



TO CREATE A CHALLENGING LEARNING ENVIRONMENT THAT ENCOURAGES EXTRAORDINARY EXPECTATIONS FOR SUCCESS, THROUGH DEVELOPMENT FROM PROPER EDUCATION.

MISSION

OUR COMMITMENT

TO PROMOTE A SAFE, WELL-STRUCTURED, AND TECHNICAL ENVIRONMENT WHERE EACH STUDENT'S SELF ESTEEM WILL BE FOSTERED BY POSITIVE RELATIONSHIPS BETWEEN STUDENTS AND STAFF.

TO PARTNER WITH ASP2 AND ATTEND SCHOOL SPONSORED ACTIVITIES AND INCORPORATE LEARNING IN DAY TO DAY ACTIVITIES WITH YOUR CHILD.

YOUR COMMITMENT

PARENT HANDBOOK

25 Bellevue Park Plaza,
Belleville, IL 62226
618-416-8181

<http://asp2steam.com>

Email: education@asp2steamacademy.org

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Welcome

ASP2 STEAM Academy Inc. would like to welcome you. ASP2 STEAM Academy Inc. is a private school that specializes in the areas of Science, Technology, Engineering, Arts, and Math. ASP2 STEAM Academy Inc. is a full-service educational and developmental facility that provides an educational program for Pre-K – 3rd grade. ASP2 provides a program that offers development of many different skills including: socialization skills, arts and crafts, music and dance, foreign language, science and technology, large muscle group workouts, reading, numbers, etc.

ASP2 STEAM Academy Inc. is investing in ensuring that:

1. Each student receives an advanced STEAM focused education;
2. We partner with parents (guardians) to make sure that they are actively involved in the students development; and
3. The student's education is value-added.

ASP2 Mission

“We strive to give all our students the opportunity to shape the world, to be innovative, to be creative and to have the confidence to know that they are qualified and they can impact the world” - Mission Statement.

ASP2 STEAM Academy Inc. strives to create a rigorous learning environment that, through development from proper education, motivates students to want to excel and to succeed at every endeavor. ASP2 promotes a safe, well-structured, technical and artistic environment where each student’s self-esteem will be fostered by through STEAM activities and building positive relationships between students and staff. In addition, we endeavor to involve our parents, teachers, and community members by integrating them in our STEAM Academy programs. ASP2 maintains an extremely productive and a stimulating curriculum that will provide hand-on activities involving a combination of Science, Technology, Engineering, Arts and Math that will help students be fully prepared for the future.

Non-Discrimination Policy

ASP2 STEAM Academy Inc. shall provide equal access to and shall not unlawfully discriminate based on actual race, color, ancestry, national origin, ethnic group identification, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics and against children who are members of special populations.

Special populations include, but are not limited to, children with disabilities; children from economically disadvantaged families, including foster youth; children preparing for nontraditional fields; single parents and single pregnant females; displaced homemakers; and children with limited English proficiency.

Confidentiality of Service

ASP2 STEAM Academy Inc. requests that all families not discuss confidential information about the academy staff, children, or other families. Any special concerns should be brought to the attention of the Director or Assistant Director. ASP2 STEAM Academy Inc. strives for a positive experience for all. Please forgo the use negative talk, rumors and/or unconfirmed information about the Academy's staff, children and families. Thank you for your support.

ASP2 STEAM Academy Inc. shall maintain a separate confidential file for each child enrolled. The files shall include, but are not limited to, the following:

- ❖ Name
- ❖ Birthdate
- ❖ Date of Admission
- ❖ Application for Enrollment and Waiting List
- ❖ Admission Agreement
- ❖ Service Agreement
- ❖ Permission to Participate in Academy Activities

- ❖ Permission to Receive Emergency Care
- ❖ Financial Agreement
- ❖ Identification and Emergency Information
- ❖ Permission to Photograph
- ❖ All Illinois required forms

Sign-in/out sheets are not part of the child's record and are not retained in individual confidential files. As such, ASP2 STEAM Academy Inc. will not disclose sign-in/out sheets unless required by law.

Parents and legal guardians shall be permitted access to their child's records for inspection within five days of a written request to ASP2 STEAM Academy Inc. Unless authorized by law, no other person shall have access to a confidential file without prior parental consent.

ASP2 STEAM ACADEMY AGENDA

ASP2 STEAM Academy Inc.'s daily agenda is posted on the Parent Information Board located in the foyer. In addition each family will be provided a copy in the enrollment packet for convenience. Below is an example of a typical daily schedule.

Daily Schedule

- ◆ 6:00 ASP2 Arrival – Library or Play Area
- ◆ 7:30 Breakfast Snack (ASP2 Café) *over at 7:50*
- ◆ 8:00 Homerooms (Mathematics & Computer Lab)
- ◆ 10:00 STEAM Power Snack (ASP2 Café)
- ◆ 10:15 STEAM Homerooms (*See Syllabus*)
- ◆ 10:30 STEAM Group Discussion & Activity Prep
- ◆ 11:30 ASP2 Take 5 (Recess)
- ◆ 12:15 Lunch and Social (ASP2 Café)
- ◆ 1:00 STEAM Homerooms (*See Syllabus*)
- ◆ 1:15 STEAM Assignments and Clean Up
- ◆ 3:00 1st Departures (*Lobby*)
- ◆ 3:15 STEAM Power Snack (ASP2 Café)
- ◆ 3:30 Homework Help or ASP2 Activity
- ◆ 5:00 Extracurricular Activity (Music/Dance)
- ◆ 6:30 2nd Departures
- ◆ 7:00 Closed

Each day a variety of activities will be available, including but not limited to: block building and creating, science and explorations, imaginative play, child directed art, sensory activities, and educational computer activities. Children are also free to play on their own, enjoy the library, or sit along and talk with a friend.

Character development will also be emphasized throughout our daily activities.

- Responsibility
- Compassion
- Self-Discipline
- Honesty
- Respect
- Integrity

ASP2 Steam Academy Inc will strive to teach, model and reward these characteristics at all times. In addition, curriculum activities are designed to correspond with these character traits.

Extracurricular Activities

Extracurricular activities include: Music, gymnastics, dance, and other special activities as planned. All activities will be scheduled after-school hours, 1-2 times a week. Extracurricular activities will be offered at an additional fee.

Regulations and Staff Qualifications

ASP2 STEAM Academy Inc. is regulated by the State of Illinois, which establishes the facility requirements, fire codes, staff ratios, fingerprinting, background clearances, and staff educational experience.

Our instructors are required to have college credit hours in Early Childhood Development and experience working with young children. Our staff is required to have CPR and First Aid certifications. All staff will be encouraged to continue college classes

and other professional growth opportunities. For current information on ASP2 STEAM Academy's staff, please visit our website.

Child Assessments

All students enrolled will receive periodic assessments. After each assessment, the results are shared with the parents during a scheduled conference. Families are encouraged to continue their child's learning activities in the home with dramatic stories, songs and family outings. These skills can be done during daily routines, traveling to and from school and when enjoying family time. Assessments are used by the staff to plan more personalized developmental programs for each child. Working together, we can assure optimum success.

Contact Us

ASP2 Steam Academy will be equipped with a phone answering system for your convenience, as well as ours. In the event that you need to leave a message for staff, you can do this at any time. Messages will be checked throughout the day at designated times, and calls will be returned as soon as possible. The answering system will be available for families 24 hours a day. However messages left after closing will be returned on the following business day. You also have the option to contact ASP2 STEAM Academy via e-mail at: (education@asp2steamacademy.org).

Personal Belongings

Each child enrolled in the ASP2 Steam Academy Inc is provided with a cubby with his/her name on it. We want our children to feel comfortable enough to participate in all of our activities, including the messy ones. Therefore, it is important for each child to have a change of clothes. Extra clothes will be kept in his/her cubby, along with completed projects and other belongings.

Please mark your child's jackets, sweatshirts, and sweaters with your child's name. Bags, backpacks, lunch boxes and anything else personal should also be labeled. If you mistakenly take something home that belongs to someone else, please return it as soon as possible.

The ASP2 Steam Academy Inc. staff cannot be held responsible for any lost or damaged personal property not required by the academy. Personal items are to be left at home if it would be upsetting to you or your child should those items become lost, damaged, stolen or shared.

Snacks

Nutritional snacks, planned to meet a child's nutritional requirements, will be served each day. All snacks include two different food groups and are approved by the USDA, the Department of Health and the Community Care Licensing. If your child requires special foods, it may be best for you to send an appropriate snack with your child. Fruits, vegetables, whole grains and dairy products are commonly used within the program. Snack lists will be posted monthly for parents to review. Water and milk are served with each snack. An occasion dessert may be served as a special treat. Please be sure to bring a list of any allergies or dietary restrictions to the attention of the staff as soon as possible, so we can plan to accommodate your child's needs (this information will be filled out in the Registration Packet).

We are a NUT-FREE facility. Please do not send any foods that contain nuts. Occasionally have some items that were processed in places where peanuts are present. These snacks are labeled and stored in containers clearly marked.

Celebrating Birthdays

Birthdays are a special time for children in our program. You may bring a snack to share with the school for your child's birthday, but it must be a store bought, packaged item. We also always provide an alternative snack for those children in our program with food allergies.

Invitations to birthday parties should not be given out at the STEAM Academy as we don't want any children to feel excluded.

Photo Policy

Occasionally, ASP2 Steam Academy Inc takes pictures or videos of academy activities for news releases, brochures, website, reports, etc. Pictures or photos are not used without parental permission as indicated on the registration form. There is an authorization in the admission packet if you do not want us to take photos and/or videos of your child. If you need to modify this release, please notify the STEAM Academy office in writing.

Use of ASP2 STEAM Academy Computers

There is an Intranet/Internet Agreement that all students and parents will be required to sign prior to computer usage. Please see one of ASP2 staff members to get a copy.

STEAM Excursions

The STEAM Academy program does plan field trips, either walking trips or those that require bus transportation. A walking field trip release form is part of the family file and allows for children to participate with the STEAM Academy staff on such trips. Even on walking field trips, you will be notified in advance. Children who do not have necessary forms signed will not be allowed to participate in the scheduled trip and other arrangements will have to be made by the parent. Transportation is by leased bus or local community bus system. Staff cannot transport children at any time in private vehicles. Advance notice of scheduled trips and activities will be given. *For safety reasons, your child cannot join or depart from a field trip in progress.* We ask that you take this into consideration when scheduling appointments or other outside activities for your child.

Every STEAM Academy child will wear a STEAM Academy t-shirt on field trips, and each child is given a new shirt at the time of enrollment. Additional t-shirts are available for purchase. The STEAM Academy t-shirt is a great way of identifying our groups on field trips. If you are interested in purchasing an additional t-shirt, please ask the STEAM Academy staff for an order form.

The behavior of some children can put them and the program at risk and can preclude their attendance on trips. The natural consequence of poor behavior at the program or on a field trip is the loss of the privilege of taking part in a subsequent field trip. Poor behavior at the site, especially the inability or unwillingness to listen to staff, can be a safety issue and will be a major factor in determining the appropriateness of attendance on a field trip. This consideration is consistent with our guidance policy and our safety requirements.

For all field trips, children are divided into small groups and each group is assigned to a particular staff member for the duration of the trip. A first aid kit is always brought on trips and the staff are trained in emergency first aid. We also bring along parental

Authorization and Consents and cell phones in the event of a medical emergency requiring transport to or admittance to a medical facility.

COMMUNICATION

ASP2 Departure

It is the parent/guardian's responsibility to sign your child out each day. Children may leave the program only with the parent or an adult 18 years of older who the parent authorizes on the child's emergency form. The adult who will be picking up your child should be instructed to bring photo ID (driver's license) to be shown to the STEAM Academy staff prior to releasing your child.

When your child is signed out at the end of the day, responsibility for the care of the child is given back to the authorized adult departing with the child. Please remind your child to wait to exit the STEAM Academy building at the same time as you do.

ASP2 Tours

We offer specially-designed, hands-on STEAM tours to current and prospective parents. This tour is the first step in understanding what the ASP2 STEAM Academy experience is all about, and this visit gives you the opportunity to see first hand what makes our school so unique. Visitors are able to observe the classroom setting, but potential students have the opportunity to schedule a day to come and "shadow" with the students inside the classroom and live the ASP2 STEAM Academy experience for a day. Families are also given the opportunity to tour the building and speak with students and teachers about their experience here at ASP2 STEAM Academy. Want to learn more about this innovative opportunity? Please call us at 618-416-8181. You may also send an email to education@asp2steamacademy.org

Parent Information Board

This board is located near the sign-in/out book for parents to have up-to-date information about program events, upcoming holidays, menus, PUSD information and the current newsletter. A list of community events of interest to families, as well as services that are available, will also be posted and/or given to families.

ASP2 Conferences

Parents/guardians may request a conference with the Academy Lead at any time. During this time, you will have a chance to discuss your child's development and work towards defining goals for the child. The STEAM Academy may also request a conference with parents to discuss behavior issues when it is deemed necessary. Additionally, daily communication is a good idea to keep the lines of communication open.

ASP2 PAC (Parent Advisory Committee)

Volunteer parent/guardian representatives from the STEAM Academy site meet at least two times a year and make recommendations regarding the operation of the program to the STEAM Academy Lead. Please let the staff know if you are interested in serving as a PAC representative.

Policy Changes

The STEAM Academy occasionally makes changes in program policies. The Parent Handbook will be updated yearly. When we must change a policy or substantially change program operations during the year, we will notify families via email. This information (and the Parent Handbook) will also be posted on our website.

Monthly Statements

Each parent/guardian's monthly statement will be emailed to them directly. A Year-End Statement will be emailed to each family at the end of each calendar year.

Important Notices

Please be sure to routinely check the Parent Information Board and/or the front door to receive communications. We often post reminders, items that are needed, or other important announcements. We encourage families to remove the contents from your family folder or sign-in/out page each week.

ASP2 Times Newsletter

The monthly newsletter is a way for parents to keep informed of what is happening at the STEAM Academy and allows the children to share about what they are doing during the month. Please take time to look over the newsletter and share this time with your child. Your monthly newsletter will arrive to the email address on file with the STEAM Academy. The newsletter is also posted on our website.

ASP2 Parent / Guardian Assist

As we value your input tremendously, we welcome you to share your ideas and talents. Parents/guardians often have access to resources that the children would enjoy. We encourage your involvement, and you can schedule a program visit at any time. If you plan to volunteer at the STEAM Academy, you will be required to fill out a PUSD Volunteer Clearance Form with the office.

The STEAM Academy has an open door policy. You are welcome to visit at any time during the course of the program day without an appointment. We ask that you schedule in advance if you wish to have time set aside to speak with the Preschool Lead or other Preschool staff.

We encourage parents/guardians to share their special skills, hobbies, crafts, cooking experiences and any other talents with us. We do require that any visitors maintain

standards of confidentiality towards staff, other families, and children enrolled in the program, respecting individual differences while we work together to provide a supportive and safe environment for everyone.

RISE (Resolve Issues Seek Elucidation)

The ASP2 STEAM Academy has a process and policy related to the handling of concerns and complaints. Many concerns or complaints are the result of an unintentional miscommunication or a lack of needed information. That is why it is very important to first discuss such concerns directly with the teacher or staff member involved in order to share information, problem solve and attempt to resolve the concern together. In most cases, the concern can be resolved and, if needed, a plan of action can be developed together.

Because we encourage direct problem solving and dialogue, please be aware that anonymous complaints or concerns are not generally productive and in most cases our staff will be unable to respond to or attempt to resolve anonymous complaints that are received.

Every effort should be made to resolve concerns at the earliest possible stage. If the concern regards a staff member, parents are asked to contact the staff member as soon as possible in order to meet and attempt to resolve the concern with the staff member personally.

If the concern remains unresolved after discussing it directly with the staff member, parents may contact a school site administrator for further assistance in resolving the concern. In many cases, the school administrator will facilitate and participate in a meeting with the parent(s) and the staff member in order to discuss and attempt to resolve the concern.

If these steps do not resolve the concern to your satisfaction, the district has a formal complaint process that can be initiated. Complaint forms are available in the office and also in the District's Human Resources Department.

ASP2 REDIRECTION POLICY

STEAM Academy Behavior Redirection Policy

The STEAM Academy Redirection Policy has been developed to give children the ability to exercise self-control. The result is a child with a positive self-image is one who gets along well with others. The STEAM Academy provides an environment where discipline occurs naturally through a combination of prevention, continued support, setting limits, reminders and encouragement.

Children are expected to maintain reasonable behavior as a condition of continued service. In their role of caring for children, the STEAM Academy staff model and teach appropriate behavior. At the STEAM Academy discipline is the responsibility of the staff and is taught through the promotion of self-direction and self-control. This is accomplished through sensitivity, consistency, fairness and follow-through. Our teachers will implement this policy with techniques that help children learn positive strategies for interaction and problem-solving, understand the perspectives of others, discover why certain behaviors are not acceptable and to help a child gain self-control. In keeping with basic regard for physical and emotional well-being, hitting, striking, spanking and name calling are not permitted by staff or parents on the school site. We cannot discuss another child's discipline with anyone other than that child's parents/guardians. We will maintain the same confidentiality for your child. Children differ widely, but inappropriate behavior can be lessened by the use of a range of guidance techniques. The following are the most common methods used at the STEAM Academy:

- Preventative measures whenever possible.
- Encouraging positive behavior by continued reinforcement.
- Redirection by staff of a child's inappropriate action to a more acceptable behavior.
- A reminder of the rules to internalize positive behaviors.

- Providing a logical consequence appropriate to the situation and the child's developmental level.
- Offering positive alternatives for behavior.
- Having children "take a break" from an activity with adult support and then the option to return to the activity when they feel they are able to stay within set limits.

Children are not allowed to hurt themselves, staff or other children at the STEAM Academy.

In addition, the following behaviors are not permitted:

- Deliberate mistreatment of other children.
- Uncooperative, abusive behavior (physically or verbally towards staff).
- Deliberate misuse of equipment, materials and destruction of property.
- Leaving the STEAM Academy site or field trip location.

Children with significant behavior difficulties that are developmentally atypical, such as repeated hitting or biting other children or staff, will be observed and their behavior documented by staff. We will do our best to work with you and your child to improve those behaviors. Usually, a conference will be requested with families to discuss possible ways to help that child succeed once staff has made several observations. Working with a child's behavior consistently at home and school is essential for successful improvement.

Families and staff must have shared understanding of the reasons for the behavior and strategies for managing it in positive ways. Referrals to support services may be made by the teaching staff if developmentally atypical behaviors continue to occur. Parents may be asked to seek counseling or attend parenting classes as a condition for their child to continue in the child development program. However, we do consider it in everyone's best interest to exclude a child or parent who exhibits a continuing atypical behavior that threatens the safety of other children, staff or the child.

Classroom settings and group activities are not always appropriate for all children. If we determine that our program is not appropriate for your child, or that you or your child constitutes a safety or legal hazard, we reserve the right to withdraw services.

Parent Inclusion

Some behavioral issues require assistance from a child's parent/guardian. This may include:

- Contacting the parent/guardian with written note, phone call or personal communication to be made aware of the situation.
- If necessary, parent conferences will be held to further address the behavioral problem and what will be involved to resolve the problem.
- In extreme cases, if we feel that your child's safety or that of the other children is in jeopardy, you will be required to immediately remove your child from the site for the day.

Temporary Removal from Program: Removing a child from the STEAM Academy Program is a disciplinary action which excludes a child from the program for adjustment purposes. A child shall be removed when it is determined that their presence causes danger to persons or threatens disruption of the program. Families are responsible for making other arrangements on those days and no adjustments in fees are given. The Illinois Department of Social Services regulations prohibits providers from using corporal (physical) punishment, imposing humiliating discipline or mental abuse, or from interfering for punitive reasons with daily functions of living, such as seating, sleeping, or use of the bathroom.

We cannot discuss other child's discipline with anyone other than the child's parents/guardians.

Group care is not appropriate for all children and varies on a child by child basis. In the event a child cannot benefit from our program, we reserve the right to terminate care.

PROGRAM POLICIES AND PROCEDURES

Program Operating Dates and Closures

The STEAM Academy operates a year-round program. Enrollment is continuous until such time services are terminated or the child ages out of the program. The program will be open full days from 7:00 a.m. to 6:00 p.m. Families will be notified of any change in this schedule with 30 days notice.

The STEAM Academy closes on scheduled holidays in accordance with the District's operating calendar. A schedule of dates the Program will be closed is provided to enrolled families each year via email. In addition the program will post a reminder notice, and the calendar is available at any time on the STEAM Academy website:

<https://asp2steam.com/>

Here is our 2018-2019 STEAM Academy Holiday Schedule:

❖ 1 st Day of School	August 13, 2018
❖ Labor Day (No School)	September 3, 2018
❖ Parent/Student Involvement	November 2, 2018
❖ Thanksgiving (No School)	Nov. 22-23, 2018
❖ Christmas (No School)	Dec 25-28, 2018
❖ New Year's Day (No School)	January 1, 2019
❖ MLK Day (No School)	January 21, 2019
❖ Parent/Student Involvement	February 8, 2019
❖ Parent/Student Involvement	May 17, 2019
❖ Last Day of School Attendance	May 24, 2019
❖ Summer Program Begins	June 3, 2019

Admission

The STEAM Academy is available to any child that is at least two years, nine months through entry to Kindergarten. **The STEAM Academy is a year-round program, and your child must stay enrolled through the summer months to retain their spot for the school year.** Once the center has reached its capacity, a waiting list is maintained.

The STEAM Academy maintains a waiting list when enrollment is full. Children are added to the lists according to the date the application form is received by the office. Parents are encouraged to apply for the waiting list as soon as possible for timely consideration for openings.

When a family has been accepted for enrollment, an informational meeting with the parent(s)/legal guardian will be scheduled to explain the enrollment forms and the program. Policies and procedures are reviewed at this time between the parent(s)/legal guardian and Preschool Lead.

In order to be placed on the waiting list, a parent submits a completed Application for Enrollment and Waiting List form. When space becomes available, we call the first family on the waiting list and offer an opening. If the opening is declined, the child's application moves to the end of the list and the next family is called until the opening is filled. If a family declines an opening a second time, the child's application is removed from the waiting list.

We will make every reasonable effort to personally contact families when openings occur but due to time constraints, families we have not been able to reach may be moved to the end of the waiting list and the next family contacted.

At the time an opening is offered and accepted, an \$85 non-refundable registration fee and the first month's fees must be paid to secure the opening. The remaining enrollment forms must be submitted prior to the child's first day of attendance.

All potential families will be screened during an initial meeting and program tour with the STEAM Academy's Lead to determine, along with the parent(s)/legal guardian, if the site is able to meet the child's needs within a group care environment.

Termination of Services

For either party to terminate enrollment in the STEAM Academy, two weeks (10 working days) written notice must ordinarily be given. Failure to give two weeks written notice will result in a bill in the amount of 1/2 of the monthly fees.

Enrollment may also be terminated by the STEAM Academy without two weeks written notice, under the following conditions:

- The experience is too stressful for an individual child.
- The child's behavior has an adverse effect on the other children either directly or through requiring staff time needed by other children.
- The parent/guardian's behavior has an adverse effect on the STEAM Academy children or staff either directly or indirectly, by requiring staff time otherwise needed to operate the program.
- The fees are not paid.
- The child is not signed in and out in accordance with policy.
- Repeated late pick-up after 6:00 p.m.
- Failure to have current emergency form on file.
- Failure to have accurate child/family information on file.
- Failure to comply with program health and safety standards.
- A staff member is verbally or physically abused.

Program Fees/Other Fees

1. Registration Fee – At the time of enrollment, a one-time only registration fee in the amount of \$85.00 per child is due. All registration fees are non-refundable. New enrollees must pay half of the first month's fees, due no later than the first day of enrollment in the program.
2. Monthly Fees – The fees for the STEAM Academy are \$1350.00 per month. Fees must be paid every month to stay enrolled in the program. The monthly program fees remain the same for high or low usage months. Credit is not given for vacation or illness.
3. The fees are due on the first Wednesday of the month by 6:00 p.m. A \$20.00 late fee is charged for all late payments. The late fee is charged per child enrolled.
 - Families who wish to mail their payments can mail them to the STEAM Academy Administrative Office at 25 Bellevue Park Plaza, Belleville, Illinois 62226, United States. Payments that are mailed (including Bank Payments) must be received by the first Wednesday of the month.
4. The STEAM Academy fees must be paid by check or money order, as the program does not accept cash payments. Checks should be made payable to PUSD – STEAM Academy. All checks should be placed in the check box next to the sign-in/out book or mailed to the Program Administrative Office. All payments are recorded in the STEAM Academy Office, and a monthly statement is emailed to you for your records.
5. The STEAM Academy operates on a fiscal year from July 1st - June 30th. It is important that you maintain your monthly statements for child care tax credits since this information is required for a calendar year. The STEAM Academy will also provide a Year-End Statement for tax purposes in December.
6. The parent/guardian who registers the child in our program is the “enrolling parent” and is responsible for the full payment of program fees. If you have a special

arrangement with another party to pay part of the monthly program fees and fees are not received, it is the enrolling parent's responsibility to collect the delinquent fees.

7. Fee Payment Option – Arrangements may be made with the STEAM Academy Accounting Office to have a split fee payment agreement. This option provides for the monthly fee to be paid in two equal payments. The first half of the monthly fee is due on the first Wednesday of the month by 6:00 p.m. The second half of the monthly fees is due on the third Wednesday of the month by 6:00 p.m.

- Failure to follow the fee payment agreement for two months will result in termination of the agreement. All program fees will then be due on the first Wednesday of the month by 6:00 p.m.

- If the second half of the month payment is not paid by the third Wednesday of the month, payment will have to be made with a cashier's check or money order. If fees are not paid, STEAM Academy services will be suspended effective the first Monday following payment due date. Your child will be unable to attend the STEAM Academy until all fees are brought current.

8. Returned Checks – Checks that are returned for insufficient funds are considered to be late payments. Late payments have a \$20.00 late payment fee charged, per child, per occurrence. In addition, there is a \$25.00 returned check fee due immediately upon notification along with outstanding program fees. Checks that have been returned on three occasions will require all future fees to be paid in the form of a money order or cashier's check. This form of payment will be required for the duration of enrollment.

9. Delinquent Fees – Fees must be paid every month to stay enrolled in the program. Failure to pay fees or pay them in accordance with the Enrollment Agreement will result in a suspension of STEAM Academy services. If fees are not paid, services will be suspended effective the first Monday following payment due date. Services will remain suspended until all fees are brought current.

10. Termination of Services – Program services will be terminated if fees remain delinquent for two weeks. A notification to terminate program services will be given 5 days prior to effective termination date if there is no communication with the family. At that point, the STEAM Academy will fill the space from the waiting list.

Attendances and Absences

Please call or email the program if your child will be absent or will arrive at a different time than usual. This helps our staff plan for the day. We also ask that families let us know the specific illness or symptoms in case we need to notify our other families of possible exposure. The STEAM Academy program has a 24-hour phone answering system to accommodate parents' absence reporting, and emails can be sent at any time.

If a child has been absent for three consecutive days without notice from a parent/guardian, a Notice of Intended Action to terminate services will be sent to the parents. While the STEAM Academy will attempt to call each family, if the parent has not made contact with the STEAM Academy program within one week (5 days) of the notice, the STEAM Academy will terminate program services and your space will be filled from the waiting list.

Change in Schedule – Parents should leave information with the STEAM Academy staff regarding any changes in daily scheduling. The STEAM Academy needs these communications in writing. The STEAM Academy provides “Pick-Up Authorization” forms for those times a parent needs to arrange for an alternative adult to pick up their child due to a special circumstance. These forms are available at the site and on the STEAM Academy website.

Late Pick-Up Policy

The STEAM Academy closes promptly at 6:00 p.m. each day. When a parent finds it impossible to pick up his/her child(ren) by 6:00 p.m., it is the parent's responsibility to:

- A. Contact an authorized adult designated on the emergency card.
- B. Inform the authorized adult that the child must be picked up from the STEAM Academy by 6:00 pm.
- C. Notify the STEAM Academy staff of the action taken.

Parents should list a minimum of three people who are in our local area that they authorize to pick up their child(ren) from the program on their child's Emergency Form. Only three late pick-ups are permitted in any 12-month period. After two late pick-ups have been documented, a Notice of Intended Action to terminate child care services will be given stating termination if we go beyond the three late pick-ups in 12 months.

After 6:00 p.m. Late Fee

The late fee is \$5.00 for arriving after 6:00 p.m. to pick up your child, and an additional \$1.00 per minute charged after 6:05 p.m. This fee will be charged to your account and must be paid within 5 working days. The late pick up fee is charged on a per child basis.

If your child has not been picked up by 7:00 p.m. and emergency contacts you have listed on your emergency form cannot be reached, the STEAM Academy will call Child Protective Services of St. Clair County.

HEALTH POLICIES

Sickness and Health

The STEAM Academy program is not equipped to care for sick children. A child who exhibits any of the following conditions should remain at home:

1. Common cold: Keep home during period of productive cough and yellow or green nasal discharge
2. Fever over 100 degrees (in some children, a lower temperature represents a fever) - Keep home for 24 hours after a fever without the aid of Tylenol or Advil
3. Eyes that are red, inflamed, swollen, crusting or draining
4. Untreated, draining ears or earache
5. Diarrhea
6. Nausea or vomiting (if the child has vomited within 24 hours DO NOT send the child to school or the STEAM Academy.)
7. Severe sore throat
8. Skin rashes of unknown origin or a contagious rash requires a clearance from a health care provider before that child may return to the STEAM Academy.
9. General listlessness
10. Headaches or other pains

If a child is sick, the parents/guardians will be called by the program and asked to pick up their child. **Sick children are to be picked up within 45 minutes of notification by the program.** If a child is unable to participate in the STEAM Academy activities, they are not feeling well and need to be resting at home. This also helps to reduce exposure to the other children and staff. Sick children will be isolated from the other children until they are picked up. **It is required that children**

remain at home at least 24 hours after their fever has broken without the use of medication to reduce the fever or relieve symptoms of the fever.

Parents should notify the program if their child has been exposed to a contagious disease. Likewise the program will notify parents in the event of exposure via the program. It is important that all parents have a workable plan for care of their sick child.

Medication

The STEAM Academy policy requires that medication to be given to children must meet the following criteria: **A physician's signature is required in advance for medications to be given.**

Prescription Medication:

1. Must be in the original prescription bottle (clearly labeled with child's name)
2. The parent must sign the Prescription or Over the Counter Medication Consent Form indicating:
 - a. Name of medication
 - b. When to take-exact time
 - c. How much to take-dosage (this may not be different than the label directions)
 - d. Physician signature required with parent signature

Medical consent forms can be faxed to the STEAM Academy Office at 618-509-0905.

Children who require special prescription medications, such as bee sting kits, EpiPens, insulin etc., need to have a Prescription or Over the Counter Medication Consent Form on file with a physician's signature and the medication needs to be kept in a locked container by staff, unless a Contract to Carry Life-Sustaining Medication at School is completed. Please see your STEAM Academy staff for a copy of the Prescription or Over the Counter Medication Consent Form.

Do NOT send medication with your child to administer themselves. This includes aspirin, cough drops, etc.

STEAM Power Snacks

A nutrition component is part of our daily curriculum. The children help to plan snack menus, prepare the snack, serve and develop skills in food preparation, handwashing and safe use of small appliances. Snack time provides an opportunity to try new foods, learn about nutrition, the importance of a healthy diet and encourage appropriate eating habits. It is a time to share food dishes from different cultures and share in your family's traditions. Please feel free to share family recipes with us. Snack time is also a time to encourage language development. Children have an opportunity to share conversation with their peers and the staff.

Snack is served on a daily basis in accordance with State nutritional guidelines and Licensing regulations. Menus are posted on a monthly basis.

Please notify staff of any known or suspected allergies your child may have.

Morning Snack – The STEAM Academy will provide a morning snack for all of the children.

Lunch - Children provide their own lunch on a daily basis. We also request that your child's lunch not require any warming in microwave or special preparations, as the staff have limited time available during lunch time. Milk and water will be provided at lunch.

Afternoon Snack – The STEAM Academy will provide an afternoon snack for all of the children.

Late Afternoon Snack – The STEAM Academy will provide a light snack near the end of the day for the children that are picked up closer to closure of the preschool.

(FAST) Food Allergy Safety Tactic

The ASP2 Steam Academy requires that any child with a documented food allergy have a Food Allergy Safety Tactic (FAST) on file. This may include allergies that require an EpiPen prescription. **The STEAM Academy must have a copy of this form in the child's file to uphold the plan.** Regulations require the form to be updated annually and/or whenever a child's condition or the terms of the FAST change.

Safe Food Handling

There are many children who have serious food allergies. In order to maintain a safe environment we ask that families not send home prepared baked goods to share at the center. The STEAM Academy is only able to serve those food items which are purchased and prepared by the STEAM Academy.

ASP2 Emergencies

We have to know how and where to reach you at all times! In the case of an accident, emergency numbers are accessible to the STEAM Academy staff. The STEAM Academy staff are trained and kept current in First Aid and CPR certification. In the event that the parents or emergency contacts cannot be reached, the child will be taken to the closest hospital for immediate attention. Continued efforts will be made to reach parents and emergency contacts.

It is the parent's/legal guardian's responsibility to have an up-to-date emergency form on file at the STEAM Academy at all times. These forms are updated yearly and can be saved as a fillable PDF form on your computer. If a parent or emergency contact is unavailable for transport, transportation for the child will be by ambulance. Staff cannot transport children under any circumstances. Transportation by ambulance will be the financial responsibility of the parent/guardian.

CAP (Catastrophic Awareness & Preparation)

Safety is our first priority. In the event of a major catastrophe, (i.e. earthquake, fire) the children will be evacuated (when it is safe) to the school field. After the children are accounted for, it will be determined whether the building is safe for occupancy. If the children and staff are ordered to go somewhere else for safety, notes on their location will be posted.

In case of a major disaster, parents should know:

1. All staff will remain with children.
2. Staff have current First Aid and CPR training.
3. An updated emergency plan is posted at each site and is reviewed on a regular basis.
4. Programs have monthly drills – fire, earthquake, or intruder/lockdown.
5. In case of injury to your child, the information on your child's emergency form will direct us on what to do. **Please keep the information on this form current.** It is the parent's/guardian's responsibility to update emergency form information when there are changes.

Insurance

The STEAM Academy takes appropriate steps to protect your child from injuries. Even so, accidents can happen while participating in normal activities that take place at the program. The STEAM Academy does not provide accident medical insurance for program related injuries. ASP2 Steam Academy does have a variety of affordable plans to help in the event of an accident. If you are interested in one of the plans, ask the STEAM Academy Lead or staff for the Child Benefits Plans brochure or visit <https://asp2steam.com/>

Physical Damage

It is not unusual for a child to sustain a bump or scrape during normal routine play in the STEAM Academy building or on the playground. When these types of minor injuries occur, the STEAM Academy staff will tend to the injury appropriately, i.e. washing with soap and water, applying a Band-Aid, or ice pack, etc. The parent will be notified by an “Ouch! Report” being clipped to your child’s sign-in/out page. This report details what happened, and what the staff did to help make the child feel better. If the injury is more serious, the parent will be called, and an “Injury Report” form that the parent signs will go home with the child.

Suspected Child Abuse or Neglect

The State of Illinois mandates all classified professionals that are employed by a public school district report any instance of observed or suspected child abuse or neglect of a child, including those reported by the child. The STEAM Academy staff sign forms indicating that they understand this requirement. Then, staff are trained in the recognition and reporting of suspected abuse or neglect every year.

The STEAM Academy staff are familiar with the physical and behavioral indications of child abuse. Physical signs of suspected child abuse can include unusual/multiple bruising, burns, or trauma to skin, bones and skull that cannot be easily explained. Warning signs of emotional abuse and/or sexual abuse may present as exaggerated excitability, fear, withdrawal, apprehension, passiveness, resistance to separate from person, place or thing, tendency to protect parent, self-destructiveness or any other obvious alteration in typical behavior patterns. A case of neglect is possible when routine needs are ignored or prevented by parent or guardian. Such deprivation could include food, clothing (improper seasonal attire), hygiene (infrequent bathing, shampooing, and change of clothes) or rest deprivation (frequent display of fatigue interfering with participation in class activities). The staff maintains communication and support to parents/guardians both informally and through conferences initiated by

either parent or staff. A comfortable and safe environment will be established so that children will be able to speak about their concerns when necessary.

Children's Personal Rights

The STEAM Academy program is proud to support these rights for each of our children. According to CA Community Care Licensing, each child receiving services from a preschool program shall have rights which include, but are not limited to, the following:

1. To be accorded dignity in his/her personal relationships with staff and other persons.
2. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
4. To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
5. To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
6. Not to be locked in any room, building, or facility premises by day or night.
7. Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

INQUIRIES OR SUGGESTIONS

Questions, suggestions, or clarifications concerning program policies and procedures should be directed to the Site Supervisor or Program Director.

THANK YOU!

We are happy that you have selected the STEAM Academy for your child. We offer days filled with happiness, wonderful activities, and educational fun. We thank you for sharing your child with us!