

# South Cobb Early Learning Center



**2023 - 2024**

## **Family Handbook**

**Learn. Speak. Engage. Everyday**

**Director, Dr. Marilyn Thomas**

### **Cobb County School District's Mission**

One Team, One Goal, Student Success

### **South Cobb Early Learning Center**

5891 Dodgen Rd SW

Mableton, GA 30126

(770) 819-2483 office

(770) 819-2485 fax

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**Mission:**

South Cobb Early Learning Center provides students with meaningful and inspiring early learning experiences that support language, literacy, social-emotional, and cognitive development.

**Vision:**

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**Join us on:**

Twitter: @cobb\_elc

Website: <https://cobbk12.org/earlylearningcenter>

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## **About South Cobb Early Learning Center**

South Cobb Early Learning Center, SCELCL, is in Mableton, Georgia and consists of 10 Special Needs Pre-Kindergarten classes and 5 Georgia Pre-Kindergarten class. We offer a nurturing, language-rich environment that fosters critical thinking and helps students, three to five years of age, actively engage with the world around them. This commitment is the result of family engagement coupled with our staff providing students with literacy-rich adventures, oral experiences to promote language development, addressing students' social emotional needs and developing cognitive progress in all students.

Family engagement is an integral component of student success. Research shows that when families are actively involved in their child's education, he or she is more likely to have greater cognitive growth. South Cobb Early Learning Center offers a variety of family engagement opportunities. Throughout the year, our staff, families, and Partners in Education will collaborate to offer phenomenal school experiences. We openly welcome you to participate in scheduled events and volunteer opportunities as we intentionally work together to create a positive school-home partnership.

There are many procedures and policies that promote the safe operation of SCELCL. The policies contained in this handbook are a concerted effort on the part of the faculty, administration, and the school district to maintain a safe and effective learning environment for all students. This information has been carefully prepared and presented so you and your child fully understand the policies and practices of South Cobb Early Learning Center. Please feel free to contact Director, Marilyn Thomas, if you have any questions at 770-819-2483 or Marilyn.Thomas@cobbk12.org.

## **Admission**

Admission to South Cobb Early Learning Center is granted to qualifying students, ages 3-5, residing in Mableton and surrounding areas. Admission is also available to employees of the Cobb County School District. Qualification for the Center's special needs classes is contingent upon evaluation results from a Cobb County Diagnostician. The lottery-based Georgia Pre-Kindergarten program is available for children whose 4<sup>th</sup> birthday is on or before September 1.

### **Online Registration:**

Step One: Go to: [olr.cobbk12.org](http://olr.cobbk12.org)

Step Two: Complete Online Registration

Step Three: Contact SCELCL at 770-819-2483 to set up a time to come complete enrollment documents or if you need further assistance.

\*You may register using most internet enabled devices. \*

Our goal is to register your student efficiently and effortlessly through this secure online system. The enrolling adult may register all students in their family at one time. This tool will provide the convenience of entering information with the ability to save the work for later completion.

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The enrolling adult will need to use his or her ParentVue account to register additional new students.

After you have completed the Online Registration form, call to the Center at 770-819-2483 and schedule a time to come to the center to submit the Enrollment Documents for your student(s). These documents will be verified for enrollment.

**Registration Requirements:**

State law requires a Certificate of Immunization (Form #3231) and a Certificate of Vision, Hearing, Dental, and Nutritional Screening (Form #3300) available from physicians or the Cobb County Health Department. Form #3300 must be dated within 12 months of the first day of school.

Proof of birth: A certified copy of Birth Certificate, Military ID, Passport, Adoption Record, a religious record authorized by a religious official, an official school transcript, or an affidavit of age.

Social Security Card or Cobb County School District Waiver Form JBC-4. The social security number will be required by the state for students applying for the HOPE scholarship.

Proof of residency- 2 proofs of residency are needed for enrollment. Common documents are home ownership documentation or lease/ rental agreement, **AND** current utility monthly statement.

The enrolling adult should also have access to the contact information of persons who may pick up your child if you cannot be reached, in addition to the name and phone number of your child's pediatrician.

**Custody:**

In cases of divorce or legal separation disputes, we request official custody papers to keep on file. Legal papers declaring guardianship changes should be on file at the school.

**After School Program (A.S.P)**

The After School Program (ASP) provides a safe, fun, and nurturing environment for the care of elementary students in the Cobb County School District who attend Face-to-Face instruction from after school until 6:00 PM each day school is in session, including early release days. The program does not operate on Student Holidays or District holidays. ASP will be closed upon the district's announcement of inclement weather. ASP is a self-supporting program and receives no support from taxpayer funds.

**ASP Highlights:**

- \$20 Annual Non-Refundable Registration Fee
- Attendance Fee Invoiced Weekly: \$10 Per Day, Per Child

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- Register, pay for, and manage accounts on any device
- View and print invoices, receipts, and annual tax statements
- Pay for programs using secure and convenient digital payment methods, including Apple Pay

### Payment:

After School Programs at the Cobb County School District have partnered with Eleyo to provide easy-to-use, mobile-friendly technology for online registration, account management, and payments. Online payments made with credit card and ACH/electronic check will be subject to a 4.75% processing/program fee. Cash or check payments may be made directly to your school's program with no processing/program fee. Please see your school's ASP Director for more details.

### Enrollment:

ASP enrollment in [Eleyo](#) must be completed before the student can attend ASP.

To enroll your elementary school aged student in ASP, the **Enrolling Adult** will need to register for an Eleyo account and submit a contract for each student. The **Enrolling Adult**, as defined by Cobb County School District Policy, is the parent/guardian with whom the student resides and who enrolled the student in school.

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**NOTE:** Contracts submitted by anyone other than the **Enrolling Adult** will not be accepted.

**[You must Register Here through Eleyo](#)**

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### Contacts:

For Questions about the After School Program, please contact:

[Dekesha Tookes](#), Director

[Roseann Perez](#), Bookkeeper

ASP Phone Number: 770-819-2483 ext. 1502

## **Arrival and Dismissal Procedures**

Arrival begins daily at 7:20. Morning car rider line closes at 7:45. Students arriving after 7:50 must be escorted to the front office by his or her caregiver to be signed in and will be marked tardy.

### **Car Riders:**

**Dismissal will begin promptly 2:15 for bus riders, 2:20 for car riders and A.S.P.**

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All car riders will be required to have 2 visible tags, one on the student's book bag and one hanging from the visor of the car. Tags will be distributed at Meet & Greet or the first day of school. For the safety of all students, students will only be released to individuals who have a car tag with the matching number. If the person picking up the student does not have a tag, he/she must park and come into the office to verify identification. If two or more students are riding together, they will receive the same number.

There are local Day Care Centers that provide after school programs and transportation to their facility. If this is the route your family chooses, please let the teacher know and an additional tag will be made available for the day care van driver.

If possible, please make sure your child's car seat is on the right, or passenger's side of the car. This will ensure staff members can assist him or her to enter and exit the vehicle in a safe manner. Staff members will remain on the curb for their safety. **Please note staff members are not permitted to secure students into their car seats.**

To keep the car rider line moving in the morning and afternoon, if you need to communicate with your teacher, please park and come inside.

Car riders must be picked up by 2:45.

After these times, the caregiver will need to park and come into the office to check the student out.

SCELC's Late Pick Up Policy is as follows:

- 3 late pick-ups- verbal reminder from staff member
- 5 late pick-ups- letter from the director
- 7 late pick-ups- conference with the director (at this time enrollment in Georgia Pre-K could be revoked or the student can be registered for ASP)

### **Bus Riders:**

Currently, the Cobb County School District's transportation system is only available for students in the Special Needs Pre-Kindergarten program. Students will be dismissed at 2:15. You will be notified by your bus driver, before the school year begins, with times and location of pick up/drop off. An adult must be present at the bus stop at pick-up and drop-off. In the event there is not an adult present at drop-off the student will be returned to SCELC and a caregiver will be required to come get their child from the center. For questions regarding transportation, please call the transportation department at (770) 429-5811.

### **Change in Dismissal:**

Changes in dismissal must be provided in writing prior to 1:45. All persons requesting dismissal changes over the phone will be asked to fax or email a copy of valid state identification. Email requests must be sent to Dekesha Tookes @ [Dekesha.tookes@cobbk12.org](mailto:Dekesha.tookes@cobbk12.org) and the classroom teacher and also have a copy of valid state identification.

## Attendance

Georgia Pre-Kindergarten: The goal SCELCL's Attendance Policy is to help families establish and maintain regular school attendance patterns. According to the Georgia Department of Early Care and Learning, chronic absenteeism is defined as missing more than two days a month without having medical, or other reasonable explanations. The South Cobb Early Learning center adheres to the Bright from the Start attendance policy for Georgia Pre-K students and CCSD Board Policy for Special Needs Pre-K students, both of which states the following:

- If a student accrues 3 or more unexcused absences, the teacher will contact the parent through CTLS.
- If a student accrues 5 consecutive unexcused absences, or 7 or more unexcused absences, a social worker referral will be made.
- If a student is absent 10 consecutive days with no contact or explanation, they are subject to be un-enrolled from SCELCL.

**\*Failure to correct attendance concerns may jeopardize the student's enrollment in Georgia Pre-Kindergarten.\***

### **Excused Absences:**

If a student is absent for an entire school day, a written explanation from a parent or doctor should accompany the child upon his or her return to school. Please put the student's first and last name and the teacher's name on the note/excuse. Students must be present for half of the school day which is 11:15, to be counted present. The front office staff clerk will determine whether the absence is excused or unexcused based on the CCSD Board rule. Absences are excused based on the following reasons:

- Personal illness
- Serious illness or death of an immediate family member
- Special and recognized religious holidays
- Medical appointments with a written excuse
- Call to duty or deployment of the child's parent or legal guardian
- Conditions render attendance impossible or hazardous to the student's health or safety

### **Tardies:**

School begins at 7:50. Students arriving after 7:50 must be escorted into the building by his or her caregiver and taken to the front office to check in and receive a tardy pass.

\*After 3 tardies a note will be sent home with reminders of the policy.

\*After 5 tardies a conference will take place to discuss tardiness.

\*After 7 tardies the students enrollment may be in jeopardy.

**A Student's enrollment in Georgie Pre-Kindergarten may be jeopardized if concerns surrounding frequent absences, tardies, early or late pick-ups are not corrected.**

## Breakfast and Lunch

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Breakfast and lunch are served in SCEL C’s cafeteria, but a family may choose to have their child bring lunch. Classes will have an assigned breakfast and lunch time and go through the service line and at in the cafeteria. If there is a day you would like to join your child for lunch, please arrange this with your teacher. Please complete a free/reduced lunch form for your child. The cost of breakfast and lunch are listed below. Menus will be posted on our school website, as our lunch menu is a bit different then elementary school.

The cafeteria also can help you celebrate your child’s birthday, contact your teacher for more information.

- Fresh Baked Cookies
- Rice Krispies Treats
- Fresh Baked Brownies
- Frozen Strawberry or Peach Cups
- Strawberry Chloe's Pop
- Birthday Cake Ice Cream Cone
- 8oz. Bottle Water
- Switch Sparkling 100% Juice

Breakfast Student All Levels - Full Pay	\$2.50	Lunch Elementary Student - Full Pay	\$3.50
Breakfast- Guests	\$2.75	Lunch- Guests	\$5.00

### **Car Seat Safety and Requirements**

According to, <https://consumer.georgia.gov/child-car-seats>,

According to Georgia law:

- ALL children under the age of 8 whose height is less than 57 inches must ride in the backseat of a car. A child is safer in the back and farthest away from the force of an airbag. Remember that airbags are designed to save adults, and since they deploy with great force, they can be fatal to children.
- Children under the age of 8 are required to be in either a car seat or a booster seat suitable for their age and height.
- If there is not a back seat in the vehicle (e.g., a truck) or if other restrained children are in the back seat, Georgia law permits a child under the age of 8 to sit in front if restrained in the proper car seat or booster and the child weighs at least 40 pounds.
- Georgia’s Primary Safety Belt Law allows law enforcement officers to issue a citation if they OBSERVE a seat belt offense. They do not need to stop the driver for another traffic violation first, as in some other states.
- Violating these laws can result in a fine of up to \$50 and one point against your license *per improperly restrained child*. A second incident may double the fines and points.

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Please visit: <http://www.safekidscobbcounty.org/car-seat-check/> for information on car seat checks and possible free assistance.

## **Check-In/ Out Procedures**

### **Students:**

While arrival can begin at 7:20, our school day officially begins at 7:50. A student is considered tardy if he or she arrives after 7:45. We ask that you park and escort students to the front office to sign in with a member of the office staff.

Early Checkout ends daily at 1:45. Helping our students during dismissal requires the support of all teachers and staff. We work to ensure our students' departure is conducted in a safe and orderly fashion. To help us achieve this goal, we ask that you refrain from check-outs after that time.

Check-outs prior to 1:45 require that the individual is listed as a parent or emergency contact and that he or she presents valid identification.

All early check-outs require coming to the office and presenting valid identification and sign the student out. At that time the office will call the classroom for your student to come up for dismissal.

## **Child Find**

Child find is a process that supports families living within the Cobb County School District. If caregivers have concerns about the development of their 3 or 4-year-old; and believe he or she may benefit from early interventions or support, they may contact the Special Needs Pre-K Department at (770) 426-3331 and request a referral packet.

Evaluations will assess the following areas:

- Physical
- Adaptive
- Cognitive
- Social
- Communication

## **Clinic**

Ms. Miller, the SCELN Nurse, will contact families in the event a student is ill or injured during the school day. Examples of a call warranted by the nurse are fever, throwing up, diarrhea, falls or scrapes that cannot be handled by the nurse, etc. Please make sure a current and up to date clinic card is on file in the clinic. It is important to have emergency contact name and numbers up to date in case you are not available or reachable.

Prescribed and over the counter medication may be housed in the clinic if the nurse has received the appropriate authorization forms. Prescriptions must be in the original container and bear the physician and student's names, the dosage, and the pharmacy through which the prescription is filled. The date of the bottle must be current within the past twelve months. Medications sent in

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baggies or unlabeled containers will not be administered or accepted. It is important to remember that students may not transport medication. These must be brought to school by enrolling adults or another designated adult. Medication not picked up by the last day of school will be discarded. Mrs. Miller can be contact at 770-819-2483 ext. 032 or email [Christine.miller@cobbk12.org](mailto:Christine.miller@cobbk12.org).

## **Communication**

Communication between home and school is an integral component to student success. We will communicate regularly via CTLS Parent and social media platforms. Every student will have a green communication folder to send notes and information back and forth with your teacher. Be sure to follow us on:

Twitter: @cobb\_elc

Website: <https://cobbk12.org/earlylearningcenter>

If you object to having your child represent SCELK via pictures on social media, please contact your teacher and office in writing within the first 30 days of school.

## **Conferences**

Parent teacher conferences are held district-wide during the third week of October (early release days) for our Special Needs Pre-K students and in December and May for Georgia Pre-K students; however, conferences are not limited to this time. Teachers and families may schedule a time to meet with their child's teacher whenever questions or concerns arise. During conferences, teachers will share your child's progression through the Georgia Early Learning Developmental Standards (GELDS) and progress on the student's IEP goals/objectives.

## **Curriculum and Instructional Program**

All teachers are required to teach the Georgia Curriculum. Administrative Rule ICFA-R (Curriculum and Course Guides) states that "The curriculum guides and course guides of the school system shall be published and made available to classroom teachers and shall be followed in the process of classroom instruction as the basis for each program of study offered." Grade level standards and resources for all subject areas can be found on Cobb CTLS.

**Georgia Pre-K:** The Pre-K program implements the Georgia Early Learning and Development Standards (GELDS). We will utilize Frog Street Pre-K for instructional practices. "Frog Street Pre-K is a comprehensive, research-based program that integrates instruction across developmental domains and early learning disciplines. The program is engaging for both teachers and children and is easy to implement!" <http://www.frogstreet.com/curriculum/pre-k/>

**Special Needs Pre-K:** Cobb County School District Special Needs Preschool program implements a literacy-based instructional model involving teaching readiness skills through exposure to repeated readings of children's literature. <http://academics.cobbk12.org/index.php/ad/tlss/special-education/se-preschool/#1560968624463-eadb40c-a43d>

Literacy Based instructional curriculum includes:

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**Frog Street 3s Curriculum:** “Frog Street Toddler is a year-round program for children ages 18-36 months that focuses on enhancing the simple joy of childhood while equipping caregivers to nurture curiosity through exploration.”

<https://www.frogstreet.com/curriculum/toddler/>

- **Learn to Move, Move to Learn:** A program that assists in the integration of motor, language, cognitive, and social emotional skill development into thematically based interventions. <https://www.movetolearn.com.au/move-to-learn-movement-program/>
- **TV Teacher:** A hit with kids, parents, and **teachers!** This unique multi-sensory approach is fun, motivating and helping kids learn to write the alphabet better and faster! <http://tvteachervideos.com/index.html>

### **IEPs**

Individualized Educational Plans (IEPs) are documents created by a team consisting of the caregiver, child’s teacher, a general education teacher or designee and other special education support staff. IEP meetings are held annually. During that time, the team may review the student’s eligibility determination, current functioning, and goals and objectives. Based on the student’s progress, the team may collaborate to make changes based on the student’s most current needs. IEP amendments may occur prior to the annual expiration date. If you have any questions, please contact your child’s teacher or Altonese Wisdom (Student Support Administrator) at [altonese.wisdom@cobbk12.org](mailto:altonese.wisdom@cobbk12.org).

### **Lost and Found**

Unclaimed clothing items found in the building or on school grounds will be placed in the lost and found closet located in the front office. Money, eyeglasses, keys, or other items of value will be kept in the front office in a secure location. Please label all clothing, lunchboxes, book bags, and other items with your child’s first and last names so if lost, they may be returned. At the end of each month unclaimed lost items (clothes, gloves, and toys) will be donated to families in need or a charitable organization. We are not able to store lost items longer than a month as they become a fire hazard.

### **Media Release**

Throughout the school year there are different opportunities for students to have their pictures and/or names on social media, in the newspaper and even on television. If you do not wish your child to be photographed or interviewed, please notify the school in writing within 30 days of enrollment. If you have questions about this, please call the office.

### **Recess and Unstructured Play**

Students will participate in a daily 30-minute session of recess or unstructured play activities. If weather permits, this time will be spent outdoors. If weather does not permit outdoor play, students will spend this time in our school’s gymnasium or classroom. It is important that

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students are safe and comfortable while playing, please dress appropriately for weather and outdoor play.

## **School Closures**

The decision to close schools as the result of inclement weather is made by the Cobb County School District. This decision is typically made by 6:00 a.m. and posted on the district's social media pages and submitted to radio and television stations. Closures are usually announced right after the headlines, on the hour, and within a continuous scroll across the bottom of the screen. In the event of early dismissal, students will be sent home following the instructions provided on the Inclement Weather form (to be turned in the 1<sup>st</sup> week of school). Caretakers are responsible for completing this form and keeping it updated and making their child's teacher aware of changes.

## **Sick Policy**

The SCEL C works hard to provide and maintain a clean, healthy environment. We encourage regular handwashing, the use of hand sanitizer and the disinfecting of all surfaces. Despite these precautions, students may become sick. If students become ill, we follow the sick policies established by the Centers for Disease Control, American Academy of Pediatrics, and Children's Healthcare of Atlanta. When determining if a student should be picked up from school, usually he or she exhibits one or more of the following symptoms:

- Diarrhea
- Nausea/ Vomiting
- Severe Coughing
- Fever of 100 degrees or greater

If a child exhibits these symptoms, they must be 24 hours free of the illness, without medication, before returning to school. If a child becomes sick during the school day, Mrs. Miller will contact families based on the information on the emergency clinic card. It is important to update addresses and phone numbers as the need arises on the clinic and office.

### **Accidents and Injuries:**

We will contact caregivers if a student is injured during the school day. If persons listed as emergency contacts cannot be contacted, and there is an emergency that requires medical attention, we will take the child to a local emergency room provided a medical release has been signed. Judgment in such cases is at the discretion of the school authorities and parents assume financial responsibility. Please keep updated contact information on file in the office.

## **Student Records**

Educational records may be sent to other schools or agencies upon the request of the enrolling adult. A completed, signed, and notarized form JR-3 must be completed by the enrolling adult prior to the release of records or the SCEL C staff communicating with an outside agency (i.e.- counselors, therapists, pediatricians, Social Security Administration, etc.)

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The enrolling adult and/or child's natural parents as identified on the Birth Certificate have access to the child's records. These records include grades, attendance, services (IEP, 504, Healthcare Plan, etc.). Permanent records may be reviewed, in the presence of a SCEL C staff member, by a parent or the enrolling adult upon request.

## **Visitors**

Parents and visitors are always welcome in our school as they are a vital component of our educational program. We love to showcase all that we have to offer at SCEL C. Visitors must report to the front office upon entering the school.

Check in procedures include the providing of a valid state identification and receiving a visitor's badge, which should be visibly, worn throughout the duration of your time at the SCEL C. If you are interested in visiting your child's classroom for an observation, please schedule a day and time with your child's teacher at least 24 hours in advance. Doing so helps minimize disruptions to valuable, instructional time.

## **FAQs**

**1) What are the procedures for bringing forgotten items?**

If you need to bring lunch or another forgotten item from home, the item may be dropped off at the front office. Make sure you provide the name of your child and his or her teacher, so the item(s) are delivered in a timely manner.

**2) Is rest time incorporated in the daily schedule?**

Yes, rest time is incorporated in the daily schedules for a 60-minute block each day. Teachers provide a quiet and peaceful block of time for students to sleep or rest.

**3) Does my child need spare clothes?**

Accidents happen. We ask that parents send a change of clothes to remain at the school. Please send clothing items in a freezer-sized Ziploc bag with the child's first, last and teachers' name. Please do not forget to replace clothing if there is an accident or when seasons change and as your child grows.

**4) What items should accompany my child to school?**

Students may bring bookbags containing supplies, extra clothes, and lunch (if not getting a school lunch). We do not allow students to bring toys as they may cause disruptions to the instructional day.

**5) How may I celebrate my child's birthday?**

Birthday celebrations are permitted; however, we ask that you contact the classroom teacher to discuss the best way to celebrate your child, get number of students to serve, and information about allergies. All food items must be store bought, as we cannot permit the distribution of homemade items.

If you ask teachers to distribute invitations to a birthday party, please be sure to send enough invitations for each student in the class.

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