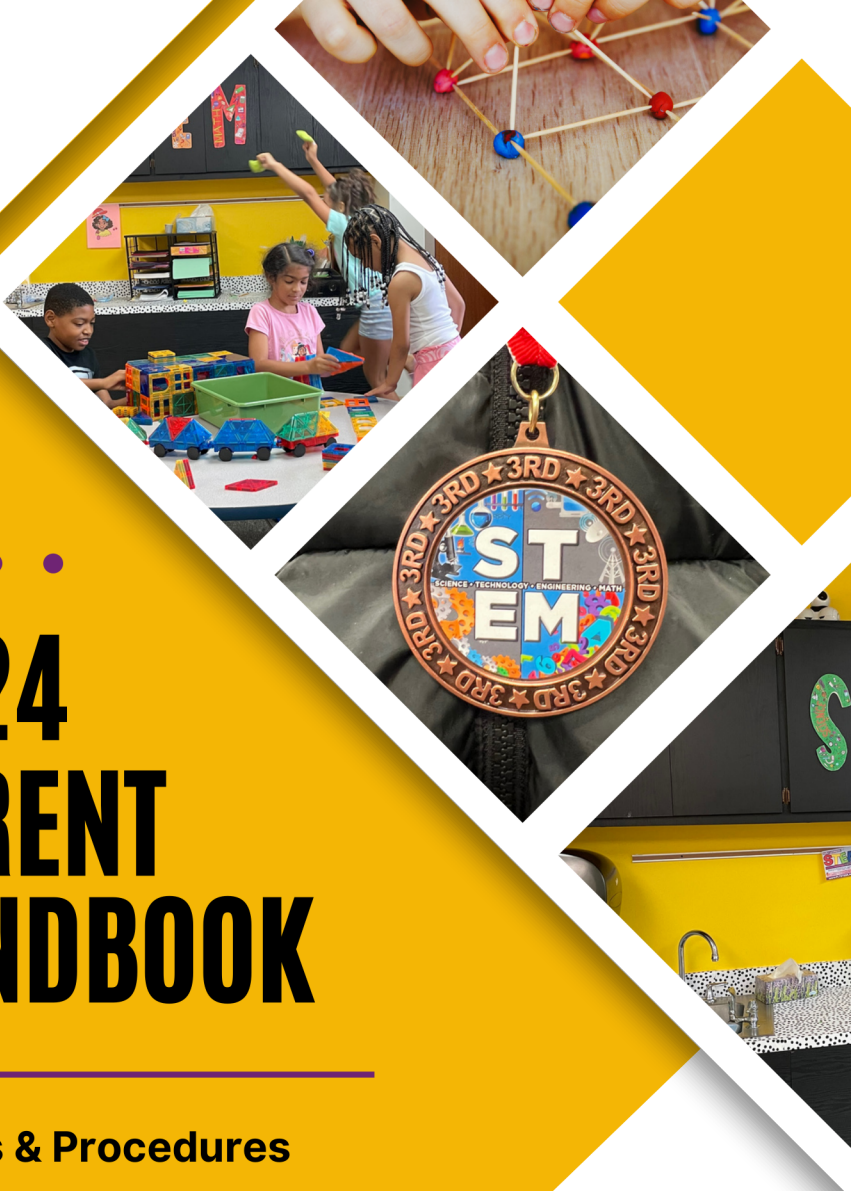




Pearce  
Learning  
Tech




# 2024 PARENT HANDBOOK

## Policies & Procedures

PLT STEM Lab programs.

Pearce Learning Tech, LLC. - PLT  
STEM Lab  
3750 Zoar Church Rd.  
Snellville, GA 30039

**Keep In Touch  
With Us**

404-969-2359 

[www.PLTSTEM.com](http://www.PLTSTEM.com) 

[info@PEARCELEARNINGTECH.com](mailto:info@PEARCELEARNINGTECH.com) 

# WELCOME



Welcome to our program! We are excited to have your child participate in our workshops, camps, and activities. This handbook provides important information about our policies and procedures to ensure the safety and success of all participants.

These policies and procedures will be kept current and used to govern the operations of this facility. These policies become effective upon acceptance by the parent/guardian and the program.

*Baziel Pearce*

Organizer

Pearce Learning TECH STEM Lab





# GENERAL INFORMATION

---

Our program is geared towards ages 3-15 and focuses on developing interpersonal skills, computational thinking, collaboration, critical thinking, problem-solving, fine and gross motor development, and self-confidence.

·Our program is housed at at 3750 Zoar Church Rd., Snellville, GA, within the grounds of Redeemer Church, we host educational activities for children based on age. These activities range from 45 minutes to 4 hours in length.

·We offer various STEM, coding and robotics workshops, camps, and sessions throughout the year.

# LICENSING

---

Our program is exempt from licensing requirements, but we comply with all relevant state and local regulations.

# OPERATIONS

---

Programs at the PLT STEM Lab operate year round, from January - December. Please check our website for specific dates. We offer sessions on select days of the week, typically in the evening during the school week, and in mornings and afternoons on the weekend.

# HOURS OF OPERATION

8:30 AM - 9:00 PM

Closed on federal holidays.

**Pearce Learning Tech  
STEM Lab**

# ADMISSION REQUIREMENTS

All necessary enrollment forms must be completed and returned prior to admission. It is the parent's/guardian's responsibility to ensure all forms are updated immediately upon changes. Upon arrival at the facility, the parent/guardian, or adult dropping off the child, must escort the child in and out of the facility, sign the child in and out, and ensure that staff are aware of the child's presence.



## FORMS REQUIRED FOR ADMISSION

- Parent Handbook Signature Psge
- Child's enrollment form (Electronically or paper)
- Signed Waiver form (if applicable)
- Signed Parent Exemption form

## PROGRAM FEES

Please see the website and registration payment page for the fees, as they are determined by program length and topic.

Payments will be due upon registration. Payments will be accepted by cash, credit/debit card or check. You may also pay online at [www.pltstemlab.com](http://www.pltstemlab.com).

The following may also apply based on your contract:

- Multiple child discount up to 20%.
- Late fees for not picking child up on time will be \$10 per day.



## ATTENDANCE & BEHAVIOR

- Participants are expected to arrive on time and attend all scheduled program activities.
- Participants who engage in disruptive or unsafe behavior may be removed from the program.
- Parents will be notified if their child is dismissed from the program due to behavior issues.

Note: children may attend up to 10 hours of enrichment workshops/sessions each week. This is separate from other types of sessions offered, like camp.

## DISCIPLINE

At no time will a child be subjected to physical punishment or will shaming, frightening, or humiliating methods be used, or any type of verbal abuse, threats, derogatory remarks, or deprivation of a meal or any part of a meal be used. No person, including, but not limited to, parents, guardians, or other family members may use such methods of discipline while on the premises. The facility will utilize re-direction and discussion as a method of discipline with children.

## EMERGENCY MEDICAL CARE

In the event of an emergency with your child, first aid will be applied, parents/guardians will be called, and if necessary, the child will be transported by ambulance to the nearest hospital. The hospital used by this facility is Piedmont Eastside located at 1700 Medical Way, Snellville, GA 30078.



## SICK/INJURED CHILDREN

Parents/guardians of any child who becomes ill or is injured while in care of the facility will be notified immediately by phone of any illness or injury requiring professional medical attention, or any illness/injury which may not require professional medical attention, but which produces symptoms causing moderate discomfort to the child. A child shall not be accepted nor allowed to remain at the facility if the child has the equivalent of one hundred and one (101) degrees or higher oral temperature and another contagious symptom, such as, but not limited to, a rash or diarrhea, or a sore throat. If your child becomes ill while at the facility, he/she will be removed from the daily activity and will be provided necessary treatment until the parent/guardian or authorized person arrives. Once notified, parents/guardians should ensure that their child is picked up from the facility within the hour. Children will not be permitted back into the facility until he/she has been “symptom-free” for a period of twenty-four (24) hours.

If a child is diagnosed with a communicable disease, they will not be permitted to return to the program until cleared by their doctor. This facility will follow the protocol listed on the communicable disease chart for reporting the disease to the local Health Department. If other children in the facility have been exposed to a communicable disease at any time while in the program, a written notice will be posted at the front entrance and on the classroom door.

If a child receives a minor injury, not requiring professional medical attention while in the care of the facility, first aid will be applied; and parents/guardians will be notified when they arrive to pick the child up from the facility. If a child receives a moderate to severe injury while in the care of the facility, first aid will be applied; an accident; and the parents/guardians notified by phone of the injury. If the injury requires immediate professional medical attention, 911, in addition to the parent/guardian, will be notified.



# SIGNATURES

**Please sign and return this page with your child's enrollment application documents to the facility (PLT STEM Lab).**

I have read and fully understand these policies and procedures. I agree to abide by the above policies and procedures.

## NOTICE OF EXEMPTION

I (Parent/Guardian) acknowledge that I have been informed that this program is not a licensed childcare 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 licensure requirements.

Parent/Guardian  
Date \_\_\_\_\_

Signature \_\_\_\_\_

Parent/Guardian  
Date \_\_\_\_\_

Signature \_\_\_\_\_

Child's Name \_\_\_\_\_

Child's Enrollment Date \_\_\_\_\_