

ADDENDUM: The Suzuki Learning Center of Buckhead, Inc.

C2. STAFF DIRECTORY

Main number: 404-869-1042

Fax number: 404-869-1044

Front Desk staff: frontdeskbh@suzukischool.com

For your convenience, the contact numbers for the Administrative Staff are listed below. In the event of an emergency, or if you have any type of concern, please do not hesitate to directly contact any of the following individuals:

| Individual | Cell Phone | Email address |
|--|-------------------|--|
| Paula Charles, President | 404-542-3561 | pcharles@suzukischool.com |
| Robert Charles, CFO | 404-642 3561 | rcharles@suzukischool.com |
| Kimberly Curtis, Director – Buckhead | 404-545-5701 | kcurtis@suzukischool.com |
| Kristen Walker, Assistant Director-Buckhead | 404-337-9285 | kwalker@suzukischool.com |
| Myesha Moore – Assistant Director of Health & Safety | 402-214-1679 | mmoore@suzukischool.com |

Classrooms:

- Level 1: levelonebh@suzukischool.com
- Level 2: leveltwobh@suzukischool.com
- Pre-Primary 1: Pre-Primaryonebh@suzukischool.com
- Pre-Primary 2: Pre-Primarytwobh@suzukischool.com
- Pre-Primary 3: Pre-Primarythreebh@suzukischool.com
- Pre-Primary 4: Pre-Primaryfourbh@suzukischool.com
- Primary 1: primaryonebh@suzukischool.com
- Primary 2: primarytwobh@suzukischool.com
- Primary 3: Primarythreebh@suzukischool.com
- Primary 4: Primaryfourbh@suzukischool.com
- Primary 5: Primaryfivebh@suzukischool.com
- Primary 6: Primarysixbh@suzukischool.com

G4. MEDICAL EMERGENCY PROCEDURES

In the event of a medical emergency, if an ambulance service is deemed necessary, 911 is called. All children are requested to be taken to hospitals closest to the Buckhead campus which would be **Children's Hospital/Scottish Rite**.

Note: The cost of such ambulance service is the responsibility of the parent.

H3. AUTOMATED ATTENDANCE TRACKING

The School utilizes an automated attendance tracking system at the Parent Entrance. Each person who is authorized to either drop-off or pick-up your child must be designated on the Master Control Log as a parent or as an authorized Pickup. The School will determine whether an individual who designated as authorized pick-up will be provided their own PIN to use at the automated attendance tracking system, or whether they will be required to stop by the Front Desk to sign in and get a name badge.

It is mandatory that the system be used each day by the parent, and that parents do not tailgate other families entering the school. Parents are prohibited from sharing their PIN with each other or with other individuals picking up their child. The Suzuki School reserves the right to request the withdrawal of a child if the family does not honor this policy. Please understand that your child's attendance must be automatically monitored for staffing and safety purposes.

O5. INGRESS/EGRESS PROCEDURES

Designated Parking Areas at the Buckhead Location: Parents will park on either end of the building in any available space. ALL PARENTS MUST ENTER THE BUILDING AT THE MAIN ENTRANCE ON THE FRONT OF THE BUILDING so that we can track attendance via EasyCare, our attendance tracking software system. On-street parking in front of the building is fine - however, you must be facing the correct direction! Please do not turn right onto Old Decatur Road from East Paces Ferry and slide over to park facing Pharr. Also, if you park in front of the building, please pull up closely to the car in front of you so that you leave as much room as possible for others to park, and finally, PLEASE DO NOT BLOCK ANY EXITS! Please note that parking across Old Decatur Road is prohibited which includes the "turnaround" owned by Parkside Apartments. You must obey our security guards' directions at all times.

Handicapped Parking: There is handicapped parking at the front of the building.

Traffic Flow at the Buckhead Location: Please be advised that traffic on Pharr Road travels very fast. The intersection of Old Decatur Road and Pharr Road is at the very top of a hill, and turning left from Pharr Road onto Old Decatur requires your total attention - you need to be at the **very top** of the hill so that you can **see the entire roadway on the other side before you initiate your turn**. If you choose to come via this route, please pay special attention at this intersection!