

- A student engages in physical or disruptive behavior which harms other children, staff members, or prevents the classroom environment to work for the other students.
- A parent, legal guardian, or family member cannot confront in an aggressive or harsh verbal manner towards staff members, school administrative management, students including their child, or parents on school property including classrooms, hallways, front lobby, and exterior school campus areas.
- No parent, legal guardian, or family member has the right to verbally abuse, belittle, attempt to intimidate, or use threatening tones or remarks toward Angels Academy Staff Members, Management, Parents, or Students. Should this behavior occur on school property, your child will be withdrawn from school immediately, and the parent or legal guardian will be responsible for all outstanding tuition account statement fees due. The parent, legal guardian, or family member is not satisfied by Angels Academy best efforts to resolve the compliant, issue, or concern.
- School Management determines as a school that we are unable to meet your expectations, needs, or requests.

By following the line of communication listed above, you can get your questions answered and your concerns addressed.

### **Daily Reports**

Parents of Infants, Toddlers, and Twos will receive a daily report. Each report will consist of nap times, eating times, and care routine times. Once your child is potty trained in the Early Preschool classrooms, you will receive a weekly email that will include daily classroom activities, work, and skills to be taught.

### **School Newsletter – Communication**

We will issue a Weekly Activity and School Classroom email information newsletter and other periodic notifications that will highlight events and important information regarding our school and scheduled activities. Copies of the E-newsletter and other notifications will be forwarded to parents and legal guardians via direct email accounts provided to the school office.

## Logistical Concerns and Policies

### Items to Bring – Student Clothing

Your child will need **two (2) full-set changes of clothes** (weather appropriate) that should include under garments, socks, diapers, and baby wipes. All personal items such as diapers, pacifiers, coats, sweaters, and/or hats will need to be labeled with your child's name.

### Items Not to Bring

Parents must not send food, snacks, candy, gum, personal toys, jewelry, and backpacks to the school from home. The school is NOT responsible for lost or managed clothing articles, shoes, earrings, other jewelry, or hair adornments. Necklaces and small beads are also a safety risk for young children and may not be worn at the school. **Hair adornments with beads may pose a choking hazard if they come undone and not allowed to be worn at the school.**

### School Arrival and Departure

Parents should park their vehicles in the Angels Academy parking lot and then walk the student into the building. No children should enter or depart the building unattended without the parent or legal guardian. Please do not leave younger siblings or children in the vehicle while dropping off or picking up a student. All children must be signed in prior to entering the classroom area of the school.

### Parents should notify Angels Academy in advance if students:

- will be dropped off or picked up by someone other than the parents or listed alternate persons on the pick-up list.
- **will arrive at school after 9:30 a.m. – please call for approval by school management.**
  - a) **No child will be allowed to enter the building after 12:00 p.m. (noon).**
  - b) Exception: Pre-Kindergarten arrival after 8:00 a.m. or After School program students.
- **will not be attending** the After-School Program and **will not** be Picked up from school
- will be picked up early from their normal scheduled school pick up.
- will be picked up late (**after closing time**) from school. **Note: Late Pick-Up Fees will apply.**

### Parking and Vehicle Safety – Security

Parents must park their vehicles in the designated parking spaces in the school parking lot with ignitions turned off, keys removed, windows in up position, and vehicle doors locked. Angels Academy **assumes no responsibility** for the care or protection of any vehicle or its contents while the vehicle is parked or driven in the school campus parking lot area. Valuables and other personal items including purses, cell phones, briefcases, or electronic devices should not be left in any parked or unattended vehicles at any time. **Vehicles should be locked when not occupied in the campus parking area with engines shut-off.** No children should be left alone in unattended vehicles in the campus parking area.

### School Property – Damage or Destruction



All students are required to respect and care for school property. All students will be required to assist in keeping the classroom and school area clean. Eating and drinking is only allowed under the direct supervision of a teacher or school management. This school property policy is in effect before school, during school operating hours including after school age student care. Damage or Destruction of any items or property will not be tolerated. All damages must be reimbursed and paid to the school including accidental damages. Should the issues related to the school property damage require additional corrective review by school management, the need for additional discipline steps will reviewed and administered. A meeting with the Parents and Student will be scheduled with school management.

### **School Grounds-Trash-Littering**

Angels Academy parking lot reflects our students, parents, and the staff members; therefore, it is not considered a dumpster area. During our monitoring of our school outside area, if we see trash being thrown on the ground from your vehicle from parents or students, your account will be charged a **\$25.00** littering fee for the first offence. If the offence occurs again, a **\$50.00** fee will be applied to your child's ProCare account. If the fee is not paid on Monday along with tuition, your child's access code will be locked until the fee has been paid. If you would like to view the video, please email me and I will schedule a day and time to view the video with you. If you need to discard any trash from your vehicle, please drive to the side of the school where you will find our fenced in dumpster.

## **Positive Behavior Support – Parent Code of Conduct**

One of the most important goals at our school is to teach children to be responsible, productive, self-disciplined young boys and girls. We also expect parents and legal guardians to conduct themselves in a manner that will not put their child, any other child, parent, or staff member of Angels Academy in danger. The management of Angels Academy has developed the following policies and guidelines for our **Parents and Legal Guardians**:

- No parent shall hit/spank/grab his or her children on the property of the childcare center.
- Parents/Legal Guardians are **not allowed** to confront other students, parents, or children in the school building, classrooms, or campus area about any incidents that may have occurred in the school facility or playground area.
- Parents or Legal Guardians **will not argue; use inappropriate or threatening language; or physically confront** other parents, school staff members, or students of the school at any time in the school building, campus or parking area, over the phone, or email messaging.
- Failure to follow these policies **will result in removal** from the school building and campus.

### **Discipline Philosophy**

At Angels Academy, when a student's behavior prevents him or her from participating in the classroom, it is our moral duty to help the child learn alternative behavior patterns so that he/she can be more successful. It is a classroom expectation that students respect the classroom learning environment by learning how to exercise self-control so that they can make learning their first priority. Calm-down Discipline has a "teaching" purpose with the goal to teach students how to make better and more consistent choices.



Classroom teachers and/or school management will enforce classroom rules in accordance with school administrative policies. Teachers will attempt to redirect the child's behavior issues based on any first occurrence. Should the behavior issue or problem continue, the teacher will refer the child to the Assistant Director/School Administrator for a scheduled calm-down period. If the behavior issue or problem continues, the parent or legal guardian will be contacted, and the student will need to be picked up from school.

Should the inappropriate behavior continue to be disruptive, the School Administration may select to place the student on a behavioral probation program. However, those students who do not respond to redirected behavior efforts by school management and/or to behavioral probation will be subject to immediate enrollment separation from the school.

#### **Student Biting – Hitting – Aggressive Behavior**

A child that has bitten, hit, or harmed another child, parent, or staff member will be placed on a probationary period for one week or more (subject to the severity and type of incident). Parents or legal guardians will receive an Incident Report. Angels Academy has established policies and procedures to help our teachers and management monitor these situations. The policies include such areas as seeking parental information, monitoring the child's behavior, and shadowing the child. Should the biting, hitting, or aggressive behavior issues **continue or cause harm** to other children, parents, teachers, or staff members; the child will be subject to immediate enrollment separation from Angels Academy.

#### **Child Abuse – Neglect Policy**

All teachers and staff members are required by the Department of Family and Children Services to report any suspected child abuse, neglect, exploitation, or deprivation to the proper local law enforcement authorities.

### **Medical – Student Medical History – Health Standards**

#### **Medical Emergencies**

Our staff maintains current certifications in First Aid and Cardiopulmonary Resuscitation (CPR). The teachers and staff will follow basic first aid procedures for injuries and notify parents or legal guardians of any accidents requiring first aid at school through a written accident report. Should further emergency action be needed, beyond first aid, there will be an immediate attempt to contact the parent, legal guardian, or emergency contact. If a child is injured at the school, a member of the School Management will contact an emergency medical first responder, and the child will be taken to the nearest available hospital or emergency center for treatment. It is for the benefit of your child that parents and legal guardians keep school records current on any changes in phone numbers, email address, place of employment, or other emergency contact numbers.

#### **Student Medical History – Food Allergies – Medications**

All parents and legal guardians will be required to complete a Medical History and Authorization to Dispense Medication form for each child. **It is the responsibility of the parent or legal guardian to notify the center if their children have any food, medicine, or other allergies.** Medical History and Food Allergy Authorization forms are located at the school front desk and

are part of the school registration package. All medication and food allergy forms will be completed and turned into the school office along with any medications.

No medical history forms or medications should be handed to classroom teachers. All medications must include your child's full name and classroom teacher's name. Medications will be administered to a child only under the following conditions:

- **Parent or Legal Guardian must complete and sign the Authorization to Dispense Medication Form for each child. All medication information must be included.**
- Medications must be in the original prescription bottle with the label intact. (Pharmacies will provide extra bottles on request)
- Over-the-counter medications must be in the original labeled box, package or bottle. No medications will be administered to children outside of the original manufacturer package.
- Instructions must be written on school forms including the date and time to be administered and signed by the parent/legal guardian.
- Outdated medication will be disposed of if not claimed by the parents.
- Parents or Legal Guardians must deliver all medications to the school office.
- **All requests for School Meal Accommodations must include a signed Physician's Prescription for Food Allergy and Food Allergy Action Plan.**

Please note that we **do not give Tylenol or fever reducer medication** to children unless you have provided the school with a doctor's written authorization.

All unused medication will be returned at the end of the day or at the end of the week to the parents or legal guardians from a staff member in the front office. **No medications will be given more than two weeks unless written authorization from the child's physician is provided.**

Please do not send any medications in school bags, diaper bags or children's pockets. No medicine will be placed in a diaper bag and/or pockets of the children for return to parents. Children who have been prescribed antibiotics for contagious illness such as strep throat, tonsillitis, bronchitis, or pneumonia should not return to school until they have been on medication for a minimum of 24 hours.

Angels Academy will record on a form any noticeable adverse reactions to the medication, and the parent or legal guardian will be called immediately.

### **Health Standards – Illness**

If a child becomes sick or ill while in the care of the school, parents or legal guardians will be called immediately for pick up. Children will be placed in a school office area for a short amount of time away from the other students in the classroom until the parent or legal guardian arrives at school to pick up the child.

Since fever is a sign of a **communicable disease**, we ask that you do not return your child to school until **24 hours after** the fever has passed. Please do not give your child a dose of Tylenol and then bring him or her to school. The child's temperature needs to come down on its own before returning to school. When a child has a fever or other symptoms of illness, (rash, infection, runny nose, vomiting, diarrhea, and general discomfort) while at school, the parents or legal guardians will be notified. Parents or legal guardians need to make arrangements for

their child to be picked up immediately. Parents or legal guardians should not bring a sick child to school “hoping” he or she might feel better later in the school day.

### **Symptoms – Sickness - Illness**

- Temperature of **101** degrees or higher.
- Conjunctivitis – An eye infection commonly referred to as “pink eye.” This must be treated with an antibiotic for at least 24 hours before the child may return to the school. A doctor’s note of release is required before returning to the school.
- Rashes that we cannot identify or that have not been diagnosed by a physician.
- Diarrhea. A child must be free of diarrhea for 24 hours before returning to the school.
- Ringworm. An infection on the skin that manifests in a round rash. A doctor’s note of release to attend school is required before a child may return to school.
- Vomiting. Children that experience three (3) or more occurrences will be required to remain out of school for a minimum of 24 hours and/or symptoms are totally clear.
- Contagious diseases, such as, but not limited to: COVID-19, chicken pox, measles, mumps, roseola, strep throat, etc. A note from the doctor must be submitted, expressing the date the child may return to the school. **If your child(ren) test positive for COVID-19, your child may return once they receive a negative COVID-19 test.** \*At home COVID Rapid Test results are acceptable. \*
- **Pre-Existing:** Notify the School Office concerning any **pre-existing** Medical Condition, Sickness, or Symptoms your child has experienced or is currently experiencing. **Any child sent home from school sick must be out a total of 24 hours and free of any fever, diarrhea, or vomiting before returning to school.**

## **Emergency Plans and Procedures**

### **Emergency Plan**

Periodic fire, tornado and earthquake drills will be conducted. Teachers and students are instructed in the proper evacuation and safety procedures. Children who are unable to walk will be placed in a crib or stroller to exit the center. Each teacher is responsible for taking the roll sheet and information cards on each child in the event of a fire, tornado or earthquake.

### **Fire Drill Procedures**

- Teachers will escort children rapidly out of the building to the designated areas outside.
- Teachers will escort the children back into the building, once the director indicates that the building is safe.

### **Tornado Drill Procedures**

- Teachers will assist children quickly to nearest hallway/restroom area.
- All children will assume kneeling position, facing the wall, with arms covering the head.
- Teachers will escort the children back into the classroom once the director indicates the building is safe.

### **Earthquake Drill Procedures**

- Teachers will assist children to duck or drop down on the floor or be placed on the floor.

- Children will take cover under a sturdy desk, table, or other furniture. If that is not possible, children will seek cover against an interior wall and protect the head and neck with arms. Children will avoid dangerous spots near windows, hanging objects, mirrors, or tall furniture.
- Teachers will have the children hold their positions until the ground stops shaking, and it is safe to move.

**Building Evacuation Plan**

Should students and employees be required to evacuate the school building due to any emergency, fire, gas leak, bomb, or other physical plant problems, the students and employees will be transported to the Sandtown Crossing Center and will remain supervised in the Publix Grocery Store lounge area. Each teacher will be responsible for taking the classroom roll sheet and information cards on each child, in the event we are required to evacuate the building. Parents, legal guardians, or emergency contacts will be notified by phone and email if the students and employees have been evacuated from the building.

**Nutrition – Meal Program and Policies**

**Meals – Schedules – Nutrition Related Services – Outside Foods/Beverages/Snacks**

All meals follow established USDA Nutritional Guidelines and are prepared on site. All full day attending students will receive breakfast, lunch and snack. **No outside foods, beverages, snacks, or peanuts/nuts are allowed in the school.** Angels Academy has created a **peanut/nut free restricted** school-wide policy. A student with a confirmed food allergy, medical condition, or disability may request meal accommodations or beverage substitutions when supported by a Physician’s Prescription for Food Allergy Form signed by a licensed physician. Student meal accommodations and/or beverage substitutions **are subject** to the school’s ability to provide the recommended substitutions.

Weekly menus will be provided inside your child’s classroom and school office for your review. All children are taught to pray before receiving a meal and are taught to use appropriate table manners. The following Meal and Break serving schedules are followed for each classroom.

**Breakfast – Lunch – Snack Schedule: Serving times are scheduled as follows.**

Classroom – Age Group	Breakfast	Lunch	Snack
Infants	7:25 am – 8:25 am	10:30 am – 11:30 am	2:15 pm – 3:15 pm
Toddlers	7:55 am – 8:25 am	10:30 am – 11:00 am	2:15 pm – 3:15 pm
Two Years – Crickets/Butterflies	7:55 am – 8:25 am	11:00 am – 11:30 am	2:15 pm – 3:15 pm
Three Years – Fireflies/Frogs	7:25 am – 7:55 am	11:00 am – 11:30 am	2:15 pm – 3:15 pm
Four Years – Pre-Kindergarten	7:25 am – 7:55 am	11:00 am – 11:30 am	2:15 pm – 3:15 pm
School Age – After School	--	--	2:15 pm – 3:15 pm
School Age – Summer Session Spring - Winter School Break	7:25 am – 7:55 am	11:00 am – 11:30 am	2:15 pm – 3:15 pm

All students **will need to be present** at the scheduled mealtimes to receive meals or snacks served at the school. Parents or Legal Guardians should contact the school to confirm food is still available for any late arriving students. **Should food be available, parents or legal guardians will need to supervise their children during after serving hours mealtime in the intake-room located in the front lobby area. No meals or snacks are to be served after scheduled serving hours in the classroom.**

## **Infant Feeding Policies**

All baby bottles shall be clearly labeled with the individual child's name and marked with the current day's date. Parents should provide the school **with a minimum of three (3) bottles** for each child. All parents will need to provide a written feeding plan that should be updated regularly to include new foods added or other dietary changes that are necessary. The school will provide the following pre-mixed formula: Gerber Good Start Gentlelease for infants. Baby food provided by the center includes Gerber Fruit and Vegetable (Stage 1 and 2); and Oatmeal and Rice Cereal. All left over formula and baby food will be thrown away. Breast milk should be packaged in sealed bottles, containers, or breast milk storage bags and will need to be labeled with your child's name and marked with the date expressed.

## **Parties – School Activities and Events – School Approval – Operating Policies**

School Parties and Birthday Celebrations are very exciting for our students and parents. While our school encourages all opportunities for our students to celebrate their continued growth, we have established school policies that must be followed by all classrooms. As an early childhood licensed school and childcare center, we are unable to schedule classroom time to host individual student birthday parties or special events during scheduled school hours.

Student Classroom Birthday Recognition or Celebration Days will be scheduled every Friday of each month. In classrooms where more than one student's birthday falls in the same week, all students will be celebrated together on that Friday. We do not have the ability to "host" individual birthday parties. Please sign-up with the Assistant Director for the Friday that your child will be celebrating their birthday. Parent's will be asked to work together on items that will be brought in for the party. **All parties will begin at 2:15 p.m. and end at 2:30 p.m.** Our school is **unable to allow** outside entertainment; third party vendors; or other individuals to have direct access to the main school building, campus, or classroom areas that are not directly contracted and monitored by the school. Due to school and state licensing food policy guidelines and student allergies, no peanut or nut-based food treats are allowed in the school building. All store purchased food products or treats must be in sealed and unopened containers (no exceptions). No food products or treats that are prepared outside of the school facility in non-commercial licensed facilities are allowed in the school building.

Should parents request to bring in balloons for an approved classroom recognition or celebration, only "foil balloons" are allowed in the school building. No "latex balloons" are allowed in the school building.

## **Graduation Ceremony**

Angels Academy Pre-Kindergarten Classroom Students participate in a graduation ceremony each school year. Only students enrolled in Angels Academy may participate in the graduation ceremony. Students with outstanding Tuition Fee Ledger Account Balances may not participate in the graduation ceremony and may pick up their Diploma from school administrative staff the week after the graduation ceremony upon payment in full of all Tuition Fee Ledger Account Balances.

## **Academic and Enrichment Field Trips (Pre-Kindergarten Age-Group Students Only)**

It is the desire of Angels Academy to provide safe transportation for students during off-site field trips. Pre-Kindergarten students will have the opportunity to participate in off-site field trips. All students participating in field trips must have a signed parent or legal guardian permission slip that are available at the front school office. For all off-site field trips, **only two (2) designated parents will be able to attend per field trip for supervision purposes.**

Angels Academy sponsored academic and enrichment field trips are intended to serve as an extension of the classroom experience. Students must be in good standing (behavioral) with Angels Academy to attend off-site school field trips.

If the student's behavior causes concern for Angels Academy Staff and Management, then parental presence will be required to accommodate your child on the field trip. If your child's behavior continues to be a concern or possible safety issue, then Angels Academy has the right to refuse your child's presence on any future off-site field trips and the child will be unable to attend school on the field trip day(s).

### **Frequently Asked Questions Regarding School Tuition Policies**

**1. When is school fees applied to my child's account?**

All school fees are applied to the ProCare Account every Thursday.

**2. When are the weekly tuition fees due?**

All weekly tuition fee account balances are due in advance on Monday of each week by 12:00 midnight. Should tuition payments not be received by 12:00 midnight on Monday, a **late fee of \$50.00** will be assessed to your account at the close of business on Tuesday.

**3. What happens if I pick up my child(ren) late after their scheduled tuition attendance plan hours or after the close of business?**

Please make every effort to be on time each scheduled school day. Children not picked up by 5:30 p.m. or the tuition attendance plan scheduled time of daily pick-up, will incur a fee of \$3.00 per minute that will be charged at time of pick-up to the parent's account. The school closes on a daily basis at **5:30 p.m.** Parents will be notified in advance of **early close schedule** school days.

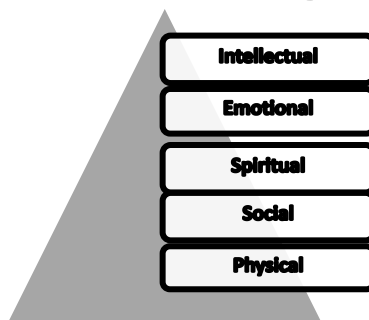
**4. Are there tuition fee adjustments for student absences, school weather closures, public or private school breaks, teacher in-service training days, or school holiday or winter breaks?**

**No.** All weekly, bi-weekly, or monthly tuition fee account payment plans are based on **full annual school year term tuition fees** with the convenience of weekly, bi-weekly, and monthly payment schedules. Tuition fees are not reduced, adjusted, or waived due to student absences, school weather closures, public or private school breaks, teacher in-service training days, or holiday school breaks including December Winter Break or Public School Spring Break. Should your child be enrolled under a full-time student tuition fee plan and have earned optional day credits, parents and legal guardians will be eligible to request the use of any earned optional day credits with the required two-week advance notification. Optional Day Credit requests require that the all billed service week tuition fees have been paid current.

**5. Why do we pay a full month of tuition fees in November and December when the school has scheduled time off for the Thanksgiving, Christmas, and New Year's Holiday period?**

Instead of requiring that all school year term tuition fee charges be **paid in advance** on a **full semester** or the **full annual school term** (August through May School Term and Summer Camp Session), your child's annual school year term tuition fees are divided into equal weekly, bi-weekly, or monthly payments as a tuition payment plan courtesy to your family. The semester and annual tuition fees are then allowed to be remitted through weekly, bi-weekly, or monthly payments throughout the full school term.

# Student Achievement – High Expectations



## Campus Wide Expectations

At Angels Academy, we take pride in our school, staff, students, parents and the early childhood care and development of our students.

We expect our school staff, students, and parents to....

**BE SAFE ♦ BE RESPECTFUL ♦ BE RESPONSIBLE**

## Contact Information – Email – Internet - Direct

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