



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! As you read through this handbook, our hope is that you understand our philosophies, policies, and procedures. As always, anytime you have any questions please feel free to ask our administrative team. This handbook is subject to change over time due to evolving research, changes to our location or staff, and possible updates on policies. All families will be notified when changes or revisions are made to this parent handbook.

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: Tina Jarrett

Assistant Coordinator: TBD

Teaching Team

We would not be able to accomplish our mission of offering high quality early education without our teaching team. 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 knowledge of Kentucky Early Childhood Standards along with 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.

Parent Communication Board

Located in our front office, we will have a parent communication board that will display our weekly menus, newsletters, illness notifications, inspection reports, updates to our calendar, a copy of your parent rights and more. Additionally, we invite you and your child to display any work from home, share positive praise for our staff, hang your Christmas cards, etc.

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 have the advantage of being able to establish a connection between what is learned at school and what takes place at home. This connection is an essential component for 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, celebrating birthdays, 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 and special visitor days.

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 if spots are available.

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

In accordance with state child care regulations, 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 children 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 turned in to our administrative team prior to your child's first day of attendance at Inspire ELA. 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 frequently 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. This list is not exhaustive:

- 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
- Technology Consent Form

All immunization records must be transcribed on a Kentucky Immunization form. Immunization records must be kept current in order to be in compliance with state regulations. Due to complying with state regulations, failing to provide updated documents will result in your child being temporarily suspended until current documentation is made available. It is the parent/guardian's responsibility to submit a new copy every time your child's immunizations are updated.

Registration Fees

A non-refundable 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. 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

<p>Drop in Care</p> <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. 	<p>Up to 10 hours of care, per day.</p>	<p>\$45.00 per day</p>
<p>Late Tuition Fee per day</p>	<p>Assessed after 2:30 p.m. on Wednesdays</p>	<p>\$10.00 for each late day</p>
<p>Late Pick Up</p>	<p>After 5:30 p.m.</p>	<p>\$3.00 per minute</p>
<p>Late Sick Pick Up</p>	<p>For sick children left at the center for more than one hour after a parent is called.</p>	<p>\$10.00 per hour</p>
<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 	<p>June - July</p>	<p>\$100.00 due on the last day of school. *This is a one time non-refundable fee that will reserve your child's spot until August.</p>

and pay full tuition. This option is available if you do not plan on sending your child <u>in the summer</u> .		
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Tuition Schedule

Tuition will be due on Monday of each week. However, a \$10.00 late fee will be collected if tuition is not paid by Wednesday of that week. Please continue reading to learn about forms of payment that will be accepted. Note, if the payment method is anything other than automatic withdrawal - please ensure you pay ahead of time in the event that we are closed on the weekdays prior to Wednesday to avoid late fees. 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. In order for us to ensure we are able to continue to pay our staff, pay for our materials, etc. the weekly tuition is due even if your child does not attend that week or on certain days, unless you have the 10 month teacher plan - you are exempt from paying in the summer.

Non-Payment Dismissal

Failure to pay child care fees and tuition may result in dismissal of your child.

Returned Check Fee & Payment Methods

Inspire Early Learning Academy will charge a \$45.00 returned check fee for all returned checks. Late fees will be added accordingly. After 2 returned checks, we will no longer accept that form of payment from the family. Upon registration, you will complete an automatic withdrawal form if you choose to have your payment taken that way. Christian County Public Schools employees will have the option to have their payments withdrawn from their payroll accounts. Alternate methods of payment such as checks are also acceptable.

Child Care Assistance

For families who receive child care subsidies, please review the Child Care Assistance Tuition Contract for policies and fees. We are happy to assist with any questions you have regarding Child Care Assistance.

Sick/Vacation Days

Tuition is still expected on Monday of each week even if your child is ill and is not present at school. Please continue to read this handbook for more information regarding sick children and returning after illnesses. Additionally, payment is still required even if you are taking a vacation. It is encouraged to prepay tuition prior to leaving for vacation if you do not have automatic withdrawal, to avoid late fees. Please notify the staff of your vacation days so that we may staff accordingly.

Discounts

Full time families with multiple children enrolled will be entitled to only paying one registration fee. At this time, we do not offer discounts on tuition to families of multiple children.

Holiday and Professional Development Days

A list of dates that we will be closed for federal holidays and professional development days can be found on our yearly calendar that will be communicated with you during registration. Additionally, in this handbook you can find the federal holidays that we will be closed for. Inspire Early Learning Academy reserves the right to add or subtract dates. Parents will be notified of any revisions to the annual calendar as soon as changes are made. Tuition is to be paid in full for all annual closure dates. If you receive child care assistance, please review your contract through CCAP 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 special events. You will be given a program calendar upon completion of your registration.

Calendar

The program calendar will be communicated with families each year upon completion of your registration process, 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. 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 ensure 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. All family members are required to exit out of our Inspire ELA main office door.

In order to ensure proper staffing and allow children to have the opportunity to engage in all learning activities, we ask that children be dropped off to Inspire ELA by 9:00 a.m. We understand that doctors appointments are scheduled and things happen out of your control, please just make the center aware as soon as possible of any potential for late arrivals and we will try our best to accommodate.

Departures

Please enter through the main office door of Inspire ELA, at the secure entrance to gain access into the center. When picking up your child for the day please help them gather their belongings and check their daily folders (important information could be inside). 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. For your child's safety, we will only release children to people authorized on their emergency pick up form. Families must have a Pick Up Permission list on file that will be completed upon registration. We will not accept any changes or notices over the phone, please have all transportation and pick up changes in written form and communicate them with your child's teacher and our administrative team. In efforts to ensure maximum safety, we will require identification for any one picking up a child and leaving with them from Inspire ELA. Again, they must be on your child's pick up documentation to be allowed to leave with them. Guardians and parents are the only authorized adults who can change a child's pick up documentation. Signatures and dates will be required.

We realize that plans changes and unforeseen circumstances may happen which cause you to be late picking up your child. Please call and communicate about your late pick up as early as you can. Below are the procedures that we will take for a child who is late from being picked up.

- \$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 authorized on the pick-up list
- At 5:50 p.m. we will notify police to additional assistance/insight on accidents

- At 6:00 p.m. Department of Social Services will be notified
- 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 as soon as possible. This will help us prepare the schedules of our staff to be in compliance with state regulated child care ratios. We will document attendance at 9:00 a.m. each day. Please review our late arrival policy stated above in the "Arrival" section for more information.

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.

Conduct and Ethics

At Inspire Early Learning Academy, we are committed to abiding by state regulatory guidelines and best practices. Not only will we ensure our program ensures fair and ethical conduct for our families and children, but also our employees. All employees of Inspire Early Learning Academy will model professional behavior that shows their respect for each child and their family and their commitment to meeting their student's needs. The child will always be the heart of Inspire Early Learning Academy, therefore - we will strive daily to conduct ourselves and our program in a manner that reflects we are child centered and create a positive work environment for our staff.

Confidentiality

At Inspire Early Learning Academy the confidentiality, rights, and privacy of our families and their children, and our employees are protected and respected in accordance with applicable laws. All of our children's records will remain private and confidential and protected at all times. No one other than the contacts listed on the authorization form will have access to or be shared the confidential information regarding a child, their family, or our employees. All necessary confidentiality paperwork and signatures will be completed

upon registration. Please continue reading to learn how your child's confidentiality will be maintained throughout their time in our care.

Parent Code of Conduct

In efforts to create a positive work and learning environment for all Inspire ELA families, children, and our staff - parents and guardians will be expected to have positive interactions and behave appropriately. Parents and guardians who are not able to control their behavior will be asked to leave the premises or authorities will be called. It is important to us at Inspire ELA that our children are surrounded by love and positive, healthy relationships are modeled for them. Verbal abuse towards staff or children from a parent, grandparent, or guardian will not be tolerated.

Inspire ELA fosters open communication and we are happy to find a solution to whatever problems may arise. With that being said, we ask that all communication regarding concerns about your child or another child in their class or our staff, be discussed privately with the administrative team. Additionally, Inspire ELA will not condone confrontations between a parent/guardian and another child, staff, or family member. Any forms of slander on social media regarding the Inspire ELA program, staff, or children will not be tolerated.

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. Please continue reading to learn about our policy for being on our premises while intoxicated or under the influence of any kind.

Health and Safety

Illness

In compliance 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 sick while at Inspire ELA, the parent will be contacted, and the child must be sent home from the center immediately. The parent will be responsible for the \$10.00 per hour late fee, in addition to their weekly tuition, if a sick child is left at the center for more than an hour from their parent being contacted. 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

We understand and value the importance of attendance and believe that when children feel their best, they are ready to learn! If your child is sick, we ask that you notify our admin team as soon as a diagnosis is given to your child so that we can ensure effective cleaning takes place. For illnesses that are contagious, we will provide a notice outside of your child's classroom as well as on our Parent Communication Board and inform you of the exposure. Confidentiality of the child's name will be respected and withheld from the illness notice. Only the illness will be communicated. Inspire ELA staff are prohibited from sharing the name or any major details that would lead to identification of the child who is out sick.

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. As COVID guidelines and policies continue to change and evolve, we will update our families of those procedures and guidance as soon as possible.

Returning to Inspire ELA After Illness

If your child has been absent due to a sickness and you are wanting to return to Inspire ELA, we ask that you be mindful of the other children and staff as well and not send your child if they are still feeling bad, showing symptoms of the illness, or are continuing to require fever reducing medication. A child must be fever free, for 24 hours without fever reducing medication in order to return to Inspire ELA. If antibiotics are prescribed for overall 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.

Doctors Note to Return

Please send your child to Inspire ELA with a doctor's note stating that they are able to return on that date.

Special Health Procedures

In the event that a contagious illness spreads in the center such as lice or COVID, Inspire ELA may require your child to be tested to ensure they are safe to return and be exposed to the other children. Our mission is to ensure the safety and well being of all children and staff in our care, please help us achieve this by being mindful and understanding of testing for contagious illnesses and following our health procedures.

Chronic Medical Conditions

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. Although we will try our best to ensure that we can accommodate and meet the needs of your child, there may be individual circumstances that deem Inspire ELA unequipped to care for certain, individual medical needs. A proper assessment and analysis of your child's medical needs will be discussed and reviewed upon registration.

Medication

Inspire ELA does not administer over the counter medications of any kind (Zrytec, 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, Inspire ELA staff will complete proper training and necessary research to understand and be certified to administer the medication if needed. The emergency medication will be kept in a secure area, labeled with your child's information, dosage, and administering directions and available when needed. Additionally, required documentation must be provided and kept on file regarding the medication, dosage, administration directions, and when to administer it. When Inspire ELA is closed, we will not travel to open the center to recover any medication that is kept at our location.

Accident/Incident Report Forms

In the event that your child engages in a minor accident where the parent/guardian does not need to be called - you will be notified of the accident/incident and what care was given via a report when you pick up your child that day. For any major injuries or serious accidents, the guardian/parent listed on the child's registration forms will be notified immediately.

Emergency Treatment

If emergency treatment is needed, the parent(s) or legal guardians of the child will be notified immediately. If a parent or legal guardian cannot be reached, the documented emergency contacts will be notified. Inspire ELA is not liable or responsible for any claims or damages resulting in injury to any child which is not a direct result of gross negligence by our employees or our program.

Meals

We are proud to fuel our little learners' brains and bodies with nutritional meals! At Inspire ELA, we will provide breakfast, lunch and a P.M. snack. Meal times are shared on your child's classroom schedule. 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 labeled with your child's first and last name. We are not able to warm up meals so please keep that in mind when sending meals with your child.
- If you choose to pack your child's lunch, please follow the guidance given to you at registration time to ensure your child's meals meet our licensing requirements. If a child brings his/her own lunch and it does not meet the requirements the center is still required to ensure all meal and snack components are met per regulation.

Allergies

Inspire ELA requires documentation from your family physician on all diagnosed food and major allergies. A required "Medical Statement of Special Dietary Needs" form will be given to you to complete upon registration. Due to us following a federal food program, we are unable to make revisions to our menu without this completed form. All allergies must be listed on the Medical Information form that is completed upon registration.

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.
- Bring in special goody bags for each child in their 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.)
- Perform a special song or dance.
- Make a special craft as a class.

Emergency Closure

There may be situations due to weather or other natural events that are out of our control and cause Inspire ELA to close early or with little notice. In the event of inclement weather, the Inspire ELA administration team will evaluate the radar and decide if closure is necessary and the duration of the closing. You may be called to pick up your child if a natural disaster warning is communicated during the school day. In these emergency situations, we want to ensure that everyone remains safe so it's imperative that we all communicate swiftly and have a plan.. Please have a plan in place for your family in the event of an emergency.

In the event of bad weather, we will make the call and notify all families of closings due to 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.

Inspire ELA's main concerns are to ensure the safety of our children, our families, and our staff. If our staff can not travel safely to our center, we cannot operate effectively. Inspire ELA cannot be held responsible for these acts of mother nature, therefore tuition will still be expected in the event that we must temporarily close due to weather.

Due to Inspire ELA not providing transportation, there may be times where we will remain open even if Christian County Public Schools is closed due to inclement weather or emergency closures. Please ensure you are following along with Inspire ELA's forms of communication to stay up to date on our closure information and procedures.

Emergency Notification

Weekly tuition is to be paid in full for all emergency closures. Emergency closures will be communicated through phone calls, our family engagement app, parent communication board, and our Facebook page.

Disaster Plan

In accordance with Kentucky Cabinet of Health state regulations, Inspire ELA will participate and conduct monthly tornado, lockdown, earthquake, and fire drills. For specific information regarding our plans for these kinds of emergencies, please ask our administrative team for a copy of our procedures. It is great practice to review these procedures with your children while at home as well! Lastly, due to the nature of our program being located in an elementary school, any time the elementary school is placed on Lockdown or engages in any form of emergency drill - our team and students will participate as well to ensure everyone's safety.

Child Custody

If a child is enrolled at Inspire ELA and there is an active, formal custody agreement in place - please share all necessary documents and information with our administrative team. We will require the most recent order and all amendments thereto. Please ensure that you keep us up to date on your agreement. The orders of the court will be strictly followed. Without a court order, Inspire ELA will not and can not 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 or under the influence of any kind. The administrative team will attempt to call an alternative person from the child's emergency contact list for pick up. If the impaired person seems to be a danger to themselves or others, police will be called. In the meantime, if waiting on another authorized adult to pick up the child results in late fees, the guardian/parent will be responsible for paying those.

Weapons Policy

Inspire ELA is a weapon free zone. Possession or use of any type of weapon or dangerous object while on Inspire ELA property is strictly prohibited and the authorities will be notified immediately and the center will go into a Lockdown.

Threats or Acts of Violence

Inspire ELA will not condone any forms of threats or violence performed by the children, staff, or families. Due to the developmental age of the children enrolled at Inspire ELA, it is common for them to engage in pretend violent roles during play time. However, if the child's behaviors or threats result in a child feeling scared or being harmed - the parent/guardian will be notified and action will be taken to develop a plan for improvement. Additionally, it is our mission to create a safe and healthy learning environment where all children can meet their full capacity. Therefore, if a child's violent behavior or aggressive threats impedes a child's ability to learn in that environment - it may result in dismissal. Please continue reading to learn more specifics about our behavior policy and procedures.

Clothing

When children feel comfortable, they can play and learn at their full potential! At Inspire ELA we will encourage and teach our children to be active participants in their learning. A lot of the learning and exploration may be messy at times, therefore we ask that children are not sent in their best clothes. There may be special days that we invite families to dress up such as "dress for success" or a special program. You will be notified of those special programs or dates and the recommended attire for your child. Additionally, you are always welcome to bring in extra clothes labeled with your child's name for them to change into after the special program or celebration.

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 first and last name. Please no initials.

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

Of course we want to honor and respect each of our children's unique, cultural backgrounds. We will not discriminate against any child wearing any forms of clothing that are respectful of their cultural norms and values as long as they do not cause harm to themselves or others. For further questions or concerns, please contact our administration team.

Pull Ups

Due to health and safety concerns, Inspire ELA will only allow and use disposable pull ups while your child is in our care. Pull Ups and wipes must be provided by the parent. Please bring enough to store at Inspire ELA. Inspire ELA staff will notify you when the supply is running low and needs to be replenished.

Personal Belongings

There will be times where classrooms engage in Show-n-Tell or special behavior incentives where our friends will be able to bring in toys or personal belongings from home. Please withhold sending in toys from home on days that there is not a special occasion shared by the Inspire ELA staff and administration. Unfortunately, toys from home can cause disruptions to the learning environment and we are not responsible for any lost, stolen, or damaged items that were brought from home.

Additionally, during meal times - Inspire ELA will provide necessary utensils and cups needed for each age group. There will also be scheduled, frequent water breaks throughout the day so water bottles and sippy cups are not necessary to send.

Potty/Toilet Training

We understand as child care providers and early childhood educators that we have a role in assisting in the potty training efforts while the children are in our care. Therefore, we will work with each individual family when their child is showing signs of readiness to help potty train their child while in our care. For children that are being potty trained, it is helpful to bring at least 5 extra changes of clothing as well as an extra pair of socks and

shoes. Soiled items will be available for you to take home at the end of the day. Please send in replacement items as soiled clothing is sent home.

Children are considered fully potty trained when they have 2 or less accidents per month. In order for a child to advance to the 3 year old classroom, they must be fully potty trained. Pull ups can be worn during nap times if necessary for the 3 year old classroom.

Nap and Rest Time

When a child sleeps, their bodies are rejuvenated and brain development occurs! All children will have up to a 2 hour rest period. Please reference your child's classroom schedule to view sleep times. Each class nap schedule will be accommodated to the age group's developmental needs. Children are not required to sleep, however we are required to offer a nap and opportunity for them to rest. If a child is not sleeping, a quiet activity will be given for them to do on their cot as long as it does not interfere with the ability for others around them to sleep.

Each child will require their own nap mat which will be taken home each Friday for cleaning and returned every Monday. Please see the example picture below for a suggested nap mat. These nap mats can be found and purchased at Amazon, Walmart, Target, or other online retailers. Please include your child's first and last name in black 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. Unless there is a medical

reason for your child to not be outdoors, please do not request that a staff member stay inside with your child. We can not adequately staff and provide coverage for that need. 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.

Advancement into Next Class Level

We will assess children by their chronological age and in terms of their total development-social, physical, emotional, adaptive/self-help, and language when considering them ready to advance to the next class. Please ask the administrative team to review our transition plan. In order to be in compliance with state child care regulations, availability and ages of the children in the class will be considered. When a child is transitioning into the next classroom, parents will be given a notice. Please refer back to our Potty/Toilet training section to review our guidelines for children advancing into the 3 year old classroom.

Positive Discipline Strategies

Inspire ELA staff will serve as guides in modeling and teaching problem solving skills and emotional and behavioral self-control to our little learners. Your child will be included in the process of decision making regarding alternative positive behaviors and model de-escalating techniques. In the first five years, children learn what acceptable behaviors are and we are dedicated as a team to helping ensure they have the tools necessary to understand developmentally appropriate expectations and healthy boundaries.

In compliance with state regulations, 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
- Breach confidentiality regarding student behaviors

Behavior Incidents

It is important for the Inspire ELA staff to work with the child and their family, as a team, to improve behavior incidents. A copy of the incident will be given to the family for your records as well as kept on file at the center for documentation and planning.

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 learn!

A child may be subject to suspension if once the behavior improvement plan has been implemented and the child continues to exhibit negative, harmful behaviors. If the child's behavior can not be corrected by the staff, the parent will be notified. It is our hope that we do not have to dismiss a child for their behavior but out of an abundance of caution for the safety of themselves, our staff, and the other children, suspensions for behavior incidents may be for a few days or indefinitely.

Biting Policy

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 behaviors 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:

- The teacher will intervene and show support by helping the child who was bitten. First aid will be provided such as effectively washing the wound, applying a cold compress, and proper bandaging if needed.
- The teacher will model acceptable replacement behaviors to biting.
- Throughout the child's day, the teacher will reinforce the positive replacement behaviors to biting and provide specific positive praise and feedback so the child can be aware of their good choices.
- Teacher will communicate and provide the documentation with the parents of the biting child and the child who has been bitten. The incident reports will serve as documentation for identifying patterns which will allow our staff to work on preventing future occurrences by accommodating the environment and implementing alternative teaching strategies. A copy of the report and documentation will be kept in the children's file.
- Confidentiality will be maintained at all times.

If the biting continues, we will

- Develop, discuss, and implement an individualized behavior plan.
- Remain in close proximity and monitor the child who is biting as much as possible.
- Accommodate the environment.

In compliance with child care safety regulations, our program must ensure children are safe and protected from physical harm. Therefore, we are dedicated to doing our part and helping influence positive behaviors but in the rare occasion that biting behaviors continue after strategies have been implemented, we will have to dismiss your child from the program.

Abuse and Neglect

Under the Child Protective Services Act, Inspire ELA's staff are legally obligated to report any suspected child abuse or neglect. Our staff will complete mandatory training to recognize and report suspected abuse. If you ever suspect or see any abuse or neglect concerns regarding an Inspire ELA child, please consult with the administrative team and learn the next steps to reporting your case.

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 play an active role in their learning journeys. 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 will

be utilizing the Brigance Early Childhood Screen tool at 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.

Withdrawal From Inspire Early Learning Academy

We understand that sometimes circumstances intervene and a 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. If you are withdrawing from the program, we must have the notice in written form. A verbal notification will not serve as a two-week notification of withdrawal. This two-week notice allows us to notify families on the waitlist, advertise for openings, and effectively staff our program. You will be liable for two weeks of full weekly tuition if you fail to provide a written two week notice of your child withdrawing from the program. Please note that failure to pay will also result in late fees being added to your amount and could affect your family's ability to ever re-enroll in the program. Even if your child will not attend Inspire ELA during those two-weeks, you will be charged for the two-week notice.

Dismissal Policy

If, in the judgment of the coordinator, the child's individual needs cannot be met then Inspire ELA reserves the right to dismiss the child at any time without prior notice. In the event of dismissal, all tuition fees and Inspire ELA policies still apply.

At Inspire ELA, we are committed to working with our families to ensure dismissals do not happen. However, in the event that payment is consistently not received, the safety of the staff and children at Inspire ELA is being compromised by a child or the parent, we will have to dismiss.

For dismissals due to not paying your tuition and fees, if the family does not pay those fees - legal action will occur and additional court fees will be applied to the total amount owed. A child will no longer be able to attend Inspire ELA if the family continues to fail to pay. To conclude, please review the admissions portion of this handbook to learn more about our guidelines for your child to be eligible to attend Inspire ELA.

Checklist of Needed Items by Classroom

Please label each item with your child's first and last name in black permanent marker.

2 Year Olds:

- Rest Time Nap mat
- Disposable Pull Ups and Wipes
- 5 Changes of Clothes Appropriate for the Season (If potty training)
- 2 Changes of Clothes Appropriate for the Season (If child is potty trained)
- Backpack large enough to fit a standard size folder
- Blue Folder with Prongs

3 - 5 Year Olds:

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

Wishlists for each classroom will be shared throughout the school year. We appreciate your support and donations!



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