

ADDENDUM: The Suzuki Learning Center of Ponce City Market, LLC

C2. STAFF DIRECTORY

Main number: 404-233-2128

Fax number: 404-266-1444

Front desk staff: frontdeskpcm@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
Courtney May, Director – Ponce City Market	678-910-3978	cmay@suzukischool.com
Casey Hardigan, Assistant Director – Ponce City Market	508-6334588	chardigan@suzukischool.com
Myesha Moore – Assistant Director of Health & Safety	402-214-1679	mmoore@suzukischool.com

Ponce City Market Classrooms:

- Level 1 A: leveloneapcm@suzukischool.com
- Level 1 B: levelonebpcm@suzukischool.com
- Level 2 A: leveltwoapcm@suzukischool.com
- Level 2 B: leveltwobpcm@suzukischool.com
- PP1: preprimaryonepcm@suzukischool.com
- PP2: preprimarytwopcm@suzukischool.com
- PP3: preprimarythreepcm@suzukischool.com
- P1: primaryonepcm@suzukischool.com
- P2: primarytwopcm@suzukischool.com
- P3: primarythree@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 Ponce City Market campus which would be **Children's Healthcare of Atlanta at Egleston**.

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

H3. AUTOMATED ATTENDANCE TRACKING

The Suzuki School provides two free fobs per family (one per parent/legal guardian). If the fob is lost or stolen, there is a \$20 replacement fee for any fob issued thereafter. It is important that you notify us right away if your fob is missing for any reason so that it can be deactivated immediately.

O5. INGRESS/EGRESS PROCEDURES

Parking for parents at the Suzuki School Ponce City Market Campus, is located in three areas (see map). The parking in all three areas has been reserved for exclusive use by the Suzuki School during the following hours: 7:00-9:30am, 3:30-6pm.

- 1) Upper level deck for exclusive use by Suzuki parents with direct access to the school: this parking lot is reserved for parents for quick drop off and pick up and should not be used during peak hours for meetings.
- 2) Lower level deck with direct access via elevator: this parking is reserved for parents for drop off and pickup. Also, if you are having a meeting with faculty, feel free to park in this lot. This parking lot is shared with merchants on the lower level, however, we do have dedicated parking which is marked as such.
- 3) Surface level parking to the left of the school – walk through lower level deck to elevator

All three routes require a fob for entry when entering the building. All guests, and infrequent authorized pickups must enter through the upper level deck for security reasons. As parents approach the deck entrance via Glen Iris, they will be notified via sign at the entrance as to whether there are spaces available in the upper level deck. If there are not, parents should continue and take an immediate right to access either the lower level deck or alternatively, utilize the surface level lot on the left hand side.

Parking Reminders and Restrictions:

- Please do not park in the Dancing Goats/Ponce City Flats lot
- Please do not leave your vehicle overnight or after hours because your vehicle is subject to being towed by Ponce City Market security.

- Please display your Suzuki decal in the upper left hand corner of the windshield(cling provided to all parents) at all times.
- DO NOT leave valuables in your car, or perceived valuables (gym bag, work bag, etc.)
- During afternoon pickup, please do not park in the lower level deck in areas other than are marked for The Suzuki School.