

# Parent Handbook



## A Special Place Pre-K Academy LLC

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**424 Lebanon Avenue  
(Upper-Level)  
Belleville, IL 62220  
(618) 416-5442  
asp2steam.com**

January 2025

# **Statement of Purpose & Policies**

A Special Place Pre-K Academy LLC

424 Lebanon Avenue (Lower Level),  
Belleville, IL 62226  
(618) 416-5442

Welcome to A Special Place Pre-K Academy LLC. I, Mrs. Tanya Ferguson, am the owner/director of A Special Place Pre-K Academy LLC. I am legally responsible for the program and have immediate responsibility for the daily conduct of the program outlined in the Licensing Standards for Centers Part 407.

In my absence, a qualified staff member will be designated as alternate director to fulfill the duties of director. This will include making decisions in accordance with maintaining the licensing standards. Section 407.130

We are excited to be a part of your child's new journey. "A Special Place Pre-K Academy" is recommended as a foundation of learning for attending ASP2 STEAM Academy.

*Please take a moment to review the material outlined in this handbook.  
Thank You!*

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## **Our Mission**

At A Special Place Pre-K Academy LLC, our mission is to set ourselves apart by building a solid academic foundation for our scholars. We have created a challenging learning environment that encourages extraordinary expectations for academic success. Along with promoting a safe, well-structured environment where each scholar's self-esteem is fostered by positive relationships between students and staff, we have incorporated early introduction to the elements of Science, Technology, Engineering, Arts and Math. As we endeavor to involve our parents, teachers, and community members in our mission, academic success for our scholars becomes infinite



*Daily agendas are subject to adjustments to meet the needs of our scholars.*

## **Daily Agenda**

- ❖ 7:00 Arrival – (Rear Entrance) Sign-In Kiosk  
[Designated Areas for Breakfast 7am-8am]
- ❖ 7:50 Clean-Up
- ❖ 8:00 Curriculum Academic Learning
- ❖ 9:30 STEAM Power Snack & Restroom Break
- ❖ 11:00 Lunch-Clean Up-Recess Activity
- ❖ 1:00 Naptime
- ❖ 2:00 STEAM Snack & Developmental Activity
- ❖ 3:00 1<sup>st</sup> Departures
- ❖ 4:00 Scheduled After-School Activities
- ❖ 4:30 STEAM Power Snack
- ❖ 6:30 2<sup>nd</sup> Departures

### **Late Fee Charge:**

*Parents must notify the Academy by 6:00pm if they are going to be late.*

*A \$5.00 per ½ hour will be assessed to your account after 7:00pm.*

*Transportation is not provided by A Special Place Pre-K Academy LLC*

## Description of Daily Program

A Special Place Pre-K Academy LLC provides a quality educational Pre-K program to families in Belleville and the surrounding areas. *The hours of operation are from 7:00am to 6:30pm Monday through Friday*, except for the non-operating days listed on the “Program Operating Dates and Closures” schedule. It will list all scheduled closures and holiday breaks. This schedule will be included in your **Welcome Packet** provided by your scholar’s teacher, posted on our information board, and may be accessed via our website at [asp2steam.com](http://asp2steam.com) for your convenience.

It is the desire of A Special Place Pre-K Academy to provide a challenging curriculum. Our curriculum is a progressive learning program that continues to enhance to the next level of phonographic awareness and penmanship. To achieve full experience scholars are required to follow the daily lesson plan, complete assignments, and participate in academy activities.

### **Early Explorers and Early Pre-K** ages 2-4.

In this group, the focus is on a “preparation learning structure.” The goal is to increase the fine motors skills for D’Nelian penmanship, strengthen communication skills used for sounding out phonograms, and mastering the social expectations necessary for a scheduled day of classroom learning. In addition to the basic daily curriculum activities, scholars will learn through group activities and individual play, how to follow simple instructions, control themselves when working and playing together, express their thoughts and understanding of simple concepts of STEAM. Most importantly, they learn to become teachable scholars.

**Pre-K Scholars** ages 4-5. These scholars, who have now learned proper classroom expectations, are ready for a scheduled daily class routine. This includes independent D’Nelian penmanship practice, memorizing and understanding the phonographic awareness rules for reading and spelling. They will learn to follow class rules and schedules, complete individual and group-controlled activities, solve age-appropriate conflicts and issues. This foundation is recommended for transitioning to ASP2.

## Arrival and Departure

We make every reasonable effort to accommodate all Pre-K children, however we do not provide transportation for our scholars. Arrival time is 7:00am. A kiosk for checking scholars in and out daily is required by parents and kept on file by the academy. Parents are allowed to visit the academy without an appointment any time during normal hours of operation, however doors are locked between 8:00am and 3:00pm. Parents must notify the Academy by 6:00 if they will be running late to pick up. A child may only be released to a parent or other responsible person designated by the parent on the Child Pick Up List. At 6:30 the Academy will begin to make 3 attempts (in 5-minute intervals) to contact a parent/guardian/emergency contact. After 7:00pm the Academy will begin assessing late fees. If no contact has been established by 7:30 the Academy will request local authority assistance, which may include the Child Abuse Hotline.

**Late Fee Charge:** \$10.00 per ½ hour will be assessed to your account after 7:00pm.

### Admission Acceptance

A pre-enrollment interview and tour of our facility is required before the acceptance of any pre-k scholar. Upon acceptance, you and the Director will sign and date the “Admission Acceptance” acknowledging the requirements of A Special Place Pre-K Academy LLC. This page can be found in your **Enrollment Packet**.

Parents are provided with program information and must complete all documents provided in the enrollment packet, which includes submitting a certified copy of their child’s birth certificate, immunization record, emergency numbers, and persons authorized to pick up their child. It is your responsibility to read and comply with the requirements outlined in the Enrollment Packet. This includes signing acknowledgements, providing required documents, and paying any enrollment/registration fees due prior to starting.

A Brightwheel account is set up for invoices and communication with the Academy once your enrollment is complete. This platform is used for academy notifications, individual classroom communication and/or individual parent questions and concerns. It is your responsibility to keep this platform accessible while enrolled in the Academy.

# Tuition

Your tuition is your responsibility. It is acceptable, in the case of co-parenting families for example, to have monthly tuition payments received from multiple sources, however only one person may be designated as the party responsible for any communication of tuition fees.

**Full-Time Tuition** cost is \$900.00 with available discounts. Parents may pay the full annual tuition or 3 months in advance and receive the 10 % discount.

**Part-Time Tuition** enrollment is available and must be approved when establishing your service agreement. The full-time tuition will be adjusted and agreed upon. Your part-time enrollment account will be set up via Brightwheel to reflect the adjusted part-time tuition.

All account balances must be kept current for scholars to participate in academy activities. These include extra-curricular activities, graduation, assemblies, concerts, end of year program, field day, etc.

**Subsidiary Assistance** is accepted. Parents who have or will be applying for state subsidiary assistance with Brightpoint, must select one of the following options on your “Financial Service Agreement” page found in the Enrollment Packet.

Monthly tuition is due by the 15<sup>th</sup> of each month, after which a late fee is applied. **A *daily* late fee of \$5 will be applied to the account for all payments past due beginning the 16<sup>th</sup> day of the month. (Maximum \$50.00)**

*Failure to meet the tuition agreement results in our inability to meet our financial goals for our teaching team and our scholars. Therefore, legal action may be taken against those who do not fulfill their obligation. Legal expenses for remediation will be borne by the defendant.*

Thank you for your support!

## **STEAM Summer Program**

STEAM Summer Program Services are available for our Pre-K scholars. Scholars who enroll in our Academy programs are not automatically enrolled for the Summer Programs. Parents must complete the “**STEAM Summer Program Form**” provided each year at the end of May. (*Schedule TBA*) Scholars not attending for the Summer will be required to provide updated information prior to the return of the upcoming school year. This may include but is not limited to, an updated medical or physical record, changes to contact information, and changes to child pick-up list. *Failure to provide information may result in the inability to maintain the space.*

## **Inclement Weather**

In the event of inclement weather or emergency situations regarding school closures, at most events we will follow the Belleville District 118 Notification of academy closings, delayed openings, and/or early dismissals. However, the final decision to close will be decided by the Director and will be communicated via:

- ❖ Fox 2 News
- ❖ Website at [www.asp2steam.com](http://www.asp2steam.com)
- ❖ A Special Place Facebook
- ❖ Brightwheel Notification

## **Behavior Support**

- ❖ A Special Place Pre-K Academy LLC will use the “Behavior Support and Program Transition Plan” template from ISBE – Early Childhood Block Grant (ECBG) Behavior Support Plan & Program Transition Plan.

<https://www.isbe.net/Documents/Behavior-Support-Transition-Plan-Instruction-Manual.pdf>

## **Dress Code Policy**

A Special Place Pre-K Academy LLC believes that appropriate dress and grooming contribute to a productive learning environment. Parents must respectfully take the lead in following the “**Dress Code Policy**”. Scholars' clothing should not present a health or safety hazard or a distraction which would interfere with their academics. Any “parent” who violates these standards shall be subject to appropriate action outlined below. The Director has established a reasonable dress code that prohibits students from wearing inappropriate apparel that disrupts or threatens to disrupt the school's activities. All Pre-K are required to have a change of approved dress code attire available. You will be reminded to alter them in accordance with the season.

### **A Special Place Pre-K Academy LLC Dress Code**

**Scholars are required to wear any combination of clothing with ONLY the colors Black and/or White only. This includes socks, jackets, and sweaters that will be worn in class. Scholars may wear black and/or white shoes. Additional uniform apparel specific to activities such as dance/gymnastics unitards, lab coats, smocks, safety goggles, will be provided by the academy.**

**Any portion of the scholar uniform not in compliance will be required to change into the approved uniform attire readily available in our ASP Store.**

**1<sup>st</sup> – Parents will be notified and given 30 minutes to bring a change of clothes in which during that time your scholar will be excluded from all academy activities.**

**2<sup>nd</sup> – After 30 minutes – Scholar will be changed into approved attire courtesy of ASP Store, and parents will be invoiced for reimbursement.**

**Payment may be made via CASHAPP \$liaceps**

**Thank You**



## **Enrichment Field Trips & Activities**

Enrichment Field Trips enhance the learning experience for our scholars and are defined as a visit to a location beyond academy grounds that has a direct relationship to a curricular field. All scholars participating in field trips must have a signed permission slip. Some field trips may require parents to attend for supervision purposes. Enrichment field trips are intended to serve as an extension of the classroom experience. If a scholar is unable to attend the academy's field trip, an educational alternative may be assigned. ***Parents may be required to make alternative arrangements for their scholars when choosing not to participate in an academy sponsored trip or activity.***

Field trips expand and reinforce concepts learned in the classroom, as well as provide new and unique experiences not available in the classroom setting. The cost of these trips will be established in advance. Field trips will be affordable and accessible to all qualified and interested scholars. Scholars may be allowed but not required to participate in reasonable group fundraising efforts to defray the cost of field trips. The team involved in planning a field trip will include the Director and/or Instructors in the planning process in accordance with health and safety protocol to determine specific health/medical needs of scholars.

- Fundraisers, activities, and assignments are scheduled throughout the academy year. Parents are asked to assist the scholar to ensure they fully participate.
- Dance and gymnastics will be offered to Scholars 4 years old and up. These classes help round out our curriculum and are enjoyed by all scholars. Scholars' grades will not be determined by talent or ability. Each scholar is expected to participate with a positive attitude and proper academy attire on the scheduled days.
- A Special Place Pre-K Academy LLC event provides opportunities for families to meet other families, get better acquainted, socialize, and just have fun. Be sure to pay attention to our FB reminder post, our website monthly updates, Brightwheel messages, Posted Information Flyers, Monthly Newsletters, and PRE-K SCHOLARS HOMEWORK folder, which is sent home weekly (TUESDAY & THURSDAY).

## **Insurance Coverage**

A Special Place Pre-K Academy LLC does not provide medical insurance coverage for children.

## **Personal Belongings**

Procedures concerning personal belongings brought to the center are established by the teacher according to grade level. All scholars are to have a change of uniform clothing; however, we have an ASP Store on the premises for parents' convenience. Non-school personal items, such as tablets, cell phones, etc. are prohibited.

## **Personal Information**

Information pertaining to the admission, progress, health, or discharge of an individual scholar shall be confidential and limited to academy staff designated by the director unless the parent(s) of the child has granted written permission for disclosure or dissemination. Policy regarding release of personal information on the child or family is in our attached "Retention Policy" which indicates such information remains confidential.

## **A Special Place Pre-K Academy RETENTION POLICY**

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### **1. PURPOSE OF THIS POLICY**

The purpose of this Policy is to ensure that the necessary records and documents of the Academy are adequately protected and maintained, and to ensure that records that are no longer needed by the Academy or are of no value are discarded at the proper time.

The Academy must retain certain records because they contain information that:

- Serves as The Academy's corporate memory and has enduring business value.
- It must be kept satisfying legal, accounting, or other regulatory requirements.

The Academy prohibits the inappropriate destruction of any records, files, documents, samples, and other forms of information.

## **2. RECORDS**

A record is any type of information created, received, or transmitted in the transaction of The Academy's business, regardless of physical format.

## **3. DISPOSABLE INFORMATION**

Disposable information consists of data that may be discarded or deleted at the discretion of the user once it has served its temporary useful purpose and/or data that may be safely destroyed because it is not a record as defined by this Policy.

## **4. CONFIDENTIAL INFORMATION BELONGING TO OTHERS**

Any confidential information obtained from a source outside of the Academy must not be disclosed to or used by the Academy. Unsolicited confidential information submitted to the Academy should be refused, returned to the sender where possible and deleted, if received via the internet.

## **5. MANDATORY COMPLIANCE**

The Academy strives to comply with the laws, rules, and regulations by which it is governed and with recognized compliance practices.

## **6. STORAGE**

The Academy's records must be stored in a safe, secure, and accessible manner. Any documents and financial files that are essential to The Academy's business operations during an emergency must be duplicated and/or backed up.

## **7. DESTRUCTION**

The Academy's Director of School Affairs is responsible for the continuing process of the destruction of confidential, financial, and personnel-related records that must be conducted by shredding. Non-confidential records may be destroyed by recycling.

## **8. CONTACT**

Any questions about this Policy should be referred to Tanya Ferguson, Director of School Affairs, at (618) 416- 5442 Office or email ([education@asp2steamacademy.org](mailto:education@asp2steamacademy.org)) who is in charge of administering, enforcing and updating this policy.

## Discipline and Redirection

Children need certain rules and limitations established for them, but good discipline is more than simply strict control. It is based on mutual respect and high expectations for responsible behavior. Scholar behavior can best be managed through cooperation and communication between parents and the academy. *“A Special Place Redirection Policy”* is to be followed by all staff members. The academy does not use corporal punishment as a disciplinary measure. Scholars involved in any of the behaviors listed below will be subject to disciplinary action up to and including expulsion based on the seriousness of the offense as determined by the Director. These behaviors include:

- Creating an unsafe environment for other scholars
- Vandalizing academy or personal property
- Using profanity
- Speaking or acting in a lascivious manner
- Hitting, biting, or fighting with malicious intent to inflict injury.

*Any suspension or expulsion will be at the discretion of the Director.*

## A Special Place Redirection Policy

The policy will allow your child to be given *5 chances each day*.

- The first time, redirected for unacceptable behavior and given a verbal warning.
- The second time, placed at the appropriate age *“Time Out,”*
- The third time, may lose a privilege or may be excused from a specific activity for that day
- The fourth time, the director will be notified of your child’s behavior and sent to SMART. (Skills Mastered And Redirection Training)
- The fifth time, at the director’s discretion, necessary redirection action will be taken, resulting in a note sent home to explain the behavior and the actions taken. This may consist of in-school detention or suspension depending on the circumstances.

*(A parent/provider conference may be requested, and your child may not be able to attend the academy.)*

## Emergency Medical Care

You will be informed to pick up your scholar when they are showing symptoms of illness. For the health safety of all staff and scholars, any scholar sent home due to medical concern must have a physician statement to return to the academy. Below are some of the reasons your scholar will be sent home and/or exclusion from the Academy is required:

- Illness that prevents the child from participating comfortably in program activities
- Illness that calls for greater care than the staff can provide without compromising the health and safety of other children
- Fever with behavior change or symptoms of illness
- Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness
- Diarrhea or vomiting and the child is in danger of dehydration
- Mouth sores associated with the child's inability to control his or her saliva
- Rash with fever or behavior change
- Purulent conjunctivitis, (PINKEYE) until 24 hours after treatment is initiated
- Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours
- Head lice, until the morning after the first treatment
- Scabies, until the morning after the first treatment
- Chicken pox (varicella), until at least 6 days after the onset of rash
- Whooping cough (pertussis), until 5 days of antibiotic treatment have been complete

Parents must complete the “**Medical Instruction Form**” found in the **Enrollment Packet**, which outlines the provisions in the event of an emergency. Parents are notified immediately if there is an emergency concerning their scholar. If parents are unavailable, the form acknowledges their approval to provide immediate care.

## Meals

Meals will be provided by the Academy in accordance with the requirements outlined in the Il Licensing Standards Section 407.330 Nutrition and Meal Service.

Menus will be planned monthly and made available for review on the Academy's Communication Platforms. If substitutions are made for any food item, menus will be corrected to reflect meals as served. The monthly menu will also be posted in the kitchen, the classroom, and **Parent Information Board**.

Continental Breakfast served from 7:00am – 7:30am

Morning Snacks served at 9:30am and Afterschool Snack 4:30pm

Lunch served at 11:00am

Children will be offered food at intervals of 2 hours and not more than 3 hours apart, unless the child is asleep.

Scholars requiring a special diet due to medical reasons, allergic reactions or religious beliefs shall be provided with meals and snacks by the parent. The parent shall be responsible for the safety of food brought into the Academy in accordance with the written instructions of the child's clergy and/or the child's medical provider. Information on special diets shall be obtained in writing from the parents and/or medical providers and maintained on file at the Academy. Records of food intake will only be maintained when indicated by the child's medical provider. The Academy will reserve a designated area for scholars' food that requires refrigeration. All foods provided by parents must be clearly labeled with the child's name, date and identity of the food and should not be shared by other scholars.