

<p style="text-align: center;"><b>ATA-WA</b> <b>American Turkish Academy of Washington</b></p>
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**Nondiscrimination Statement**

ATA-WA does not discriminate against any person because of race, color, creed, religion, ethnicity, national origin, sexual orientation, age, disability, and sex, marital or veteran status. This is a commitment made by the ATA-WA and is in accordance with federal, state and local laws and regulations.

**FINANCIAL POLICIES:**

1. **Programs:** Age 3-14
2. **Payments:**
  - a. The fees are due week before classes start each period and non-refundable.
3. **Absences:**
  - a. Parents must contact the director if a child will be absent.
4. **Billing Adjustments:**
  - a. Staff are hired and scheduled based on the school hours. Our costs continue whether or not your child is present. No adjustments are made for parent vacations or sicknesses.
5. **Termination of School:**
  - a. Two weeks' written notice required in order to make staff and enrollment arrangements.
  - b. Tuition is non-refundable.
6. **Evaluation Process:**

ATA-WA reserves the right to request the withdrawal of a child who is developmentally, emotionally and socially not able to adjust to the program.

If we have concerns related to the developmental and behavioral issues or the child shows significant difficulties to adjust himself/herself to our program, an evaluation process will be started. This process involves teachers, parents and if needed outside professional assistance. Our first priorities are safety and well-being of the group and the integrity of our program.

### **POLICIES and PROCEDURES:**

#### **1. Parents Provide:**

**Accurate emergency information:** If your address, phone number, or emergency contact number is changed please let us know immediately

**Snack:** Please send your children with appropriate snack. In our ongoing pursuit of safety at school, we ask you to refrain from sending food containing **nuts** to the school. For those students with nut allergies, even trace amounts of nut residue can be potentially life threatening.

#### **2. Parent-School Communication:**

Communication is essential between school and parents. Please communicate with us to share information and express any concerns/praises that you might have about our program.

#### **3. Classroom Order and Guidance:**

At ATA-WA our goal is to create an interesting and exciting learning environment where children can learn and experience about Turkish Language and culture. “Rules” are established only to provide safe and fair guidelines in which children may participate equally and freely.

Adult supervision and guidance are always available. Guidance techniques are positive, fair, consistent and related to the child’s behavior and individual needs. We seek to avoid behavior problems through reinforcement of appropriate behavior, offering positive alternatives to misbehavior, redirection and continual teaching of the tools, which provide for self-discipline. Corporal punishment is never used.

#### **4. Illness:**

Children must be well enough to participate in all activities while at school, including outside play. Parents will be called to come and sick children should be taken to home as quickly as possible. Please remember that anyone with a fever (99.0 or above) must remain at home. Students may come to school 24 hours after the fever breaks without the aid of fever-reducing medications such as acetaminophen (Tylenol) or ibuprofen (Advil/Motrin). Also, any student

who has experienced vomiting or diarrhea should wait 24 hours after the last episode before returning to school.

**PLEASE REPORT ANY CONTAGIOUS DISEASE TO THE ATA-WA STAFF  
IMMEDIATELY.**

**5. Emergency Medical Plan:**

- If deemed appropriate, an aid car will be immediately called.
- The injured or sick child's parents will be contacted as soon as possible.
- The child will be transported to the nearest hospital by aid car
- If the parent is not available to accompany the child, the program manager or another staff member will accompany the child if possible.
- The staff member will remain at the hospital until the parent or guardian arrives.

**6. Allergies:**

If your child has allergies, please notify the director and teachers during enrollment. If a child is prescribed with an EpiPen, it should be kept on the premises every time when the child is attending the school.

**7. Clothing:**

- Dress your child casually and ready for play.
- Children should be dressed appropriately for the weather. We go outside "rain or shine" unless it is absolutely pouring.

**8. Birthdays:**

- You are welcome to bring treats for your child to share with his/her friends on birthdays.
- Let us know in advance if you plan to bring a treat.
- **Do not bring food with nuts.**
- All treats must be prepared from a store. **No home baked goodies please.**

**9. Items from Home:**

Please do not bring toys, games and other personal items from home unless you have been asked for a special activity.

**The ATA-WA has a policy against bringing any types of weapons onto school grounds. Our staff is committed to keeping children safe and we will immediately dispose of any toy weapon brought into the ATA-WA. It is important for children to learn that school is not a place for guns and other weapons. All pretend gunplay discouraged here.**

**10. Student Pick Up and School Safety:**

- Children will not be released to unauthorized persons. In order to release any child, we must have written permission from the child's parent or guardian, listing the individual's full name. Anyone other than the parent known to staff will be asked to show identification with a photo before being allowed to pick up a child.
- When you arrive/leave the school building please use the main entrance only, all the other doors will be kept locked.

**11. Severe Weather and School Closure Announcements**

If the school is closed, delayed, or dismissed early due to weather, power outage, or any other emergency situation, there won't be make up days due to our contract with the school district.

**12. Evacuation Process**

In the case of an emergency evacuation, children will be taken outside to a designated area by the playground.