

Parent & Scholar Handbook

Revised 2024-2025



Pre-K Academy LLC

&



STEAM Academy Inc

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Enrollment Information

- ❖ Total Capacity: 70 Children
- ❖ Open to the Community
- ❖ 1st Enrollment: Begins May 1st – May 30th.
- ❖ 2nd Enrollment: August 1st – August 15th.
- ❖ The Waiting List will be maintained & notified upon availability.
- ❖ Teacher to Child ratio: (1:10 or 1:15) Depends on Grade Level
- ❖ Grade Levels are as follows:
 - Early Pre-K
 - Pre-K Scholars
 - Kindergarten
 - Grade 1
- ❖ Hours of Operation: 7am to 6:30pm
- ❖ Class Hours are from 8am to 3pm (Attendance Monday - Friday)
- ❖ After School Hours 4:00 to 6:00 (Activities TBA Monday - Friday)
- ❖ The dress code (Black and White) is required to be followed by all scholars. (See Handbook for additional details.)
- ❖ Monthly Fee: \$600 7am-4pm \$700 7am-6:30 (Autopay 10% off)
- ❖ Sibling Discount of 25% = \$450 7am-4pm \$525 7am-6:30
- ❖ CHASI Accepted with Approval Letter and \$300 Non-Refundable
- ❖ Tuition Payment Methods: AutoPay-Brightwheel-Cash-Check-Zelle
- ❖ Communication: Brightwheel-TextScan-Website-FaceBook-Flyers

2024 – 2025
A SPECIAL PLACE & ASP2
Program Operating Dates & Closures

❖ A SPECIAL PLACE & ASP2 – Orientation	August 19, 2024
❖ 1 st Day of Academy Curriculum Classes	August 26, 2024
❖ Labor Day (Closed for All)	September 2, 2024
❖ Columbus Day (Closed for All)	October 14, 2024
❖ Fall Festival	November 1, 2024
❖ Veteran’s Day	November 11, 2024
❖ Parent/Scholar Involvement (Closed for ASP2)	November 12, 2024
❖ Thanksgiving (Closed for All)	November 28 & 29, 2024
❖ Annual Winter Ball	December 21, 2024
❖ Christmas & New Years 2025 (Closed for All)	December 25 – January 1
❖ Classes Resume	January 2, 2025
❖ Spirit Week (Theme TBA)	January 6-10, 2025
❖ MLK Jr. Day (Closed for All)	January 20, 2025
❖ Presidents’ Day (Closed for All)	February 17, 2025
❖ A Special Place Black History (In School)	February 21, 2025
❖ Parent/Scholar Involvement (Closed for ASP2)	February 24, 2025
❖ Spring Break (Closed for All)	March 24 -28, 2025
❖ Annual Science Fair (Pre-K-1 st)	April 18, 2025
❖ Spirit Week (Themes TBA)	May 5-9, 2025
❖ Kindergarten Graduation	May 17, 2025
❖ Finals & Assessments (Last Day of Attendance)	May 19 – 23, 2025
❖ Summer Closure (Memorial Day)	May 26 – 30, 2025
❖ Summer Program Begins	June 2, 2025
❖ Juneteenth Independence (Closed for All)	June 19, 2025
❖ Independence Day (Closed)	July 4, 2025
❖ Last Day of Summer Program	August 1, 2025
❖ Instructors Institute	August 4-15, 2025

(Subject to change at the discretion of the Director)

Daily Agenda

The following is the typical day -to-day schedule for A Special Place Pre-K Academy LLC and ASP2 STEAM Academy Inc. This schedule may be altered at the discretion of each classroom teacher. Please adhere to the classroom agenda that has been provided to you by your scholar's teacher included in your "Welcome Packet."

- ❖ 7:00 ASP2 & A SPECIAL PLACE Arrivals
- ❖ 7:30 Breakfast – Assigned Classrooms
- ❖ 8:00 Learning Program (*See Class Syllabus*)
- ❖ 10:00 STEAM Power Snack (*Classrooms*)
- ❖ 10:30 STEAM Learning Cont. (*See Syllabus*)
- ❖ 11:30 Take 5 (*STEAM Lunch*)
- ❖ 1:00 STEAM Recess
- ❖ 2:30 Learning Cont. (*See Class Syllabus*)
- ❖ 3:00 1st Departures and Transitions (All Scholars)
- ❖ 4:00 After School Program or Extra Curricula
- ❖ 5:00 2nd Departures and Wind Down
- ❖ 6:00 Clean-Up
- ❖ 6:15 Pick-Up Reminder Call or Text
- ❖ 6:30 Closed

Our Mission

A Special Place Pre-K Academy LLC and ASP2 STEAM Academy Inc. will strive to create a challenging learning environment that encourages extraordinary expectations for success, through development from proper education. We 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. We will endeavor to involve our parents, teachers, and community members in our STEAM Academy programs. We will provide hand-on activities involving a combination of Science, Technology, Engineering, Arts and Math that will help them to be fully prepared for the future.

Admission Agreement

If you are interested in enrolling your child at ASP2 STEAM Academy Inc, please fill out our Enrollment Form and email form to education@asp2steamacademy.org Feel free to contact us during business hours (7am-6:30pm) if you have any questions at 618-416-5442 or 618 416-8181.

Once enrollment has been established for your child, you will be provided with our ASP2 Enrollment Packet that includes a one-time non-refundable registration fee of \$150.00 per child. ALL forms included within the Enrollment Packet and fee must be completed prior to your child's attending.

Any scholar receiving state assistance must initial all of the following prior to starting:

_____ Agree to pay in advance the regular ASP2 & A SPECIAL PLACE 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 & A SPECIAL PLACE 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 scholars who have been identified as witnesses to the bullying. Any retaliation against a scholar 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 scholar for such behavior.

Dress Code Policy

ASP2 & A SPECIAL PLACE believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects scholars to give proper attention to personal cleanliness and to wear clothes that are suitable for the academy activities in which they participate. Scholars' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. Scholars 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 scholar who violates these standards shall be subject to appropriate disciplinary action. The dress code is as follows:

Scholars 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. Scholars may wear black and/or white shoes. Additional uniform apparel specific to ASP2 & A SPECIAL PLACE activities such as lab coats, smocks, safety goggles, will be provided by ASP2. Any portion of the scholar uniform not in compliance will be required to change into ASP2 & A SPECIAL PLACE available apparel and parents will be invoiced for immediate reimbursement. ASP2 & A SPECIAL PLACE logo apparel will be available for purchase for those interested. Extra Curricula apparel requirements and cost will be made available by the Director.

Child Abuse and Other Maltreatment

(All Grade Levels)

ASP2 & A SPECIAL PLACE 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. Scholar behavior can best be managed through cooperation and communication between parents and the academy. All instructors are required to follow *A Special Place and ASP2 Redirection Policy*. It is the policy of the academy not to 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.
- Inappropriate use of technology
- Cheating and/or plagiarism

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

Searches and Seizures

The Director of School Affairs maintains the right to search for any scholar at any time, or to search a scholar'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 scholar during suspension, and he/she will be excluded from after academy programs and activities. Under certain extenuating circumstances, scholars 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 of school affairs. All concerns brought to the attention of an administrator by a scholar, team or parent involving scholar safety or harassment will be immediately documented by an email forwarded to all administrative team. Scholars involved in the report will be removed from class to be interviewed at which time a plan of action.

Computer and Internet Policy

A Special Place Pre-K Academy LLC and ASP2 STEAM Academy Inc has provided scholars with a computer lab and Internet services to enhance their educational experience. Scholars must follow the guidelines listed below to have the privilege to utilize A Special Place Pre-K Academy LLC and ASP2 STEAM Academy Inc Computer Lab and Library computers. Scholars 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. Scholars may not visit sites that violate the moral standards and philosophy of ASP2 & A SPECIAL PLACE.
3. Scholars may not utilize academy computers for personal communications, including but not limited to checking personal E-mails, instant messengers, etc.
4. Scholar's misusing, or damaging hardware will be responsible for repairs or replacement and subject to disciplinary action.
5. Scholars utilizing the Internet must have teacher/team supervision.
6. Scholars may not download copyrighted or licensed programs. Scholars may not alter or manipulate software or operating systems.
7. Scholars may not attempt to break into restricted files or private files or attempt to introduce any virus into the system.
8. Scholars may not attempt to log on as another scholar.
9. Scholars may not visit chat rooms and/or bulletin board sites.
10. Scholars may not load, launch, or play any new games or programs.

In order to protect the minds and safety of our scholars and at any time deemed necessary, the Director of School Affairs 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 A Special Place Pre-K Academy LLC and ASP2 STEAM Academy Inc.

Enrichment Field Trips & Special Activities

It is the desire of ASP2 & A SPECIAL PLACE 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.

A Special Place **Early Pre-K** range between the ages 3-4. In this group, the focus is on a “preparation learning structure.” The goal is to increase fine motors skills for D’Nealian 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 basic’s 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.

A Special Place **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’Nealian 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 “A Special Place Pre-K” recommended foundation of learning for attending ASP2 STEAM Academy. Upon completion your scholar will be able to display scholar behavior in the classroom and during outside excursions.

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. Instructors will notify parents in advance of available spots for participating. Enrichment field trips are intended to serve as an extension of the classroom experience. ALL academy sponsored field trips require attendance by scholars enrolled in grades PK-1st. If a scholar is unable to attend the academy's field trip, an educational alternative will be assigned. ***Parents may be required to make alternative arrangements for their scholar when choosing not to participate in an academy sponsored trip or activity.***

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 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 health and safety of scholars and team are given utmost consideration in the approval, planning and conduct of all academy trips. 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 and family are asked to assist in the responsibility of the scholar 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 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. Attire for each activity and its cost will be provided in each class syllabus.
- A Special Place Pre-K LLC and ASP2 STEAM Academy Inc events provide 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, ASP2 website monthly updates, Brightwheel messages, Textscan, Posted Information Flyers, Monthly Newsletters, and YOUR scholars HOMEWORK folder, which is sent home weekly (TUESDAY & THURSDAY).

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 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 & A SPECIAL PLACE Facebook page for more information.
- ❖ TextScan
- ❖ Brightwheel

Tuition

Parents may pay the full annual tuition or 3 months in advance and receive the 10 % discount. Monthly tuition is due by the 15th 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 16th day of the month. (Maximum \$50.00 Please refer to page 12 of your Enrollment Packet)** All account balances must be kept current for scholars 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 team. Therefore, legal action may be taken against those who do not fulfill their obligation to A Special Place Pre-K Academy LLC and ASP2 STEAM Academy Inc. Legal expense for remediation will be borne by the defendant.

STEAM Summer Program

STEAM Summer Program Services are offered for scholars in Pre-K through 1st Grade. Scholars who enroll in our Academy programs are also enrolled for the Summer Programs unless you complete the “**Summer Opt. Out Form**” provided at the end of each academic calendar year. Scholars 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 information may result in the inability to maintain the space.*

Children not enrolled in A Special Place or ASP2 may have the option to pay for those services separately at the availability and discretion of the Director of School Affairs. All scholars in attendance must have a completed Enrollment Packet on file with a copy of their birth certificate and updated shot record.

The following 10 Weeks of Summer 2024 Activity Schedule is provided below. Additional activities and information will be provided weekly!!!



**Travel Around The
WORLD with ASP2!**

Week1	June 3 – 7	Let’s get acquainted!
Week2	June 10 – 14	Africa Father’s Day on the 16th
Week3	June 17 – 20	Europe Juneteenth on the 19th
Week4	June 24 – 28	Australia
Week5	July 1 – 5	Antarctica NO SCHOOL on the 4th
Week7	July 15 – 19	South America
Week8	July 22 – 26	North America
Week9	July 29 – 2	Egypt
Week10	August 5 – 9	Hawaii

Monday	Tuesday	Wednesday	Thursday	Friday
Matinee Let’s watch movies aboard ASP2 Airlines as we approach our destination.	Turn-Up The Music and party according to the custom of the land!	Whimsical Art Activities ALL-DAY Let’s use some of the old art materials!	Tasty Treat – Let’s enjoy the native cuisine. Order up! Check for allergies 1st.	Free-Day Finalize our trip and pack up our things! Stamp your passport!

Signature of Acknowledgement

I acknowledge and understand the requirements included in the A Special Place Pre-K Academy LLC and /or ASP2 STEAM Academy Inc. Parent and Scholar Handbook.

I agree to allow my child to attend A Special Place Pre-K Academy LLC and /or ASP2 STEAM Academy Inc for the current academic year.

Signature of Parent or Guardian

Date

Director

Date