



Parent Handbook

(Child's First and Last Name)

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Welcome

Welcome to Inspire Early Learning Academy!

We are so excited that you and your child have chosen the team at Inspire Early Learning Academy to foster a love for learning and ensure growth in all areas of their development! This handbook is designed to help parents and caregivers understand who we are and serve as a guide to our policies, procedures, and philosophies.

This parent handbook is subject to amendment as policies and early education philosophies change with research and time. Information on revisions and changes will be available to parents as soon as edits are made. Please see our "Parent Communication Board" located in our front office for up-to-date revisions.

Mission

The mission of the Inspire Early Learning Academy is to intentionally create a collaborative learning community and build a solid developmental foundation for young children and their future learning.

Vision

The vision of the Inspire Early Learning Academy is to be a renowned, high quality early childhood education program that provides children with inspiration, love, and confidence to become lifelong learners who are successful in school and beyond. Emphasizing and cherishing the importance of community and family involvement, Inspire Early Learning Academy will be a place where children look back on their early childhood experiences with us and view it as a cherished memory and be inspired to give back to our community through hard work, their talents, kindness, and passion.

Administration Team

Coordinator: TBD

Assistant Coordinator: TBD

Teaching Team

We would not be able to accomplish our mission of offering high quality early education without our teaching team. We are thankful to have a multi-talented team that contributes their talents and expertise to our classroom operations. Each teaching team member will strive to build and maintain a positive relationship with each of their student's parents and stakeholders. Our teachers will use their passion and dedication to positive relationships as driving tools to increase engagement, and understand how to accommodate for each individual child and their unique learning styles to ensure student achievement.

Parental and Teacher Communication

At Inspire Early Learning Academy, we understand and value the importance of all stakeholders being actively involved in a child's educational journey. Therefore, we encourage and invite our parents to visit the center any time during operational hours, seek ways to be involved in your child's classroom, attend family nights, and ask questions and/or express concerns at any time with our staff members. Some of the ways we will foster open and frequent communication are through weekly newsletters, reminders on our engagement app, positive notes and phone calls, e-mails, our Facebook page, teacher conferences, and updates posted on our parent communication board.

Enrollment Policies

Admissions

Inspire Early Learning Academy is contracted with Christian County Public Schools and committed industry partners to provide high quality early education to their employees children ages 2 - 5 years old. Additionally, in compliance with the Child Care Assistance initiative to support recruiting and retaining high quality child care employees, Inspire ELA staff members who have children ages 2 - 5 years old will also be able to attend.

In order to qualify for enrollment at Inspire Early Learning Academy, the paying guardian must be an active employee of Christian County Public Schools and/or the committed industry partners. Please understand that in order to respect our commitments and honor our partnerships, if an employee is terminated from CCPS and/or the committed industry partner, their spot will no longer be available at Inspire Early Learning Academy and their child will be dismissed from the program. The terminated employee will be given a notice and two weeks to find other child care arrangements. It is the guardians responsibility to continue to pay full tuition for those final two weeks of enrollment. Continue reading to Tuition and Payments for more specific information and details regarding enrollment costs.

If spots are still available after immediate children of Christian County Public Schools employees and/or the committed Industry partners have enrolled, extended family members of those active employees will be considered eligible. Additionally, if spots continue to be available those who qualify through the enrollment eligibility tier will be considered. For more information on the enrollment eligibility tier, please reach out to our administrative team. Your child's enrollment will not begin until your official start date with your employer. For new employees of Christian County Public Schools who are not tenured, your child's eligibility will be determined upon contract renewal.

Due to some Christian County Public Schools employees not needing care for their children during the months of June and July, there is a possibility that spots will be available for the months of June and July only for children ages 2 - 5 years old who were not previously enrolled at Inspire ELA.

When enrolling your child, the administration team will communicate what class they will be in depending on their chronological age. A two year old is eligible to enroll on their birthday, there is no date requirement for them to enroll. However, all five year old

children who turn five on or before August 1st, must attend Kindergarten. Inspire ELA will only accept children who do not meet the Kindergarten cutoff date.

In order to enroll your child at Inspire ELA you will be required to fill out the enrollment application, federal food program form, media release, and various health-related documents for your child. Additionally, we will encourage you to fill out the Child Care Assistance Program application to determine if you are eligible to receive that benefit. Please review the items below to ensure you are prepared.

Notice of Non-Discriminatory Policy

Inspire Early Learning Academy accepts children of all races, colors, national and ethnic origins to all of the rights, privileges, programs and activities generally accorded or made available to students at the academy. Inspire ELA does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies or admissions policies.

Required Documents

The following documents must be completed and submitted to Inspire ELA prior to your child's first day of attendance to complete their registration. For your child's safety and in order to be in compliance with state regulations, the information on these items must be kept current. Our coordinator and assistant coordinator will contact you in advance as we review our documents and share with you if there is any additional information we need or if any documents are due for renewal. It is your responsibility to renew the required documents that are communicated to you in a timely manner to ensure your child can continue to attend.

- Signed Contract
- Acknowledgement Form
- Up to Date Immunization Record
- Enrollment Application/Medical Information Form
- Federal Food Program Form
- Child Care Assistance Form
- Media Release Form

All immunization records must be transcribed on a Kentucky Immunization form.

Immunization records must be kept current, it is the parent's responsibility to provide Inspire ELA with a new copy every time immunizations are updated. Failing to provide updated documents will result in your child being suspended until current documentation is

made available. Inspire ELA reserves the right to dismiss any parent or child at any time with or without cause.

Registration Fees

A registration fee of \$125.00 plus your first week's tuition must be paid in order to secure your child's spot at Inspire ELA. Registration must be paid before your child's first day of attendance. These fees are non-refundable. Please see below for special discounts for families of multiple enrolled children.

Tuition and Payments

The following table includes detailed pricing information for our age groups and fees that apply to certain circumstances. If you have any questions, please relay those to our administration team.		
Children Ages <u>2 - 5 Years Old</u>	<ul style="list-style-type: none">• Full Time Care, Monday - Friday• Part Time Care, not available at this time.	\$150.00 per week, per child
Drop in Care <ul style="list-style-type: none">• This option will be available if spots are open that day due to lack of attendance. You will be notified once attendance is taken, at 9:05 a.m. that day if there is availability.	Up to 10 hours of care, per day.	\$45.00 per day
Late Tuition Fee per day	Assessed after 2:30 p.m. on Wednesdays	\$10.00 for each late day
Late Pick Up	After 5:30 p.m.	\$3.00 per minute
Late Sick Pick Up	For sick children left at the center for more than one hour after a parent is called.	\$10.00 per hour

<p>Holding Fee for Teacher Schedule</p> <ul style="list-style-type: none"> This holding fee will ensure your child will have a spot when they "re-enroll" in August. You will not be expected to continue to pay the weekly tuition rate while your child is not in attendance for the <u>summer months</u> if you pay a holding fee. However, with proper notification your child may attend with a drop in rate or you can continue to send your child full time and pay full tuition. This option is available if you do not plan on sending your child <u>in the summer</u>. 	June - July	\$50.00 due on the last day of school.
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Tuition Schedule

ALL TUITION IS DUE MONDAY THE WEEK OF SERVICE. However, if payment is not paid by 2:30 pm Wednesday a \$10.00 late fee will be assessed. *Note tuition must be paid if your child does or does not attend, as long as the child is enrolled in the program. If payment is not received by Wednesday at 2:30 p.m., your child may not attend until full payment is received including late charges.

Non-Payment Dismissal

Non-payment of child care fees, as mentioned in the Tuition Schedule section, may result in dismissal of your child.

Returned Check Fee

Inspire Early Learning Academy will impose a \$45.00 returned check fee for all returned checks. Late fees will be added accordingly. After 2 returned checks, the family may no longer pay via check and must pay with an alternative payment method.

Child Care Assistance

If you receive child care subsidy, please review the Child Care Assistance Tuition Contract for policies and fees.

Sick/Vacation Days

In the event that your child is sick and must be absent from school, tuition is still expected on Monday of that week. If your family will be away for vacation, tuition should be paid before learning so late fees are not incurred.

Discounts

Full time families with multiple children enrolled will be entitled to only paying one enrollment fee.

Holiday and Professional Development Days

Please review our yearly calendar to see dates that we will be closed for federal holidays and professional development days. Inspire Early Learning Academy reserves the right to add or subtract dates. Parents will be notified of any revisions to the annual calendar. Tuition is to be paid in full for all annual closure dates. *Child care assistance families, please review your contract regarding responsibilities and fees for closure dates*

School and Program Hours

Monday - Friday

5:30 a.m. - 5:30 p.m.

Please see our program calendar for a schedule of annual closings and events.

Calendar

The program calendar will be communicated with families each year as well as posted on our Parent Communication Board located in our main office. We will operate on a 12 month calendar and will be closed on federal holidays. Reminders of federal holiday closures will be posted and communicated with all families. Here are the federal holidays that we plan to be closed on:

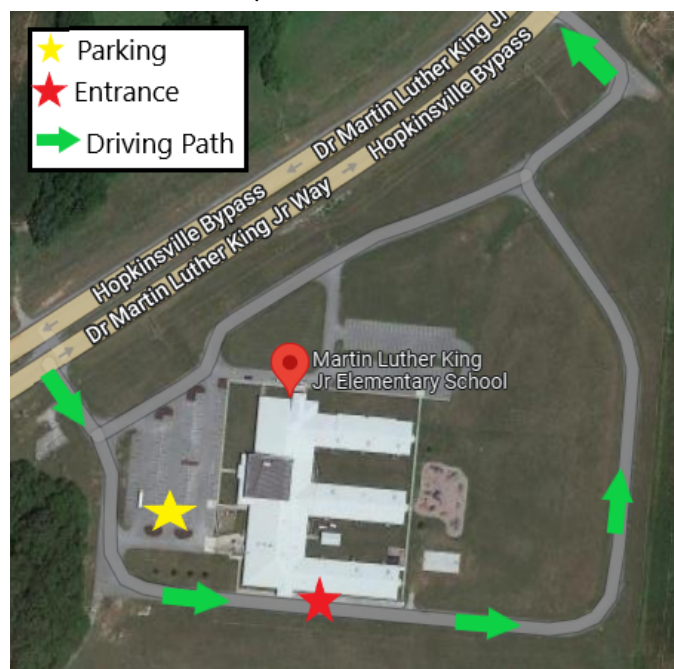
- New Years Day (January)
- Dr. Martin Luther King Jr Day (January)
- Presidents Day (February)
- Memorial Day (May)
- Independence Day (July)
- Labor Day (September)
- Columbus Day (October)
- Thanksgiving Day (November)
- Christmas Eve and Christmas Day (December)
- New Years Eve (December)

Inspire ELA cherishes family time and will strive to ensure that our staff members and students have the opportunity for quality time with their families during the holiday seasons. Therefore, our calendar is subject to change and we may close on special days around the holidays to give our staff and students that time. Again, all holiday related closures will be communicated in advance.

General Policy Guidelines

Parent Parking

Inspire ELA is located inside of Martin Luther King Jr Elementary school, on its own separate and secure wing of the building. Therefore, it is important that all Inspire ELA visitors and children enter through our IELA office which is located at the back of the school building (as identified on the map below).



Arrival

In order to assure the safety of our students and staff, Inspire ELA requires that all families arrive at the secure entrance where they will be greeted and buzzed in by a staff member after showing proper identification. Once arriving in our office, you will sign your child in and take them to their classroom door. We ask that all children are dropped off to the exterior door of their classroom. All family members are required to exit out of our Inspire ELA main office door.

In order to ensure proper staffing, avoid missing meals, and allow students to experience all aspects of their learning day, it is required that all children arrive by 9 a.m. If your child will be late arriving at Inspire Early Learning Academy, you must have a doctor's excuse and make the center aware of their late arrival.

Departures

Please enter through the main office door of Inspire ELA, at the secure entrance to gain access into the center. Help your child gather their personal items and escort them from the classroom. All family members are required to exit out of our Inspire ELA main office door. The maximum hours of attendance at Inspire ELA are 10 hours per day. Please make sure your child does not exceed these hour guidelines. It is important for your child to have a good balance of home and school for optimal development. For your child's protection, only persons authorized on the emergency pick up form are permitted to take a child from Inspire ELA. Families must have a Pick Up Permission list on file. All changes must be authorized by the administrative team and must be made in person. You must sign and date the updated form to reflect changes made. Please be aware, if the administration team does not recognize a designated person at the time of pick up, the person will be asked to show a picture ID to confirm identity. **UNDER NO CIRCUMSTANCES WILL A CHILD BE ALLOWED TO LEAVE INSPIRE ELA WITH AN INDIVIDUAL NOT ON THE PARENTAL AUTHORIZATION LIST.**

We realize that situations arise, but we must follow these guidelines in the event that a parent is late in picking up their child after closing.

- \$3.00 per minute/per child, will be charged for every minute after 5:30 p.m.
- At 5:40 p.m. we will begin calling those listed on the pick-up list
- At 5:50 p.m. the police will be contacted to inquire of accidents
- At 6:00 p.m. Department of Social Services will be contacted

- Please no phone usage when entering or exiting the academy. This allows for effective communication to be made with your child's teacher. More importantly, your child has missed you and can't wait to see you and tell you about their day!

Attendance

If your child will be absent, please let the administrative staff know ASAP so we can ensure proper staffing. This will help us prepare the schedules of our staff to be in compliance with state regulated child care ratios. Attendance will be taken by 9:00 a.m. each day.

Transportation and Car Seats

Christian County Public Schools will not be providing transportation for Inspire ELA students. Please review above, under "departures" to learn about our pick up policy and who is authorized to leave the premises with your child. Additionally, in the event that a car seat must be kept at Inspire ELA for your pick up arrangements, Inspire ELA staff are not able to install or place a child in a car seat.

Parent Communication Board

Please visit our Parent Communication Board often to stay aware of current center information. Weekly menus, annual closure and event calendar, student health notifications, staff praise, and other updates are posted there often.

Conduct and Ethics

The reputation of Inspire Early Learning Academy is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence are based in our upholding of state regulatory guidelines and center policies and principles. The continued success of Inspire ELA is dependent on our families trust and we are dedicated to preserving that trust. All Inspire ELA employees will uphold these policies and conduct themselves in the utmost professionalism and operate in accordance with Kentucky Early Childcare Education Regulations and the high ethical standards Inspire ELA sets forth.

Confidentiality

This Confidentiality Policy has been adopted to protect confidentiality and the individual rights and privacy for children, families and the employees of Inspire Early Learning Academy. The dignity of families, children and employees shall be respected and protected

at all times in accordance with applicable laws. All children's private records are confidential and protected. Information about children, families or employees will not be divulged to anyone other than persons who are legally authorized to receive such information.

Parent Code of Conduct

Inspire Early Learning Academy requires the parents of enrolled children to behave in a manner consistent with respect, decency and courtesy. We strive to provide an appropriate environment where children can learn, grow and develop. Achieving the ideal environment is not only the responsibility of the staff, but also the responsibility of each and every adult that enters Inspire ELA. Parents must be in control of their behavior at all times. We do not permit threats of any kind. In today's society threats, idle or otherwise, will not be tolerated and will be reported to the proper authorities. Verbal abuse from a parent, grandparent, or guardian directed to a teacher/office manager and/or director will not be tolerated. We encourage open lines of communication between parents and teachers, but we ask that all communication dealing with a child in the center only be discussed with Inspire ELA. Any behaviors deemed inappropriate will result in dismissal of our child.

It is also inappropriate for any parent to seek out another parent and confront them about the behavior of their child(ren). It is expected that disagreements be handled in a calm, respectful manner. Confrontational interactions are not an appropriate means of communication and are strictly prohibited.

For the health of all children and employees, smoking is prohibited on Inspire ELA grounds. Electronic smoking devices are also prohibited on Inspire ELA grounds as well.

Health and Safety

Illness

In accordance with 922 KAR 2:120 Child-care center licensure, section 7, a child showing signs of an illness or condition that MAY be communicable shall not be admitted to the regular child-care program. If a child becomes ill while at the center the parent will be contacted, and the child must be removed from the center immediately. If a sick child is left at the center for more than an hour from their parent being contacted, the parent will be responsible for the \$10.00 per hour late fee, in addition to their weekly tuition. Listed below are examples of reasons for EXCLUDING ill or infected children from Inspire ELA. This list is not exhaustive.

- Fever - any child exhibiting a fever above 100 taken under arm.
- Signs of Possible Severe Illness, unusual lethargy, irritability, persistent crying, difficulty breathing.
- Uncontrolled Diarrhea - Defined as an increased number of stools compared with the child's normal pattern, with increased stool water and/or decreased form that is not contained by the pull up or toilet use.
- Vomiting
- Mouth Sores
- Rash
- Purulent Conjunctivitis - Defined as pink or red conjunctiva with white or yellow eye discharge, eye pain or redness of the eyelids or skin surrounding the eye.
- Head Lice - Live bugs or nits, child must be free of live bugs or nits. Child must be checked by the administration before their return.
- Impetigo
- Strep Throat - until 24 hours after treatment has been initiated and until the child has been fever-free for 24 hours.
- Ringworm - 24 hours after start of treatment and area must be covered.
- Uncontrolled coughing, discharge and trouble breathing.

Notifying Inspire Early Learning Academy of Illness

If your child is going to be absent from Inspire ELA for any of the above reasons (or possible reasons not listed) please contact Inspire ELA as soon as possible after diagnosis so other parents can be notified of potential exposure and proper cleaning can take place. When a contagious illness occurs, notice will be posted outside the child's classroom and on the Parent Board. Confidentiality of the child's name will be respected and withheld from the illness notice. Only the illness will be communicated.

COVID Policy

If your child is experiencing any symptoms of COVID such as shortness of breath, fever, cough, etc. please keep your child home until they are symptom free and fever free (without fever reducing medicine) for 48 hours. If your child is diagnosed with COVID, please communicate with the administration team as soon as you receive the diagnosis. A COVID diagnosis exposure form will be communicated on the classroom door as well as the Parent Communication Board. Again, there will not be a child's name on the diagnosis form - just a written statement of the diagnosis and exposure.

Returning to Inspire ELA After Illness

After your child has been ill it is important to adhere to the following guidelines when determining if your child is ready to return to Inspire ELA. Your child may return when their mood, appetite, behavior and activity are normal. Your child must be fever free for 24 hours WITHOUT FEVER REDUCING MEDICATION. If antibiotics are prescribed for wellness, a full 24-hour cycle must be administered. Reminder, Inspire ELA staff will not administer medication of any kind. A parent must administer the medicine themselves.

Child must be free of diarrhea and or vomiting for a full 24-hour period. Frequent coughing and nasal discharge, must be resolved.

Doctors Note to Return

A doctor's note to return to the center before the 24 hours is at the discretion of the director. Our goal at Inspire ELA is to provide superior care for all children. Part of that is using discretion on behalf of the other children and staff.

Special Health Procedures

During outbreaks of contagious illness, parents may be required to have their children tested. Children who do not receive the required testing may be excluded from the center in order to protect the health of the other children in care. The administration team may require children to stay out for additional time for the health and safety of all children.

Chronic Medical Conditions

Children with pre-existing medical conditions will be evaluated for admission on an individual basis to ensure Inspire ELA can adequately accommodate the needs of the child.

Medication

Inspire ELA does not administer over the counter medications (Tylenol, Motrin, etc.)

Inspire ELA does not administer prescription medications. A parent or guardian must come and administer the medication themselves.

Emergency Medication Management

If a child is prescribed emergency medication by their health care provider the IELA staff will work with the parent to establish a plan of care to administer the medication according to the needs of the child . The emergency medication will be kept in a secure area and available when needed.

Accident/Incident Report Forms

If your child is involved in an accident that requires any type of attention or first aid and the office does not feel you need to be called, you will be notified with an accident/incident report. This report will inform you of what action was taken and will be given to you when you pick up your child that day.

Emergency Treatment

If your child should require emergency treatment while in the care of Inspire ELA, it is at the discretion of the administration team if the child will require emergency medical services. If the administration deems emergency treatment is needed, the parent(s) or legal guardians will be notified immediately. If a parent or legal guardian cannot be reached, emergency contacts will be notified. Inspire ELA is not liable for any claims or damages resulting in injury to any child which is not a direct result of gross negligence by the program or its employees.

Meals

Nutrition is important at Inspire ELA. We provide breakfast, lunch and a P.M. snack. Please see your child's class schedule for meal times. Inspire ELA is aligned with a Federal Food Program as well as follows state child care regulations, therefore meal service time is not flexible. If there are reported food allergies that can be triggered by the smell of certain foods such as peanut butter, we will ask all families to avoid sending that food with their child.

- Families are welcome to pack a lunch for your child but no outside fast food will be allowed to be delivered to your child. All meals packed by family must be in a lunch box and nothing can be warmed up.

Allergies

Inspire ELA needs documentation from your family physician on all diagnosed food allergies. Please see administrative staff for the Medical Statement of Special Dietary Needs. We are unable to make revisions (including milk) to our menu without this completed form. All allergies must be listed on the Medical Information form in the enrollment information packet.

Children with Learning Disabilities & Eligible Public Preschool Students

Christian County Public Schools is proud of our public preschool programs located in 7 of our 8 elementary schools. Each of our public preschool programs offer exceptional

services by certified staff members who qualify based on income and/or for students with disabilities. It is encouraged that children who qualify for our public preschool program apply and if eligible, attend those classrooms so they can receive services in compliance with their Individualized Education Plans.

Students who qualify for our public preschool programs and meet the eligibility for Inspire ELA enrollment and need child care through Inspire ELA either before or after preschool sessions, can attend Martin Luther King Jr. Elementary school preschool if there is still availability after zoned MLK Jr. Elem. children are placed. Please contact our district's Preschool Coordinator for more information regarding availability. Additionally, if you are participating in the public preschool program and Inspire ELA program, full tuition must be paid for your child's enrollment.

Third Party Services

Inspire ELA is proud to collaborate with early childhood education agencies that can enhance a child's development through the services that they may provide. If there is ever a time that a third party service provider such as First Steps Interventions and/or private Speech Language Pathologist, parent permission must be obtained for that child to receive that service. Additionally, Inspire ELA will require proper contract documentation to be in compliance with state child care regulations.

School Readiness Coordinator and Learning Pathway Students

Christian County Public Schools strives daily to impact all children inside and outside of our classrooms. Our goal as a district is to provide families and children with the tools they need to ensure cradle to career success! Therefore, we are excited for Inspire Early Learning Academy to serve as a learning vessel for not only our little learners but our high school students as well. With parent permission, background checks, and state required screenings - Christian County Public Schools high school students who are passionate about early childhood education will have the opportunity to gain hands-on experience and collaborate with our teaching team to create and deliver meaningful lessons with the children. State child care regulations will be followed AT ALL TIMES and AT NO TIME will high school students be unsupervised with the children. Expectations and procedures such as no phone usage, professional attire and behavior, respecting and honoring confidentiality, and more will be communicated and expected from all high school pathway students. If you have any questions or concerns regarding the early childhood education

learning pathway students involvement, please don't hesitate to reach out to our administration team.

Additionally, Christian County Public Schools School Readiness Coordinator will have an active role in ensuring Inspire Early Learning Academy is preparing children for school success and beyond. The School Readiness Coordinator will collaborate and support Inspire ELA teachers in their planning, assessing, and implementation of developmentally appropriate, authentic learning activities. More importantly, together as a team - the Inspire ELA staff and CCPS School Readiness Coordinator will serve on community and statewide early childhood councils to network, share, and learn strategies to engage all stakeholders and enhance a child's early learning experiences.

Birthdays and Other Celebrations

We love to celebrate our children each and every day, but especially on their birthday! It is acceptable that you send store bought, unopened goodies for your child's special day but we ask that you make sure you have enough for all children in the class. We will have a celebration for your child with their special treats during our snack time. Additionally, we ask that because of space in the classroom - we can only allow up to 4 guests per child when celebrating your child's special day. Lastly, in compliance with our confidentiality policy - no videos or pictures may be taken with any children other than your own. If you would like pictures of your children with their classmates, Inspire ELA will review media release consents and post on our own business page for you to view and save.

In efforts to make your child feel extra special on their special day, consider doing one of the following activities:

- Read their favorite story to the class.
- Share a birthday tradition or picture with the class.
- Eat breakfast, lunch, or snack with your child.
- Donate an item to the classroom in your child's honor (a book, a puzzle, special toy, etc.)

Emergency Closure

No one likes the occurrence of unforeseen circumstances, but there may be situations due to weather or other natural events that are out of our control. In the event of inclement weather, it is at the discretion of the Inspire ELA administration team if we will close and the duration of the closing. If a natural disaster warning is given during the school day, you

may be called and asked to pick up your child. It is important our Inspire ELA children, staff and families remain safe, in these emergency situations. Please have a plan in place for your family in the event of an emergency.

There may be times throughout the year that we experience inclement weather. In order for us to ensure the safety of our children and our staff, we will make the call and notify all families of closings due to inclement weather as soon as possible. For sure by 4:30 a.m. that day. In the event that there is an early release day due to inclement weather, families will be notified and have one hour to pick up their child before late fees begin.

Decisions are not made to inconvenience anyone; however, the coordinator's first concerns are that of the children, the staff and their children's safety. We cannot operate effectively if we do not have adequate staffing. Tuition will still be expected in the event we must close temporarily. Inspire ELA cannot be held responsible for these acts and payment will still be expected.

Emergency Notification

In the event of a power outage, loss of water or weather-related emergency, we will contact you via, Facebook page, Remind app, email, or phone. Weekly tuition is to be paid in full for all emergency closures.

Disaster Plan

If a natural disaster were to occur, Inspire ELA does have an up-to-date disaster plan located at the welcome counter. If you would like to review this plan, please see the administration staff. In accordance with Kentucky Cabinet of Health state regulations, Inspire ELA does conduct monthly, fire, tornado and earthquake drills.

Child Custody

In cases where an enrolled child is the subject of a court order (Custody Order, Restraining Order, or Protection Order) Inspire ELA must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed. Inspire ELA cannot, without a court order, limit the access of one parent by request of the other parent regardless of the reason.

Intoxication and Picking Up Children

Inspire ELA will not release a child/children to a person who is or seems impaired. The administrative team will attempt to call an alternative person from the child's emergency contact list for pick up. The parent is responsible for any and all fees associated with late pick up if an alternative pick up person must be contacted. If the person who seems impaired leaves the center with the child, for the safety of the child, the police will be called.

Weapons Policy

For the safety of our families and staff, Inspire ELA is a weapon free zone. Possession or use of any type of weapon or dangerous object while on Inspire ELA property is prohibited.

Threats or Acts of Violence

Inspire ELA has a zero-tolerance policy in regard to acts of violence or threatening acts of violence. We do understand that children may not understand the weight of their words or actions. If an issue occurs, Inspire ELA will work with the parent(s) to correct the behavior. If behavior becomes habitual or severe, it could be cause of immediate dismissal.

Media Release Policy

It is important to Inspire ELA to keep parents, families and our community informed about the children's daily activities. One way we keep parents informed is by documenting center activities with pictures or videos. These pictures or videos may be used on our Facebook page, for educational documentation around the center, in editorial print publications for the community or even for gifts for families. These photos are an important part of our early education documentation process and help to keep parents and families involved in their child's education. You will be asked to sign a release, so we can photograph your child/children.

Clothing

Dress your child in clothing that is comfortable for a variety of active and messy activities. We recommend children not wear their best shoes and clothing to the center; we expect they will get messy! Please provide two complete changes of clothing appropriate for the season for emergencies or other situations where the clothes your child arrived in might not be suitable to wear home. Please label all articles of clothing with your child's name to minimize confusion and loss. Parents, please send your child to Inspire

ELA in tennis shoes. Flip flops and any other opened toe shoes hinder your child's ability to participate and create safety hazards.

Pull Ups

In terms of containment and absorption, Inspire ELA will only allow and use disposable pull ups in our group care environment. Parents must provide the pull ups and bring enough to store at the center for your child. Inspire ELA staff will notify you when the supply is running low and needs to be replenished.

Personal Belongings

All personal belongings (toys) will need to stay at home with the exception of Show-n-Tell days or special times when your child's teacher has requested items, please leave personal belongings (toys) at home. They can be distracting during the learning day and can cause conflict between students. Inspire ELA will not be responsible for lost or damaged items brought from home. Inspire ELA provides cups for meals and snacks. Please do not send a sippy cup with your child. Donations for bottled water would be greatly appreciated.

Potty/Toilet Training

Potty learning efforts of a child are based on individual child readiness. Please discuss techniques with your child's teachers so your child can experience continuity in adult expectations in this important area of learning. During potty training you will need to provide 5 extra changes of clothing and an extra pair of shoes. Please take soiled items home at the end of the day and replace items the next day. Children will not enter the Pre-K 3-year-old program until they are fully potty trained. Pull ups are only allowed at nap times in our Pre-K classroom. Your child will be considered fully potty trained when they have fewer than 2 accidents per month.

Nap and Rest Time

Active children need a time of regeneration for proper growth and development. Nap/rest time is an important opportunity for this growth to occur. All children will have a 2 hour rest period. Children are not required to sleep, but they do need to take this opportunity to rest and rejuvenate quietly on their cots. Please bring a rest mat for your child's cot. It is very important you take their rest mat home each week to be washed. Please return the nap mat to school with your child each Monday. Below is an example of the required rest mat. They can be ordered on Amazon, Walmart, Target, or other online retailers. Please include your child's name in sharpie on the tag of the nap mat.



Outdoor Play

To be in compliance with state child care regulations for gross motor activities, all children will go outside every day as long as the weather is permitting. We ask that children wear closed toe shoes for outdoor play time to avoid any safety hazards or inability to play and engage in gross motor activities. We feel outdoor play is important for each child, each day. Your child may not stay inside during outdoor play time due to Inspire ELA not being able to adequately staff for one on one coverage.

Advancement into Next Class Level

Children are assessed on advancement readiness by their chronological age and in terms of their total development-social, physical, emotional, adaptive, and language. Interest level of the next step of development is also taken into consideration. The classroom teacher will be consulted on student readiness and space availability will be considered before progression to the next class. Parents will be given a transition letter when their child is ready to move to the next classroom. Children must be potty trained (please see Potty/Toilet training section for the definition of Potty Trained) before advancing into Inspire ELA's Pre-K program.

Positive Discipline Strategies

The acquisition of self-regulation skills is an important milestone in the development of young children. Inspire ELA staff see themselves as a guide in modeling and teaching problem solving skills and emotional and behavioral self-control. Your child's teacher will include him/her in the process of decision making regarding alternative positive behaviors and model de-escalating techniques. They will give developmentally appropriate tasks and

responsibilities to complete independently. This will help promote healthy boundaries and developmentally appropriate expectations.

Inspire ELA does not:

- Inflict corporal punishment on any child
- Use any strategy that hurts, shames, or belittles a child
- Use any strategy that threatens, intimidates, or forces a child
- Use food as a form of reward or punishment
- Shame or punish if a bathroom accident occurs
- Embarrass any child in front of others
- Compare children
- Leave children alone without supervision

Behavior Incidents

If your child is involved in a behavior incident, you will be given a report and asked to sign the report. You will be provided a copy of the incident for your records. Parent involvement is important to keep children accountable for their actions so future incidences are minimized.

Behavior Improvement Plan

Once a child's behavior becomes disruptive to the learning environment of the classroom and begins to hinder the ability for themselves and their peers to learn, an evaluation will be put into effect. The Inspire ELA staff will communicate their concerns with the family and develop a Behavior Improvement Plan with developmentally appropriate strategies and functional behavior replacements and supports to help improve the behavior. It is best practice to give a behavior plan some time to work, however if the plan does not seem to be working and the behaviors do not improve, the child will be removed from the classroom and have to exit the program. Positive behaviors contribute to the creation of a safe learning environment where ALL children can grow and have a solid foundation for future learning.

Chronic Disruptive Behavior

If a child continually is unable to function in a group of their peers and progress is not made with the Behavior Improvement Plan, the child may be subject to suspension. The administration team may immediately suspend a child at any time he/she exhibits behaviors that are harmful to him/herself or other classmates. A parent may be called at

work anytime the child exhibits uncontrollable behavior that cannot be modified by the staff. Suspension can vary from a few hours or to an indefinite period.

Biting Policy

We understand that biting is common in children under the age of 3, especially in group settings. However, Inspire ELA will make every effort to determine the reason for biting and practice effective supervision at all times to intervene before a biting incident may occur. Our staff will work with the family to share strategies and techniques that are more appropriate replacement behavior to biting.

Biting occurs when a young child is exploring, investigating cause and effect, teething, act of frustration, lack of verbal skills, etc. When and if biting occurs, the teacher will record the incident on an incident report form and the parent will get a copy of the report when they pick up their child that day. An incident report form will also be given to the child who was bit. Inspire Early Learning Academy staff will never disclose the name of the child to the parent whose child was bitten. It is important that parents work together with their child and their teacher to improve the biting behavior and reinforce strategies while at home. Below are the steps that will take place for if and when a biting incident occurs:

- Teacher will intervene immediately.
- Teacher will help the child that was bitten by showing concern and support. First aid will be given such as washing the wound, providing an ice pack, and a bandage if needed.
- Teacher will teach the child that has bitten that biting is an unacceptable behavior and give an alternative method of coping and model a behavior that is acceptable.
- Teacher will reinforce positive behavior.
- Teacher will supply the parents of the biting child and the child who has been bitten incident reports. These forms assist in identifying patterns, so the staff can work to prevent future occurrences by changing the environment and implementing intentional teaching strategies. A copy of the report will be kept in the children's file.
- Confidentiality will be maintained.

If the biting continues, we will

- Meet with the parents of the child who is biting to plan strategies for supporting the child's positive social behaviors.
- Shadow the child as much as possible.

- Consider if changes to the environment and routines will assist in reducing future biting incidents.
- Seek consultation from a quality coach if needed.

On the rare occasion that biting continues without improvement, Inspire ELA reserves the right to remove the child from the program so the parents can find an alternative learning environment that better suits the needs of the child.

Abuse and Neglect

Inspire ELA's staff are legally obligated to report any suspected child abuse or neglect, under the Child Protective Services Act. Our staff attends mandatory training to recognize and report suspected abuse.

Curriculum

Inspire Early Learning Academy's goal is to create a solid foundation for future learning for our young students. It is vital that along with our effective, daily programming and trained staff, we implement a rigorous curriculum that provides the resources for all children to thrive and grow. Through collaboration, co-teaching strategies, and high quality training, our staff will have the tools to create meaningful learning experiences that will enhance student achievement and growth in all areas of a child's development.

The Creative Curriculum is a comprehensive, researched based curriculum that focuses on responsive daily routines, meaningful learning experiences, exploration, and discovery! The Creative Curriculum is play based and allows for our teachers to honor a child's creativity and respect their critical role in making learning relevant and exciting for each child. This program helps our teachers provide high quality lessons through differentiated learning activities for each and every child. Through the curriculum's individualized instruction, our teaching team can understand how each child progresses and provide accommodations and scaffolding techniques to meet them at each stage of their development. The Creative Curriculum allows children to build confidence, creativity, and critical thinking skills through hands-on, project-based investigations that promote discovery, inquiry, and critical thinking skills. Most importantly, the Creative Curriculum reinforces learning with family-friendly activities designed for at home learning.

At Inspire Early Learning Academy we are believers that children learn by doing and are active learners. The Creative Curriculum supports our belief and allows opportunities for the children to engage in hands-on experiences and open ended activities through play. It is our mission at Inspire Early Learning Academy to foster a love for learning and create a solid foundation for all children to be ready for school success and beyond!

Screening

Assessments are important and play a key role in ensuring our teaching team is equipped and understanding of where your child is throughout each stage of their development. By assessing your child, we can provide differentiated instruction that meets your child where they are developmentally and it also provides the opportunity to analyze developmental milestones and identify any areas of concern. Early intervention is crucial to preparing a child for where they need to be, the earlier we identify an area for growth, the more proactive we can be and begin implementing strategies to help your child improve.

Inspire Early Learning Academy is committed to preparing your child for kindergarten! In alignment with the Kentucky All Stars Rating Program and Kentucky Best Practices, we are so excited to have the opportunity to incorporate the Brigance Early Childhood Screen tool into our program. The Brigance Screener takes about 10 - 20 minutes to complete and is performed through a series of hands-on tasks and questions and identifies strengths and weaknesses in the area Cognitive, Language, Physical, Self Help/Adaptive, and Social Emotional. The Self Help/Adaptive and Social Emotional portions of the screener are assessed through a parent questionnaire that our teaching team will send home and ask you to fill out and return. We are so thankful for your insight and involvement in your child's educational journey and appreciate the time you take to complete this form and return it to us. The screener will be administered in the Fall, Winter, and Spring Semester. This allows our teaching team to have up to date data that will show progressions and regressions so we know how to best support your child. Once all portions of the screener are completed, the teacher will score it and analyze the results. A copy of the reports and suggestions for next steps will be shared with the parent each time the Brigance is administered.

Parent Participation

Parent involvement in a child's early educational journey creates a more positive experience for the child and helps them perform better when they are in school. Research shows that parents who are in tune with what is happening in their child's early education classrooms are better able to establish a connection between what is learned at school and what takes place at home. This connection is a key component of a child's development and supports further learning. Additionally, parents can support their child by continuing the learning process at home and throughout their time together outside of the classroom if they are aware of what is being taught inside of the classroom. Most importantly, engaged and

active parents involved in their child's learning journeys understand their child's competency and areas they need to work on to improve their confidence and ability, which in return will set them up for success.

Inspire Early Learning Academy is excited and honored to be a part of your child's team of stakeholders that will prepare them for a lifetime of success! There will be opportunities for you to become involved in your child's classroom whether it be special reader day, helping lead a small group, attending a family night, etc. Please contact the coordinator if you would like to volunteer and be involved. We will have a procedure in place for all visitors who are volunteering inside the classroom so notifying the director is required. Please see our monthly event calendar on our Parent Communication Board for scheduled family events.

Withdrawal From Inspire Early Learning Academy

While we hope that every family would wish to stay with us through their child's early educational journey, sometimes circumstances intervene and the family must withdraw from Inspire Early Learning Academy. In order to ensure smooth transitions for our staff and the child, below is more information about the procedures and expectations that we have established for withdrawing from Inspire ELA.

Withdrawal

We respect a parent's right to withdraw their child from Inspire ELA and understand that job circumstances can change, families may have to move counties, etc. A two week notice form is required and must be filled out prior to a withdrawal from Inspire ELA. The current week is not considered part of the 2- week notice. A member of the administration team can provide you with this form. Withdrawal **MUST** be in written form. A verbal notification will not serve as a two-week notification of withdrawal. This two-week notification allows the center adequate time to rework staff schedules to accommodate the change and the ability to enroll new families at the center. Parents who do not provide the required two week **WRITTEN** notice form are liable for two weeks of full weekly tuition. This also constitutes dismissal from the center, as noted below. Please notice that failure to pay this will result in collection fees being added to the amount. Even if your child will not attend Inspire ELA during those two-weeks, you will be charged for the two-week notice.

Dismissal Policy

Inspire Early Learning Academy strives to accommodate the various needs of our families, but occasionally a situation may occur where the ability of our staff to meet those needs, might be compromised or limited, or where a child's actions might place the health and/or safety of the child or others at risk. If, in the judgment of the coordinator, the individual needs of a child cannot be met in group care, Inspire ELA reserves the right to dismiss the child at any time without prior notice. All tuition fees and Inspire ELA policies still apply in the event of dismissal. Please note, the two-week written notice may not be possible if the dismissal is due to safety issues. In this circumstance, the family will not be liable for the standard two-weeks' notice fees. (As noted in the section for withdrawal)

Dismissal from the center is an avenue of last resort and we do our best to work through situations which may lead to it. Dismissal can be a result of: non payment of childcare fees, withdrawal without notification from the family or other unforeseen problems which seriously compromise the safety and/or health of others at Inspire ELA.

For dismissal resulting from the non-payment of fees, the family will still be obligated to pay those fees or face legal action to collect those fees (which will result in additional court costs and other fees being added to the total amount owed). If the dismissal is the result of a family who failed to provide the required two-weeks' notice, those fees shall be added to the amount owed, as detailed in the Withdrawal section above.

For families who persistently fail to pay their childcare fees as outlined in the Fee Schedule section above, Inspire ELA will first attempt to work with the parent(s) to bring all payments up-to-date. If the parent continues to fail to pay, or otherwise does not comply with any additional payment arrangements, the parent will be given notice as to when the child will no longer be able to attend Inspire ELA. The parent is still liable for all fees incurred up to and including the date.

Other circumstances can also result in dismissal from Inspire ELA; typically, these situations involve situations where a parent is considered a clear and present danger to Inspire EL and those who attend it. Many times, there will be no additional notice. Inspire ELA reserves the right to dismiss families from the center immediately. Any slander on social media will not be tolerated.

Checklist of Needed Items by Classroom

2 Year Olds:

- Rest Time Sleeping Bag
- Disposable Pull Ups and Wipes
- 2 Changes of Clothes Appropriate for the Season

- Backpack large enough to fit a standard size folder
- Blue Folder with Prongs

3 - 5 Year Olds:

- Rest Time Sleeping Bag
- Disposable Wipes
- 2 Changes of Clothes Appropriate for the Season
- Backpack large enough to fit a standard size folder
- Blue Folder with Prongs



Dear Inspire ELA Families,

Thank you for taking the time to thoroughly read this Parent Handbook. It is our hope that each of our families feels comfortable and understands the intent of our values, philosophies, and overall program. Please sign this agreement form stating that you have read and agree with all contents of the parent handbook and commit to abiding by our policies while your child is enrolled at Inspire Early Learning Academy.

If you have any further questions or concerns regarding the information within this handbook, please contact someone from our administration team for clarification.

Print Each Child's First and Last Name
Who Will Be Attending Inspire ELA

Guardian Signature

Date