



Parent Handbook

Update April 2023

Dear Families,

We share in the joy of your decision to enroll your child in our Academy. Educational opportunities are provided at Inspired Kids Academy for Infant through two-year-old childcare, full time preschool for children up to five, after school and summer care for elementary children.

This handbook has been prepared to acquaint your family with Inspired Kids Academy programs, and to help make your association with the school be an enjoyable and lasting one. We strive to provide an environment where all children, may learn, share, laugh and grow.

Stephanie Chase
Executive Director

Inspired Kids Academy provides a safe and nurturing developmentally appropriate preschool experience for young children.

We Believe

- Children seek to understand their world through play
- That when given opportunities and choices regarding activities, children will acquire knowledge, skills and the ability to solve problems
- That children construct their knowledge and values by interacting with peers, parents, and other adults through exploration of their environment
- Families are the child's first and most important teachers

COMMUNICATION/UNLIMITED ACCESS

1. Daily notes for all children published in ProCare App.
2. Notes and/or phone calls from teacher or Director
3. Progress reports

We encourage you to notify us about questions or concerns. Parents are allowed unlimited access to their children unless parental contact is prohibited by court order.

CURRICULUM

We offer a child-centered developmentally appropriate curriculum taught by caring and qualified teachers. Copies of our standards and benchmarks are available on our website. Lesson plans are posted in each classroom.

DISCIPLINE POLICY SUMMARY

Discipline should encourage and enhance daily growth in each child's spiritual, mental, emotional, social, and physical life. Its purpose is to promote security and safety for each child in the Academy. Each teacher seeks to reinforce positive behavior demonstrated by the child by verbal praise and positive touch. Redirection is used for inappropriate behavior. The teacher and /or the Director informs the parents of repeated inappropriate behavior. A conference can then be initiated with the parents

to find a successful plan for their child. If the discipline process described is ineffective in producing positive behavior, the Director can request that the parents(s) find an alternative educational placement for their child.

ENROLLMENT POLICIES

Admission

Children between the ages of 6 weeks and 10 years old may attend. Prior to admittance the following items must be completed.

- Enrollment forms
- Enrollment fee (non-refundable)
- Current physical
- Current Immunization record

Withdrawals/Discharge

Two weeks notice must be given to the Director. If notice is not given in advance of withdrawal, the parent must pay for the next two weeks.

The child will be withdrawn for the following reasons:

- Failure to meet Academy's policies
- Failure to keep account balance current
- Inability to adjust to group experiences
- Physical threats to other children, staff, or self
- Absent for two weeks without notice to the Academy

Late Charges

Children remaining after the Academy is closed, will be charged a \$5.00 per child late fee for every 5 minutes.

Vacation Policy

Each family is given one week of vacation each year. A vacation is when a child is gone from the Academy for five (5) consecutive days. You must request to use your vacation prior to your child's absence.

FIELD TRIPS AND TRANSPORTATION POLICIES

Field Trips are an integral part of the curriculum. Field trips can include bringing in local experts for on-site field trips. Examples include (Police, Fire Department, Dentists, Doctors, the Zoo, Dallas County Conservationist). Off-site field trips might include (apple orchard, pumpkin patch, gymnastics). Inspired Kids Academy will contract with outside entities to provide transportation.

Child: Staff ratios plus one, will be maintained on all trips provided or arranged by the facility. The driver is NOT included in the ratio for children.

FOOD AND NUTRITION POLICIES

We are a peanut-controlled environment. For some of our students, exposure to peanuts or peanut products could be fatal.

The children are served a mid-morning snack, lunch, and afternoon snack of nutritious foods. Children can bring in breakfast items at drop-off if they are peanut free. The children are allowed to bring a snack for special occasions. The snack and lunch menus are posted in each classroom.

It is necessary to have a note from the doctor if your child needs a special diet.

HEALTH AND SAFETY POLICIES

When children are sick, they need TLC at home. **We are not set up for providing sick child care;** we are also not licensed to provide sick child care. When you are notified that your child is sick we request that you pick your child up within 30 minutes. Illness is caused by germs, virus, and bacteria and not by cold weather. Sick children, who attend the Academy spread germs to other children and make them sick. **Each child shall be free of symptoms of illness each day that he/she attends the Academy.** To keep our children and staff as healthy as possible, we ask that you do not bring your child if he/she has any of the following symptoms:

- Fever of 100 degrees or above within in the last 24 hours, - must be fever free without medication for 24 hours to return
- Diarrhea, more than 2 incidents in one day
- Vomiting

- Persistent coughing
- Pink eye: child can return after being on antibiotic treatment for a full 24 hours
- Ear infections must be fever free and on antibiotic treatment for a full 24 hours

Academy staff may call or message through our App to pick up a child if he/she shows symptoms of illness during the day. Academy staff also may refuse to allow a child to attend the Academy on a day if they display symptoms of illness upon arrival.

Your cooperation will assist us in lessening the amount of illness in the Academy. As many of you are working parents, we understand that it is difficult for you to miss work when your child is ill. We do, however, ask that you not send your child to the Academy when you know he/she is sick and that you cooperate with staff when asked to pick up a sick child from the Academy. Please make arrangements to pick up your child within 30 minutes.

We will assist with lessening illness by:

- Calling parents to send sick children home
- Observing proper hand washing procedures to prevent spread of germs
- Observing proper surface sanitation procedures around mealtimes and diapering
- Ensuring that staff members who are ill stay home
- Providing your children with a rest time each day which contributes to a healthy body
- Posting exposure notices for parents when we are notified of communicable illness in the Academy
- Observing universal precaution procedures when handling bodily fluids.

Please see Sick Child Policy Form in the Appendices marked as Appendix A.

Administering Medicine

As a rule, Inspired Kids Academy does not administer medication. However, in certain circumstances in accordance with Iowa laws, the Academy will administer medication but requires that all medication brought to the Academy must bear a current prescription label. No medication will be given to a child without a signed permission form from parent or guardian with dosage amount and times to be given. This form is contained within the medical log notebook. The teacher administering the medication signs the

date, time, and her initials verifying the dose given. All medicine is kept in a locked box out of reach of the children. Aspirin and over-the-counter drugs will not be administered without a note from your physician.

Emergency Plans

The Academy has emergency plans for fire, tornado, and intruders, intoxicated parents, lost or abducted children, blizzards, power failure, bomb threats, chemical spills, and earthquakes. Fire and tornado drills are practiced monthly. You may examine these plans upon request.

If an emergency does not permit the staff and children to re-enter the Academy, families will be notified by email, telephone and/or television broadcast. This also includes early dismissal or weather-related school closers. It is your responsibility to update the Academy on email, address, and phone number changes so we may contact you in the event of an emergency.

Child Injury/Incident Report

Incidents involving minor injuries, minor changes in health status or behavioral concerns are reported on the day of the incident. The teacher who observed the incident will prepare the report. The report requires three signatures: teacher, director and parent. A copy of the report is kept and filed in the child's file.

Incidents involving serious injury or significant changes in health are reported immediately to the parent. If necessary, an ambulance will be called.

In the event of a dental emergency, the parent will be notified and urged to contact their dentist.

Procedure for picking up children

People who have permission to pick up your child must be listed in the pick-up permission form in the child's folder. The persons picking up your child may be asked to show a picture identification. Please contact the Academy if changes will occur for pickup.

Change of Clothes

Each student must have a complete change of clothing that can be left at the Academy in case of an emergency.

Biting Policy

Biting is a very common behavior among children birth to three years. It is important to think positively of children who bite. Biting is a form of communication, as biting is almost always a response to the child's needs not being met or coping with a challenge or stressor. If we label children as "biters", we will harm children's self-perceptions and intensify biting behaviors (Zero to Three, 2010).

Young children bite if they:

- Are not provided developmentally appropriate care and guidance
- Do not have a strong attachment with a consistent, responsive caregiver
- Have too many transitions throughout the day
- Are cared for in large groups
- Are in large open/undefined spaces
- Lack the language skills necessary for expressing needs or strong feelings
- Are overwhelmed by the sounds, light, or activity level in the room
- Need more active playtime, choices, and access to materials
- Are over-tired
- Are teething
- Have a need for oral stimulation (Zero to Three, 2010)

A responsive caregiver can begin to anticipate when a bit might occur. The caregiver may be able to act immediately and prevent the biting behavior (e.g., distraction, redirection, close physical presence of caregiver). If a biting incident does occur, appropriate caregiver responses should include the following.

- Caregivers should keep their feelings in check and not express frustration or anger to the child
- Ensure all children are safe
- Caregiver should (in a firm, calm voice) address the child that bit in a short, simple, and clear way
- Caregiver should shift their attention to the child who was bitten and show concern and support for that child

- Go back and talk with the child about the different strategies s/he can use next time, instead of biting
- Help the child move on. (Zero-Three, 2010).

When a biting incident occurs, the child who was bitten should be immediately cared for and shown concern and support. The child with the challenging behavior should be taught in a caring and firm way that the behavior is not acceptable as well as alternative behaviors. The Academy should examine the needs of the child, including potential changes to the environment and routines, to prevent future incidents. If a child is provided developmentally appropriate and individualized care in a purposefully planned environment, discharging a child is needed only in rare, extreme situations.

- An incident report will be written for the biter.
- An accident report will be written for the bitten. The biter's name will not appear on the accident report. (A child bit)
- Bites will be washed, and ice can be applied

HOURS OF OPERATION

Monday – Friday 7:00 a.m. – 6:00 p.m.

There are several holidays for which we are closed, and payment is expected: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the day after Thanksgiving, Christmas Eve, and Christmas Day.

REST TIME POLICIES

DHS requires that children who are in the Academy have a rest time provided for them. Please see that your child has one small soft toy for rest time. Cot sheets and blankets are provided by the Academy.

TEACHER REQUIREMENTS

Each year every teacher maintains a current first aid, CPR, universal precautions, and mandatory child abuse reporting certificate. In addition, they are required to obtain from 6-10 hours of training in the areas of child development, guidance and discipline, developmentally appropriate practices, nutrition, health and safety, communication skills, professionalism, and business practice.

TUITION PAYMENTS

In order to enroll you must sign up for automatic tuition payments. Late fees will be added to accounts that have not made payment by Wednesday. Children will not be allowed to return to the Academy if the account is two weeks past due.

Appendix A Sick Child Policy

Fever Fevers are common in young children and are often a signal that something is wrong. If your child has a fever of 100.0F or higher, please keep him or her home. If your child develops a fever of 100.0F or higher while at the Academy, you will be called to pick him/her up.

Our policy is that your child must remain free of fever for 24 hours before returning. This means that if your child is picked up at 3:00 p.m., but still has a fever at 6:00 p.m. or later, he/she cannot return to the center the next day. The 24 hours begins when your child's fever has broken and remains in a normal range.

Diarrhea and Vomiting Diarrhea due to illness is highly contagious. If your child has diarrhea, please keep him/her home. If your child has 2 or more diarrhea episodes, or any uncontained diarrhea while at the Academy, you will be called to pick him/her up. Please understand that germs from diarrhea can be spread through carpets, toys, swings, and direct contact. It is very difficult to keep from spreading these germs to other children.

If your child vomits while at the Academy, you will be called immediately to pick him/her up. Please keep your child at home until 24 hours after the vomiting has stopped. When children return too soon, there is a much higher rate of recurrence and contagiousness.

Coughs and Colds Colds are a common occurrence. However, there are some symptoms that warrant keeping a child home. These include but are not limited to: bad cold with hacking or persistent cough, green or yellow nasal drainage, productive cough with green or yellow phlegm being coughed up. These symptoms may be present with or without a fever.

Please do not expect a teacher to keep a child with a cold indoors. If your child cannot participate in the ordinary daily routine, he/she is probably too sick to be in the Academy. Fresh air with proper attire is always healthy.

Rash

A rash may be a sign of many illnesses, such as measles or chicken pox. In infants, an external rash may be a sign that something is going on internally. Please do not send your child to the Academy with a rash until the doctor says it is ok to do so (Drs. Note is required).

Student's Name _____

Date _____ Time _____

Reason sent home _____

Your Child can return _____

Appendix B
Accident/Incident Report

Date: _____

Time: _____ AM PM

Child's Name _____

DOB _____

Description of Accident:

(Describe the accident and where it happened, was there equipment involved)

Treatment of Child:

(Describe any first aid treatment or comfort and by whom)



Parents contacted? Yes _____

No _____

Physician or Dentist called? Yes _____

No _____

Staff Signature: _____

Director Signature: _____

Parent Signature: _____