

PARENT HANDBOOK

2025-26



INTERNATIONAL PRESCHOOLS

743 Virginia Ave NE
Atlanta, Ga 30306
678-705-8355



POLICIES & PROCEDURES

01

School Hours

International Preschools operates Monday-Friday from 9:00-1:00. The school year begins Aug 6th, 2025 and ends May 21st, 2026. Summer schedules usually include 8 weeks of theme-based camps in June and July.

02

Admissions

Priority Registration begins Feb 1 for current families, and Feb 15th for the public. Families must submit a new application for each school year. Classes are filled on a first come basis. A waiting list may be maintained throughout the school year.

03

Student Files

The following forms are required for each student file:

- Student Information Form
- Consent Form
- Immunization Form 3231

Files may also include a medical authorization form or allergy plan if applicable, as well as incident reports and student assessments.

04

Sick Policy

We follow a strict send-home policy for illnesses emerging during the day. Your child may return after 24 hrs of being symptom free. Your child must be kept or sent home if exhibiting cold/flu symptoms, cough, fever of 100 or higher, diarrhea/vomiting, rash, etc.

05

Allergy Policy

We are a nut-free school. Please leave nuts of all kinds at home. When celebrating your child's birthday at school, please notify your teacher in advance and provide a nut-free snack with ingredient label included.
**We are unable to serve home-baked treats.*

06

Supply Kits

Parents are asked to assist with classroom supplies and cleaning supplies by purchasing School Supply Kits in August. Your participation in this fundraiser allows tuition dollars to more directly benefit the classrooms.



POLICIES & PROCEDURES

01

Drop Off

Arrival is scheduled from 9-9:15 am. If you will not arrive by 9:15 am, please call with an ETA. Each segment of the day is planned for continuity and to maximize each child's learning adventure. Children arriving after 9:15 may feel disoriented and distract other students' learning.

02

Pick Up

Please arrive between 12:45-1:00 pm for pick up. Students who have not been picked up by 1:00 pm will be subject to overtime charges. Only those adults authorized on the enrollment form will be allowed to pick up the child. Parents must authorize any new additions to the pickup list.

03

Changing Days

Parents are free to add or change days to their child's schedule, depending on availability. Changes are considered permanent. Temporary changes to accommodate vacation or travel schedules are not permitted. Please let us know if your child will not be in school due to illness or travel.

04

School Closings

School is closed on most national and Atlanta Public School holidays, as well as one week at the beginning and end of summer camps for planning and teacher training. The school year calendar will be emailed to parents before the start of the school year.

05

Weather Closings

On rare occasions, closings due to inclement weather or other emergency situations may be necessary. Closings or delays due to inclement weather will follow Atlanta Public Schools, and parents will be notified by email. We are unable to offer refunds for days missed due to emergency closings.

06

Monthly Themes

Aug: Back to School
Sept: Thinking Like an Engineer
Oct: Math Masters
Nov: What If?
Dec: Imagination Celebration
Jan: Traveling Abroad
Feb: Musical Discoveries
Mar: Awesome Animals
Apr: Growing Knowing
May: A Good Friend

PROGRAM & CURRICULUM

Curriculum

We aim to meet the needs of all types of learners each day. Students are encouraged to explore, discover, encounter, create, and be curious about their surroundings. Empathy, independence, and awareness are emphasized in all activities and through the presence of younger and older children in the program.



Multiculturalism

We believe in teaching our students to love the world we live in. Our multicultural curriculum embodies traditions, celebrations, arts, music, attire, and more from around the world. Activities will include exposure to basic vocabulary in several languages, including but not limited to greetings, manners, numbers, colors, animals, weather and more.



Learning Activities

Each child will have art, music and creative movement, free play and outdoor play daily. Multiculturalism, Nature, Mindfulness, Science, and Community activities will occur weekly. Math and literacy skills are fostered daily through hands-on activities, songs, and games. Nature-inspired activities will encourage children to develop compassion and care for plants and animals, one another and the earth we share.



Social & Emotional Development

Social and emotional development are an important component of learning and playing together. Children learn and thrive when they feel safe, secure and understood. Positive guidance and modeling are used to promote healthy boundaries and relationships. With cooperative play, children learn to navigate social situations and develop strategies to overcome challenges.



PROGRAM & CURRICULUM

Student Assessments

International Preschools uses a student assessment aligned with our curriculum, objectives, and learning styles. Each student is formally assessed by his his/her teacher twice a year in order to monitor progress and development.



Parent-Teacher Conferences

Conferences are held toward the end of fall and spring semesters. Parents are encouraged to attend these sessions with the teacher to better understand how their child is progressing developmentally, socially, academically, etc.

Curriculum Enrichment Trips

Older students may walk to John Howell Park or take a field trip to a venue that enriches the curriculum. Students must have signed consent forms to participate in field trips. International Preschools does not provide transportation to and from field trips.



Special Guests

Throughout the year, special guests provide hands-on and authentic learning experiences that support our curriculum. We welcome parents to sign up to be special guests and share time and talents in the classroom. Special guest activities may include mystery readers, puppet shows, musicians, gardeners, sharing about an occupation, travel, or heritage, or simply playing on the playground with our classes.

Please let us know if you would like to be involved in this way.

Communication

The school emails monthly newsletters noting events, reminders, and curriculum themes and topics.

Teachers email daily learning summaries to assist parents in becoming actively engaged with their child's learning experience.

Volunteer Opportunities

In the Classroom: Parents are encouraged to read stories or help with special projects. Students feel a strong sense of ownership in their school when parents are active and present in the classrooms.

Behind-the-Scenes: We love the support and partnerships that we develop over time with our parents at IPS. Please let the director know if you have an area of expertise such as marketing, web design, artistry, carpentry, painting, fundraising, etc and would like to be involved in a more behind-the-scenes way.

Parent-Teacher Organization: Join our International Preschools Parents group and help support the school while building relationships with other parents and staff. Our PTO helps the school with community building, teacher appreciation, and fundraising. For more information, please email ipp@internationalpreschools.com.

Room Parent: Each class has a parent who acts as a liaison between the Parent-Teacher Organization and the other parents in the class. Room Parents partner with the teacher to help plan special events, support special projects in the classroom, as well as foster a sense of community among class parents.

Scholarships: The school aims to provide scholarships to students who would not otherwise be able to attend preschool. These scholarships are a wonderful way to embrace socioeconomic differences, supplementing the already present diversity of our program. Please contact the director if you would like to make a donation toward scholarships.

Community Outreach: IPS works to establish partnerships with local organizations to establish a strong sense of community. Parents are encouraged to get involved in these endeavors as well to model ways to connect with our community. Parent participation in events and fundraisers is essential to the cohesiveness of our program and development of our young learners.