



Pre-K Parent Handbook 2026-2027

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Greetings!

Welcome to Jonquil Preparatory Academy Georgia Pre-K program. We are pleased to have your family join us as your Scholar begins their academic journey. Here at Jonquil Preparatory Academy, we are committed to nurturing your Scholar's social, emotional, and academic growth, and preparing them to become global citizens. We value your involvement throughout the Pre-K school year and encourage you to participate in volunteer opportunities as they arise. Please remember that daily attendance and punctuality are key to supporting academic success. We warmly welcome you and look forward to building a supportive relationship with all our families.

In partnership,

Ms. Lewis

Pre-K Project Director



Parent Orientation

Jonquil Preparatory Academy will hold a parent orientation at the beginning of each year. Parent Orientation is required and must be conducted within the first 20 days of school in accordance with Bright from the Start requirements. Orientations will include specific information about our Curriculum, Assessment, Family Engagement, Georgia Early Learning and Development Standards (GELDS), and other general program information.

Dress Code

Pre-K Students:

While we do not have uniform requirements in Georgia Pre-K it is suggested that Scholars wear a light blue polo with khaki or navy bottoms. Comfortable tops, shorts/pants, and tennis shoes are recommended. This makes playground activities, bathroom times, and other activities easier for children.

Please send children dressed appropriately for the weather and for activities such as painting, outdoor play, working on the carpet, etc. Children are involved in activities which may soil their clothes. Choose garments which your child can fasten him/herself. Please label clothing with your child's name.

Please leave all valuables (electronic devices, jewelry, money, watches, etc.) at home. We cannot be responsible for lost items.

Adult Attire:

All parents and adults visiting the campus should dress in a manner appropriate for our program and follow the volunteer dress code guidelines.



Attendance

Regular school attendance is a key component to a child's academic success. Children who do not attend on a regular basis, routinely arrive late or routinely leave early, may face disenrollment. If a child is sick or will not attend for any reason, please provide a written explanation (doctor's note) of any absences with each occurrence as necessary by the time your child returns to school.

Parents of the children who were selected for Jonquil Preparatory Academy Pre-K commit to sending their child to school for the complete instructional day, 180 days per year.

- If you pick up your child early, he/she will miss part of their instructional day.
- Letters referencing the system's attendance policy will be sent home the week the student misses the 5th and 10th day of school. An example of the letter is below.
- If a child is absent 10 consecutive days, disenrollment is automatic through Georgia Pre-K policies.

Late Arrival and Early Checkout:

Any Scholar that is not in attendance at least four consecutive hours of the school day will be marked absent.

- All Scholars arriving after 7:50 must be escorted to the front desk and checked in by a parent/guardian.
- Early checkout must occur by 2:00 p.m. To expedite the process, send a written notice or email to the Scholar's teacher on the day that early checkout is planned. Call ahead to the front desk for emergencies.
- Students who begin the school day but leave prior to 11:30 a.m. shall be counted as absent for the full day. Additionally, students who arrive after 11:45 a.m. will be counted as absent for the full day.

Before School/After School Program The Before School Program operates from 6:30 am to 7:10 am. Teachers and assistants on staff will be supervising the program. Parents are expected to escort their child to the main door for BSP. To enroll your child in this program, please complete the Before/After School Program form available on the school website and in the school office. Scholars who have prepaid for ASP in the Infinite Campus School Store and will be staying on campus after dismissal can participate in the After School Program. The program operates from 3:30 p.m. to 6:30 p.m. A healthy snack will be provided each day.

Parents are to pick their child up no later than 6:30 p.m. To enroll your child in this program, please complete the Before/After School Program form available on the school website and in the school office.

- There is a one-time registration fee of \$30.00 for a single child and \$45.00 for a family that must be paid prior to use of the program.
- BSP is \$30 per week
- ASP is \$70 per week for PRE-K-5 grade
- Each additional residential sibling is \$60 per week
- There are no drop ins or daily fees. The weekly fee is for 1 day or up to 5 days in the same week. There are no credits for unused days.
- Payments for attendance are paid in advance. Payments can be made online through the School Store in Infinite Campus (Scholar information system) or placed in the BSP/ASP payment box located in the front lobby. The School Store is open weekly from Tuesday through Friday before noon for attendance for the following week.
- There will be a \$1.00 per minute fee imposed for Scholars picked up after 6:30, starting at 6:35 pm. A scholar will not be allowed to return to ASP until the fees are paid in full.

Guidelines

- BSP/ASP is a prepaid service. Your payment must be made by Friday prior to use of the program. If your payment is not received before the cut off Friday, you will need to find another childcare for the week, and your child will need to be picked up in the carpool before 3:30 pm.
- Anyone picking up a child from the program is required to show identification EACH TIME, along with the carpool tag and required to be listed on the authorization for pickup form (Photo IDs required).
- Scholars must be picked up by 6:30 p.m. If there is an emergency affecting your ability to be on time, you must call the ASP desk at 678-370-0980. See the late fee assessment in the Fee section above.
- Use of the program is a privilege and a convenience for parents. Inappropriate behavior from Scholars or parents will not be tolerated. Parents are expected to be good role models by following the rules of the programs. Scholars will receive three documented disciplinary infractions before losing the opportunity to continue in the program.
- Snacks and activities (exclude enrichment classes) are provided with the cost of the program. Scholars may bring extra snacks if desired.
- Scholars will be given time each day to complete homework. If your child has a weekly homework folder, make sure it is sent to ASP daily. Any questions, concerns or comments can be sent to the Director.
- Lunch/Snack: Lunches from Home When packing a lunch, water, milk or 100% fruit juices are recommended. Soda is not permitted. Drinks should not be placed in glass containers. Scholars may purchase milk or juice for \$0.75 when packing lunch from home. Funds must be loaded onto your account through www.SLALunch.com and deposits made in advance for milk or juice purchases only. No change is provided. There is no option for a Scholar to reheat meal contents. In addition, outside meals from commercial restaurants are not permitted.
- School Visitors All Scholars, parents, and visitors, must enter through the front lobby, sign in through the Identakid kiosk, and always wear an identification visitor tag. School staff will provide additional visitor assistance. We welcome family involvement at IAS and want families to feel welcome here. We also protect our Scholar's instructional time intensely. If you would like to visit your child in his/her classroom, please communicate with their teacher(s) ahead of time and make arrangements to do so. Please provide at least 24 hours' notice in advance if you would like to request to visit your Scholar's class.

Weekly/Monthly Newsletters

Newsletters are posted weekly. In the newsletter, you will learn about upcoming important classroom dates, standards being covered, information regarding the current unit of study, and more! The newsletter is a fantastic way to stay informed, so make sure to check ParentSquare for the weekly posting. Each week teachers will post a newsletter and the standards that the grade level is working on each week, along with supplemental resources that will support learning and the goal of mastery. There will be opportunities throughout the school year for parents to receive training and to understand effective instructional strategies.

Pre-K Nurse Policy:

To assist in preventing the spread of illness, students should not be given fever-reducing medication to return to school. In addition, the following guidelines have been established regarding the exclusion and readmission to school due to illness:

1. Diarrhea/Watery Stools:
 - a. Students will be sent home from school for:
 - More than two episodes of diarrhea occurring during a school day.
 - One episode of diarrhea if other symptoms are present (e.g. fever, abdominal discomfort, vomiting, etc.)
 - Soiling themselves or their clothing.
 - Students may return to school 24 hours after the last diarrhea stool if they have no other symptoms present.
2. Vomiting:
 - a. Students will be sent home from school for:
 - More than one episode of vomiting occurring during a school day.
 - One episode of vomiting if other symptoms are present (e.g. fever, abdominal discomfort, diarrhea, etc.).
 - b. Students may return to school 24 hours after the last vomiting episode if they have no other symptoms present.
3. Fever (Normal oral temperature is 98.6 degrees F):
 - a. Low-grade (Oral temperature 99.5 to 100.3 degrees F):
 - The school nurse will notify the parent/guardian of students with low-grade fever.
 - Students with low-grade fever may remain in school if no other symptoms are present.
 - (3) Students will be sent home from school with low-grade fever if other symptoms (e.g. cough, sore throat, headache, abdominal discomfort, etc.) are present.
4. Diarrhea/Watery Stools:
 - a. Students will be sent home from school for:
 - More than two episodes of diarrhea occurring during a school day.
 - One episode of diarrhea if other symptoms are present (e.g. fever, abdominal discomfort, vomiting, etc.)
 - Soiling themselves or their clothing.
 - Students may return to school 24 hours after the last diarrhea stool if they have no other symptoms present.
5. Vomiting:
 - a. Students will be sent home from school for:
 - More than one episode of vomiting occurring during a school day.
 - One episode of vomiting if other symptoms are present (e.g. fever, abdominal discomfort, diarrhea, etc.).
 - b. Students may return to school 24 hours after the last vomiting episode if they have no other symptoms present.

Do I have to sign my child in and out each day?

Yes, you must walk your Scholar into the building each morning, but you are not required to sign them in. Scholars must be accompanied by an adult (18 years of age or older) into the school when they are tardy or being dismissed early. The adult must sign the child out at the workstation located in the front lobby. The adult who signs out the child must be named in the Infinite Campus Parent Portal or GA Pre-K registration form on file.

Scholars who are not in class by 8:00 a.m. will be counted as tardy. Please Park in the parking lot and walk your child into the building starting at 7:10 a.m. The parking lot directly in front of the school should be used for morning or afternoon drop-off or pick-up. The red curb in front of the school is a fire lane. At no time should a vehicle be parked in a fire lane or against the red curb.

Jonquil Preparatory Academy Pre-K Policy

The Georgia Department of Early Care and Learning (DECAL) requires that children enrolled in the lottery-funded Pre-K programs be in school for a minimum of 6.5 hours daily and attend 180 days during the year. (Exceptions are made for sickness or family crisis.) Tardy arrivals and early checkouts disrupt the routine and are strongly discouraged. Pre-K parents should note that Bright from the Start (BFTS)- Georgia's DECAL policy specifies, "Chronic absenteeism is defined as missing more than two days per month without medical or other reasonable explanation. Inability to resolve the problem after documented interventions should be referred.... for disenrollment consideration." Furthermore, "Children who do not attend class for 10 consecutive days without a medical or other reasonable explanation must be removed from the roster."

Every school has a waiting list for Pre-K students. If a child is disenrolled for attendance reasons, the slot is immediately filled with the next student on the waiting list.

As part of the Jonquil Preparatory Academy Pre-K program, it is very important that your child attend school every day to receive high quality instructional services and to be Kindergarten ready. If your child continues to be absent from school without a valid excuse, he/she may be considered for disenrollment by Bright from the Start.

The goal of the Pre-K program is for every child to be academically successful. Attendance is a necessity for this goal to be fulfilled.

Jonquil Prep Academy Ga Pre-K Attendance Protocol 2026-2027

- Three unexcused absences/tardies/early dismissals - Call/Email Parents
- Five unexcused absences/tardies/early dismissals - Letter from Director
- Seven unexcused absences/tardies/early dismissals - Parent Conference
- Ten unexcused absences/tardies/early dismissals - Letter from Director
- Over 10 unexcused absences/tardies/early dismissals - Referral to BFTS
- Ten consecutive unexcused absences - Automatic Disenrollment
- Disenrollment proceedings. Pre-K Project Director recommends BFTS committee for disenrollment

The goal of the Pre-K attendance protocol is to assist families in establishing and maintaining regular school attendance patterns.

Assessment

Georgia's Pre-K Program uses a statewide assessment for four-year-olds. It is called Work Sampling Online (WSO). WSO assesses the level of performance for each child in the program. It is an assessment completed in the classroom by the teacher as children engage in their routine daily activities throughout the school year. Teachers observe and record student performance every day. They collect student work samples that show development and growth over time.

Teachers use this data to complete a Developmental Checklist and upload the information into an online portfolio for each child. The Developmental Checklist includes sixty-nine performance indicators under seven domains of learning (language/literacy, mathematics, social studies, science, social/emotional development, health and physical development, and the arts). The indicators within the seven domains of learning are directly correlated with the Georgia Early Learning and Development Standards (GELDS). The GELDS guide the instruction in the classroom and are correlated with the Kindergarten Georgia Standards of Excellence. Information from the checklist is used to determine each individual child's performance level and school readiness. The information is then reported on the Narrative Summary Report that teachers share with parents.

Conferences

A minimum of two family/teacher conferences will be offered to families during the school year. During this conference the Georgia's Pre-K Progress Report will be shared with families. While sharing the Georgia's Pre-K Progress Report with families, the teacher will provide information about your child's performance in language/literacy, mathematics, social studies, science, social/emotional development, health and physical development, creative expression, approaches to play and learning, and cognitive processes. The Georgia Early Learning and Development Standards (GELDS) can be used as a discussion guide during teacher conferences about your child's progress.



Days and Hours of Operation

Globetrotter school calendar is available on the website. Daily Schedule:

- 6:30-7:10 - Jonquil Preparatory Academy Before School Program (\$30/weekly)
- 7:10-7:30 - Morning drop-off
- 7:30-7:50 - Breakfast
- 7:55-2:36 - Pre-K mandatory instruction
- 2:45-3:00 - Afternoon pick-up
- 3:00-6:30 - Jonquil Preparatory Academy Afterschool program

Transportation

Transportation is not provided. Parents will be expected to make their own transportation arrangements and ensure students are dropped off and picked up during the designated times

Curriculum

The Jonquil Preparatory Academy Pre-K classrooms utilize research-based instructional strategies. The instructional program is based on the Georgia Standards of Excellence and aligned to Georgia Early Learning and Development Standards (GELDS). The Georgia Early Learning and Development Standards (GELDS) form the foundation for Pre-K classroom instruction. The GELDS are correlated to Georgia's Kindergarten Performance Standards and to the Work Sampling System assessment indicators, thus promoting a seamless educational program for early learning.

Teachers utilize the curriculum and the Pre-K Content standards. All instruction focuses on activities that are developmentally appropriate for four- year-old children. Classroom activities are student centered allowing children to actively be involved in learning. A variety of materials are available in each classroom to meet the individual needs and interests of the children.

The Pre-K classroom is structured to provide a positive, flexible, and relaxed environment for the purpose of achieving desired goals.

Opportunities to explore, discover, experiment, create, understand, and learn are fluid and ongoing. A variety of experiences provided in the Pre-K learning environment result in a unique abundance of behavioral, academic and social growth for the Pre-K child. Social manners are taught and stressed. The classroom is divided into various work areas: art, manipulatives, blocks, housekeeping, language, math, and science

Specific Goals in Pre-K

1. Become independent, responsible and confident, ready for success in school and their future lives.
2. Begin to acquire reading, writing, number, problem solving, and social skills in the classroom and at home.
3. Learn to plan many of their own activities, carry them out, and talk with other children, their teachers, and their parents about what they are doing at school.
4. Learn by using materials they choose, taking part in classroom activities, solving problems, and working and playing with their classmates, teachers, and parents.
5. Prepare children for a smooth transition to kindergarten.

Discipline

When a student chooses to participate in behavior that is contrary to the order and discipline of the school, consequences will be implemented to correct the behavior. Consequences are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the expectations for behavior in our schools. Behaviors which might warrant administrative intervention include, but are not limited to:

- Defiance/Disrespect/Non-Compliance
- Disruption
- Abusive Language/Inappropriate
- Language/Profanity
- Fighting/Physical Aggression
- Harassment/Bullying
- Inappropriate Display of Affection
- Property Damage

Children may be disenrolled from the Jonquil Preparatory Academy Georgia Pre-K Program if they are hurting themselves or others and/or are chronically disruptive to the extent that they are not benefiting from the program. A multi-tiered approach, utilizing the school and parents, will be implemented to provide the child with support, along with The Social Emotional Early Development Strategies (**SEEDS**) Program, a component within Georgia Pre-K, will serve as a support system to assist the school, parents, students, and teachers in devising a plan to correct the problem. In

addition, assistance will be given to families to help them obtain resources that will help the child benefit from the program.

This process may require parents to attempt a meeting for planning purposes only. Disenrollment for behavior is the last step taken after all other attempts to help the child have been exhausted.

Lottery Procedures

To apply for an available Pre-Kindergarten slot for the upcoming school year, parents & children must meet the following guidelines:

Age

- Students entering Pre-K must be four on or before September 1, of the upcoming school year. Students who are five and have never been in a Georgia Pre-K program or who have been in a Georgia Pre-K program less than 30 days will not be considered for enrollment in our program because of the entry age for public kindergarten and first grade (see below).

Georgia Rule - Entry Age for Public Kindergarten and First Grade:

- A child must be five years old on or before September 1st to enter a public Kindergarten. The child must be six years old on or before September 1st to enter first grade. School systems must verify age before enrollment.
- A child who was a legal resident of one or more states for a period of two years immediately prior to moving to Georgia and who was legally enrolled in either a public Kindergarten or first grade, or a private Kindergarten or first grade accredited by a state or regional association, would be eligible to enroll in Georgia schools, provided that the Kindergartner is five years old by December 31st or the first grader is six by that date.

Registration

- Registration is completed via the online form on the Jonquil Prep Academy website
- Completed online registration applications should be submitted by the established date, on the website at 11:59pm to be included in the lottery.
- Students are chosen to attend by a lottery drawing which is held for each school in the spring of each year (the lottery date will be posted on the school's website). All students who are not chosen at the lottery drawing will be placed on the waiting list for the site where the application was submitted.

Lottery Exempt (Jonquil Preparatory Academy Staff)

Preparatory Academy Board and Jonquil Preparatory Academy siblings)

- All students must meet BFTS age enrollment guidelines.
- Existing Jonquil Preparatory Academy siblings, Jonquil Preparatory Academy employees, and
- Jonquil Preparatory Academy Board member's children who reside in the home of the employed parent or board member are exempt from the Globe Trotter's Pre-K Lottery and are automatically enrolled in the Globetrotter Pre-K program (documentation may be required).

Lottery Rules (General Public)

- Selection is based on a lottery drawing that is conducted prior to the upcoming school year.
- If one sibling is drawn, the other sibling(s) are automatically entered as well (provided all siblings meet the BFTS age requirement) unless they were the last slot being drawn in the lottery. At that point the parent will have to decide whether to leave the child in the class or not. The remaining sibling(s) will then be placed as the first alternate in the lottery drawings. We prefer to separate siblings into different classes, unless there is a special need and it has been addressed to the site director at the Pre-K program.
- Priority is given to children within a school's attendance zone.
- Students are randomly placed and equally distributed by "boys and girls" in each classroom. If a student has an IEP, the Exceptional Student Services department may help with their placement into a classroom.
- Students who have been drawn from the lottery and placed in a classroom, but do not show up for the beginning of school within the first five days will be removed from the roster and a student will be selected from the waiting list to replace them. Every effort will be made to get in touch with the parents of this child before removing them from the roster.
- Students who are not "potty trained" by the time they enter Pre-K must be actively training at home and parents are requested to provide pull-ups.

Open Enrollment

Enrollment for the Globetrotter Prep Academy Pre-K is open and nondiscriminatory. Children will not be denied participation in educational programs on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and Title II of the Vocational Education Amendment of 1976); or disability (Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990).

Health Services

Health screenings are necessary for Georgia's Pre-K students so that any problems that might interfere with the child's ability to learn can be identified and addressed as soon as possible. Parents are asked to maintain preventative health visits and provide a referral if the child is due for a visit.

All children attending Georgia's Pre-K Program must have a Certificate of Vision, Hearing, Dental, and Nutrition Screening (Georgia Department of Public Health Form 3300). The vision, hearing, dental, and nutrition screenings reported on Form 3300 must have been conducted within 12 months prior to the start of the Pre-K program.

All children attending Georgia's Pre-K Program must have a Georgia Department of Community Health Certificate of Immunization (Form 3231) or provide a medical or religious exemption form.

Classroom Parties

Globetrotter Prep Academy homeroom classes may plan celebrations during the school year, and the times of those celebrations may vary:

- Fall Festival
- Winter Holiday
- Kindness Month (February)
- End of the Year/Field Day
- Graduation

We welcome you to celebrate your Scholars birthday with classmates. The time for all birthday celebrations will be from 1:45 p.m. - 2:15 p.m. All visitors/volunteers assisting with the classroom party must have completed Mandated Reporter Training on file and be checked out by 2:15 p.m.

- Birthday celebrations are permitted with a 48-hr. notification to the teacher. All celebrations will take place at the end of the day at 1:45 p.m. Parents/Guardians, a maximum of one person must be present. A completed Mandated Reporting Training must be done. Please check with the Pre-K Site Director for verification.
- Only the following store-bought items are allowed cakes, cupcakes, cookies or donuts. No homemade food items are allowed and no items that contain peanuts. Candles and balloons are prohibited, but goody bags for each Scholar are allowed. Parents will not have access to other classrooms without prior approval.



1. What are the age requirements to enroll in Georgia's Pre-K Program?
 - A child must be age-eligible (four-years-old on or before September 1) and a Georgia resident. Acceptable proof of age and residency must be on file the day the child begins the Pre-K program.
2. What is considered acceptable documents for proof of age?
 - Examples of acceptable proof of age include: Original/certified birth certificate copy, passport, green card, pink card, or Federal I-94 card and hospital record of live birth. Immunization forms and Medicaid cards are not acceptable documentation for proof of age.
3. What is acceptable documentation for proof-of-residency?
 - **Proof of Residency – Residency is established by providing two items from the list below:**
 - Current month lease agreement (GA Realtor signed rental lease or Notarized generic lease) or home purchase agreement or mortgage (REQUIRED)
 - Current month utility bill or document verifying utility services established for primary residence
 - Previous year or most recent tax return
 - Current year Department of Family & Children Services documents
 - Current year Medicaid card
 - Current weekly or monthly paycheck stub
4. Can I pick up my child early a few days a week?
 - Georgia's Pre-K Program operates just like a school classroom. Parents commit to sending their child to school for the complete instructional day, 180 days per year. Children can be disenrolled for being chronically tardy in the morning or being picked up prior to the end of the instructional day.
5. Can I bring lunch for my child?
 - Georgia's Pre-K requires centers and schools provide a complete nutritional meal for children. Local schools/sites may set policies regarding bringing food to school. If your child has identified special food requirements, contact your Pre-K provider for individual guidance.

6. What is “excessive” in regard to the tardy/early dismissal policy?
 - Chronic tardiness is defined as late arrival or early departure more than once per week.
7. How do I know who offers Pre-K in my area?
 - You may search for Pre-K locations by clicking [here](http://dec.al.ga.gov/ProviderSearch/ChildCare) (<http://dec.al.ga.gov/ProviderSearch/ChildCare>) this will take you to the Pre-K Provider Search on the BFTS website. Or a site listing can also be obtained by calling 1-888-4GA-PREK or (404) 656-5957.
8. How much does it cost to register for Pre-K?
 - Bright from the Start Pre-K providers cannot charge a registration fee for the 6.5 hour instructional day.
9. When will Pre-K Registration be held?
 - Registration for the upcoming year’s lottery will be in the spring of that year. Registration will continue after the lottery, and those children will be placed on the waitlist.
10. The Pre-K classes/school that I want are full. What do I do now?
 - Most programs maintain a waiting list of students who are interested in attending Pre-K at their program. You will need to contact the program and request that your child's name be placed on their waiting list. The site will contact you directly if a slot becomes available for your child. You may also search for additional Pre- K sites in your area by using the online [Provider Search](#) (instructions provided on the search page) or calling 404-656-5957 (toll-free at 1-888-4GA-PREK) and asking for the Pre-K consultant of the day. If you need additional assistance, please call the department (1-888-4GA-PREK) and ask to be connected with the Pre-K consultant assigned to your area.



Pre-K Parent Handbook Agreement Form 2026-2027

Please read the following statement and sign the form.

We have received the 2026-2027 Jonquil Preparatory Academy Pre-K Parent Handbook as a family and agree to honor its policies, rules and statements.

Pre-K Scholar's Name

Parent Signature

Date