



Welcome to Brighton Private School where learning is engaging and fun!

Our Purpose

Brighton offers a remarkable private education for children age 2 through 12th grade: small classes, individual attention, great curriculum, outstanding faculty, a peaceful setting, and a variety of enrichment programs. It is a school designed to bring out the very best in students and create happy, confident, and motivated children.

Small class size is one of the hallmarks of a Brighton education. Our average class size is less than 12 - outstanding when compared to the average class size of 25+ in many public schools in the Atlanta area. Our students have faster access to teachers and are given plenty of help and affirmation, creating a much more personal, intimate, and nurturing environment.

We want to give your child the best possible foundation to start their lifelong journey in education. Our objectives in working with your child are to...

- Provide a safe, happy, learning environment.
- Encourage children to grow intellectually, physically, emotionally, and socially.
- Accept each child at his developmental stage and facilitate his continuing growth.
- Support families in the important task of teaching children.

Let the learning journey begin at Brighton Private School!



Monthly Tuition and Fee Schedule

PRE K2	<u>MONTHLY</u>
2 day – Tuesday & Thurs. Or Monday & Wed.	\$200.00
4 day – Monday - Thursday	\$400.00
PRE k3	\$400.00
4 day – Monday - Thursday	
PRIVATE PRE- K4	\$400.00
4 day – Monday - Thursday	

YOU WILL BE GIVEN A SUPPLY LIST Pre K2 – Pre K4

KINDERGARTEN	\$450.00
4 day – Monday – Thursday	
Curriculum Fee	\$75.00
Matriculation Fee	\$200.00
1st GRADE – 5th GRADE	
Monday – Thursday (1 st -5 th grade) 8:30 – 2:25	\$550.00
Friday hours are 8:30 – noon	
Curriculum Fee	\$250.00
Matriculation Fee	\$200.00
MIDDLE SCHOOL	
Monday – Thursday (6 th -8 th grade) 8:30 – 2:35	\$600.00
Friday hours are 8:30 – noon	
Curriculum Fee	\$300.00
Matriculation Fee	\$200.00

****REGISTRATION FEE: All ages \$300.00****

- Tuition can be paid monthly (1st) or bi-monthly (1st and 15th). Tuition is due in advance.
- **Please Note: The 10 month payment plan is for the convenience of parents who wish to make monthly payments. This does not mean that a parent is paying for a particular month of the year.**
- There will be **no refunds for days missed** (such as absences of a child, inclement weather, or other instances that necessitate the closing of the facility, etc.).
- Any tuition payment that is received after the 16th will be subject to a **\$10.00 late fee per week.**
- Students will not be allowed to attend class if that month's tuition is not paid by the 16th day.
- Registration Fee of \$300.00 guarantees your child's spot. Registration Fees are **NON-REFUNDABLE**
- The 10-month plan provides for payments due beginning Aug 1 and ending May 1.
- 5% discount if tuition for next year is paid in full before August 15th.

Curriculum Fee

Kindergarten – \$75.00
1st Grade – 5th Grade \$ 250.00
6th – 8th Grade \$300.00

This fee covers all cost of each students workbooks, handwriting books, textbooks, individual readers, notebooks, internet access, and recorders (if applicable).

Go Math/Horizon Workbooks
Saxon Phonics Curriculum
Saxon Phonics Readers
Handwriting Without Tears Workbooks - CURSIVE
Spectrum Language Arts Workbooks
Science Weeklys
Social Studies Weeklys
Grammer
Wordly Wise Vocabulary / Spelling Workbooks
Personal Agendas, if applicable
****Spanish Classes****
Computer Lab (10 computers)– Internet access
Use of school ipads
AR on-line Quiz
Edutype Keyboarding Class

Matriculation Fee

(Kindergarten – 8th Grade)

\$200.00

There will be **NO** supply list given to parents (K-8th). The matriculation fee covers school supplies for each student for the school year. This includes but is **not limited to** the following:

Writing paper, construction paper, drawing paper, crayons, paint, pencils, index cards, notebooks, folders, erasers, chalk, dry erase markers, washable markers, glue sticks, pourable glue, scissors, colored pencils, pencil box, hand sanitizer, toilet paper, paper towels, juice, extra snack, forgotten lunches, copy paper, baggies, 3 ring binders, money pouch for binders, envelopes, plates, forks, napkins, spoons, cups, soap, cleaning supplies, lysol, lysol wipes, bleach, baby wipes, tissues, art supplies, science supplies, playground equipment, playground maintenance, lawn care, pest control, and much more.

This fee does not cover the occasional donations for special events.

CURRICULUM

Go Math / Horizons Math
Saxon Phonics
Foundations
Handwriting Without Tears
Spectrum Language Arts
Wordly Wise Vocabulary
Write Source / Shurley English Grammar
Houghton Mifflin English
Science
Houghton Mifflin Social Studies
RECESS!!

Prek2 – Prek4 - Brighton's own curriculum following GA State Standards

Our team members are dedicated educators and child advocates. Their passion and dedication shine through in each classroom.

We respect that each child is unique and has the potential to learn.

Things to Know!

Tuesday is ***Chick Fil A Day!*** Students get a hot meal and you do not have to make a lunch. \$25.00 per month

Thursday is ***Pizza Day!*** \$20.00 per month

The lunch program is a yearlong commitment – The meals are pro-rated for the entire school year.

After-Care is available Monday – Thursday till 5:00, Fridays till 4:00
Homework is completed first, snack, outside time.



Handbook

“Flatter me and I might believe you. Criticize me and I may not like you.
Encourage me and I will never forget you!”

-Author unknown

SCHOOL COMMITTEE

Owner: Stacy Haynes

Ms. Haynes has a Bachelor's and Master's Degree in Speech & Language Pathology, and a Specialist Degree in Curriculum and Instruction. She has worked in the Paulding County School System for over 10 years. She has worked as a Speech & Language Pathologist as well as a Kindergarten Teacher. She is also an instructor for Georgia Educational Training Agency.

Vanesa Anderson, Director, ASP Director

Brighton opened at its current location in 2007

Office Telephone Number: 770-826-8200

Address: 490 Seaboard Ave
Hiram, Ga 30157
770-826-8200

<http://www.brightonprivateschool.com>

Email: haynes@brightonpreschool.com or Director@brightonpreschool.com

OUR PURPOSE

Our objectives in working with your child are to...

- Provide a safe, happy, learning environment.
- Encourage children to grow intellectually, physically, emotionally, and socially.
- Accept each child at his developmental stage and facilitate his continuing growth.
- Support families in the important task of teaching children.

We want to give your child the best possible foundation to start their lifelong journey in education.

The entire staff would like to welcome you to one of the most exciting and important years in your child's education. We are looking forward to the year ahead and are eager to begin a year of fun and hands-on Learning with your child. Please let us know if there is anything, we can do to make this experience as smooth and enjoyable as possible.

**We, at Brighton, believe that our Mission is to empower,
challenge, and build self-esteem in our children so they will
succeed in life!**

The Sooner We Start – The Farther They Will GO!

POLICIES

REGISTRATION:

A **registration fee of \$300.00** is due at the time a child signs up for the program and is nonrefundable at any time. The school hires faculty, purchases supplies and makes other financial commitments on an annual basis based largely on enrollment.

ENROLLMENT:

Each child must be 2 years old on or before September 1 to be enrolled in our 2-year-old program. Children are NOT required to be potty trained. Each child must be 3 years old on or before September 1 to be enrolled in our 3-year-old program, or 4 years old on or before September 1 to be enrolled in our 4-year-old program. Your child should be enrolled for the entire school year and there will be **no refunds for absences**.

*ONE MONTH'S WRITTEN NOTICE IS REQUIRED IF A CHILD WITHDRAWS FOR ANY REASON DURING THE SCHOOL YEAR. Please give official notice of withdrawal to the DIRECTOR. ****There is a \$500.00 Early release fee**

HEALTH FORMS:

We require a certificate of immunization: 1 for each child in the program. We must have this form within the first week of school.

MONTHLY TUITION:

PRIVATE PRE K4 (2 day) 8:40 – 12:50	\$200.00
(4 day – Monday, Tuesday, Wednesday & Thursday)	\$400.00
PRIVATE PRE K4 (4 day – Monday – Thursday) 8:40 – 12:50	\$400.00
PRIVATE PRE K4 (4 day – Monday – Thursday) 8:40 – 12:50	\$400.00
PRIVATE Kindergarten (4 day – Monday – Thursday) 8:40 – 12:50	\$450.00
PRIVATE 1 st - 5th	
Monday – Thurs 8:30 – 2:25	\$550.00
Friday 9:00 – noon	

- **Please Note: The 10 month payment plan is for the convenience of parents who wish to make monthly payments. This does not mean that a parent is paying for a particular month of the year.**

Tuition can be paid monthly (1st) or bi-monthly (1st and 15th). Tuition is due in advance. There will be **no refunds for days missed** (such as absences of a child, inclement weather, or other instances that necessitate the closing of the facility, etc.).

Any tuition payment that is 15 days late will make the child subject to suspension until payment is made.

Any tuition payment that is received after the 16th will be subject to a

\$10.00 late fee per week.

MAKE CHECKS PAYABLE TO: **BRIGHTON PRIVATE SCHOOL**

PAYMENTS

Please send your payment with your child. Please place your check in a sealed envelope and attach the envelope to the outside of your child's book bag. Payments made in cash should be hand delivered by an adult to the preschool and a written receipt will be issued. **Return Checks: \$35.00 fee**

ARRIVAL AND DISMISSAL:

-Parents will be notified of any variation of this schedule. It is very important that children **ARRIVE ON TIME AND BE PICKED UP ON TIME**. If there is an emergency, please call our office before noon. **If anyone becomes habitually late picking up his/her child, a late fee of \$2.00 per every five minutes will be charged. If this situation continues, the child will be dismissed from the program.**

TRANSPORTATION CHANGES:

Please send a written note if your child is riding home with someone else. We check IDs

PARENT CONFERENCES:

Communication between school and home is extremely important. Please feel free to call your child's teacher or the director anytime a question may arise.

MESSAGES / NOTES:

Please send all messages to the school IN WRITING. Verbal messages are not dependable. When it is necessary to call the school, please remember that teachers are in class. Unless it is an emergency, leave a message in the office and the teacher will call you after dismissal.

Please send a written note if your child is riding home with someone else. If your home phone number, work phone number, or emergency number should change, please notify us immediately in writing.

DRESS / DRESS CODE:

Please mark all clothing that a child can remove, such as sweaters, coats, hats, or gloves, **WITH THE CHILD'S NAME. Additional clothing in a baggie marked with child's name should be kept at school for emergencies.**

Clothes must cover chest area, buttocks and no bare stomachs. Shirts with profanities are NOT allowed.

No short shorts, No exposed underwear, No tobacco, alcohol or drug logos. Pants need to be worn at the waist and shorts must cover the buttocks completely.

CELL PHONES:

No cell phones are allowed during school hours. We have a phone check in system.

LUNCH / SNACKS:

Please provide your child with a lunch each day. We also have refrigerators and a microwave that we would be more than happy to heat your child's lunch if needed – Just let us know with a note in the lunch box. Snack is determined by class.

BIRTHDAYS:

Special attention is given to birthdays. A decorated cookie or other special treat is appropriate, and you may provide special plates, cups, napkins, etc.

DISCIPLINE PROCEDURE FOR STUDENTS:

We try to structure the classroom environment, the daily schedule, and the planned activities in such a way as to prevent problems from occurring in the classroom. However, when discipline becomes necessary, we start by gently reminding or explaining to the child what is acceptable and give the child the opportunity to correct his/her own behavior. Then redirection is used with the teacher offering an alternate activity to the child. If the inappropriate behavior continues, the child is separated from the group within the classroom. If this "time out" within the

classroom does not affect the behavior, the child is removed from the classroom and taken to the director's office. A parent may be called at this point if the director feels the need for input or assistance in determining the most effective way to handle the behavior. Any behavior that a teacher deems dangerous to the child or dangerous to other children in the classroom will be cause for immediate removal from the classroom. We will make every reasonable effort to cooperate with the parents and the child, but extremely disruptive, destructive, or dangerous behavior will be cause for dismissal from the program.

HEALTH & SAFETY ISSUES:

A child should not attend school if any of the following symptoms are present or have been exhibited within the previous **24 HOURS**:

- temperature of 100 degrees or above
- vomiting
- severe, runny nose
- extreme congestion
- diarrhea
- pinkeye
- persistent, heavy coughing
- other obvious signs of illness

If a child develops these symptoms during the school day, the child will be isolated, and parents will be contacted and requested to pick up the child. In the event that a parent cannot be contacted, the emergency contact listed on the registration form will be called.

The director of the school is the only person allowed to administer prescription or over-the-counter drugs to any student. The prescription over-the-counter drugs must be in the original container accompanied by either a doctor's orders or the parents written instructions.

REASONS FOR DISMISSAL:

- Non payment of fees can result in dismissal.
- Extremely disruptive, destructive, or dangerous behavior of a child will be cause for dismissal. Every effort will be made to work with the parents and a trial period can be arranged.
- Repeated tardiness in arrival or picking up a child can result in dismissal from the program.

VOLUNTEERS

We appreciate our volunteers! We welcome help for classroom parties, photo days, and special occasions. We also appreciate parents, who cut out lamination, make games, reading to the class (mystery readers), etc. Ask your classroom teacher if you are interested.

COMMUNICATION:

BrightWheel App – This app allows teachers the ability to communication with parents as well as make on-line payments.

MASS TEXTING – This is a school wide texting app. To sign up, text 678-905-8082, Message @902e

COMMUNITY OUTREACH

This helps our students learn about the importance of helping others!

-SOCK Drive in November/December

INCLEMENT WEATHER

If Paulding County Schools are closed due to weather – We are too.

-Local Radio and TV Stations

SCHOOL CALENDAR

Aug/September	Fall Pictures
September	Grandparents Tea
October	Field trip
October	Fall Festival
November	Thanksgiving Feast
December	Santa Visits – Christmas Photos, Christmas Parties
March	Breakfast with Dads
March/April	Spring Fling – Egg Hunt and Easter Bunny Visits – Easter Photos
April/May	Spring Photos
May	Mother's Dinner – Mom's Appreciation
May	Teacher Appreciation
May	Field Trip
May	Water Day
May	Moving Up Celebration

Attendance and punctuality is very important! Please be sure your child is here daily and on time to ensure proper knowledge of the material covered and to be evaluated fairly. It is also very important that your child be on time each day.

Thank you for sharing your child with us. It is a privilege for us to have the opportunity to be a part of your child's life this year.

We are looking forward to a wonderful year together!

The Brighton Staff

Please Return
The Following Documents



Application Check List

Students Name: _____

- **Application completed and Signed**
- **Records Release Form if applicable**
- **Current immunization form**
- **Copy of your child's birth certificate**
- **Copy of IEP if applicable**
- **Signed Handbook Signature Page**
- **Signed Waiver**
- **Photo Release Form**

- **Registration Fee of \$300.00 (Made out to Brighton)**
- **Curriculum Fee of (Kindergarten) \$75.00, (1st – 5th) \$250.00**
- **Maturation Fee of \$200.00 (Kindergarten -5th Grade)**

Notice of Nondiscrimination

BRIGHTON admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

STUDENT REGISTRATION INFORMATION

Child's First Name: _____ **Last Name:** _____

Admission Date: ____/____/____ Discharge Date: ____/____/____

Age _____ DOB ____/____/____ Sex: M / F Child lives with: Mom / Dad / both

Address: _____

City: _____ County: _____ Zip Code: _____

Is child up to date on shots? Yes No Date of last checkup: ____/____/____

Is child on any type of medication? () Yes () No

If yes, what? _____

Does child have any allergies – including food? _____

Name of child's Physician: _____ Phone: _____

Sibling attending Brighton: _____ Age: _____

Father's Full Name: _____ Phone: _____

Father's Place of Employment _____ Cell-Phone: _____

Employer's Address _____ Phone: _____

Father's Occupation: _____

Hours at work: _____ to _____. Days at work: _____

Mother's Full Name: _____ Phone: _____

Mother's Place of Employment _____ Cell-Phone: _____

Employer's Address _____ Phone: _____

Mother's Occupation: _____

Hours at work: _____ to _____. Days at work: _____

Parents are: () Married () Divorced () Separated () Widowed () Single

(Fill out only if applicable) Parent/Guardian with legal custody:_____

Decree on file? () Yes () No

EMAIL ADDRESS:

Name and Phone number of two other persons to contact if parents can not be reached:

Name:_____Relationship:_____Phone:_____

Name:_____Relationship:_____Phone:_____

Person responsible for paying for childcare: _____

Person responsible for picking up child/ren: _____

People allowed for pick-up Other than Mom / Dad:

Name:_____Relationship:_____Phone:_____

Name:_____Relationship:_____Phone:_____

Name:_____Relationship:_____Phone:_____

Any Special Accommodations required in caring for your child:

By signing below, you agree that this is a legally binding form. Providing false information will result in termination of childcare services, and forfeiture of registration fee. I have received a copy of handbook.

Father/Guardian's Signature	Date
Mother/Guardian's Signature	Date
Brighton - Stacy Haynes	Date

Current Immunization Records Provided? Yes / No

Registration Fee of \$300.00 to be paid with Registration form. This fee is **Non-refundable.**

PARENT/SCHOOL Agreement:

In signing this application, we

1. Have filled out the returning student application. (if applicable)
2. Understand that, by registering our child(ren), we are making a financial commitment to Brighton Private School. A one month's written notice is required if a child withdraws for any reason during the school year. Please give official notice of withdrawal to the DIRECTOR.
****There is a \$500.00 Early release fee**
3. Have examined and agree with the student handbook. (can be found on-line)
4. In full cooperation with Brighton, will regularly attend the Parent meetings and other functions that require our participation.
5. Pledge our loyalty to the aims and ideals of Brighton and will bring any criticisms *directly* to the teacher/administration so that it may be handled in an appropriate and timely matter. We will avoid discussions with those not involved so as to avoid a spirit of dissension or division at the expense of our children or the school.
6. We understand that a student may also be dismissed due to parental non-compliance of school policy or if an administrative decision is made that Brighton is not the most appropriate setting for the family.
7. We understand that Brighton's goal is to keep tuition as low as possible to make a great education available to those who desire it for their children. Tuition and fees do not cover all operating costs and additional funds must be met through fundraisers throughout the year. We, as parents commit to perform services as needed.
8. Will provide updated immunization records and a copy of each child's Birth Certificate.
9. We give Brighton permission to use our children's photos in school publications and other publications related to Brighton.
10. Agree to participate in fundraisers that are in support of Brighton.
11. Notice of Exception: I acknowledge that I have been informed that this program is not a licensed daycare facility. I also understand this program is not required to be licensed by the Georgia Department of Early Care and Learning, and this program is exempt from state daycare licensure requirements.
12. Students 1st – 8th MUST fill out the Homeschool Online application.

<https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Pages/Home-Study-DOI.aspx>

By signing this, you have carefully read the above and **agree** to all of the above.

Signed Mother/guardian: _____ Date: _____

Signed Father/guardian: _____ Date: _____

Please return with application.

WAIVER AND RELEASE STATEMENT

BRIGHTON PRIVATE SCHOOL

Being fully aware of the possibility of injury, the undersigned does agree that the child listed above assumes the risk of accidents involved in any school setting. Being desirous of arranging for the medical care and treatment of my minor during his/her participation in Brighton Private School so hereby authorize Stacy Haynes to act in the following matters in behalf, place, and stead:

A. To obtain and authorize medical care for said minor at any hospital, emergency medical center, or any other medical facility; by any medical doctor, osteopath, nurse, surgeon, or any other medical practitioner.

B. To do any other thing or perform any other act, not limited to the foregoing which the undersigned might so in person, in order to provide for medical and welfare of the minor child. The undersigned further agrees to be responsible for the expenses of any medical care needed by the minor child, and to hold the staff authorizing and the owner of the facility harmless from any damages suffered by the minor child of the undersigned as a result of the medical treatment authorized. It is understood, however that if hospitalization or treatment of a more serious nature is required, I will be contacted, if possible, by telephone for permission. The physician, owner of the preschool, or employees of Brighton Private School, are hereby released, acquitted, and discharged from any claim for damage or suit by reason of injury, illness, damage to person, or property during the school year. I regard that I hereby covenant that on my behalf and for the minor not to file claim or bring suit with respect to any such injury of damage. The medical authorization shall remain effective until such time as the school year has been completed. I, the undersigned, am a parent or legal guardian of the above-specified minor. I have read and fully understand the provisions of the above releases and have explained them to said minor. I hereby agree that said minor and I will be bound hereby. Brighton Private School does not discriminate based on race or religion.

Child's Name _____

Print Parent/Guardian Name _____

Signature of above Parent/Guardian _____

Date: _____, 20____.

I do understand that if the said minor listed above continually has behavior problems to the extent that teaching is interrupted, I will be asked to come to school with my child to help correct the behavior. If my presence at school along with a behavior management program fails to correct said minors behavior I will be asked to remove my child from Brighton Private School.

Parent/Guardian's Signature _____ Date _____

Please return with application.

BRIGHTON STUDENT HANDBOOK SIGNATURE PAGE



I have received and read the 20____-20____ Student Handbook

Student's Name: _____

Parent's Signature: _____

Date: _____

Teacher's Name: _____

Please return with application.

PHOTO RELEASE FORM

I, the parent/legal guardian of _____, grant my expressed permission for BRIGHTON PRIVATE SCHOOL to exhibit photographs or likeness of the above-named student. No names will be published except in the school yearbook and/or classroom end of the year publications.

By signing this release, I acknowledge that I hereby release and forever grant discharge BRIGHTON PRIVATE SCHOOL and the trustees, officers, agents and employees of the School from and against any and all claims, damages or suits which may arise from the use of the BRIGHTON PRIVATE SCHOOL publications, press/media releases, website, yearbook, or Facebook page, including but not limited to, the exhibition of the above-named student's photograph or likeness or publication of the student's

Parent Signature _____ Date _____

Student's Name _____ Grade _____
Please Print

Please return with application.

**Records Release
Form
1st grade – 12th Grade**



490 Seaboard Ave
Hiram, Ga 30141
770-826-8200

Parent: **Submit the completed top portion to BRIGHTON**

- This release form gives BRIGHTON School permission to request and receive pertinent information regarding your child from his/her former school, teacher, doctor or other specialist(s). All information received is considered confidential. This form will be maintained in your child's file.

Child's Full Name: _____
(Last) (First) (Middle)

Current Grade Level: _____ Date of Birth: ____/____/____

I authorize BRIGHTON School to obtain information from the administration, admission, guidance, teachers and/or doctors or other professionals of the following schools/organizations for the purpose of educational planning. I release all liability and all claims pertaining to the disclosure of this information:

***Current/Last school most recently attended:**

***Other school which may have school
*Educational Consultant/Specialist**

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

FAX: _____

FAX: _____

I hereby authorize and request the release of ALL educational, disciplinary, social, and or psychological information regarding this child. All information will become the confidential property of BRIGHTON School and is not subject to child or parental review.

Signature of Parent or Guardian

Date

Non-disclosure of information related to previous behavior disorders, educational, emotional, or substance abuse history could be grounds for immediate dismissal from BRIGHTON School. BRIGHTON does not discriminate on the basis of race, color, or national origin in the administration of educational policies, admission policies or employment practices.

Parent: Deliver this portion of the form to the child's current/former school most recently attended

AUTHORIZATION AND PERMISSION TO RELEASE INFORMATION

Child's Full Name: _____
(Last) (First) (Middle)

Current Grade Level: _____ Birthdate: ____/____/____

Current/Former School/Organization Name: _____

Address: _____

Phone: _____ FAX: _____

I hereby authorize and request the release of ALL educational, disciplinary, medical, social, and/or psychological information regarding the applicant and release the above from all liability and all claims pertaining to the disclosure of this information:

Signature of Parent/Guardian

Date

**Registrar: Send transcripts and standardized testing for the current and past three years and ALL disciplinary records to:
BRIGHTON 490 Seaboard Ave, Hiram, GA 30157. Phone: 770-826-8200 E-mail: haynes@brightonpreschool.com**