



Inspire

Early Learning Academy

Parent

Handbook

2026-2027

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Welcome to Inspire Early Learning Academy!

We are so excited that you have chosen the team at Inspire Early Learning Academy to foster a love for learning and ensure growth in all areas of your child's development! As you read through this handbook, our hope is that you will understand our philosophies, policies, and procedures. We aim to create a nurturing and educational environment where your child can thrive.

As always, if you have any questions or need clarification on anything, please feel free to reach out to our administrative team. We're here to support you and your family!

Please note that this handbook is subject to change over time, based on evolving research, changes to our location or staff, and potential updates to our policies. Rest assured, all families will be notified when any changes or revisions are made to this parent handbook.

Thank you for being part of the Inspire ELA community! We look forward to a wonderful year of growth and learning together.

Mission Statement:

Our mission is to provide a safe, nurturing and engaging early learning environment that effectively supports the diverse needs of children and families in our community and creates a foundation for children to be able to enter kindergarten as a lifelong learner and a critically-thinking citizen.

Vision Statement:

PLAY: Promoting Lifetime Achievement for Young Learners

Inspire ELA Program Hours:

- **Operating Hours:** Monday to Friday, from **5:30 a.m. to 5:30 p.m.**

Program Calendar: You will be provided with a **program calendar** upon completing your registration, which will outline the schedule for annual closures and special events.

Administrative Team:

- **CCPS Early Learning Administrator:** Michelle Walden
- **CCPS Early Learning Assistant Principal:** Heather Carden
- **Inspire ELA Program Coordinator:** Felicia Chapman
- **Inspire ELA Program Assistant:** Tia Allen

Parent and Teacher Communication:

At **Inspire Early Learning Academy**, we understand and deeply value the importance of all stakeholders—especially parents—being actively involved in a child’s educational journey. We encourage and invite our parents to find ways to get involved in their child’s classroom, attend family nights, and always feel comfortable reaching out to ask questions or express concerns with our staff members.

We believe that open and frequent communication is key to building strong partnerships between families and our teaching team. Here are some of the ways we foster communication:

- **Weekly Newsletters:** Stay updated on classroom activities, upcoming events, and other important information.
- **Brightwheel:** Use our engagement app for reminders, daily updates, and direct communication.
- **Positive Notes & Phone Calls:** We love to share positive feedback about your child’s progress.
- **E-mails:** Our team will communicate updates and any necessary information via email.
- **Facebook Page:** Follow us for the latest news, events, and announcements.
- **Teacher Conferences:** Regular one-on-one meetings to discuss your child’s development.

- **Parent Communication Board:** Check for important updates and notices at the center.

We are committed to maintaining open lines of communication with all families to ensure your child's success and create a supportive and collaborative environment for their learning. Please never hesitate to reach out!

Enrollment Policies

1. **Eligibility:**
 - **Primary eligibility:** The paying guardian must be related to or an active employee of Christian County Public Schools or a committed industry partner.
 - **Additional eligibility:** Onsite CCPS Preschool students and their siblings are also eligible.
 - **Termination clause:** If an employee is terminated from CCPS or a committed industry partner, their child's spot will no longer be available at Inspire ELA, and they will be given two weeks' notice to find other care arrangements, still required to pay tuition during that time.
2. **Extended Family Members:** If spots are available after employees' immediate families are enrolled, extended family members of active employees may also be eligible for enrollment.
3. **Enrollment Process:**
 - **Application:** Required documents include the enrollment application, federal food program form, media release, and various health-related forms.
 - **Child Care Assistance Program:** Parents are encouraged to apply for the Child Care Assistance Program to determine eligibility for financial support.
4. **Age Requirements:**
 - **Children 2–5 years of age.**
 - **Two-year-olds:** Eligible to enroll on their birthday with no specific date requirement.

- **Five-year-olds:** Children turning five on or before August 1st must attend Kindergarten; Inspire ELA will only accept children who do not meet the Kindergarten cutoff date.
5. **Spots Available for June and July:**
- There may be available spots during the summer months (June and July) for children ages 2-5 who were not previously enrolled, depending on the needs of CCPS employees.
6. **Employee Status and Enrollment Timing:**
- **New employees:** For new, non-tenured employees, eligibility for child enrollment will be determined upon contract renewal.
 - **Enrollment start:** Enrollment for your child will begin only after the official start date with your employer.

Next Steps:

To proceed with enrollment, make sure to complete all required forms, and reach out to the administrative team if you have questions about the eligibility tier or available spots.

Notice of Non-Discriminatory Policy:

Inspire Early Learning Academy (ELA) adheres to a non-discriminatory policy in compliance with state regulations. The academy accepts children of all races, colors, national and ethnic origins, providing them with the same rights, privileges, programs, and activities. Inspire ELA does not discriminate in its educational or admissions policies based on these factors.

Required Documents for Enrollment:

Before your child's first day at Inspire ELA, the following documents must be completed and submitted to the administrative team. These documents ensure compliance with state regulations and are essential for your child's safety:

1. **Signed Contract**
2. **Acknowledgement Form**

3. **Up-to-date Immunization Record** (Must be transcribed on a Kentucky Immunization Form)
4. **Enrollment Application/Medical Information Form**
5. **Federal Food Program Form**
6. **Child Care Assistance Form**
7. **Media Release Form**
8. **Technology Consent Form**

Immunization Records:

- Immunization records must be up-to-date and transcribed on a Kentucky Immunization form to meet state regulations.
- It is the responsibility of the parent/guardian to submit updated immunization records whenever your child receives new vaccinations.
- Failure to provide current immunization records will result in temporary suspension until the required documentation is provided.

Document Renewal:

- The coordinator and assistant coordinator will review your documents periodically and contact you if anything needs to be updated or renewed.
- Timely submission of updated documents is crucial to ensure uninterrupted enrollment for your child.

If you have any questions or need clarification about the required documents, the administrative team will be happy to assist you.

Tuition and Registration:

Registration Fees:

To secure your child's spot at Inspire Early Learning Academy, a **non-refundable registration fee** of **\$125.00** must be paid, along with your **first week's tuition**. The registration fee and first week's tuition must be paid before your child's first day of attendance.

Tuition and Payments:

At Inspire Early Learning Academy, we strive to provide transparent pricing and flexible options for families. Below is detailed information regarding tuition, fees, and circumstances that may apply to your child's care. If you have any questions or need clarification, please do not hesitate to reach out to our administration team.

- **Children Ages 2 - 5 Years Old**
 - **Full-Time Care (Monday - Friday):**
\$150.00 per week, per child
 - **Part-Time Care:**
Not available at this time.
 - **Drop-in Care:**
Available on a first-come, first-serve basis if there are open spots due to lack of attendance. You will be notified by 9:05 a.m. if availability exists.
 - **Up to 10 hours of care, per day:**
\$45.00 per day
- **Late Fees**
 - **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.):**
\$5.00 per minute.
 - **Late Sick Pick-Up:**
If a sick child is left at the center for more than one hour after a parent is called.
\$10.00 per hour.

Holding Fee for CCPS Employee Schedule:

If you plan to withdraw your child for the summer and wish to hold their spot for the upcoming school year, you may pay a holding fee. This will ensure that your child has a spot when they "re-enroll" in August.

- **Holding Fee (June - July):**

\$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.

Note: If you do not plan to send your child during the summer, this fee will apply. However, with proper notification, you can either pay the drop-in rate or continue full-time attendance with the full tuition rate.

Tuition Schedule:

- **Tuition Due:** Tuition is due every **Monday** for the upcoming week.
- **Late Fee:** A \$10.00 late fee will be charged if tuition is not paid by **Wednesday** at 2:30 p.m.
- **Payment Timeliness:** If the payment method is **not automatic withdrawal**, please ensure payment is made in advance, especially if Inspire ELA is closed on the weekday prior to Wednesday, to avoid late fees.
- **Non-Payment Consequence:** If payment (including late fees) is not received by **Wednesday at 2:30 p.m.**, your child may **not attend** until full payment is received.
- **Weekly Tuition:** Tuition is due regardless of your child's attendance that week, unless you are on the **10-month teacher plan**, which exempts you from summer months.

Non-Payment Dismissal:

Failure to pay tuition may result in the **dismissal** of your child from the program.

Returned Check Fee & Payment Methods:

- **Returned Check Fee:** There is a \$45.00 fee for any returned checks.
- **Payment Methods:**
 - **Payroll Withdrawal:** Christian County Public Schools employees can have payments deducted from their payroll accounts.
 - **Credit/Debit Cards:** Alternative payment methods, such as credit or debit cards, are also accepted.

- **Payment Restrictions:** After **two returned checks**, Inspire ELA will no longer accept that payment method from your family.

Child Care Assistance:

- If your family receives **Child Care Assistance**, please review the **Child Care Assistance Tuition Contract** for specific policies and fees.
- **Responsibility for Payment:** If your **Child Care Assistance contract** is discontinued for any reason, you will be responsible for paying the regular weekly tuition until the new contract from the **Child Care Assistance Program** is received.
- Inspire ELA is happy to assist with any questions you may have regarding **Child Care Assistance**.

Sick/Vacation Days:

- **Sick Days:** Tuition is still due on Monday of each week, even if your child is sick and unable to attend school.
 - Please refer to the rest of the handbook for information on sick children and guidelines for returning after illness.
- **Vacation Days:** Tuition is still required, even if your child is on vacation.
 - **Prepayment:** If you are taking a vacation it is encouraged to prepay tuition before your departure to avoid late fees.
 - **Vacation Notification:** Please inform staff of your vacation days in advance, so staffing can be planned accordingly.

Discounts:

- Families enrolling **multiple children full-time** will only need to pay **one registration fee**.
- **No Tuition Discounts:** At this time, Inspire ELA does not offer discounts on tuition for families with multiple children enrolled.

Inspire ELA Program Calendar:

- The **program calendar** will be provided to families each year after completing the registration process and will be posted on the **Parent Communication Board** near the main office.

Inspire Early Learning Academy operates on a **12-month calendar** and will be closed on **federal holidays**.

Holiday and Professional Development Days:

- **Closed Dates:** A list of dates when Inspire Early Learning Academy will be closed for **federal holidays** and **professional development days** will be provided on the yearly calendar, which will be communicated to you during registration.
- **Holiday Closures:** You can also find a list of **federal holidays** when the academy will be closed in this handbook.
- **Right to Modify Dates:** Inspire ELA reserves the right to add or subtract closure dates as needed. Parents will be notified of any changes to the annual calendar as soon as they are made.
- **Tuition for Closure Days:** Tuition must still be paid in full for all annual closure dates, including those for holidays and professional development.
 - If you receive **Child Care Assistance**, please review your contract with the **Child Care Assistance Program (CCAP)** to understand responsibilities and fees for closure dates.

Federal Holidays (Closed Days):

Inspire ELA will be closed on the following federal holidays:

1. **New Year's Day** (January)
2. **Dr. Martin Luther King Jr. Day** (January)
3. **Presidents Day** (February)
4. **Good Friday** (April)
5. **Memorial Day** (May)
6. **Independence Day** (July)
7. **Labor Day** (September)
8. **Thanksgiving Day and the day after** (November)

9. **Christmas Eve and Christmas Day** (December)
10. **New Year's Eve** (December)

Additionally, **Professional Development Days** will occur twice a year, and the academy will be closed on these days.

Special Holiday Closures:

- Inspire ELA values **family time** and will make efforts to provide staff and students with quality family time during the holiday season.
- The calendar may be adjusted to include **additional closures** around the holidays to allow for this time, and any changes will be **communicated in advance**.

Inclement Weather and Emergency Closures:

At **Inspire Early Learning Academy**, the safety of our children, families, and staff is our top priority. We understand that weather or natural events may arise unexpectedly, and we have a plan in place to manage these situations. Here's what you need to know in the event of inclement weather or other emergencies:

Early or Unexpected Closures:

- **Evaluation of Weather Conditions:** The **Inspire ELA administration team** will evaluate the weather conditions and make a decision about whether to close or adjust the hours of operation. In some cases, this may happen with little notice.
- **Emergency Pick-Up:** If a natural disaster warning is communicated during the school day, we may ask parents to pick up their child as soon as possible to ensure everyone's safety. Please have an emergency pick-up plan in place with someone you can trust to assist if needed.
- **Additional Closures:** There may be times when Inspire ELA remains open even if **Christian County Public Schools** are closed. Please stay connected to our communication channels for accurate and up-to-date information.

Notification of Closures:

- **Closure Decisions:** In the event of bad weather or other natural events, Inspire ELA will notify all families by **4:30 a.m.** about any closures. If we must close early, families will be notified, and you will have **one hour** to pick up your child before late fees are applied.
- **Forms of Communication:** You will be contacted through several methods, including:
 - **Phone calls**
 - **Family engagement app**
 - **Parent communication board**
 - **Facebook page**

Tuition During Closures:

Tuition: Please note that **tuition will still be expected** in the event of a weather-related closure. This applies to emergency closures due to weather or unforeseen circumstances.

General Policy Guidelines

Parent Parking:

- Inspire Early Learning Academy is located inside **Dr. Martin Luther King Jr. Early Learning Center** at **313 Blane Drive**.
- All visitors and families should enter through the **front office** for security and check-in purposes.

Arrival:

To ensure the safety of all children and staff, the following procedures are in place:

1. **Secure Front Entrance:**
 - Families are required to arrive at the **secure front entrance** where a staff member will greet and buzz you in after you show proper identification.
2. **Sign-In Process:**

- Upon entering the office, you will need to **sign your child in**. A staff member will then escort your child to their classroom.
- 3. **Exit Procedure:**
 - After drop-off, all family members must exit through the **main office door** of Inspire ELA.
- 4. **Drop-Off Time:**
 - To ensure proper staffing and give children the opportunity to engage in all activities, we ask that children be dropped off **by 8:30 a.m.**
 - If your child will be arriving late (due to a doctor's appointment or other unexpected circumstances), please notify the center as soon as possible so we can try to accommodate.

Departures:

1. **Secure Entrance:** When picking up your child, please enter through the **secure entrance**.
2. **Gather Belongings:** Help your child gather their belongings and check their **daily folders** for any important information.
3. **Exit Procedure:** After pickup, all family members are required to **exit through the main office door** of Inspire ELA.
4. **Maximum Attendance:** The **maximum hours of attendance** at Inspire ELA are **10 hours per day**. Please ensure your child does not exceed these hour guidelines.
5. **Authorized Pickup:**
 - **Safety:** For your child's safety, children will only be released to individuals listed on the **emergency pick-up form**.
 - **Pick-Up Permission List:** Families must have a **Pick-Up Permission list** on file, completed upon registration.
 - **Changes to Pick-Up:** We cannot accept **phone changes** for pick-up. Any changes to who can pick up your child must be made in **writing** and communicated with your child's teacher and the administrative team.

- **ID Requirement:** Identification will be required for anyone picking up a child. They must be listed on your child's pick-up documentation to be allowed to leave with them.
 - **Authorized Changes:** Only **parents/guardians** can change the pick-up documentation, and signatures and dates will be required.
6. **Late Pick-Up:**
- If you are **late picking up your child**, please call and communicate as early as possible.
 - **Late Fee:** A fee of **\$3.00 per minute per child** will be charged for every minute after **5:30 p.m.**.
 - **Late Pick-Up Procedure:**
 - **5:40 p.m.:** We will begin calling those authorized on your child's pick-up list.
 - **5:50 p.m.:** If necessary, we will notify the police for further assistance or insight regarding accidents.
 - **6:00 p.m.:** The **Department of Social Services** will be notified if the child has not been picked up by this time.
7. **Phone Usage:**
- **No phone usage** is allowed when entering or exiting the academy to ensure effective communication with your child's teacher.
 - **Enjoy your time with your child:** Your child has missed you and will be excited to share their day with you!

Attendance:

- If your child will be **absent**, please notify the **administrative staff** as soon as possible. This will help us ensure compliance with **state-regulated child care ratios**.
- **Attendance Documentation:** Attendance will be documented at **8:00 a.m.** each day.
- **Late Arrival:** Please refer to the **Late Arrival Policy** mentioned in the "Arrival" section for more details.

Transportation and Car Seats:

- **Transportation:** Christian County Public Schools does **not** provide transportation for Inspire Early Learning Academy students.
- **Pick-Up Policy:** Please refer to the “**Departures**” section for details on our pick-up policy and who is authorized to leave with your child.
- **Car Seat Policy:**
 - If a **car seat** needs to be kept at Inspire ELA for pick-up arrangements, please note that **Inspire ELA staff cannot install or place a child in a car seat**. It is the parent/guardian’s responsibility to install and secure the child in the car seat.

Withdrawal from Inspire Early Learning Academy (ELA):

We understand that life circumstances sometimes change, and a family may need to withdraw their child from Inspire Early Learning Academy (ELA). To ensure a smooth transition for both the child and the staff, please follow the outlined procedures and expectations for withdrawal.

Withdrawal Procedures:

- **Two-Week Notice:** If you plan to withdraw your child from Inspire ELA, we require a **two-week written notice**. The current week will not be counted as part of the two-week notice period. This notice must be submitted in writing; verbal notifications will not be accepted.
- **Reason for Notice:** A two-week notice helps us notify families on the waitlist, advertise openings, and ensure adequate staffing.
- **Liability for Tuition:** If a written two-week notice is not provided, you will be liable for **two weeks of full weekly tuition**. Even if your child will not attend during the two weeks, you are still responsible for the payment. If fees are not paid within this period, late fees may be added, and non-payment could affect your ability to re-enroll your child at Inspire ELA in the future.

Dismissal Policy:

In some cases, a child may need to be dismissed from the program. While we strive to work with families to avoid dismissals, there are specific circumstances under which dismissal may occur:

- **Inability to Meet Child’s Needs:** If, in the judgment of the coordinator, a child’s individual needs cannot be met by the program, Inspire ELA reserves the right to dismiss the child at any time without prior notice.
- **Safety and Non-Payment Issues:** Dismissals may also occur if there are ongoing issues with tuition payment or if the safety of the staff and children is compromised due to a child or parent’s behavior.
- **Non-Payment of Tuition:** If tuition fees are consistently not received, legal action may be taken to recover the fees, and additional court fees may be added to the total amount owed. The child will no longer be able to attend Inspire ELA if the family continues to fail to pay the required fees.

Summary

- **Two-Week Notice:** A written two-week notice is required when withdrawing a child. Failure to provide notice will result in being charged for two weeks of tuition, even if the child does not attend.
- **Dismissal:** Inspire ELA reserves the right to dismiss a child if the program cannot meet their needs or if tuition is not paid. Legal action may be pursued for non-payment of fees.

We strive to create the best environment for every child and family, and we appreciate your cooperation in following the established procedures for withdrawal or dismissal.

Confidentiality:

At **Inspire Early Learning Academy**, we prioritize the **confidentiality, rights**, and **privacy** of our families, children, and employees, in full accordance with applicable laws.

- **Child Records:** All children’s records will be kept **private and confidential** at all times, ensuring that sensitive information is **protected**.
- **Authorized Access:** Confidential information regarding your child, your family, or our employees will only be shared with those individuals listed on the **authorization form**. No one else will have access to this information.

- **Confidentiality Paperwork:** All necessary paperwork regarding confidentiality and signatures will be completed upon **registration**, ensuring that all privacy guidelines are clearly understood and agreed upon.

We are committed to maintaining the highest standards of confidentiality and protecting the privacy of all involved.

Parent Code of Conduct:

At **Inspire Early Learning Academy**, we strive to create a **positive work and learning environment** for all families, children, and staff. To help us achieve this, we expect **parents and guardians** to engage in **positive interactions** and behave in an appropriate manner.

- **Behavior Expectations:** Parents and guardians are expected to conduct themselves respectfully. Those who fail to control their behavior may be asked to leave the premises, and authorities will be contacted if necessary.
- **Respect for Staff and Children:** **Verbal abuse** toward staff, children, or any other family member will **not be tolerated**. Inspire ELA is committed to ensuring that children are surrounded by love and that healthy, positive relationships are modeled for them.
- **Open Communication:** We encourage **open communication** and are happy to find solutions to any problems that may arise. However, we ask that:
 - Concerns regarding your child, another child, or our staff be addressed **privately** with the **administrative team**.
 - **Confrontations** between a parent/guardian and another child, staff member, or family will **not be tolerated**.
 - **Slander** or negative comments on **social media** regarding Inspire ELA, its staff, or children will **not be tolerated**.
- **Smoking Policy:** For the health and safety of all children and staff, **smoking is prohibited** on Inspire ELA grounds, including **electronic smoking devices**.

Intoxication and Picking Up Children:

At **Inspire Early Learning Academy**, the safety of your child is our top priority. For this reason, **we will not release a child to anyone who appears to be impaired or under the influence** of any substance, including alcohol or drugs, regardless of the reason.

In the event that an impaired individual arrives to pick up a child, the following steps will be taken:

1. **Alternative Contact:** The administrative team will attempt to reach an alternative person from the child's **emergency contact list** to ensure safe pickup.
2. **Potential Danger:** If the individual seems to pose a danger to themselves, the child, or others, **police will be called** to ensure everyone's safety.
3. **Late Fees:** If the need to wait for an authorized person to pick up the child results in **late fees**, the **parent/guardian** will be responsible for covering the charges.

Weapons Policy:

At **Inspire Early Learning Academy**, the safety of all children, staff, and families is our highest priority. As such, **Inspire ELA is a weapon-free zone**. The **possession or use** of any type of weapon or dangerous object on our premises is **strictly prohibited**. Any violation of this policy will result in immediate notification to **authorities** and the initiation of a **lockdown procedure** to ensure everyone's safety.

Threats or Acts of Violence:

Inspire ELA maintains a **zero-tolerance policy** for any form of threats or violence, whether carried out by **children, staff, or families**.

- **Pretend Play:** We understand that young children may engage in **pretend violent play** as part of their developmental process. However, if this behavior escalates into **real harm** or **threats** that cause distress or fear for others, the **parent/guardian will be notified** immediately.
- **Behavior Plans:** If a child's behavior continues to result in threats or harm, we will collaborate with the **parent/guardian** to create a **behavior improvement**

plan. The goal is to provide support and ensure the child's behavior aligns with the safe and healthy learning environment we aim to maintain.

- **Dismissal Due to Violent Behavior:** In instances where a child's violent behavior or threats significantly disrupt the learning environment and impede others' ability to thrive, it may result in **dismissal from Inspire ELA**. Our primary mission is to create a **safe, nurturing environment** for all children, and any behavior that hinders that goal will be addressed accordingly.

If you have any questions or concerns, please feel free to contact our administrative team. We are here to ensure a safe, respectful, and supportive environment for everyone!

Custody Agreements and Access to Children:

At **Inspire Early Learning Academy**, we take the safety and well-being of each child very seriously, which includes respecting legal custody agreements. If your child is enrolled at our academy and there is an active, formal custody agreement in place, we ask that you please provide the following:

1. **Custody Documents:** Submit all necessary and relevant custody documents to our administrative team. This includes the most recent **court order** and any amendments or modifications to the agreement.
2. **Ongoing Updates:** It is important to keep us informed of any changes to your custody agreement. Please provide updated documentation whenever changes occur.
3. **Following Court Orders:** Inspire ELA will strictly adhere to the terms of the court order as provided. We cannot make exceptions or alter access to a child without explicit documentation from the court.
4. **Access Without Court Orders:** In the absence of a formal court order, **Inspire ELA cannot limit or restrict access** to a child based on the request of one parent. Both parents will have equal access to their child unless a court order specifies otherwise.

Health and Safety

Illness Policy:

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.

- **Sick Children:** If a child becomes sick while at Inspire ELA, the **parent will be contacted immediately** and the child **must be picked up** from the center.
 - **Late Pick-Up Fee:** If a sick child remains at the center for more than one hour after the parent has been contacted, the **parent will be responsible for a \$10.00 per hour late fee**, in addition to their weekly tuition.
- **Exclusion for Illness:** Below are **examples of reasons for excluding ill or infected children** from Inspire ELA. This list is not exhaustive, and the final determination of exclusion will be made by the administration.
 - **Fever:** Any child exhibiting a fever above **100°F** (taken under the arm or in the ear).
 - **Signs of Possible Severe Illness:** Unusual **lethargy**, irritability, persistent crying, or difficulty breathing.
 - **Uncontrolled Diarrhea:** Defined as an increased number of stools with increased water content or decreased form that is not contained by the pull-up or toilet.
 - **Vomiting**
 - **Mouth Sores**
 - **Rash**
 - **Purulent Conjunctivitis:** Defined as pink or red conjunctiva with **white or yellow discharge**, eye pain, or redness of the eyelids or skin surrounding the eye.
 - **Head Lice:** Child must be **free of live bugs or nits**. The child must be **checked by an administrator** before returning.
 - **Impetigo**

- **Strep Throat:** Child must remain out **24 hours after treatment** has been initiated and until the child has been **fever-free for 24 hours**.
- **Ringworm:** Child may return **24 hours after treatment begins**, and the area must be covered.
- **Uncontrolled Coughing:** Discharge and difficulty breathing.

Please ensure that your child stays home if they exhibit any of these symptoms to help protect the health of all children and staff at Inspire ELA.

Notifying Inspire ELA of Illness:

We understand that **attendance is important**, and we know that when children are feeling their best, they are ready to learn! If your child is sick, we ask that you **notify our administrative team** as soon as a diagnosis is given. This allows us to ensure **effective cleaning** of the center to prevent the spread of illness.

- **Contagious Illnesses:** For contagious illnesses, we will post a notice outside your child’s classroom and on the **Parent Communication Board** to inform other families of the exposure.
 - **Confidentiality:** To respect privacy, the **child’s name will not be shared**. Only the **illness** will be communicated.
 - **Staff Restrictions:** Inspire ELA staff are prohibited from sharing the name or any identifying details about the child who is out sick.

By notifying us promptly, you help keep all children and staff safe and ensure a healthy environment for learning!

Special Health Procedures:

In the event of a **contagious illness** outbreak, such as lice or COVID-19, Inspire ELA may require your child to undergo testing to ensure they are safe to return and interact with others. Our mission is to ensure the **well-being** of all children and staff, so we ask for your cooperation in following any necessary health procedures to prevent the spread of illness.

Returning to Inspire ELA After Illness:

We want to ensure the **health and safety** of all children and staff at Inspire ELA. If your child has been absent due to illness, please be mindful of the following guidelines when determining whether they are ready to return:

- **Doctor's Note to Return:** Please ensure that your child returns with a **doctor's note** stating they are **cleared** to return to Inspire ELA on that date.
- **Fever-Free for 24 Hours:** Your child must be **fever-free** for **24 hours** without the use of fever-reducing medications before returning to Inspire ELA.
- **Antibiotics:** If antibiotics are prescribed, a full **24-hour cycle of treatment** must be completed before returning to the center.

Chronic Medical Conditions:

At **Inspire Early Learning Academy**, we are committed to providing equal opportunities and a supportive environment for all children, regardless of race, color, national or ethnic origin. However, when it comes to children with chronic medical conditions, we want to ensure that we are fully equipped to meet their needs in a safe and effective manner.

- **Individual Assessment:** While we strive to accommodate all children, there may be situations where we are unable to meet certain medical needs due to individual circumstances. A **proper assessment and analysis** of your child's medical condition will be conducted upon registration.
- **Review Process:** The academy's team will review your child's specific needs and, if necessary, discuss any additional support or arrangements that may be required to ensure your child's well-being.

If your child has a chronic medical condition, please ensure that all necessary documentation is provided so that we can ensure proper care and discuss how we can best support your child's needs at Inspire ELA.

Medication:

Inspire Early Learning Academy (ELA) does not administer **over-the-counter medications** of any kind, including but not limited to **Zyrtec, Tylenol, Motrin**, or similar medications.

Emergency Medication Management:

If your child is prescribed **emergency medication** (e.g., for severe allergies, asthma, or other conditions), the following procedures will be followed to ensure their safety:

1. **Proper Training:** Inspire ELA staff will undergo necessary **training** and **certification** to safely administer the prescribed emergency medication, if needed.
2. **Medication Storage:** The emergency medication will be securely stored in a designated area, clearly labeled with your child's information, medication dosage, and instructions for administration.
3. **Required Documentation:** The following documents will be kept on file:
 - **Medication orders** from your child's healthcare provider.
 - **Dosage and administration instructions.**
 - **When to administer the medication** and any other relevant instructions.
4. **Medication Retrieval:** Please note, Inspire ELA **will not be able to retrieve medication** outside of regular operating hours. If the center is closed, we cannot access the medication stored at the facility.

Please ensure all required forms and documents are completed and submitted as part of the enrollment process.

Accident/Incident Report Forms:

- **Minor Accidents:** If your child experiences a **minor accident** where no immediate parental contact is necessary, you will be notified when you pick up your child that day. An **accident/incident report** will be provided, outlining the nature of the incident and the care administered to your child.
- **Major Injuries or Serious Accidents:** In the event of a **major injury** or serious accident, the **parent/guardian** listed on your child's registration forms will be contacted **immediately**.

Emergency Treatment:

- **Immediate Notification:** If emergency treatment is required, **parents or legal guardians** will be notified **immediately**.
- **If Parents/Guardians Are Unavailable:** If we are unable to reach the parents or legal guardians, the **emergency contacts** listed on the registration forms will be notified.
- **Liability Disclaimer:** Inspire ELA is not responsible for any claims or damages resulting from injury to a child, unless the injury is directly caused by **gross negligence** on the part of the employees or the program.

It's essential to keep your contact information up-to-date and ensure that emergency contacts are provided upon registration. If you have any questions or concerns about our emergency procedures, please feel free to reach out to our administrative team.

Safety Drills:

- **Monthly Safety Drills:** In compliance with Kentucky Cabinet of Health state regulations, Inspire ELA will conduct **monthly drills** for the following emergencies:
 - Tornado
 - Lockdown
 - Earthquake
 - Fire
- **Review Procedures:** We encourage families to review emergency procedures with your children at home to ensure they are prepared and understand what to expect during these drills.

By staying informed and prepared, we can ensure a safe environment for your child, even during challenging weather or emergency situations.

Nutrition:

At **Inspire Early Learning Academy (ELA)**, we prioritize providing **nutritional meals** to support the growth and development of our little learners. We offer the following:

- **Meals Provided:** Inspire ELA provides **breakfast, lunch,** and a **PM snack.** These meal times are scheduled and shared with you on your child's classroom schedule.
- **Federal Food Program:** We are aligned with a **Federal Food Program** and follow **state child care regulations.** Therefore, meal service times are not flexible.
- **Food Restrictions:** If there are **food allergies** that can be triggered by the smell of certain foods (e.g., peanut butter), we may ask families to avoid sending those foods with their child.
- **Packing Lunch:** Families are welcome to pack a **lunch** for their child, but **no fast food** will be allowed to be delivered to your child. Please ensure that your child's **lunch box is clearly labeled** with their **first and last name.**
- **Meal Heating:** We are **unable to warm up meals** brought from home, so please plan accordingly when packing lunch.
- **Compliance with Licensing Requirements:** If your child's packed lunch does not meet licensing requirements, the center will ensure all meal and snack components are met as per regulations.

Food Allergies:

To ensure the safety and health of all children at Inspire ELA:

- **Food Allergies:** We require **documentation** from your child's **family physician** for any diagnosed **food allergies** or **major allergies.**
- **Medical Statement of Special Dietary Needs:** Upon registration, a required form called the "**Medical Statement of Special Dietary Needs**" will be provided for you to complete.
- **Menu Revisions:** Due to our participation in the **federal food program,** we **cannot make menu revisions** without the completed allergy form.
- **Medical Information:** All allergies must be listed on the **Medical Information form** that is completed during registration.

Please ensure that all necessary forms are submitted to help us meet your child's dietary needs and ensure their safety while in our care.

Clothing and Personal Belongings:

At **Inspire Early Learning Academy (ELA)**, we prioritize creating a safe and comfortable environment where children can play and learn at their fullest potential. As part of this, we encourage active participation in exploration, which may get a bit **messy** at times. Therefore, we ask that **children not be sent in their best clothes**. We may have special events, such as **“dress for success” days** or special programs, and you will be notified in advance of these occasions with guidance on the recommended attire.

Clothing Requirements:

- **Extra Clothes:** Please provide **two complete changes of clothing** (season-appropriate) for your child in case of accidents, spills, or other situations where their clothing might not be suitable for the rest of the day. These clothes should be labeled with your child’s **first and last name** (no initials).
- **Shoes:** Please send your child to Inspire ELA in **closed-toe shoes**. **Flip-flops and open-toed shoes** are discouraged as they can hinder your child’s ability to engage in activities and pose safety risks.
- **Cultural Sensitivity:** We honor and respect each child’s **unique cultural background**. We do not discriminate against any child wearing clothing that reflects their cultural values, as long as the clothing does not cause harm to themselves or others. For any concerns, please contact our administrative team.

Personal Belongings:

- **Toys from Home:** There may be times when children are invited to bring toys or personal items from home for **Show-and-Tell** or **special behavior incentives**. However, unless there is a designated event, please **do not send toys from home** as they can cause disruptions to the learning environment. Inspire ELA is not responsible for any **lost, stolen, or damaged items** brought from home.

Potty/Toilet Training:

At **Inspire Early Learning Academy (ELA)**, we understand that potty training is a significant milestone for children, and as early childhood educators, we are here to support each child and family throughout this process.

Potty Training Support:

- **Individualized Approach:** We recognize that every child is different, and we will work closely with each family when their child shows signs of **readiness** to begin potty training. We will collaborate with you to help make the transition as smooth as possible.
- **Clothing Requirements for Potty Training:** For children who are actively potty training, please send your child with at least **5 extra changes of clothing**, as well as an **extra pair of socks and shoes**. This ensures that we have what we need to handle any accidents during the day.
- **Soiled Items:** Any soiled clothing will be sent home with you at the end of the day, and we ask that you replace those items with fresh ones as needed.

Potty Training Expectations:

- **Accident Threshold:** Children are considered **fully potty trained** when they have **two or fewer accidents per month**. We understand that accidents are part of the learning process, and we'll support your child during this stage.

We are here to assist with this process and ensure that your child's journey through potty training is a positive experience. If you have any questions or need support, please don't hesitate to reach out to our administrative team.

Pull-Ups and Wipes:

- **Pull-Ups:** Due to health and safety regulations, **Inspire ELA only uses disposable pull-ups**. Parents are responsible for providing pull-ups and wipes for their child. Please bring enough to store at the center, and we will notify you when the supply is running low and needs to be replenished.

Nap and Rest Time:

At **Inspire Early Learning Academy (ELA)**, we understand the importance of rest for young children. During nap and rest time, children not only rejuvenate their bodies but also experience critical brain development.

- **Rest Period:** All children will have up to a **2-hour rest period**. Please refer to your child's **classroom schedule** to see the specific nap times, which are tailored to the developmental needs of each age group.
- **Rest Time Flexibility:** While children are not required to sleep, we must provide an opportunity for rest. If a child does not fall asleep, we will offer them **quiet activities** to do on their cot, as long as it does not disturb others who are trying to sleep.
- **Nap Mats:** Each child will need their own **nap mat** for rest time. These mats should be taken home **every Friday** for cleaning and returned **every Monday**. A suggested nap mat can be found at **Amazon, Walmart, Target**, or other online retailers. Be sure to label the **tag** of the nap mat with your **child's first and last name** using a **black Sharpie**.



Personal Belongings:

- **Toys from Home:** There may be times when children are invited to bring toys or personal items from home for **Show-and-Tell** or **special behavior incentives**. However, unless there is a designated event, please **do not send toys from home** as they can cause disruptions to the learning environment. Inspire ELA is not responsible for any **lost, stolen, or damaged items** brought from home.

Abuse and Neglect Policy:

At **Inspire Early Learning Academy (ELA)**, the safety and well-being of every child in our care is our top priority. In accordance with the **Child Protective Services Act**, our staff is **legally obligated** to report any suspected cases of child abuse or neglect.

Reporting Abuse or Neglect:

- Our staff undergoes **mandatory training** to recognize and appropriately report any suspected abuse or neglect.
- If any staff member suspects abuse or neglect, they are required by law to **report the situation to the appropriate authorities** immediately.

Family Responsibility:

- If you suspect or witness abuse or neglect concerning any child, whether at Inspire ELA or elsewhere, we encourage you to **consult with our administrative team**. We will guide you through the next steps to ensure the situation is addressed promptly and properly.

We believe that through collaborative efforts with our families and the community, we can ensure the safety, security, and well-being of all children. If you have any questions or concerns regarding this policy or need assistance, please don't hesitate to contact our administration team.

Curriculum and Instruction

Teaching Team:

We would not be able to accomplish our mission of offering high-quality early education without our exceptional teaching team. Each member of our teaching staff is dedicated to building and maintaining positive relationships with both students and their families. Our teachers use their knowledge of Kentucky Early Childhood Standards, along with their passion for fostering positive relationships, as driving tools to increase engagement. They are committed to understanding and

accommodating each child's unique learning styles, ensuring the success and achievement of every child in our care.

Curriculum:

At **Inspire Early Learning Academy (ELA)**, our goal is to lay a strong foundation for lifelong learning. We are committed to offering a curriculum that is designed to meet the needs of all children, providing them with the skills and knowledge they need to thrive and succeed in school and beyond. Through a combination of **daily programming, trained staff**, and a **rigorous curriculum**, we ensure that our children have the opportunity to grow in all areas of development.

We utilize **The Creative Curriculum**, a comprehensive, research-based program that focuses on **responsive daily routines, meaningful learning experiences, exploration**, and **discovery**. This play-based curriculum honors the creativity of each child and recognizes the critical role they play in making learning relevant and engaging. The curriculum allows our teachers to design lessons that are **individualized**, providing **differentiated learning activities** to meet the developmental needs of each child.

Through **hands-on project-based investigations**, children develop confidence, creativity, and critical thinking skills. The curriculum encourages inquiry, discovery, and problem-solving, helping children build the foundational skills necessary for future success. Additionally, the Creative Curriculum provides **family-friendly activities** that support learning at home, ensuring a collaborative approach to a child's education.

Screening and Assessments:

Assessments are a key component of our program and help us better understand where your child is developmentally. Through **screening and assessment**, our teaching team can tailor the learning experience to meet your child's specific needs and track their progress over time.

We use the **Brigance Early Childhood Screener** as part of our commitment to ensuring that every child is ready for school. The **Brigance Screener** is an important

tool that assesses the child's development across five key areas: **Cognitive, Language, Physical, Self-Help/Adaptive,** and **Social-Emotional**. The screener takes about **10–20 minutes** to complete and involves a series of hands-on tasks and questions that help identify your child's strengths and areas that may need further development.

In addition to teacher assessments, the **Self-Help/Adaptive** and **Social-Emotional** sections of the screener are evaluated through a **parent questionnaire** that will be sent home. Your feedback is invaluable in giving us a complete picture of your child's development. The screener will be administered **three times a year—Fall, Winter, and Spring**—allowing our team to track progress and adjust strategies as needed.

Once the assessments are completed, the results are analyzed and discussed with parents. A copy of the screening results, along with **suggestions for next steps**, will be shared after each administration.

Summary:

- **Curriculum:** We use the **Creative Curriculum**, which is play-based and tailored to each child's developmental stage. It fosters a love for learning through **hands-on experiences** and **project-based learning**.
- **Screening:** We use the **Brigance Early Childhood Screener** to assess your child's development in multiple areas. It helps our team understand their strengths and areas for growth, providing us with data to guide our teaching strategies.
- **Parent Involvement:** Parent feedback is vital to our assessment process. We appreciate your input through the **parent questionnaire** and encourage your active involvement in your child's educational journey.

Classroom Transition:

To comply with **state child care regulations**, children at **Inspire Early Learning Academy (ELA)** will transition to their next classroom at the beginning of each school year in **August**.

- **Individual Considerations:** Transitions are based on the child’s **overall development** across various areas including **social, physical, emotional, adaptive/self-help, and language** skills. We ensure that the decision for a child’s transition is made with their best interests in mind.
- **Parent Notification:** Parents will be notified when their child is scheduled to transition into the next classroom. This helps keep families informed and prepared for any changes.

Outdoor Play:

At **Inspire Early Learning Academy (ELA)**, we believe outdoor play is essential for the development of gross motor skills and overall well-being. In accordance with **state child care regulations**, all children will go outside **every day** as long as the weather permits.

- **Weather Permitting:** Unless there is a medical reason preventing your child from going outdoors, we cannot accommodate requests for children to remain inside during outdoor playtime. We simply do not have the staffing resources to provide coverage for that need.
- **Appropriate Attire:** To ensure your child’s safety and ability to fully participate in outdoor activities, please make sure they wear **closed-toe shoes**. This helps avoid safety hazards and ensures they can engage in gross motor activities like running, climbing, and exploring.

Christian County Public Schools Preschool Programs:

Christian County Public Schools (CCPS) offers exceptional **public preschool programs**, staffed by certified educators who provide services based on **income eligibility** and/or for **students with disabilities**. If your child qualifies, it is encouraged that they **apply** and attend these classrooms to receive **services** in compliance with their **Individualized Education Plans (IEPs)**.

Enrollment and Child Care Options:

- **Public Preschool and Inspire ELA Enrollment:** Students who qualify for the CCPS public preschool program and also meet the eligibility requirements for

Inspire ELA enrollment can attend **Inspire ELA** either **before** or **after** their preschool sessions, with the program offering child care services.

- **Full Tuition Requirement:** Families who are enrolled in both the **public preschool program** and **Inspire ELA** must pay **full tuition** for their child's enrollment at Inspire ELA, even if their child is participating in the public preschool program.
- **Contact Information:** For more details, please reach out to the **district's Preschool Coordinator** for further guidance.

Third-Party Services:

Inspire ELA is committed to collaborating with various **early childhood education agencies** to enhance children's development through specialized services. These services may include:

- **KEIS (First Steps) Interventions**
- **Private Speech Language Pathologists**

If these third-party services are needed for your child, **parent permission** will be required before the service can be provided.

Additionally, **contract documentation** will be required to ensure compliance with **state child care regulations**.

Inspire ELA is dedicated to working with families and third-party service providers to meet the needs of all children while maintaining full regulatory compliance.

Christian County Public Schools Collaboration with Inspire Early Learning Academy:

Christian County Public Schools (CCPS) is dedicated to supporting children both inside and outside of the classroom, with a focus on ensuring **cradle-to-career success** for every child. We are excited to partner with **Inspire Early Learning Academy (ELA)** as a learning vessel for not only our young learners but also our **high school students**. This collaboration is aimed at enriching the educational experience for both age groups and providing opportunities for growth and development.

CCPS Early Childhood Pathway Student Involvement:

- **Hands-On Experience:** With **parent permission**, background checks, and **state-required screenings**, CCPS high school students who are passionate about **early childhood education** will have the opportunity to gain practical, hands-on experience.
- **Collaboration with Teachers:** These students will work alongside our **teaching team** to help create and deliver meaningful lessons and activities for the children at Inspire ELA.
- **Regulatory Compliance:** At **all times, state child care regulations** will be followed, and **high school students will never be unsupervised** with the children.
- **Professional Expectations:** High school students will be held to the following standards:
 - No phone usage during interactions with the children
 - Adherence to **professional attire and behavior**
 - Respect for and adherence to **confidentiality**
- **Questions or Concerns:** If you have any questions or concerns regarding the involvement of high school students in the program, please reach out to our **administrative team**.

School Readiness Coordinator's Role:

- **Preparation for School Success:** The **CCPS School Readiness Coordinator** will play an active role in ensuring that children at Inspire ELA are being prepared for **school success** and beyond.
- **Collaboration and Support:** The School Readiness Coordinator will work closely with **Inspire ELA teachers** to assist in:
 - **Planning**
 - **Assessing**
 - **Implementing developmentally appropriate and authentic learning activities**
- **Community and Statewide Engagement:** The School Readiness Coordinator will serve on local and statewide **early childhood councils**, engaging with the

community and other stakeholders to network, share strategies, and enhance early learning experiences for all children.

We believe that by working together, the **Inspire ELA staff** and **CCPS School Readiness Coordinator** can create a positive and enriching learning environment that supports the growth and development of all our young learners. If you have any further questions or would like more information about these programs, please don't hesitate to get in touch with our administration team.

Behavior and Positive Discipline Strategies:

At **Inspire Early Learning Academy (ELA)**, we focus on **modeling and teaching problem-solving skills**, emotional regulation, and **behavioral self-control** for all our little learners. We believe in guiding children to understand and practice positive behaviors while learning healthy boundaries.

We implement the following approaches to help children develop appropriate social skills:

- **Guided Learning:** Children are involved in the process of **decision-making** when it comes to choosing alternative positive behaviors. We also teach them **de-escalation techniques** to help them navigate challenging emotions.
- **Developmentally Appropriate Expectations:** In the first five years, children learn what behaviors are acceptable, and we aim to support them in this process, ensuring they have the tools necessary for success.

In compliance with state regulations, **Inspire ELA** does **NOT** engage in the following:

- **Corporal punishment** or any form of physical discipline
- Using strategies that **hurt, shame, or belittle** a child
- **Threatening or intimidating** a child, or forcing any action
- Using **food as a reward or punishment**
- **Shaming** or punishing a child for bathroom accidents
- **Embarrassing** a child in front of others
- **Comparing children** to one another
- **Leaving children unsupervised**

- **Breaching confidentiality** regarding a child's behavior

Conduct and Ethics:

- **Commitment to Best Practices:** Inspire Early Learning Academy is dedicated to **state regulatory guidelines** and implementing **best practices** to ensure a safe, respectful, and child-centered environment.
- **Professional Behavior:** All staff members will **model professional behavior** and demonstrate respect for children and their families. The focus is always on meeting each child's needs and fostering a positive experience for everyone involved.
- **Child-Centered Approach:** The child is always at the **heart of Inspire ELA**. We strive to create a nurturing, supportive environment for both the children and our staff, ensuring that all interactions and practices reflect our dedication to the children's well-being and education.

Behavior Incidents:

We believe in the importance of working **as a team** to address behavior incidents. If an incident occurs, **Inspire ELA** staff will:

- **Work collaboratively** with the child and their family to address and improve the behavior.
- Provide a **written report** of the incident to parents for their records, while also keeping it on file for future documentation and planning.

Behavior Improvement Plan:

If a child's behavior begins to disrupt the learning environment, and impedes their ability to learn or the learning of others, a **Behavior Improvement Plan (BIP)** will be implemented.

This includes:

- **Communication** with the family regarding concerns.
- **Developing strategies** and **functional behavior supports** to help the child improve.

- Providing time for the plan to take effect, but if the behavior continues without improvement, a **child may be asked to leave the program.**

Suspension Due to Behavior:

In extreme cases, if behavior continues despite a **Behavior Improvement Plan**, the child may be **suspended**. The **length of suspension** may vary and could be **temporary** or **indefinite**, depending on the situation.

In these instances:

- Parents will be **notified** of the need for suspension.
- **Safety** for the child, staff, and peers is our primary concern.
- **Dismissal** from the program may be the last resort, but it may be necessary to ensure the safety and well-being of everyone involved.

At **Inspire ELA**, we are committed to creating a **safe and supportive learning environment**, and we work closely with families to ensure the best outcomes for all children. If you have any questions or concerns about our behavior policies, please don't hesitate to reach out to our administrative team!

Biting Policy:

Biting is a common behavior in young children, particularly those under the age of 3, and often occurs as part of normal exploration, teething, frustration, or a lack of verbal communication skills. At **Inspire Early Learning Academy (ELA)**, we understand that biting can be a challenging issue but are committed to addressing it with sensitivity and proactive strategies.

While we will make every effort to prevent biting incidents through **effective supervision**, we also recognize that accidents may happen. If biting does occur, we take the following approach:

Immediate Actions:

1. **Intervention:** When a biting incident occurs, the teacher will immediately intervene to ensure the safety of all children. First aid will be provided to the

child who was bitten, including washing the wound, applying a cold compress, and properly bandaging if necessary.

2. **Modeling Alternative Behaviors:** The teacher will model and reinforce positive, **acceptable replacement behaviors** to prevent future biting.
3. **Positive Reinforcement:** The child who was involved in the biting incident will receive **positive praise** for choosing appropriate behaviors. Teachers will consistently provide feedback throughout the day to help reinforce these new behaviors.

Documentation and Communication:

- An **incident report** will be completed for the child who was bitten, as well as for the child who bit.
- Parents will receive a copy of the incident report when they pick up their child that day.
- **Confidentiality** will be maintained, meaning the name of the child who did the biting will never be disclosed to the parent of the child who was bitten.
- All incident reports will be **documented** and kept on file for both children involved, helping us track and identify any patterns.

Collaboration with Parents:

- Inspire ELA staff will work closely with parents to address and improve the biting behavior.
- Parents of the child who bites are encouraged to implement the same **strategies** at home to reinforce the new behaviors.

If Biting Continues:

If biting behavior persists despite the strategies and interventions implemented, we will take the following additional steps:

1. **Individualized Behavior Plan:** An individualized **behavior improvement plan** will be developed and discussed with the family. This plan will include additional strategies, modifications to the environment, and targeted interventions.

2. **Close Supervision:** Teachers will **closely monitor** the child who is biting, staying in close proximity to provide guidance and prevent further incidents.
3. **Environmental Accommodations:** The environment may be adjusted to reduce the likelihood of further biting incidents, such as changing the layout of the classroom or adjusting group dynamics.

Dismissal from the Program:

In rare circumstances, if biting behavior continues despite all efforts to implement positive strategies, the child may need to be **dismissed from the program**. The decision will be made in collaboration with the family, keeping the safety and well-being of all children as our top priority.

We aim to work together with families to prevent and address biting behavior. By providing support and guidance, we hope to promote **positive behavior** and ensure a safe, nurturing environment for all our children.

If you have any questions or concerns about this policy or strategies, please feel free to contact our administrative team.

Birthday Celebrations at Inspire Early Learning Academy:

At Inspire Early Learning Academy, we love to make every child feel special, especially on their birthday! Here's a breakdown of how we celebrate and what we ask from parents to make the day extra memorable:

Birthday Treats:

- **Store-Bought and Unopened Treats:** You're welcome to send store-bought, unopened goodies for your child's birthday celebration. Please make sure you have enough treats for **all children in the class**.
- **Celebration Timing:** The celebration will take place during our **snack time** so that all children can enjoy the special treats together.

Guest Limitations:

- **Maximum Guests:** Due to space limitations in the classroom, we ask that you limit birthday guests to **4 people** per child.
- **Confidentiality Policy:** In order to maintain our confidentiality policy, **pictures and videos can only be taken of your own child.** If you wish to capture moments with classmates, Inspire ELA will review **media release consents** and may post photos on our **business page** for you to view and download.

To make your child's birthday even more special, we encourage you to consider these fun ideas:

1. **Read their favorite story** to the class.
2. **Bring in special goody bags** for each child in the class.
3. **Share a birthday tradition or picture** with the class.
4. **Eat breakfast, lunch, or snack** with your child.
5. **Perform a special song or dance** to entertain the class.
6. **Make a special craft as a class** to mark the occasion.

Checklist of Needed Items:

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

2 Year Olds:

- **Rest Time Nap Mat**
 - **Disposable Pull-Ups and Wipes** (If your child is potty training)
 - **5 Changes of Clothes** (Appropriate for the season, if your child is potty training)
 - **2 Changes of Clothes** (Appropriate for the season, if your 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**
-

Wishlist for Each Classroom:

- Wishlists will be shared throughout the school year. We greatly appreciate your support and any 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 the First and Last Name
Of Each Child Attending Inspire ELA

Parent/Guardian Signature

Date

Early Learning Center Staff Directory

Districtwide Early Learning Administrator	Michelle Walden
Assistant Principal	Heather Carden
Inspire Childcare Director	Felicia Chapman
Inspire Lead Teacher/Coach	Tia Allen
Inspire Early Learning Center Lead Teachers & Assistant Teachers	Ms. Amber Duvall and Ms. Sierra Burgess
	Ms. Kelly Wilson and Ms. Sania Richards Ausenbaugh
	Ms. Brianna Rubio and Ms. Ariatna Almaguer
	Ms. Zariyah Manning and Ms. Ashlee Rainey and Ms. Meghan Carneyhan
	Ms. Rickey Hoskin and Ms. Addison Edwards
	Mrs. Myra Laux and Ms. Shemeka Hollowell
	Ms. Jakala Young and Ms. QuaTasha Waddell
	Ms. Kayla Lamb and Mrs. Jessica McGar and Mrs. Ruby Carlson
	Ms. Shelby Johnson and Ms. Madison Warren
	Ms. Linda Hernandez and Ms. Donna Young
	Ms. Tia Allen and Ms. Shannon Kay
Gatekeeper/Receptionist	Madeline Dejager
School Nurse	Blair Arnold
Cafeteria Supervisor	Tiffany Babb
Custodians	Jesse Ezell/Wendy Jones/Michael Hollowell

Community Resources for Early Learning Christian County, Kentucky

Christian County Community Early Childhood Council

Pennyrile Area KEIS- First Steps

Hopkinsville Christian County Library

Birth Certificate Ordering

Christian County Health Department

Team Kentucky



Tuition Payment Policy

Fee Structure

Tuition covers regular daycare hours and core activities. Additional fees may apply for specialized programs, field trips or extended care hours. Any extra fees will be communicated in advance.

Tuition and Fees

- Tuition for 2025–2026: **\$150 per week per child enrolled**
- Enrollment/Registration Fee (One-Time) for Program Year 2025–2026: **\$125**

Payment Schedule

- Tuition payments are **due on Monday** of each week.
- Tuition reminders will be sent via “brightwheel app” after the first late payment.
- Payments are considered **late after Wednesday** of each week.
- Bi-weekly and monthly payments can be arranged.

Accepted Payment Methods

- All payments can be made by cash, check or credit card.
- CCPS Employees can arrange payroll deduction payments.
- Child Care Assistance (C-CAP) is accepted.

Late Payments and Penalties

- Tuition is due on Monday of each week by close of business.
- Tuition is considered “Late” on Wednesday of that week.
- There is a **\$10 per day late fee** automatically added to the next billing cycle.
- Past due notices will be sent following the first late payment.

Non-Payment and Termination

- Families will receive **30 days** to pay the balance owed before termination due to non-payment.
- Persistent **late payments may result in the termination** of your child’s enrollment.

Communication

For payment or tuition related questions or concerns, please contact Felicia Chapman, Inspire ELA Director at felicia.chapman@christian.kyschools.us and/or (270)887-7400.

Parent Signature

Date

PLAY Promoting Lifetime Achievement for Young Learners