

Emily Lembeck Early Learning Center Parent Handbook 2026-2027



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The Board of Education of the City of Marietta does not discriminate on the basis of race, color, religion, national origin, age, disability, or gender in its employment practices, student programs and dealings with the public.

Welcome to the Emily Lembeck Early Learning Center

Who We Are: The Emily Lembeck Early Learning Center serves 3-5 year olds identified with special needs and 4-5 year old Pre-Kindergarten students within our Marietta City community. We create an instructional ecosystem focusing on social emotional learning, language, literacy, and communication. Our intentional focus on phonological awareness and oral language prepares children to be confident learners and lays the foundation for academic success. We encourage student voice!

Mission: The Emily Lembeck Early Learning Center is committed to establishing an infrastructure of learning by encouraging student voice and laying a solid foundation for literacy and social emotional learning.

Vision: The Emily Lembeck Early Learning Center creates an ecosystem in partnership with families that focuses on developmentally appropriate language, literacy, and social emotional learning to provide students with foundational skills that will prepare them to be successful in school, the community, and beyond.

Beliefs

- We believe in creating a safe school ecosystem by implementing consistent, school-wide, developmentally appropriate expectations for students through differentiated instruction, while encouraging each child's potential.
- We believe in valuing all children and treating them with love and respect and supporting our community to do the same.
- We believe in the joy of learning and that learning happens through intentional play.
- We believe in an intentional and meaningful partnership with families including open and ongoing communication to support our students.
- We believe it is our obligation to encourage student voice.

Student Check-in & Check-out Procedures

All parents, students, and community visitors to the school must report directly to the front desk in the reception area to sign in and obtain a parent and/or visitor's pass before going elsewhere on the school campus. It is the responsibility of all school personnel to inquire as to whether or not a visitor has a visitor's pass. If he/she does not, he/she should be informed to report to the front office to obtain one and the front desk staff should be notified of the person's presence on campus.

Our school day officially begins at 7:45 a.m. We close our breakfast line at 7:50 a.m.

Dismissal for the children is at 2:15 p.m. ***Dismissal will require all hands-on deck beginning at 1:55p.m. We ask that you refrain from picking up your child between 1:55p.m.-2:15p.m. All***

staff will have a role in dismissal and will not be available to check out your child. If student check out is requested during this time, the parent will be asked to wait until after dismissal to ensure the safety of all children and families. Children will be dismissed in a carpool fashion. Parents and/or guardians must have the student dismissal car tag in order for the child to be dismissed to that individual. If this is not available, the individual will be asked to park and formally check the student out from the front office.

Formal check outs require the individual to be listed on the student information card and to present a photo ID. Parents and/or guardians will be asked to check each child out before leaving the building.

*Please be advised that ID will be requested if the individual picking up the child is not known by staff.

Teacher/Student Classroom Ratio

Emily Lembeck Early Learning Center follows the Georgia Department of Early Care and Learning (DECAL) recommended guidelines for teacher/child ratio. To the extent possible, the program follows these guidelines.

- Pre-Kindergarten (four years of age) 1:10 with a maximum class size of 20 children

Arrival and Dismissal: Hours of Operation

Georgia Pre-K Program	4-5 year old	7:45 a.m.	2:15 p.m.
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Pre-K Attendance Policy

The Georgia Pre-K 4 program is a full-day program, Monday through Friday. Children are expected to attend on a regular basis.

1. After 3 Unexcused Absences
 - a. After 3 unexcused absences the teacher will make a telephone call to parent/guardian to discuss the importance of attendance, why there may be an attendance issue, and problem solve possible solutions.
2. After 5 Unexcused Absences
 - a. After 5 unexcused absences the Child Development Specialist will make a telephone call and send a letter to parent/guardian to discuss the importance of attendance, why there may be an attendance issue, and problem solve possible solutions.
3. After 10 Unexcused Absences
 - a. After 10 unexcused absences, a social work referral will be completed
4. . After 12+ Unexcused Absences
 - a. After 12+ absences , a letter will be sent home notifying the family that one more absence will result in disenrollment.

A child's enrollment may be jeopardized if attendance issues are not corrected.

Excused Absence - A Pre-K child who is absent from school for an entire day shall bring a signed note or email from his/her parent/guardian explaining the reason(s) for the absence. The note must be submitted within 2 days. A child shall be counted present if in attendance at least one half of the required instructional time. The teacher or director shall determine whether or not the absence will be excused or unexcused on the basis of the state board rule indicating that absences from school may be excused for the following reasons:

1. Personal illness or attendance in school endangers a child's health or the health of others. Appropriate documentation is required upon returning to school for the purpose of validating that the absence is excused. A parent may submit up to 5 written excuses per occurrence each semester for sickness. Exceeding this number will result in requiring a doctor's note for an excused absence.
2. A serious illness or death in a child's immediate family necessitates absence from school. In the event of a serious illness in a child's immediate family, appropriate medical documentation regarding the family member will be required upon returning to school for the purpose of validating that the absence is an excused absence.
3. If a parent or legal guardian is in military service, in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty or is on leave from overseas deployment to a combat zone or combat support posting, his or her child shall be granted excused absences, up to a maximum of five school days per school year, to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave. Nothing in this Code section shall be construed to require a local school system to revise any policies relating to maximum number of excused and unexcused absences for any purposes. (O.C.G.A. §20-2-692.1)
4. Observation of religious holidays necessitates absence from school.
5. Conditions render attendance impossible or hazardous to a child's health or safety.

Purpose of Policy

The purpose of the attendance/truancy protocol is to increase academic achievement and reduce truancy among children in the school system in compliance with the mandates of Bright from the Start.

Teachers will keep a daily record of each child's presence, absence, tardiness, and early departure. An absence, tardy, or early departure will be entered as "excused" or "unexcused" along with the stated reason. Parents must provide written documentation for all absences from school within 2 days of the child's return to school. If no written documentation is received, then these absences, tardies, or early departures will remain unexcused and appropriate attendance procedures will be followed.

Tardy Policy

Excessive tardiness is not permitted. Inability to resolve the problem after assistance has been offered will result in disenrollment.

Tardies/Early Check-out:

1. The Georgia Pre-K 4 program is a full-day program, Monday through Friday. Children are expected to attend on a regular basis.

1. After 3 Unexcused Tardies

a. After 3 unexcused Tardies the teacher will make a telephone call to parent/guardian to discuss the importance of attendance, why there may be an attendance issue, and problem solve possible solutions.

2. After 5 Unexcused Tardies

a. After 5 unexcused Tardies the Child Development Specialist will make a telephone call and send a letter to parent/guardian to discuss the importance of attendance, why there may be an attendance issue, and problem solve possible solutions.

3. After 10 Unexcused Tardies

a. After 10 unexcused Tardies, a social work referral will be completed

4. . After 12+ Unexcused Tardies

a. After 12+ Tardies, a letter will be sent home notifying the family that one more tardy will result in disenrollment.

A child's enrollment may be jeopardized if tardy issues are not corrected.

If you arrive after 7:45 a.m., you will find a QR code to scan or a book to complete and check your child in for the day. Your child will be considered tardy for that day.

Parents are expected to pick their child up promptly at 2:15 p.m. Children who remain in the building after 2:25 p.m. are considered late pick-ups. The following is our policy for late pick-ups:

- The 1st time a parent or an authorized supervising adult is not present to receive their child, a verbal warning is given.
- The 2nd time this occurs, the parent must meet with the Center's Child Development Specialist to discuss the issue.
- The 3rd time this occurs, the parent must meet with the Director of Emily Lembeck Early Learning Center to discuss the issue.

A child's enrollment may be jeopardized if tardiness, early departure, or late pick-up issues are not corrected.

*A student must be at school for at least 50% of the day for attendance purposes. For a late arrival, the student must arrive by 10:45am. We will not accept any student for the day who

arrives after 10:45am. It is important to note, that the majority of our academics occur in the morning.

Before School/After School Care Program

Before School (BSP) and After School Programs (ASP) are coordinated by Marietta Community School. The phone number for the Marietta Community School is 770-429-3170. More information can also be found on their website at www.mariettacommunityschool.com. Before School hours are 6:45 a.m. until the start of school and After School hours are from the close of school until 6:00 p.m. Both Before and After School Programs operate each school day. A registration form must be completed before the child can attend either program by July 1st, 2025. Students are required to be signed in and out by an adult for before school and after school childcare.

Arrival and Dismissal

Pre-K Drive-Thru Drop Off

A drive-thru, drop-off and pick-up service is offered to all early learning parents in the morning beginning at 7:30 a.m. and ending at 7:45 a.m. Parents should enter the property from Henry Drive and begin the carpool line at the red line painted on the parking lot. The red, green, yellow and blue lines identify where staff will be located to unload children.

- The drive-thru closes promptly at 7:45 a.m. Parents who arrive at the school on or after 7:45 a.m. must park, walk their child/ren into the building, and sign in at the front office
- Please do not drop your child off at the front door when school staff are not on duty. For their safety, all children must be escorted into the building when arriving after the drive-thru has closed
- **YOU MAY NOT** park behind another vehicle that is parked in a parking spot
- Please do not park in any assigned/reserved spaces in front of the building
- For safety reasons, please drive slowly through the parking lot at all times

Pick-Up Drive Thru

We ask that all families have their child's car seat in the back on the left side of the car (behind the driver) to ensure access to the vehicle can occur in a safe manner. Dismissal will begin at 2:15 p.m. Parents should enter the property from Henry Drive and should begin the carpool line on the red line. The red, green, yellow and blue lines identify where staff will be located to load children. The following procedures are in place in order to ensure the safety of all of our families and students:

- Please display your child's number when using the afternoon drive-thru to pick up your child/ren at dismissal.
- Please do not leave your car unattended.
- Staff members are not allowed to buckle in children. Please start teaching your children how to buckle themselves.
- Please do not park in any spaces in front of the building while drive thru pick up is occurring.
- For safety reasons, please drive slowly through the parking lot at all times.

- BE PATIENT-please do not try to pass cars in the line unless directed by a staff member
- At 2:25pm any students still in the carpool line will be taken to ASP and parents will be required to pick up from ASP.

Change in Transportation Procedure

If there is a change in your child's transportation from school, an email must be sent to the following people at the Early Learning Center by noon the day of,

- Christine Ramirez, Director of Early Learning, cramirez@marietta-city.k12.ga.us
- Meredith Crittenden, Early Learning Coordinator, mcrittenden@marietta-city.k12.ga.us
- Graciela Herrero, Office Manager, gherrero@marietta-city.k12.ga.us
- Your child's classroom teacher
 - An email of confirmation will be sent when received.



400 Henry Dr SW

Marietta, Georgia

Google, Inc.

Street View - Apr 2013

Emily Lembeck
Early Learning
Center

Google

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Car Seats and Safety Restraints

Effective July 1, 2011, Georgia state law requires all children 8 & under who are 4'9" or less in height to be restrained in a child passenger restraint system in a rear seat. Staff members do not buckle seat belts at carpool time. If you need assistance securing a car seat, please contact the director of the center, Christine Ramirez, at cramirez@marietta-city.k12.ga.us.

Marietta City Curriculum and Instructional Program

The Georgia Pre-K program implements the Georgia Early Learning and Development Standards (GELDS) following a framework gleaned from several scientific research-based instructional programs and methodologies:

- Frog Street Pre-K
- Read Right from the Start
- Conscious Discipline
- Handwriting without Tears

Frog Street

Frog Street Pre-K curriculum (<https://www.frogstreet.com/curriculum/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!

The cornerstones of the program include:

- An extensive integration of theme, disciplines, and domains
- Social and Emotional development includes Dr. Becky Bailey's Conscious Discipline ®
- Differentiated instruction
- Equity of English and Spanish materials and instruction
- Joyful approach to learning

Following the comprehensive Frog Street curriculum and adjusting it for our early learning program while aligning to the GELDS, teachers will incorporate favorite children's books, songs, fingerplays and nursery rhymes.

Read Right from the Start

The Rollins Center has been training teachers of children in the birth to third grade for over a decade. Read Right from the Start uses a synthesis of the nation's best research on how to build a child's language, vocabulary, critical thinking skills, and comprehension.

Children in Read Right from the Start classrooms learn that their words and their voices are valuable. Teachers ask questions and interact with children in ways designed to expand vocabularies and encourage children to use new words to describe their lives, ideas, and surroundings. By gaining a broader vocabulary, children are more capable of effectively communicating and building a foundation for important reading and comprehension skills.

There are five strategies used within Read Right from the Start:

- TALK- Tune In, Ask Questions, Lift Language, Keep it Going (used to increase meaningful communication with students)
- PAC- Phonological Awareness, Alphabet Knowledge, and Concepts of Print (used to teach early literacy skills)
- START- State, Teach, Ask, Respond, Tie (used when reading fiction stories)
- REAL- State, Teach, Ask, Respond, Tie (used when reading non- fiction stories)
- Emergent Writing- names, labeling, listing, correspondence, expressing opinions, expository, narrative (used to teach writing)

Conscious Discipline

Social, emotional, and behavioral competence has been shown to be as important as cognitive skills in ensuring a young child's success in school. Additionally, early childhood educators report that a lack of social competence and the presence of challenging behaviors in their classroom is their biggest concern.

The Emily Lembeck Early Learning Center implements Conscious Discipline. Conscious Discipline uses seven skills to transform everyday discipline issues into teachable moments. These moments are our opportunity to teach children the social-emotional and communication skills necessary to manage themselves, resolve conflict, and develop pro social behaviors.

The seven skills are:

1. Composure
2. Encouragement
3. Assertiveness
4. Choices
5. Empathy
6. Positive Intent
7. Consequences

Conscious Discipline was developed by Dr. Becky Bailey. Her company is dedicated to creating positive environments for children, families, schools, and businesses. For more information, please visit Dr. Becky Bailey's website at <https://consciousdiscipline.com>

Handwriting without Tears

The Readiness and Writing Program is a multisensory program designed to prepare children for school. The program addresses:

- Sensory motor foundation skills
- Pre-writing skills
- Proper stroke order of letters and numbers

Heggerty

The Heggerty Phonemic Awareness Pre-K lessons supplement our existing literacy curriculum with explicit teacher instruction. The program addresses:

- Rhyme
- Onset fluency
- Phoneme isolation
- Blending
- Segmenting
- Adding/Deleting/Substituting sounds
- Letters names
- Sound Recognition
- Language awareness

Unified Dress Code

At the Emily Lembeck Early Learning Center student uniforms are mandatory. All students are required to participate. Students are expected to wear uniforms Monday through Friday. Scholarships are available to provide uniforms based on financial need. Please discuss any uniform needs with school administration.

- Plain collared shirt or plain t-shirt in light or navy blue from any store you choose
- Emily Lembeck Early Learning Center Spirit wear T-Shirts (available to purchase)
- Girls may wear uniform dresses (shorts underneath please)
- Button down shirt and blouses in light or navy blue
- Comfortable bottoms and shoes that will allow for free movement and play

Recess/Gross Motor Development

Teachers make every attempt to take students outside, except when dictated unsafe by the National Weather Service. Please dress your child for the weather, especially when it is cold, ensure students have a heavy coat, gloves, and hat. Please label all items with your child's name! All students go outside with the class unless a doctor's note is sent to their teacher.

Guideline Summary

Use the wind-chill as the best judge on if it's too cold to play outside. In general, when the wind-chill is 32 degrees and above, it's safe to be outside. In temperatures 13 degrees to 31 degrees, indoor breaks should happen every 20-30 minutes. For wind-chills of 13 degrees and below, you should move activities indoors and outside of the cold as frostbite can set in very quickly.

Child Find

Child Find is a process to support families who live in the City of Marietta. Parents who feel that their preschool child (3 or 4 year olds) may need early interventions and support may contact the Early Learning Center and request a referral packet.

Evaluations will include the following areas:

- Physical
- Adaptive
- Social
- Cognitive
- Communication

Progress Reports and Parent Conferences

Parents receive written and verbal progress reports during the school year in order to keep them informed of their child's growth and development. Two parent-teacher conferences are scheduled during the school year. One is held in November/December and one in April/May. Teachers will contact parents when it is time to schedule conferences.

During conferences, student developmental profiles will be shared with parents to show progress made to date. Teachers will offer ideas on how to support and enhance a child's academic experience. Parents are welcome and encouraged to arrange additional conferences with their child's teacher at any time during the year.

Work Sampling Online is used with all Georgia Pre-K children and is an ongoing assessment tool that is based upon observation of a student's academic performance and behaviors. The teacher observes and records data in the following areas: language and literacy, mathematics, science, social studies, creative expression, social-emotional, and physical development.

Home and School Communication

Teachers welcome the opportunity to talk with parents concerning their child's growth and development. One of the most difficult times for teachers to talk, however, is in the morning when children are being dropped off. This also creates a safety issue as our teachers need to attend to their students during this time. Parents are welcome to schedule a conference with teachers at any other time.

Center-wide weekly communication: Bi-weekly newsletter will be sent to all families electronically. Additionally, parents can receive Ready4K texts notifying parents of any updates.

In order to inform parents of the teaching and learning occurring in the classrooms, bi-weekly emails and a bi-weekly newsletter will include:

- Daily class schedule
- Monthly Theme
- Tier 2 words
- Upcoming events and activities

Family Engagement Opportunities

Parent Observations:

Parents are invited to visit the school to observe their child's class. These visits may begin after the first six weeks of school and are set up by appointment between the parents and the teacher. To ensure the least disruption to the classroom, observations are limited to 45 minutes.

Volunteer Opportunities:

Emily Lembeck Early Learning Center is committed to engaging families in their child's education through a variety of school events and classroom opportunities. Some activities with which parents and community members can assist include:

- Helping to prepare classroom materials/activities
- Reading a story
- Leading or participating in an activity and/or event for the school
- Lead or support fundraising activities for the Early Learning Center

Special Days: Our teachers make an effort to observe special times in a child's life, such as a new baby in the family, a trip, losing a tooth etc., in a memorable way. Please let us know about any significant family events, so the discussion at home and at school will give your child a positive experience.

Celebration Guidelines: The purpose of these events is to enrich the child's awareness of special days and holidays. The following guidelines are intended to help identify the needs for each event. Families are welcome to attend: Thanksgiving Feast (November), Winter Showcase (December), and End of Year Celebration (May). Your child's teacher will contact parents with details.

Birthday Celebrations: Parents are welcome to provide a special store-bought snack for their child's birthday. Please check with your child's teacher for a preferred date and time.

School Closings

If Marietta City Schools are closed, this includes the Early Learning Center. Local media notifications can be found on WSB-TV channel 2, Facebook, Twitter, and Instagram. All school closings, including emergency closings, are posted on our district website.

Immunization Form

All children enrolled in Marietta City Schools must provide the school with a current immunization record (Form 3231). For cases in which a child is under-immunized because of a medical condition, supporting evidence must be documented by a licensed health professional. Families who object to immunizations due to religious beliefs must fill out an Affidavit of Religious Objection to Immunization (DPH Form 2208). A Form 3231 must be on file within 30 calendar days of the start of the Pre-K program. All children without current immunization records within 30 days will be dis-enrolled from the program.

Vision, Hearing, Dental, and Nutrition

All children enrolled in Marietta City Schools must provide the school a completed Georgia Department of Public Health Vision, Hearing, Dental, and Nutrition form (Form 3300). A Form 3300 must be on file within 90 calendar days of the start of the Pre-K program. All children without a current Form 3300 filed within 90 days will be dis-enrolled from the program.

Health History Information

If your child has special health needs (allergies, asthma, diabetes, seizures, etc.), please contact the nurse and/or administrator prior to the first day of school to inform her of the needs, usual plan of care, and to provide updates anytime there is a change in the plan of care so that we can best support your child's needs. If your child has any special dietary needs, a note from the physician must be brought/sent to the school.

Medications

The OTC medications/items that have been approved by our school physician may be administered for symptomatic relief of minor health conditions at the discretion of the clinic nurse and with parent authorizations. An assist with Over the Counter Stock Medications form needs to be completed and signed by parent/guardian in order for the over the counter stock medications to be administered. All over the counter medications given for more than 10 consecutive days will require a physician/provider signature. When a child needs any over-the-counter (OTC) medications not approved by the school physician, written administration instructions are required from the child's health care provider. The parent may bring this in, or the doctor can scan and email it to the school. The parent and physician will complete and sign the "Assist with Medication" form. Any medications for your child need to be brought to school in a sealed original manufacturer container. The label must include name of the medication, route of administration, frequency of administration, instructions for use, and strength of medication. The child's name should be written legibly on the label.

First dose of any prescription or OTC medication should be administered at home with the exception of prescribed, emergency medication for an acute situation with a chronic disease. For chronic conditions such as asthma, severe allergies, seizures or diabetes that require rapid response with prescribed medication, a care plan outlining the procedure signed by the physician will be kept on file with the medication, as well as, a signed parental permission slip.

Sick Policy

The goal of the ELC staff is to maintain an environment that promotes health and wellness through frequent, thorough handwashing, cleaning/sanitizing surfaces to decrease the number of germs to a level the body can handle, and individualized assessment of children who appear ill. Parents can help with infection control by including frequent and thorough handwashing in the daily routines at home, especially before and after eating, after toileting, handling bodily fluids, contact with animals, playing in dirt, sand, or on playgrounds.

Even with frequent handwashing and appropriate cleaning of surfaces, children may get sick while attending school. Marietta City Schools follows sick policy guidelines recommended by the American Academy of Pediatrics, Children's Healthcare of Atlanta, and Centers for Disease Control. When assessing a child for illness, clusters of symptoms may be considered to determine the need for going home. Generally, to be sent home a child will exhibit one or more of the following symptoms.

- Fever of 100°F or higher
- Diarrhea
- Vomiting
- Severe coughing
- Eye discharge -- mucus or pus draining from the eye or pink eye
- Change in behavior –lethargy, lack of play
- Child is complaining of an earache

If children show one or more of these symptoms at school, a staff member will contact the parent immediately to discuss the situation and request the child be picked up. If a child shows multiple symptoms with the elevated temperature or any life threatening symptoms 911 will be called.

There may be other health situations that require your child to be sent home as well.

Returning to School after Illness

When a fever, diarrhea or vomiting have been present, your child may return to school:

- When fever-free for 24 hours without fever reducing medication like Tylenol or Ibuprofen
- No diarrhea for a 24 hour period
- No vomiting for a 24 hour period

Breakfast and Lunch

We encourage ALL students to eat the food provided at school. Menus are posted on the Linq Meal App. Please inform the school if your child has any food allergies by contacting the classroom teacher, administration, and the school nurse, as well as including this on your child's student's health form. **A letter from the doctor identifying any food allergies must be submitted to the school administration and/or nurse before school starts or as soon as identified.**

Breakfast is served at the ELC from 7:30-7:50 am daily. Students are able to purchase a breakfast and eat it in their classroom prior to 7:55. If your child eats breakfast at home, please ensure they finish their entire breakfast prior to entering the ELC at 7:45. Breakfast from home is not allowed inside the classrooms.

Parents may provide lunch for their child/ren from home. Please send food items that do not need to be refrigerated or heated as neither the classrooms nor cafeteria are equipped to keep them hot or cold. Please do not send food in glass containers. Meals sent from home should include at least one fruit, one vegetable, one grain, one protein, and a low fat dairy item. We ask that you do not send in any type of soda or candy.

All products sent in for the class must be store purchased to ensure the safety of our students. We cannot serve foods prepared in your home to the class under any circumstances.

Pre-K parents receive information on meal prices at the beginning of each school year. Families may apply for free/reduced meals at the beginning or anytime during the school year. We urge **families to prepay for meals by the week or month.** Families will have to pay full price for their students' meals unless a free and reduced meal application has been completed, processed, and approved.. *For any School Nutrition related questions or concerns contact the Office of School Nutrition; 770-422-3500*

**No fast food can be sent/delivered or brought in for students during breakfast, lunch, or afterschool*

LINQ Connect System

Our lunchroom payment process is computerized to make paying for your child's meals more convenient. We strongly encourage parents to utilize the LINQ system to prepay for meals online at LINQConnect.com as well as check account balance information and receive email reminders regarding your child's account. To sign up for LINQ you need to have your child's lunch ID number. If there is a credit in your child's account at the end of the year, you will receive a refund, **if requested.** Free lunch and reduced price lunches are available to qualifying families. Only one free/reduced lunch form is required per family. LINQ also has an app for your phone where you can keep up with your children's breakfast and lunch accounts.

Residency/Enrollment

The Emily Lembeck Early Learning Center is open to any student who resides in the state of Georgia, but priority for enrollment is given to families who live in Marietta City and to children of Marietta City Schools employees. To ensure consistency in enrollment, new students are required to provide two acceptable documents as proof of residency. If a family's residency changes during the school year and there are children on the waiting list, the child's enrollment at the center may be ended. In that situation, the center will assist the family in finding another Georgia Pre-K program in the area where they now live.

If a Marietta City resident has legal guardianship of a student, the child must reside in the resident's home. While the school system reserves the right to verify any information provided at any time, the following residency checks are in place: (1) residency checks when children transition from one grade configuration to another; (2) residency checks when concerns are reported; and (3) random checks of residency. *By signing the handbook acknowledgement, I realize that Marietta City Schools may take steps to verify my address, including, home visits, review of public documents and contacting other government agencies, without further notification.*

Abuse or Misconduct Reporting

CHILD ABUSE/NEGLECT: The laws of the State of Georgia require that members of such professions as medicine, nursing, counseling, and teaching must report to the proper authorities cases of suspected abuse. Members of these professions are held legally accountable for failure to make such reports and are protected against legal consequences when living up to this expectation. Our school will report suspected child abuse and neglect immediately to the proper authorities.

Special Education

Marietta City Schools provides special education programs utilizing a continuum of delivery models to all students who meet the eligibility requirements as mandated by federal and state laws. A student or youth from 3 through 21 years of age is considered to have a disability under the Individuals with Disabilities Education Act (IDEA) if the student or youth meets the eligibility criteria in any of the 12 program areas: autism, deaf/blind, emotional and behavioral disorder, deaf/hard of hearing, intellectual disability, orthopedic impairment, other health impairment, significant developmental delay (ages 3-8), specific learning disability, speech-language impairment, traumatic brain injury, and visual impairment.

PARTNERS IN EDUCATION

Partners in Education is a collaborative effort between schools and businesses in support of education. Current Emily Lembeck Early Learning Center Partners in Education include:

- Marietta Kiwanis Club
- Marietta Metro Rotary Club
- Cobb Collaborative

Student Records

It is the school's policy to send educational records upon request to another school. Student records may be made available to either parent by written request unless a legal document instructs the school otherwise.

Frequently Asked Questions

1. What do parents need to send to school with their child?

All instructional materials are provided by the program. A supply list will be sent home with acceptance letters and at the beginning of the year. Please supply what you are able.

2. How should children dress for school?

Marietta City Early Learning Center requires all students to wear uniforms. Clothing should be washable so that children can comfortably engage in activities such as painting and playing on the playground without being concerned about "getting their clothes dirty".

3. When can parents call teachers?

Please call any time between 2:30 p.m. and 3:30 p.m. If you must call during class time, parents will be asked to leave a message so the teacher can return calls after class time.

4. Can students with special needs be served by the Emily Lembeck Early Learning Center?

Yes, Individualized Education Plans (IEP) can be implemented at the Emily Lembeck Early Learning Center. Please contact the Director of Early Learning for more information.

5. Will there be a rest time?

Yes, mats will be provided for each child for rest time. You may send a crib sheet and a light blanket or a large towel to cover your child during this time.

6. Can parents bring a treat to school for their child's birthday?

Parents often request that they be permitted to bring treats to school to celebrate their child's birthday. Sharing this special day with other classmates is great; however, the administrative staff asks that parents follow these simple guidelines:

- Contact the teacher at least 24 hours in advance
- All food brought to the classroom must be store bought (not homemade) and meet the needs of any child with identified food allergies

For parties held outside school, you may only distribute invitations in school if you are inviting ALL of the children in the class.

7. Should I send an extra set of clothes?

Children sometimes have accidents, so an extra set of clothing with the child's name on each item should always be kept at school. Switch out clothes when the weather changes or if/when your child goes up a size. Book-bags are helpful in transporting materials.

8. How do I contact school staff?

In most cases, school staff members can be contacted through e-mail by using their first initial and last name along with @marietta-city.k12.ga.us. For example: cramirez@marietta-city.k12.ga.us

Equal Education Opportunities Policy (Non-Discrimination)

Notice of Non-Discrimination

The Board of Education of the City of Marietta does not discriminate on the basis of race, color, religion, national origin, age, disability, or gender in its employment practices, student programs and dealings with the public.

Below is a list of individuals designated to handle inquiries regarding the District's non-discrimination policies:

Title VI Compliance Officer/Alternate and Title IX Compliance Officer

(Issues of discrimination on basis of race, color, or national origin, gender, sexual harassment)

Director of Federal Programs
Central Administrative Offices
250 Howard Street, Marietta, GA 30060
770-422-3500

Title IX Compliance Officer

(Issues of discrimination on the basis of gender or sexual harassment)

Director of Athletics
Marietta High School
1171 Whitlock Avenue, Marietta, GA 30064
770-429-3154

Complaints may also be filed directly with the Office of Civil Rights at the address below:

The U.S. Department of Education
Atlanta Office for Civil Rights
61 Forsyth St. S.W., Suite
19T70 Atlanta, GA 30303-3104
(404) 562-6350

Sexual Harassment

Any student who believes he or she has been the victim of sexual harassment should report the incident to the Title IX Compliance Officer or to an administrator, counselor, or teacher at the school he or she attends.

Investigations involving allegations of sexual harassment allegations will be handled per Board of Education of the City of Marietta Policy JAEB, Student Sexual Harassment. This policy and the Report of Harassment form can be found on the Legal Information webpage at www.marietta-city.org or by contacting the school.

Title II of the Americans with Disabilities Act Section 504 Compliance Officer

(Issues of discrimination on the basis of disability)

Assistant Superintendent, Special Services
Central Administrative Offices
250 Howard Street, Marietta, GA 30060
770-422-3500

Employment Issues

(Issues of discrimination on the basis of any category listed in policy GAAA)

Director of Human Resources
Central Administrative Offices
250 Howard Street, Marietta, GA 30060
770-422-3500

The board of education believes that all students are entitled to equal opportunities for a quality education and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, marital status, sexual orientation, or gender identity in its employment practices, programs, activities, or placement. Policy JAA: Equal Educational Opportunities