

Atlas Academy Early Learning Parent/Student Handbook



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Welcome to Atlas Academy Early Learning

Dear Atlas Families,

Welcome to Atlas Academy Early Learning. We are honored that you have chosen us to become part of your child's early educational journey.

The early years of a child's life are filled with incredible growth, discovery, and learning. During this important stage, children are building the foundation for future academic success, social relationships, emotional development, and confidence in themselves and the world around them.

At Atlas Academy Early Learning, we believe children learn best when they feel safe, loved, encouraged, and supported. We recognize that every child develops at their own pace and comes to us with unique strengths, personalities, interests, and experiences. Our goal is to create an environment where children are encouraged to explore, create, ask questions, and develop a lifelong love of learning.

We view parents and families as a child's first and most important teachers. Strong relationships between families and school staff create the greatest opportunities for growth and success. We value open communication, teamwork, and partnership as we work together to support every child.

This handbook is designed to serve as a resource for understanding school policies, procedures, expectations, and the many opportunities available to support your child's development and success.

Thank you for trusting Atlas Academy Early Learning with one of life's greatest gifts—your child. We look forward to learning, growing, and celebrating alongside your family.

With appreciation,

Ms. Ivy Williams

Director

Atlas Academy Early Learning

About Atlas Academy Early Learning

Mission

Atlas Academy Early Learning exists to provide a nurturing, safe, and engaging learning environment where children build strong foundations for academic success, social development, emotional growth, and lifelong learning.

Vision

Our vision is to empower children to become confident learners, creative thinkers, and compassionate individuals prepared to succeed in school and in life.

Core Values

Safety First

We are committed to creating environments where children feel physically and emotionally safe.

Family Partnership

We believe families and educators working together create stronger outcomes for children.

Learning Through Exploration

We encourage curiosity, creativity, and hands-on experiences that support development.

Individual Growth

We recognize and celebrate each child's unique developmental journey.

Compassion and Respect

We foster kindness, inclusion, and positive relationships throughout our learning community.

Our Early Learning Philosophy

Atlas Academy Early Learning believes children learn best through meaningful experiences, supportive relationships, exploration, and individualized support.

We understand that young children develop at different rates and in different ways. Some children may require additional support related to communication, social interaction, emotional regulation, behavior, sensory needs, or developmental growth. Our goal is to create an environment where every child feels safe, understood, valued, and capable of success.

At Atlas Academy Early Learning, we recognize that behavior is communication. Young children often communicate needs, emotions, frustrations, and challenges in ways that may look different from one child to another. Some children may use verbal language, while others may communicate through gestures, visual supports, behaviors, assistive communication devices, or other methods.

Our staff works collaboratively to provide developmentally appropriate supports that help children learn important skills including:

- Communication and language development
- Social interaction and relationship building
- Emotional regulation
- Independence and self-help skills
- Positive behavior skills
- School readiness skills
- Play and exploration
- Early academic foundations

Support Strategies

Support strategies may include:

- Structured routines and predictable environments
- Visual supports
- Positive reinforcement systems
- Sensory and movement opportunities
- Individualized behavior supports
- Social-emotional learning activities
- Increased adult guidance when needed
- Family collaboration and communication

Our Commitment to Children

We believe children thrive when they:

- Feel safe and loved
- Experience consistency and structure
- Build trusting relationships
- Receive individualized support
- Learn through exploration and play
- Experience success daily

Our goal is not simply to prepare children academically for kindergarten. Our goal is to help children develop confidence, communication skills, emotional growth, and a lifelong love for learning while supporting each child's unique developmental journey.

Program Overview

Atlas Academy Early Learning provides a nurturing, structured, and developmentally supportive environment designed to meet children where they are while helping them build the skills necessary for future success.

Our program combines early childhood education, school-readiness instruction, social-emotional learning, and individualized supports to create meaningful learning experiences for all children.

We recognize that children develop at different rates and may demonstrate different strengths, interests, learning styles, communication abilities, and support needs.

Our goal is to create an environment where children feel encouraged to explore, learn, communicate, build relationships, and develop confidence in themselves and their abilities.

Whole Child Approach

Atlas Academy Early Learning focuses on supporting the development of the whole child through:

- Social development
- Emotional development
- Physical development
- Cognitive development
- Language and communication development
- Behavioral development
- School-readiness skills
- Independence and self-help skills

We believe children learn best when all areas of development are supported together.

Family Partnerships

Parents and caregivers are essential members of each child's support team.

Atlas Academy Early Learning values partnerships with families and believes children experience the greatest success when schools and families work together consistently.

Family partnerships may include:

- Parent conferences
- Developmental updates

- Daily communication
- Family workshops and events
- Collaborative planning and support meetings

Individualized Learning and Support

Children may require different levels of support based on their individual needs.

Individualized support may include:

- Small group instruction
- Visual supports
- Sensory opportunities
- Communication supports
- Increased adult guidance
- Individualized behavior strategies
- Social-emotional supports
- Developmental support activities

We celebrate progress in all forms and recognize that success looks different for every child.

Classroom Age Groups

Atlas Academy Early Learning organizes classrooms based on developmental needs and age ranges while maintaining flexibility to support student success and individual growth.

Classroom placements may be adjusted when appropriate to support developmental readiness and student needs.

Infant Classroom

Approximate Age Range: 6 weeks – 12 months

Focus areas include:

- Sensory exploration
- Language exposure
- Motor development
- Feeding and routines
- Social attachment and bonding
- Early communication skills

Toddler Classroom

Approximate Age Range: 1–2 years

Focus areas include:

- Language development
- Social interaction
- Gross and fine motor skills
- Emotional regulation
- Independence skills
- Exploration and play

Early Preschool Classroom

Approximate Age Range: 2–3 years

Focus areas include:

- Communication skills
- Structured learning routines
- Social skills

- Problem-solving skills
- Self-help skills
- Emotional development

Preschool and VPK Classroom

Approximate Age Range: 3–5 years

Focus areas include:

- School readiness
- Early literacy skills
- Early math skills
- Communication and language development
- Social-emotional growth
- Independence and responsibility

Curriculum and Assessments

Atlas Academy Early Learning utilizes developmentally appropriate learning experiences designed to promote growth across multiple areas of development.

Instruction may include:

- Hands-on learning activities
- Small group instruction
- Individual learning opportunities
- Play-based learning experiences
- Language-rich activities
- Sensory exploration
- Social-emotional learning opportunities
- School-readiness instruction

Children may participate in ongoing developmental observations and assessments used to:

- Monitor progress
- Identify strengths
- Identify developmental needs
- Support individualized planning
- Strengthen family communication

Assessment information is intended to support children and guide instruction rather than create pressure or comparison among students.

Our goal is to celebrate growth while helping every child build confidence and skills for future success.

School Readiness and Developmental Growth

Atlas Academy Early Learning is committed to preparing children for future educational success while recognizing that school readiness involves much more than academics alone.

School readiness includes the development of skills that help children successfully participate in learning environments, build relationships, communicate effectively, regulate emotions, and develop confidence and independence.

School readiness areas may include:

- Language and communication skills
- Early literacy skills
- Early math concepts
- Social and emotional development
- Problem-solving skills
- Fine and gross motor development
- Independence and self-help skills
- Attention and participation skills

We recognize that children progress at different rates and that growth may look different from one child to another.

Our focus is on helping children build strong foundations while celebrating each child's individual journey.

Applied Behavior Analysis (ABA) Services and Outside Provider Policy

Atlas Academy Early Learning Center recognizes that some students may benefit from Applied Behavior Analysis (ABA) services and other behavioral supports during their educational day. The Center values collaboration with families, Board Certified Behavior Analysts (BCBAs), Registered Behavior Technicians (RBTs), and other professionals when those services support a child's educational, behavioral, social, and developmental growth.

The purpose of this policy is to establish clear expectations for the provision of ABA services on campus while protecting instructional time, promoting inclusion, maintaining classroom integrity, and ensuring that all students have meaningful access to the educational program.

Atlas Academy Early Learning Center Philosophy

Atlas Academy Early Learning Center is committed to providing a nurturing, inclusive, and developmentally appropriate learning environment where children learn, play, communicate, and develop alongside their peers.

The Center believes that young children learn best through:

- Classroom participation
- Peer interactions
- Play-based learning
- Group activities
- Daily routines
- Social engagement
- Naturally occurring learning opportunities

Because social development, communication, behavior regulation, and independence are best developed within real-world environments, Atlas Academy Early Learning Center has adopted an inclusion-based service model that prioritizes classroom-based support and natural environment teaching whenever appropriate.

The goal of any service delivered during the school day should be to increase the child's ability to successfully participate in the classroom environment and school community.

Parent Choice of Providers

Parents maintain the right to select the ABA provider of their choice and are not required to participate in any behavioral services offered through Atlas Academy or its affiliated organizations.

The Center respects the family's right to choose outside providers and will make reasonable efforts to collaborate when such services can be delivered in a manner consistent with school policies and educational objectives.

Approval for outside ABA services to occur on campus is subject to administrative review and is not guaranteed.

Natural Environment and Inclusion Model

Atlas Academy Early Learning Center supports the delivery of ABA services within the child's natural learning environment whenever possible.

Natural environment teaching allows children to practice skills within the settings where they naturally learn, communicate, play, and interact with peers.

Examples of appropriate school-based ABA support include:

- Supporting participation during classroom instruction
- Assisting with transitions
- Facilitating peer interactions
- Supporting communication during classroom activities
- Assisting with behavior regulation within the classroom
- Promoting independence during daily routines
- Generalizing learned skills across educational settings

The Center encourages ABA providers to support classroom participation rather than create a separate educational setting within the school.

Pull-Out Services

Atlas Academy Early Learning Center does not support the routine removal of students from classroom activities for extended one-on-one ABA sessions during the school day.

The Center believes that routine removal from classroom activities may limit opportunities for:

- Peer interaction
- Social development
- Communication development
- Classroom participation
- Group learning experiences
- Skill generalization
- Inclusive educational opportunities

Students should have meaningful access to:

- Circle time
- Classroom instruction
- Learning centers
- Outdoor play
- Meals and snacks
- Group activities
- School events
- Classroom routines
- Social-emotional learning opportunities

For this reason, Atlas Academy Early Learning Center has adopted an inclusion-based service model that prioritizes classroom-based ABA services and natural environment teaching.

As a matter of school policy, routine pull-out ABA sessions during instructional hours are generally not permitted except when approved by administration based upon documented clinical, educational, therapeutic, or safety needs.

No student may be routinely removed from classroom instruction, circle time, meals, playground activities, special events, or core educational programming for more than thirty (30) consecutive minutes without prior written administrative approval.

Approval for pull-out services shall be determined on a case-by-case basis and may be modified, limited, or revoked at any time.

Provider Expectations

All ABA providers rendering services on campus must:

- Coordinate scheduling through administration.
- Maintain current credentials and certifications.
- Maintain all required insurance.
- Complete required background screening procedures.
- Follow all school safety protocols.
- Respect classroom schedules and routines.
- Maintain professional communication with school staff.
- Collaborate appropriately with teachers and administration.
- Support the student's participation in classroom activities.
- Follow all confidentiality requirements.

ABA providers are expected to work collaboratively with classroom staff and support educational goals rather than operate as an independent program within the school.

Prohibited Activities

Outside ABA providers may not:

- Establish a separate educational program within the school.
- Routinely remove students from instructional activities without approval.
- Disrupt classroom instruction.
- Direct, supervise, or manage school employees.
- Alter classroom schedules or routines.
- Require modifications to classroom operations without administrative approval.
- Remove students from campus.
- Photograph or record other students.
- Access confidential information regarding other students.
- Interfere with the educational operation of the Center.

Atlas Academy Early Learning Center is not obligated to alter classroom schedules, staffing patterns, educational activities, meal schedules, playground schedules, special events, or program operations to accommodate an outside ABA provider's requested treatment schedule.

Parent Responsibilities

Parents requesting ABA services during school hours are responsible for ensuring that their selected provider:

- Understands and agrees to all school policies.
- Maintains required credentials and documentation.
- Coordinates scheduling with administration.
- Supports the Center's inclusion philosophy.
- Works collaboratively with staff and administration.

Parents should understand that approval for school-based ABA services may be limited or revoked if services interfere with educational programming, classroom operations, student participation, or the overall learning environment.

Revocation of Access

Atlas Academy Early Learning Center reserves the right to deny, suspend, restrict, or revoke campus access for any ABA provider whose actions:

- Fail to comply with school policies.
- Interfere with classroom instruction.
- Disrupt school operations.
- Compromise student safety.

- Conflict with the Center's philosophy of inclusion.
- Create barriers to a student's participation in the educational program.

If provider access is denied or revoked, parents may continue services with their chosen provider outside of school hours or at another approved location.

Administrative Authority

The Executive Director and designated administration shall have final authority regarding:

- Approval of providers.
- Campus access.
- Scheduling of services.
- Service locations.
- Approval of pull-out services.
- Limitations on service delivery.
- Revocation of provider access.

All decisions will be made based upon the best interests of the child, preservation of the educational environment, and the Center's commitment to providing meaningful opportunities for all children to learn and participate alongside their peers.

By enrolling a child at Atlas Academy Early Learning Center, parents acknowledge and agree to comply with this policy.

Developmental and Therapeutic Supports

Atlas Academy Early Learning recognizes that some children may require additional developmental, communication, behavioral, or social-emotional support.

Children may enter our program with varying needs, including:

- Communication delays
- Non-verbal communication needs
- Behavioral challenges
- Social interaction difficulties
- Sensory needs
- Emotional regulation challenges
- Developmental concerns

Our staff works collaboratively to support children through individualized and developmentally appropriate strategies.

Communication Supports

Children communicate in many different ways.

Communication supports may include:

- Visual schedules and picture supports
- Gestures and sign language
- Assistive communication tools when appropriate
- Language modeling
- Increased prompting and support
- Individualized communication strategies

We believe every child deserves opportunities to communicate, connect, and be understood.

Behavioral and Social-Emotional Supports

At Atlas Academy Early Learning, we recognize that young children are still learning how to express emotions, communicate needs, and navigate relationships.

Support strategies may include:

- Positive reinforcement systems
- Structured routines
- Social-emotional learning activities

- Calm-down opportunities
- Sensory and movement activities
- Individualized behavior support strategies
- Increased adult guidance and support

Family Collaboration

Parents and caregivers are valuable members of each child's support team.

Family collaboration may include:

- Developmental updates
- Parent conferences
- Support planning meetings
- Home-school communication
- Collaborative problem-solving

Our goal is to work together to create consistency and support growth across school and home environments.

Daily Schedule and Learning Environment

Children benefit from structured routines that create consistency, predictability, and security.

While schedules may vary by classroom and age group, a typical day may include:

- Arrival and welcome activities
- Morning meeting and social interaction
- Learning centers and classroom instruction
- Small group learning activities
- Outdoor play and movement activities
- Meals and snacks
- Rest or quiet time
- Social-emotional learning opportunities
- Closing activities and dismissal routines

Daily schedules are designed to balance learning, play, exploration, movement, and rest while supporting each child's developmental needs.

Atlas Academy Early Learning strives to create classrooms that feel safe, engaging, supportive, and welcoming for all children.

Attendance and School Hours

Regular attendance is important in helping children build routines, relationships, confidence, and foundational learning skills. Consistent participation supports social development, emotional growth, communication skills, and school readiness.

Atlas Academy Early Learning understands that young children may occasionally experience illness or family circumstances that affect attendance; however, families are encouraged to maintain consistent attendance whenever possible.

Our goal is to create predictable routines that help children feel secure and successful.

Attendance Expectations

Children are expected to:

- Attend regularly and consistently
- Arrive on time whenever possible
- Participate in classroom activities and routines
- Remain at school for the scheduled program day

Consistent attendance helps children:

- Build relationships with peers and teachers
- Develop social skills
- Establish healthy routines
- Participate in learning experiences
- Feel secure within the classroom environment

Absences

Parents and guardians should notify the school as soon as possible if a child will be absent or arrive late.

Acceptable reasons for absences may include:

- Illness
- Medical appointments
- Family emergencies
- Religious observances
- Other circumstances approved by administration

Repeated absences may require additional communication to ensure children continue receiving appropriate support and services.

School Hours

School hours may vary by classroom or program.

Current operating hours and schedules will be communicated annually and provided to families during enrollment.

Financial Policies and Procedures

Tuition Payment Policy

Atlas Academy Early Learning Center operates on a prepaid tuition basis. Tuition payments are due every Friday for the upcoming week of care. Payment reserves your child's enrollment space and staffing allocation regardless of attendance.

Tuition is charged for all scheduled weeks of enrollment, including absences due to illness, family vacations, holidays, temporary closures, or other reasons beyond the control of the center. Tuition is based on enrollment and space reservation, not attendance.

Families are responsible for ensuring tuition payments are received on or before the due date.

Late Payment Fee

Any account not paid in full by the close of business on Friday will be considered past due and will be assessed a late payment fee of \$25.00 per week that the account remains unpaid.

Late fees will continue to accrue weekly until the account is brought current.

Delinquent Accounts

Accounts that become more than two (2) weeks delinquent may be subject to suspension of services until all outstanding balances and fees have been paid in full.

Atlas Academy Early Learning Center reserves the right to disenroll a student due to excessive delinquency or repeated failure to comply with tuition payment requirements.

Families experiencing financial hardship are encouraged to contact administration as soon as possible to discuss available options before the account becomes delinquent.

Returned Payments

A fee of \$35.00 will be assessed for all returned checks, declined electronic payments, insufficient funds transactions, chargebacks, or other rejected payments.

Repeated returned payments may result in a requirement that future payments be made by certified funds, money order, cashier's check, or approved electronic payment method.

Late Pick-Up Policy

Atlas Academy Early Learning Center is committed to maintaining appropriate staffing schedules while ensuring the safety and supervision of all children.

Parents and authorized pick-up individuals are expected to arrive in sufficient time to complete the sign-out process and depart the facility by the center's designated closing time.

Grace Period

A five (5) minute grace period will be provided after the center's scheduled closing time.

Late Pick-Up Charges

Beginning one minute after the grace period expires, a late pick-up fee of \$15.00 plus \$1.00 per minute per child will be assessed.

Late pick-up fees are calculated based upon the time the child is signed out of the center.

Examples

- 6 minutes late = \$16.00
- 10 minutes late = \$20.00
- 20 minutes late = \$30.00
- 30 minutes late = \$40.00

Late pick-up fees will be added to the family's account and are due with the next scheduled tuition payment.

Repeated Late Pick-Ups

Repeated late pick-ups place an additional burden on staff and may create operational challenges for the center.

Families who demonstrate a pattern of late pick-ups may be required to meet with administration to develop a corrective plan. Continued violations of the late pick-up policy may result in additional disciplinary action, including possible termination of enrollment.

Emergency Situations

The center understands that unforeseen emergencies may occur. Parents should notify the center immediately if circumstances arise that may prevent timely pick-up.

The assessment or waiver of late fees due to documented emergencies shall be at the sole discretion of administration.

Registration and Supply Fees

A non-refundable Registration Fee of \$50.00 per child is due at the time of enrollment and annually thereafter to secure a child's placement.

An Annual Supply Fee of \$50.00 per child is due at enrollment and each school year thereafter. This fee helps offset the cost of classroom materials, educational supplies, art materials, technology resources, and other items utilized throughout the year.

These fees are non-refundable and are separate from tuition.

2026 Fee Schedule

Weekly Tuition Rates

Program	Weekly Tuition
Infant (6 Weeks – 12 Months)	\$265
1 Year Old Classroom	\$255
2 Year Old Classroom	\$245
3 Year Old Classroom	\$235
4 Year Old / VPK Wrap Around	\$225
VPK Only (School Day Program)	\$150

Enrollment & Program Fees

Fee Type	Amount
Registration Fee	\$50 per Child
Annual Supply Fee	\$50 per Child
Returned Payment Fee	\$35
Late Payment Fee	\$25 per Week Past Due
Late Pick-Up Fee	\$15 plus \$1 per Minute per Child After 5-Minute Grace Period

Tuition Payment Information

- Tuition is due every Friday for the upcoming week of care.
- Tuition reserves your child's enrollment space and staffing allocation regardless of attendance.
- Tuition is charged for absences, vacations, illness, holidays, and other scheduled closures.
- Accounts not paid by the close of business on Friday will be assessed a \$25 late payment fee.
- Additional late payment fees will be assessed weekly until the account is brought current.

- Accounts more than two (2) weeks delinquent may be subject to suspension or termination of services.

Specialized Support Services (When Applicable)

Atlas Academy Early Learning Center provides a nurturing and inclusive environment for children of all abilities. Additional support services may be available for students requiring services beyond standard classroom support.

Support Service	Weekly Fee
Enhanced Classroom Support	\$50
Shared Behavioral Support	\$100
Individualized Support Services	Based on Service Plan
Dedicated 1:1 Support	Actual Staffing Cost

Additional support services may require a separate service agreement and parent authorization.

Arrival and Dismissal Procedures

The safety of children remains a priority during arrival and dismissal times. Families are asked to follow established procedures to help ensure safe and efficient transitions.

Arrival Procedures

Parents and guardians are expected to:

- Follow designated traffic patterns and procedures
- Escort children appropriately during arrival
- Ensure children are checked in through established procedures
- Communicate important information to staff when necessary

Children should not be dropped off without staff supervision.

Dismissal Procedures

Children will only be released to:

- Parents or legal guardians
- Individuals listed on approved emergency contact forms
- Individuals authorized in writing by parents or guardians

School personnel may request photo identification before releasing a child.

Any changes to dismissal arrangements should be communicated as early as possible.

Emergency Contacts

Parents and guardians are responsible for maintaining current emergency contact information.

Emergency contacts should:

- Be reachable during school hours
- Be authorized to pick up children
- Be capable of responding in emergency situations

Families are encouraged to maintain multiple emergency contacts whenever possible.

Health, Medication, and Illness Policies

Atlas Academy Early Learning is committed to maintaining a healthy and safe environment for all children and staff.

Parents and guardians are expected to keep children home when symptoms may affect their ability to participate safely or may place others at risk.

Illness Guidelines

Children should remain home if they experience symptoms including, but not limited to:

- Fever of **100.4°F or higher** within the previous 24 hours
- Vomiting or diarrhea within the previous 24 hours
- Contagious illnesses or infections
- Untreated pink eye (conjunctivitis)
- Head lice or visible nits until appropriately treated
- Unexplained or contagious rashes
- Symptoms that significantly limit participation in classroom activities

Children sent home due to illness should generally remain home for at least **24 hours symptom-free without medication**, unless otherwise directed by a healthcare provider.

Medication Administration

Whenever possible, medications should be administered outside of school hours.

When medication administration during school hours is necessary:

- Parent authorization must be completed
- Medication must be in its original labeled container
- Prescription instructions must remain intact
- Medication must include the child's name and dosage information

All medications will be securely stored and administered according to school procedures.

Emergency Medical Situations

If a child experiences a medical emergency:

- School personnel will assess the situation immediately
- Emergency services may be contacted when necessary
- Parents or guardians will be notified as quickly as possible

- Emergency contacts may be contacted if parents cannot be reached

The safety and well-being of children will always remain the highest priority.

Safe Sleep Procedures (Infant Classrooms)

Atlas Academy Early Learning follows safe sleep practices designed to reduce risks and provide a safe environment for infants.

To promote safe sleep:

- Infants will be placed on their backs to sleep unless written medical documentation states otherwise
- Infants will sleep in approved cribs or sleep environments that meet applicable safety standards
- Soft bedding, pillows, blankets, toys, and loose items will not be placed in sleeping areas
- Sleeping areas will be monitored regularly by staff
- Infants will not be permitted to sleep in swings, bouncers, or other non-approved sleep equipment

Parents and guardians should communicate any medical concerns or sleep-related instructions to school staff.

Atlas Academy Early Learning is committed to maintaining safe and developmentally appropriate care practices for all children.

Food and Nutrition

Atlas Academy Early Learning recognizes the important connection between nutrition, development, learning, and overall well-being. Healthy eating habits support children's ability to learn, focus, regulate emotions, and participate successfully throughout the day.

Families are encouraged to provide nutritious meals and snacks that support healthy growth and development.

Meal and Snack Expectations

Children may receive school-provided meals and snacks or bring meals from home, depending on program offerings and classroom procedures.

Families should provide foods that:

- Support healthy growth and development
- Are appropriate for the child's age and developmental level
- Follow classroom guidelines when applicable
- Consider food allergies and safety requirements

Nut-Free School Environment

Atlas Academy Early Learning is committed to maintaining a safe environment for all children, including those with food allergies and medical conditions.

To help protect children with potentially life-threatening allergies, Atlas Academy Early Learning operates as a **nut-aware and nut-restricted school environment**. Families are asked to avoid sending foods or products containing peanuts, tree nuts, or foods processed with nuts whenever possible.

Examples may include, but are not limited to:

- Peanut butter products
- Mixed nuts
- Nut-based snack bars
- Foods containing tree nuts
- Products processed with nuts when identified on labels

Because food ingredients and manufacturing practices can change, families are encouraged to review labels carefully before sending food items to school.

While Atlas Academy Early Learning takes reasonable precautions to reduce exposure risks and maintain a safe environment, we cannot guarantee a completely allergen-free environment.

Families are expected to communicate any food allergies, dietary restrictions, or medical concerns during enrollment and whenever changes occur.

Our goal is to create a safe and inclusive environment where all children can learn, grow, and participate comfortably.

Food Allergies and Dietary Restrictions

Parents and guardians are responsible for informing school staff regarding:

- Food allergies
- Dietary restrictions
- Medical dietary needs
- Food sensitivities
- Religious dietary considerations

Children with documented allergies or medical concerns may require additional safety planning.

Atlas Academy Early Learning may establish classroom or school-wide food restrictions to maintain a safe environment for all children.

Food Safety Expectations

To maintain a safe environment:

- Food sharing between children may be restricted
- Certain foods may not be permitted in classrooms
- Foods that create choking hazards may be limited based on age groups
- Special treats and celebrations may require staff approval

Behavior Expectations and Positive Guidance

Atlas Academy Early Learning believes young children learn best within environments that are safe, nurturing, predictable, and supportive.

We understand that young children are still learning how to communicate needs, regulate emotions, develop social skills, and build relationships. Because of this, our approach focuses on teaching and supporting rather than punishment.

At Atlas Academy Early Learning, we believe behavior is communication.

Positive Guidance Philosophy

Children are encouraged and supported through:

- Positive reinforcement
- Structured routines
- Relationship-building
- Social-emotional learning opportunities
- Redirection and problem-solving
- Emotional regulation support
- Modeling appropriate behaviors

Our goal is to teach children skills that help them succeed both in school and in everyday life.

Positive Guidance Strategies

Support strategies may include:

- Redirection to appropriate activities
- Calm-down opportunities
- Positive reinforcement systems
- Social skills instruction
- Sensory or movement opportunities
- Individualized support strategies
- Increased adult guidance when needed

Family Collaboration

Families are important members of each child's support team.

When behavioral concerns arise, staff may communicate with families regarding:

- Observed behaviors
- Strategies used at school
- Student responses
- Recommendations and next steps
- Collaborative support planning

Our goal is always to work together in ways that support children's growth, emotional well-being, and success.

Technology and Media Use

Technology may occasionally be incorporated into classroom activities to support learning experiences and developmental opportunities.

Technology use within early learning environments is intended to supplement learning and not replace hands-on experiences, exploration, play, and social interaction.

Technology Expectations

Technology use may include:

- Educational learning activities
- Interactive learning opportunities
- Classroom enrichment activities
- Developmentally appropriate educational media

Technology use will be supervised by staff and implemented in ways considered age-appropriate and educationally beneficial.

Photography, Video, and Classroom Media

Throughout the school year, photographs, videos, audio recordings, and student work may be captured during classroom activities, special events, celebrations, and school programs.

Materials may be used for:

- School newsletters
- School websites
- School social media platforms
- Yearbooks and school publications
- Marketing and promotional materials
- Grant applications and fundraising initiatives
- Classroom displays and educational purposes

Parent authorization and media preferences will be maintained through enrollment and registration systems.

Emergency Procedures and School Safety

The safety and well-being of children and staff remains a top priority at Atlas Academy Early Learning.

School personnel participate in ongoing safety training and emergency preparedness activities designed to maintain a secure environment for children.

Emergency Communication

In the event of an emergency:

- School personnel will prioritize child safety
- Parents and guardians will be notified as quickly as reasonably possible
- Communication may occur through phone calls, email, text messages, or school communication platforms

Parents and guardians are responsible for maintaining updated emergency contact information.

Emergency Situations

Emergency procedures may include:

- Fire emergencies
- Severe weather events
- Medical emergencies
- Security concerns
- Evacuation procedures
- Shelter-in-place procedures

Staff members regularly review emergency procedures and participate in required safety training.

Child Safety Procedures

To support child safety:

- Children will remain supervised at all times
- Visitors may be required to check in before entering certain areas
- Children will only be released to approved individuals
- Identification may be required during child pickup

Atlas Academy Early Learning remains committed to maintaining a safe, secure, and nurturing environment for all children.

Parent Code of Conduct

Atlas Academy Early Learning believes respectful partnerships between families and school staff create the strongest environment for child success.

Parents, guardians, visitors, and guests are expected to contribute positively to the school community and model respectful behavior for children.

Respectful Communication

Parents and visitors are expected to:

- Treat children, families, staff, and visitors respectfully
- Address concerns calmly and constructively
- Use appropriate language while on school property or during school activities
- Support positive interactions and teamwork

Safe Interactions

To maintain a safe and welcoming environment, the following behaviors are not permitted:

- Threatening behavior
- Physical aggression
- Harassment or intimidation
- Disruptive conduct
- Profanity directed toward others
- Possession or use of illegal substances on school property
- Conduct that creates unsafe conditions

Positive Problem Solving

Atlas Academy Early Learning encourages families to:

- Bring concerns directly to staff or administration
- Work collaboratively toward solutions
- Respect confidentiality involving other children and families
- Support positive communication and teamwork

Atlas Academy Early Learning reserves the right to restrict campus access or take additional action when behavior interferes with school operations or safety.

Student Records and Confidentiality

Atlas Academy Early Learning respects the privacy and confidentiality of children and families and maintains records in accordance with applicable federal and state laws.

Child Information

Child records may include:

- Enrollment documentation
- Attendance information
- Medical information
- Developmental information
- Behavioral documentation
- Emergency contact information
- Assessments and observations
- Educational and support plans

Child information is maintained securely and is accessible only to authorized individuals with legitimate educational or legal purposes.

Confidentiality

Atlas Academy Early Learning is committed to maintaining confidentiality regarding children and families.

Families are also encouraged to respect the privacy of other children and families within the school community.

Confidential information regarding children, families, or staff should not be discussed or shared outside of appropriate school communication channels.

Record Access

Parents and guardians may request access to their child's records according to school procedures and applicable laws.

Requests may require reasonable notice for processing.

Electronic Acknowledgement and Consent

Atlas Academy Early Learning utilizes electronic enrollment and registration systems to simplify communication and document management for families.

Electronic Handbook Acknowledgement

By completing enrollment and registration through Atlas Academy Early Learning systems, parents and guardians acknowledge:

- Receipt of the Atlas Academy Early Learning Parent Handbook
- Responsibility to review school policies and procedures
- Understanding that school policies may be updated periodically
- Agreement to comply with school expectations and procedures

Electronic Signatures

Parents and guardians understand that electronic signatures and acknowledgements submitted through school systems carry the same validity and effect as handwritten signatures where permitted by law.

Electronic forms may include acknowledgements related to:

- Enrollment documentation
- Emergency contact information
- Child health information
- Media permissions
- School policies and procedures
- Safety and behavioral support documentation

Policy Updates

Atlas Academy Early Learning reserves the right to revise policies and procedures as necessary.

Families will be notified of significant changes through established communication methods.

The most current handbook version maintained by Atlas Academy Early Learning will serve as the official handbook.

Atlas Academy Early Learning Contact Information

Atlas Academy Early Learning

"Teaching Students to Hold the World in Their Hands"

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Thank you for partnering with Atlas Academy Early Learning and allowing us to become part of your child's journey. We look forward to creating an environment where children feel safe, supported, encouraged, and excited to learn and grow every day.