ASP2 STEAM Academy Inc

Parent & Student Handbook
Revised 2022-2023

Table of Contents

Parent Information

- ❖ Total Capacity: 75 Students
- ❖ 1st Enrollment: Siblings of ASP2 STEAM Academy
- ❖ 2nd Offered as a first come, first served priority.
- ❖ Waiting List will be maintained & notified upon availability.
- ❖ Teacher to Child ratio: (1:10) Depends on Grade Level
- ❖ Hours of Operation: 7am to 7pm
    - o Full Time $600 monthly 7am-4pm
    - o Full Time (After School) $700 7am-7pm
    - o Extra Curricula Activities includes:

        Ballet – Tap – Gymnastics – Martial Arts
- ❖ 5% discount received if paid 3 months in advance.
- ❖ Class hours are from **8am to 3pm (Monday to Friday)**
- ❖ Extra Curricula Activities held during class hours are mandatory for all students K-3 (Optional for Pre-K Scholars)
- ❖ Extra Curricula Activities held after 4:00pm are optional.
- ❖ Homework for **all** students every **Tuesday** and **Thursday**
- ❖ Dress code **<u>BLACK & WHITE</u>** is required to be followed by **all** students. *($5.00 Dress Down last Friday of each month.)* ASP2 uniform required for **all** extra curricula activities.
- ❖ Lunch is required by parents daily upon arrival **<u>before 8am</u>** to avoid interruption of class.

2023 – 2024
ASP2 STEAM Academy Inc.
Program Operating Dates & Closures

❖ ASP2 Grand Opening – Open House	August 21, 2023
❖ 1st Day of Academy Classes	August 22, 2023
❖ Labor Day (Closed for All)	September 4, 2023
❖ Fall Picture Day (Dress code optional)	September 22, 2023
❖ Columbus Day (Closed for All)	October 9, 2023
❖ ASP2 Fall Festival	October 27, 2023
❖ **Parent/Student Involvement** (Closed for K-3)	**November 6, 2023**
❖ Thanksgiving (Closed for All)	November 22 – 24, 2023
❖ ASP2 Annual Winter Ball	December 23, 2023
❖ Christmas & New Years **2024** (Closed for All)	December 25 – January 1
❖ ASP2 Classes Resume	January 2, 2024
❖ MLK Jr. Day (Closed for All)	January 15, 2024
❖ Presidents' Day (Closed for All)	February 19, 2024
❖ ASP2 3rd Grade Black History Program (In School)	February 23, 2024
❖ **Parent/Student Involvement** (Closed for K-3)	**February 26, 2024**
❖ ASP2 Annual Science Fair (Pre-K-3rd)	March 22, 2024
❖ ASP2 Spring Break (Closed for All)	April 1 – 5, 2024
❖ **ASP2 Finals & Assessments** (Pre-K-3rd)	**May 20 – 24, 2024**
❖ Last Day of Academy Attendance	May 24, 2024
❖ Summer Closure (Memorial Day)	May 27 – June 2, 2024
❖ Summer Program Begins	June 3, 2024
❖ Juneteenth Independence (Closed)	June 19, 2024
❖ Independence Day (Closed)	July 4, 2024
❖ Last Day of Summer Program	August 9, 2024
❖ Teachers Institute	August 12-16, 2024

(Subject to change at the discretion of the Director)

ASP2X STEAM SCIENCE TECHNOLOGY ENGINEERING ART MATH

Daily Agenda

- ❖ 7:00   ASP2 Arrival
- ❖ 7:30   Breakfast – Assigned Classrooms
- ❖ 8:00   ASP2 Learning Program *(See Class Syllabus)*
- ❖ 10:00 STEAM Power Snack *(Classrooms)*
- ❖ 10:30 STEAM Learning Cont. (*See Syllabus*)
- ❖ 11:30 ASP2 Take 5 *(STEAM Activity)*
- ❖ 12:30 Lunch
- ❖ 1:00   STEAM Recess
- ❖ 2:30   ASP2 Learning Cont. *(See Class Syllabus)*
- ❖ 3:00   1st Departures and Transitions (All Students)
- ❖ 4:00   After School Program or Extra Curricula
- ❖ 5:00   2nd Departures and Wind Down
- ❖ 6:30   Courtesy Pick-Up Reminder Call or Text
- ❖ 7:00   Closed

Our Mission

ASP2 STEAM Academy Inc. will strive to create a challenging learning environment that encourages extraordinary expectations for success, through development from proper structure, education, and discipline. ASP2 will promote a *safe*, well-structured, technical, and artistic environment where each student's self-esteem will be fostered by positive relationships between students and staff. ASP2 will endeavor to involve our parents, teachers, and community members in our STEAM Academy programs. ASP2 will maintain an extremely productive student roaster, and a stimulating curriculum that will provide hand-on activities involving a combination of Science, Technology, Engineering, Arts and Math that will help them to be fully prepared for their future.

Admission Agreement

ASP2 STEAM Academy Inc provides quality Pre-K to 3rd Grade education to families in Belleville and the surrounding areas. The hours of operation are from 7:00am to 7:00pm Monday through Friday, except for the non-operating days listed on the "Program Operating Days". You can find these listed days in your Registration Packet, the Handbook, and our Website.

Prior to enrolling your child, we suggest that you schedule a pre-enrollment interview and tour of our facility. You will be informed of both parental and personal rights, which is included in your Registration Packet. Each child must be signed in and out each day, via Brightwheel platform. Each child will be required to wear the required colors of black and white established by ASP2 STEAM Academy Inc. This agreement may be terminated by the

parents written notice of withdrawal or by the Director if warranted conditions are found. Please sign and date that you have acknowledged and agree to ASP2 STEAM Academy Admission Agreement.

If you are interested in enrolling your child at ASP2 STEAM Academy Inc, please fill out our Enrollment Form. Upon completion, our personnel will call to offer your child a space. If at that time our program is full, you can be placed on our waiting list and notified when an opening is available. Please me mindful that children are placed in accordance to ASP2 enrollment schedule. Feel free to contact us during business hours (8am-4pm) if you have any questions at 618-416-8181 or 618-509-0905.

Once enrollment has been established for your child, you will be provided with our ASP2 Registration Packet that includes a one-time registration fee of **$75.00** for all new enrollees and/or reenrolls. This is a non-refundable fee. ALL forms included within the Registration Packet and fee must be completed prior to your child's attending ASP2.

Any scholar receiving state assistance must select one of the following options prior to starting:

_____ Agree to pay in advance the regular ASP2 monthly tuition while state assistance application is being processed and continue until approved.

_____ Provide state approval letter with co-pay amount to be invoiced which will be due on the 1st of each month.

_____ Agree to pay the $75 non-refundable enrollment fee to reserve the space for 10 business days. After such time, will provide documentation from the state indicating the status of the processing application to maintain the space for additional time.

Bullying (All Grade Levels)

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on academy property, at an academy-sponsored or related activity, or in a district operated vehicle, and the behavior:

• Results in harm to the student or the student's property.

• Places a student in fear of physical harm or damage to the student's property

• Is so severe that it creates an intimidating educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the academy. Bullying is prohibited at ASP2 STEAM Academy and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

 If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, staff member, director, or another employee as soon as possible to obtain assistance and intervention. The Director will investigate any allegations of bullying or other related misconduct. If the results of an investigation indicate that bullying has occurred, the Director will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have

engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited. Upon the recommendation of the Director, the board may, in response to an identified case of bullying, decide to expel a student for such behavior.

Dress Code Policy

ASP2 STEAM Academy believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the academy activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the academy year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action. The dress code is as follows:

Students are required to wear any combination of clothing with the colors black and/or white only. This includes socks, jackets, and sweaters that will be worn in class. Students may wear any black and/or white shoes. Additional uniform apparel specific to ASP2 activities such as lab coats, smocks, safety googles, will be provided by ASP2. Any portion of the student uniform not in compliance will be required to change into ASP2 available apparel and parents will be invoiced for immediate reimbursement. ASP2 logo apparel will be available for purchase for those interested. Extra Curricula apparel requirements and cost will be made available by the Director.

Child Sexual Abuse and Other Maltreatment of Children (All Grade Levels)

ASP2 STEAM Academy has a responsibility of addressing and reporting child sexual abuse and other maltreatment of children. This information can be found at https://www.rainn.org/pdf-files-and-other-documents/Public-Policy/Legal-resources/2009-Mandatory-Report/Illinois09C.pdf

As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. A person who compels or encourages a child to engage in sexual conduct commits abuse will be reported to the proper authorities. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior.

Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in academy. A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or

she did the right thing by telling you. As a parent, if your child is a victim of sexual abuse or other maltreatment, the Director or Asst. Director will provide information regarding counseling options for you and your child available in your area.

DISCIPLINE

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. Student behavior can best be managed through cooperation and communication between parents and the academy. All teachers are required to follow *ASP2 Redirection Policy*. It is the policy of the academy not to use corporal punishment as a disciplinary measure. Students 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 students
- Vandalizing academy or personal property
- Using profanity
- Speaking or acting in a lascivious manner
- Hitting, biting, or fighting with malicious intent to inflict injury
- Inappropriate use of technology
- Cheating and/or plagiarism

Any suspensions or expulsions will be at the discretion of the Director.

Searches and Seizures

ASP2 STEAM Academy's Director maintains the right to search any student at any time, or to search a student's technology device(s), book bag, desk, locker, etc. or any item brought on the academy premises. Suspension is used as a last resort and will be considered an unexcused absence. An incomplete or a grade of zero will be given to the student during suspension, and he/she will be excluded from after academy programs and activities. Under certain extenuating circumstances, students may be allowed to make up work missed during the suspension and receive one letter grade below the earned grade. (This includes class work, tests, and quizzes). These circumstances will be determined by the Director staff. All concerns brought to the attention of an administrator by a student, staff or parent involving student safety or harassment will be immediately documented by an email forwarded to all administrative staff. Students involved in the report will be removed from class to be interviewed at which time a plan of action.

Computer and Internet Policy

ASP2 STEAM Academy has provided students with a computer lab and Internet services to enhance their educational experience. Students must follow the guidelines listed below to have the privilege to utilize ASP2 STEAM Academy's Computer Lab and Library computers. Students are prohibited from bringing their personal laptops, tablets, or cell phones to the academy. The academy is not responsible for any lost or damaged electronic devices.

1. The Computer Lab/Library and use of the Internet must be in support of education and research and must be consistent with the educational standards and objectives.

2. Students may not visit sites that violate the moral standards and philosophy of ASP2 STEAM Academy. The Computer Lab/Library must be utilized for academy-related purposes only.

3. Students may not utilize academy computers for personal communications, including but not limited to checking personal E-mails, instant messengers, etc.

4. Students misusing, or damaging hardware will be responsible for repairs or replacement and subject to disciplinary action.

5. Students utilizing the Internet must have teacher/staff supervision.

6. Students may not download copyrighted or licensed programs. Students may not alter or manipulate software or operating systems.

7. Students may not attempt to break into restricted files or private files or attempt to introduce any virus into the system.

8. Students may not attempt to log on as another student.

9. Students may not visit chat rooms and/or bulletin board sites.

10. Students may not load, launch, or play any new games or programs.

In order to protect the minds and safety of our students and at any time deemed necessary, ASP2 STEAM Academy's Director reserves the right to view any content of a cell phone, PDA, iPod, iPad, tablet, notebook, Kindle or any other social media exchange, or communication device, which is owned, operated by, or in the possession of an ASP2 STEAM Academy student.

ASP2 Curriculum, Enrichment Field Trips & Special Activities

It is the desire of ASP2 STEAM 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 the full experience students are required to follow the daily lesson plan, complete assignments, and participate.

Early Pre-K Scholars range between the ages 3-4. Here the focus is on a "preparation learning structure." The goal is to increase fine motors skills for D'Nelian penmanship, strengthen communication skills used for sounding out phonograms, and mastering the social skills and behaviors necessary for a full day of classroom learning. In addition to the basics, students 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 ASP2 scholars.

Pre-K Scholars are the advanced 4-year-olds. These teachable scholars, have now learned proper classroom behaviors, are ready for a 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, problem solve age-appropriate conflicts and issues. This is the ASP2 recommended foundation of learning for K-3. They will be able to display scholar behavior in the classroom and during outside excursions.

ASP2 excursions and field trips enhance the learning experience for our ASP2 students. All students participating in field trips must have a signed permission slip. Some field trips do require parents to attend for supervision purposes. Teachers will notify parents in advance of available spots for participating. Please remember that field trips are regular academy days and if a student misses a field trip it will count as an absence and there could be make-up work assigned. ASP2 STEAM Academy 's academic and enrichment field trips are intended to serve as an extension of the classroom experience. ALL academy sponsored field trips require mandatory attendance by students enrolled in grades PK-3rd. If a student is unable to attend the academy's field trip, an educational alternative will be assigned. ASP2 STEAM Academy sponsored academic field trip is defined as a visit to a location beyond academy grounds that has a direct relationship to a curricular field.

The purpose of the field trips is to 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 provided in advance. Field trips will be affordable and accessible to all qualified and interested students. Students may be allowed but not required to participate in reasonable group fundraising efforts to defray the cost of field trips. The health and safety of students and staff are given utmost consideration in the approval, planning and conduct of all academy trips. Staff involved in planning a field trip will include the Director and/or Asst. Directors in the planning process in accordance with health and safety protocol to determine specific health/medical needs of students.

- Fundraisers, activities, and assignments are scheduled throughout the academy year. Parents and family are asked to assist in the responsibility of the student to ensure they fully participate.
- Dance and gymnastics will be offered for the academy year. These classes help round out our curriculum and are enjoyed by all students. Students' grades will not be determined on talent or ability. Each student is expected to participate with a positive attitude and proper ASP2 attire on the scheduled days. Attire for each activity and its cost will be provided in each class syllabus.
- ASP2 STEAM Academy events provide opportunities for families to meet other families, get better acquainted, socialize, and just have fun. Be sure to pay attention to FB reminders, ASP2 website updates, posted notes, flyers, etc. and check your child's backpack regularly.

Inclement Weather

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

❖ Tune in to Fox 2 News

❖ Visit our website at www.asp2steam.com for more information

❖ Visit our ASP2 Facebook page for more information

Academic Integrity

ASP2 STEAM Academy requires all students to abide by the following guidelines regarding academic integrity, cheating and plagiarism:

Cheating Policy - Using or possessing, as well as giving or receiving, unauthorized materials in a testing situation (notes, textbook, cheat sheets, electronic devices.) Giving or sharing information on a test, quiz, academic work, project, etc.

Plagiarism of any sort, as defined and explained, is strictly prohibited. Paraphrasing without properly given recognize the original source is also considered plagiarism. The following consequences will apply when violations occur:

- ❖ A credit of "0" will be recorded for the test or the assignment involved.
- ❖ Suspension or expulsion may be recommended.

It is our expectation that students will always abide by this policy, in all classes, for all assignments.

Tuition

Parents may pay the full annual tuition or 3 months advance and receive the 5 % discount. Monthly tuition is due by the 1st of each month, after which a late fee is applied. If the 1st falls on a non-academy day, payment is due within the 5-day grace period. **A *daily* late payment fee of $5 will be applied to the account for all payments past due beginning the 6th day.** All account balances must be kept current for students to participate in all academy activities, including extra-curricular activities, athletics, graduation,

assemblies, concerts, end of year program, field day, etc. *Your tuition commitment is for the entire academy year.*

Failure to meet the tuition agreement results in our inability to meet our financial goals for our teaching staff. Therefore, legal action will be taken against those who do not fulfill their obligation to ASP2 STEAM Academy Inc. Legal expense for remediation will be borne by the defendant.

STEAM Summer Program Services are offered for students in Pre-K thru 3rd grade. Students who enroll in our Academy programs are also enrolled for all academy breaks and Summer Programs under the original enrollment process. *(Children not enrolled in ASP2 Full Time Plus may have the option to pay for those services separately from the academy tuition at the availability and discretion of the Director).* ASP2 students not attending 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 this information in a timely manner may result in the inability to maintain the space.

COVID 19 Action Plan

COVID-19 Preventive Plan (COMMUNICATION PLAN)

- All children will be excluded from attending ASP2 STEAM Academy Inc if showing signs of serious illnesses, contagious diseases, and reportable diseases in conformance with regulations and recommendations set by the Division of Communicable Disease Control, Department of Public Health.

- Parents will be notified immediately in accordance with Department of Public Health recommendations when any communicable disease or condition has been introduced into the program at ASP2 STEAM Academy Inc

- ASP2 STEAM Academy Inc will provide written notification to parents/guardians within 24 hours of any confirmed COVID-19 exposure (406.28(d)(2)) / (408.140(d)(2))

- ASP2 STEAM Academy Inc will notify the local DCFS Licensing office immediately by telephone and in writing upon any confirmed infection or exposure to COVID-19 (406.28(j)) / (408.140(j))

- ASP2 STEAM Academy Inc will report any known or suspected case or carrier of communicable disease to the local health authorities and local DCFS Licensing office in compliance with IDPH's rules for the Control of Communicable Diseases (77 Ill. Adm. Code 690)

- ASP2 STEAM Academy Inc will post signs outside any entrance prohibiting entry for anyone with symptoms of illness including respiratory infection.

- Temperatures of Director, teachers, children, and any person entering ASP2 STEAM Academy Inc. will be taken upon arrival each day. **Individuals with a temperature of 100.4F, or higher shall be excluded. NO EXCEPTIONS!**

PERSONAL PROTECTION EQUIPMENT PLAN (PPE)

The CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain. This plan is effective June 1, 2020. Documented records, procedures, COVID-19 updates, and informational training for Director and staff will be available for reporting refilling needs.

- ASP2 STEAM Academy Inc will supply personal protective equipment (PPE) masks for staff. Face mask for children attending over the age of 2 years old will be made available by the Director.

- ASP2 STEAM Academy Inc will store (PPE) in each classroom. PPE will be inventoried at the end of each week to ensure the (PPE) is available for the next week of classes.

- ASP2 STEAM Academy Inc staff will be informed and trained about the availability, location, and procedures for reporting refilling needs.

- *Parents will be prohibited from taking ASP2 student face coverings.*

- All staff of ASP2 STEAM Academy Inc will be required to wear face masks or face shields, while on site.

COVID-19 Enhancements to SANITATION PROCEDURES

- ASP2 STEAM Academy Inc will increase routine cleaning and disinfecting to hourly, during hours of operation, for frequently touched items – including doorknobs, toys, phones, computer parts, etc.

- All equipment will be cleaned and disinfected daily with a germicidal solution approved by the CDC.

- Each student of ASP2 STEAM Academy Inc will have their own equipment and school materials not to be interchanged.

- Early Pre-K students of ASP2 STEAM Academy Inc will not have masks while sleeping.

- ASP2 STEAM Academy Inc will post signs describing ways to prevent the spread of germs throughout the academy, including where children are dropped off and picked up.

Enhancements to HANDWASHING PROCEDURES

- Director and staff must wash hands in accordance with CDC guidelines, including before and after contact with students.

- ASP2 STEAM Academy Inc will post CDC handwashing guidelines and COVID-19 precautions in visible locations throughout the academy, including handwashing areas accessible to staff and children.

- ASP2 STEAM Academy Inc will clean and disinfect all equipment daily with a germicidal solution approved by the Centers for Disease Control and Prevention.

- ASP2 STEAM Academy Inc will intensify cleaning and disinfecting each hour of frequently touched items, including doorknobs, toys, phones, keyboards, mouse, and other items identified as frequently handled.

- ASP2 STEAM Academy Inc Director and staff will be required to be tested for COVID-19 prior to reopening. Temperatures will be taken with non-contact thermometers and logged daily reflecting, at minimum, the date, time, name, and temperature reading. Individuals with a temperature of 100.4 F or higher shall be prohibited from entering the class areas.

- Face masks/face coverings will be required for Directors and staff, during hours of operation, and shall keep social distance within six feet of others.

- Handshaking/physical contact will not be permitted between Directors, staff and parents and visitors to the academy.

COVID-19 Enhancements to ADMISSION AND DISCHARGE PROCEDURES

Upon arrival for admission and discharge a parent, guardian, or authorized persons must wear a mask or face covering.

- Daily temperature checks upon arrival for all children, staff, and Director.

- Use non-contact thermometers will be required.

- Daily log of temperatures (date, time, name, temp reading) will be required.

- Individuals with temperature of 100.4 degree or above must be excluded from the academy.

- Parent/guardian or authorized adult dropping off or picking up a child must wear a face mask and will be prohibited from entering the class areas.

- Written notification will be provided to parents and guardians within 24 hours of any confirmed COVID-19 exposure.

- Children ages 2 years and up will be required to wear a mask or face covering, when tolerable, throughout the day except when napping or eating.

- Daily temperature checks will be conducted and recorded upon arrival to monitor children for signs/symptoms of COVID-19.

- An alcohol-based hand rub will be supplied in every room.

COVID-19 Enhancements to HEALTH MEDICAL CARE AND SAFETY

- ASP2 STEAM Academy Inc will communicate with parents and staff in the event a COVID-19 case occurs with a staff or child via email.

- ASP2 STEAM Academy Inc will ensure staff clean their hands according to CDC guidelines, including before and after contact with

COVID-19 Enhancements to RECORDS AND REPORTS

- ASP2 STEAM Academy Inc shall promptly report any known or suspected case or carrier of communicable disease to the supervising agency and to local health authorities and shall comply with the Illinois Department of Public Health's rules for the Control of Communicable Diseases.
- In the event of a *Change of Student Personal Information* such as address, phone number, email address, etc. changes, please notify the front office or the students' teacher.

COVID-19 Responsibility & Liability

ASP2 STEAM is committed to the health and safety of our scholars, staff, and families. The following plan has been established for that purpose. Our plan specifies guidelines for scholars, staff, and families to follow, however it remains an individual responsibility for all to adhere to these guidelines and reporting any issues or safety concerns to the Director. By attending ASP2 STEAM Academy Inc., you are attesting that you and your scholar will follow these guidelines. Our responsibility is as follows:

ASP2 STEAM Academy Inc.

- Will practice and follow all safety policies guided by the CDC, IDPH and State of Illinois.
- Will NOT be held liable in the event your child acquires COVID-19 while attending ASP2 STEAM Academy Inc.

Parent and Scholars

- Will follow the plan developed by ASP2 STEAM Academy Inc in accordance to guidance of the CDC, IDPH, and State of Illinois.

Signature of Acknowledgement

I have received the ASP2 Revised Handbook and Waiver of Liability and Harmless Agreement.

I acknowledge and understand the requirements included in the ASP2 STEAM Academy Inc COVID Action Plan.

I agree to allow my child to attend ASP2 Academy Inc for the current academic year.

_____   _____

Signature of Parent or Guardian   Date

_____   _____

Director   Date