



**ADDRESS: MAXWELL MAIN ROAD, CHRIST CHURCH
(OPPOSITE ELCOURT CLINIC WITH RAINBOW GATES)**

TEL: 549-7126

EMAIL: INSPIREACADEMYBARBADOS@GMAIL.COM

INSTAGRAM: [INSPIREACADEMY246](https://www.instagram.com/INSPIREACADEMY246)

ABOUT US



We would like to thank you for your interest in Inspire Academy.

At Inspire your child experiences a learning and play environment which meets international standards. Our philosophy is designed to guide the child through the various stages of physical, emotional, spiritual, and intellectual growth. Our centre focuses on each child's personal achievements with a special focus on the arts. We provide a safe, nurturing environment where children learn, play, grow and thrive. Our centre creates the balance of creativity and play.

OUR GOALS & OBJECTIVES

Our centre's philosophy is based on the Early Learning and Development Standards along with a blend of Montessori and Personal Development. Our mandarin instruction is provided by the Confucius Institute from The University of the West Indies but is currently suspended due to Covid-19. Children are engaged in each of the core subject areas;

Language Arts

Reading, Spelling, Vocabulary, Grammar, Oral Language, Hand Writing

Languages

Spanish, Mandarin

Sciences

Mathematics, Health Science, Environmental Science

Humanities

Physical Education, Religious Studies, Social Studies

Arts

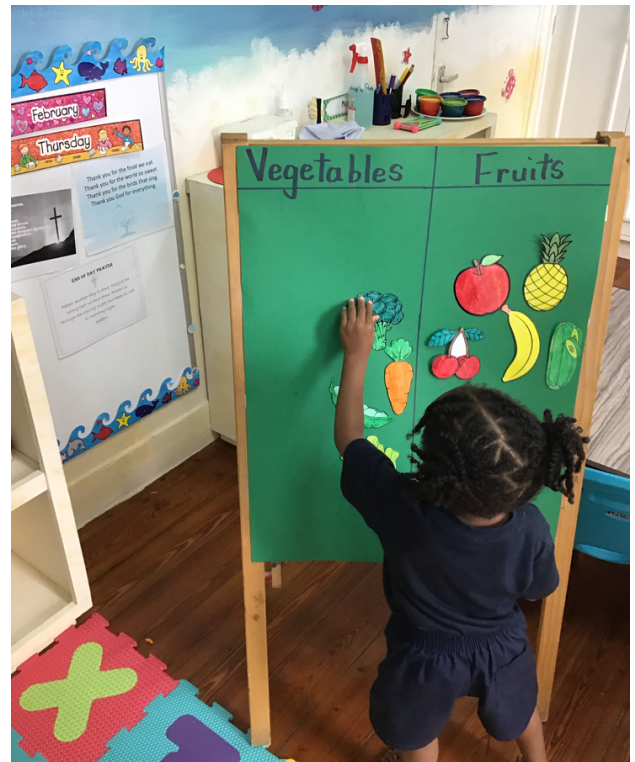
Music, Art, Dance (Ballet)

Personal Development

Etiquette, Self-Awareness, Character Building

Montessori

Practical Life Skills



STAFF AND RATIOS

Our team is made up of qualified and dedicated people selected for their love of children as well as their commitment to providing educational opportunities that support the best principles of child development. All team members also possess their First Aid Certification, Health and Food Handling Certificates. Each year all team members must also provide current Police Certificates of Character.

Our ratios are 1 team member to every 6 children on site. Our current building capacity is 48 children.

AGES & PLAY ROOMS

Playroom 1 - 2-3yrs old (Group A)

Playroom 2 - 2-3yrs old (Group B)

Playroom 3 - 1-2yrs old (Group A)

Playroom 4 - 3-4yrs old

Playroom 5 - 2-3 yrs old (Group C)

HOURS

Full Day - 7:30am to 5:30pm

Weekend Family Play - By Appointment Only



ASSESSMENTS

We assess our children on a continuous basis and update parents termly on their progress.

DAILY REPORTS & UPDATES

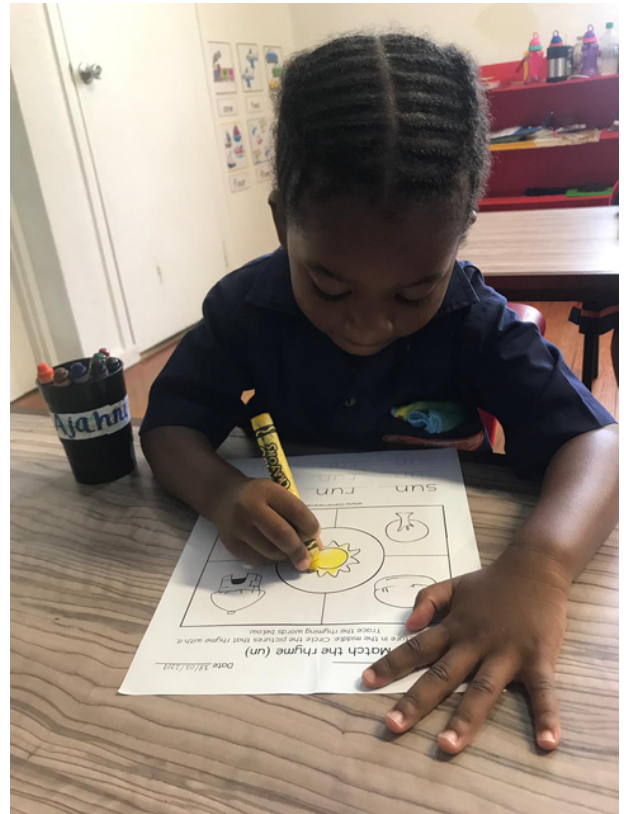
We provide digital daily reports that include meals given, your child's toileting schedule, nap time period etc. We also have a parent WhatsApp notification group that gives updates and a private Facebook group for photos and videos of some activities.

PROGRESS REPORTS

Termly a digital progress report is given to keep you updated on the status of your child's development. We also have parent meetings at this time on request.

DROP OFF & PICK UP

Due to the Covid-19 protocols parents are not allowed within the school premises. Drop Off and Pickup must be done in the reception area. Parents/ family members should wait within their car or socially distanced (3ft apart) from each other until their child is brought out to the reception area. Please see our Covid-19 Protocols Guide which fully outlines our full list of government mandated protocols.



LATE COLLECTION

Our day ends at 5:30pm, any children left after this time is automatically placed in after care for an additional fee of \$20 per hour or part thereof. Please pay on collection to the staff member on duty. This payment is not for the center but for the Aunties on duty. Children are not permitted to leave the property with anyone other than their parents, guardians or authorized persons. Please notify us in writing or by telephone if alternative arrangements are being made.

ATTENDANCE AND ABSENCES

We currently keep daily attendance records. Parents are asked to please call when your child will not be in attendance. A child's progress depends; to a large degree, on his/her attendance.



UNIFORMS

The correct school uniform must be worn at all times as instructed. Uniforms are \$45 each and are available for collection on the specified collection dates. We do not stock uniforms; but place orders when received.

SHOES

Black buckled or velcro shoes and white socks. No laced shoes are allowed. Flip-flop style slip-on shoes are dangerous for play activities and are not acceptable.

JEWELRY & HAIR BEADS

Children with pierced ears are allowed to wear small ear bobs. No other jewelry or hair beads should be worn to our centre as this can be a hazard.

EXTRA CLOTHING

All children should have an extra set of clothes and wet wipes at the school at all times. This extra set of clothing and wet wipes should be permanently marked with the child's name and can be left at the centre. In the event of an accident, if extra clothing is not available you will be asked to pick up your child. This extra set of clothing which must be clearly marked with your child's name should be shorts, plain t-shirt, and 2 under garments.



PERSONAL ITEMS

Please label all of your child's personal items bags, uniforms, shoes, bottles, change of clothes etc. , taking into account that other children may have similar items.

ELECTRONICS & TOYS

Items such as electronics and toys should not be brought to the centre.



ILLNESSES & IMMUNIZATION

You must bring a written confirmation from a physician that your child has been examined and is able to attend the centre after being sick for two consecutive days. On request a record showing your child's immunization to be current may be requested by health officials.



PLEASE DO NOT ATTEND IF...

YOUR CHILD HAS

- Symptoms of Covid-19
- Gastroenteritis (vomiting and or diarrhea)
- Ear, nose or throat infections with fever
- A discolored (yellow, green) runny nose
- A persistent cough
- Conjunctivitis (itching/draining red eyes)
- High fever
- Ring worm
- Chicken pox
- Lethargy (excessive tiredness)
- Any type of sickness however mild

This is to maintain the health of your child, their peers and our staff. Children sent to our centre exhibiting any symptoms of the above conditions will be asked to be collected. Children will only be permitted to return to the centre with medical clearance from a physician. Should your child become ill during the day, we will isolate him/her and contact you or your emergency contact person immediately.

MEDICATION

Medication cannot and will not be given by team members. Do not send medicine in your child's possession. Please do not ask us to give your child fever reducing medications. Fever is usually an indication of infection, in which case your child should not be at our centre. The child has to be fever free for 24 hours to return to our centre.

MEDICAL EMERGENCIES

All of our teachers are first aid certified to deal with emergency situations. In the situation where a more serious medical emergency arises, children will be taken across the street to Elcourt Clinic and/or the Queen Elizabeth Hospital. In every instance parents will be contacted.

MEALS

Children must bring their own snacks and lunch. Absolutely no carbonated drinks are allowed eg. Coke, Sprite etc.

We have a strict NO nuts policy. Corn Curls, Ackees, Plums and Chewing gum are also NOT allowed.

FOOD ALLERGIES AND DIETARY RESTRICTIONS

Please notify us on your child's enrollment form of any food allergies or dietary restrictions. Also let us know if there are any changes to these restrictions as they occur. The child's lunch box, containers, drinks and water bottles should be clearly marked with your child's full name. Lunch is also a learning time for your child. Good table manners are learned at an early age. At the beginning of snack and lunch we say a thank you prayer for our meal.



**INSPIRE ACADEMY IS A
NUT-FREE ZONE.**

**PLEASE DO NOT SEND
ITEMS THAT CONTAIN
ANY TYPE OF NUTS.**

CANCELLATION

Keeping your child safe is our top priority. However, there may be times when we may need to contact you to pick up your child during the day. If your child becomes ill or if there are unforeseen weather circumstances that require early pick up we will notify you in a timely manner. No tuition/fees are refunded or credited as a result of closure due to circumstances beyond the control of the school. We are also sensitive to family emergencies that might require you to pick up your child early. Please call us directly at 549-7126. For changes in persons picking up your child be reminded that we cannot release them without your permission.

CANCELLATION/CLOSURES

During the year our centre will have closures for staff functions, training, industrial cleanings, facility maintenance, public holidays and any other advised closures which may be issued by the government of Barbados. No tuition/fees are refunded or credited as a result of these closures or any other closures.

UP-DATED CONTACT INFORMATION

It's imperative that the centre has current contact information for all children and that we know how to reach you, or an emergency contact of your choice, at all times. Please notify us if there are any changes of telephone, cell phone numbers and/or email address.

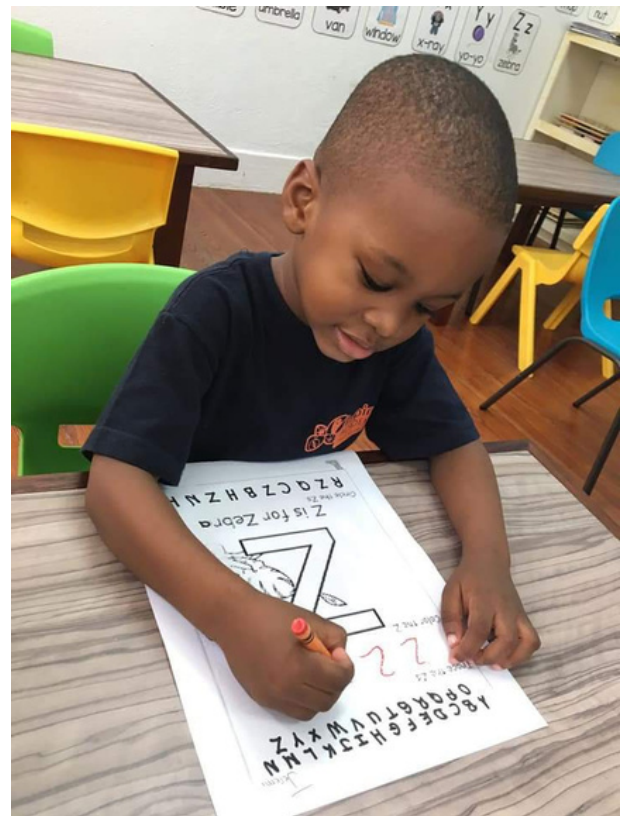


DISCIPLINE

Inspire Academy does not believe in corporal punishment. A very important part of the centre's experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. Our team members will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

Our discipline procedures will consist of the following strategies:

1. Encouraging children to choose their words wisely when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group with time-out. This type of "time out" allows the child to calm down. This may include being removed from the group or an activity, no play time and/or exclusion from special activities.
4. Speaking to children individually about their behaviour.
5. Making parents aware of disciplinary concerns via an Incident Report.
6. In extreme cases the parent will be called to pick the child up.



Disruptive Behavior distracts from the full benefit of the centre's program and will result in consequences. The following behaviors are considered disruptive:

- Inflicts physical or emotional harm on other children, adults, or self.
- Disrespects people and materials provided in the program.
- Consistently disobeys the rules.
- Verbally threatens other children and/or team members.
- Uses verbal or physical activity that diverts attention away from the group of children.

DISCIPLINE PROCEDURES FOR DISRUPTIVE BEHAVIOR

- Disruptive Behavior will be addressed in an incident report. This will be completed to document any inappropriate behaviors that directly impact other children, team members, or the group as a whole. This report will be shared with the parent and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved. The incident report will be placed in the child's folder to be taken home, signed, and returned the next day to a member of staff.
- If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the team member and the Administrator.
- If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or removed from the centre altogether.

Children cannot become self-disciplined unless adults teach them right from wrong. At Inspire Academy, children will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in our centre.



Children will be immediately suspended for the following: Use of profanity, vulgarity or inappropriate actions, conversations or behavior amongst or towards members of the team members or other children. The following behavior will result in immediate expulsion:

- Engaging in violent or threatening behavior
- Possession of fire arms, fireworks, knives, or ANY illegal substances
- Use of derogatory racial slurs
- Parents are asked not to take matters into their own hands when dealing with disagreements between their child and fellow children, any serious situations arising will be dealt with through the management of the centre.

BIRTHDAY CELEBRATIONS

We encourage the celebration of your child's birthday. Our only request is that you do not bring goody bags that contain small items that may pose a choking hazard. Please do not send any hard candy, chewing gum, food with dyes or nuts.



FIELD TRIPS

Field trips are an important part of our program, and are organized under the supervision of the centre. Permission slips will be sent home for parents to sign. Children without a signed permission slip will not be allowed to participate. If you have access to, or particular knowledge of, any special educational field trips ideas, please let us know this as well by submitting your information to the office.



EMERGENCY PROTOCOLS

We take your child's safety seriously! Our goal is to teach your child these emergency procedures. They are not presented as fearful procedures, but are taught in a calm and learning atmosphere, as with any other lesson that we teach your child. Fire Fighters and Police Officers will be invited into the centre annually to discuss safety with your children. Inspire Academy will conduct one fire drill quarterly. This allows the children and team members to practice safe evacuation skills. Every playroom has emergency evacuation and relocation plans posted in each room. The evacuation plans have two options for exit in case one of the exits is blocked. In the event that emergency evacuation and relocation is required, we will evacuate to a relocation site as directed by the Barbados Fire Service. We will follow the instructions of the local authorities in determining the need to relocate. We will take the children emergency contact form to the relocation site to notify parents. It is important that you keep emergency numbers current at all times. National emergency phone numbers are kept posted in each playroom and near the phones. Smoke detectors are located throughout the school. Fire- extinguishers are in playrooms and in the kitchen.



APPOINTMENTS & PHONE CALLS

If you need to contact us during school hours please make all calls as brief as possible, or leave a message on our WhatsApp 549-7126 and we will get back to you as soon as possible. If you would like to meet with any members of team or the Administrator please arrange this with us in advance, unless it is an emergency. Please contact us to set up a meeting.

STATEMENT OF UNDERSTANDING

On the day of submitting your registration form, parents/guardians will be required to sign a statement of understanding that they have read, understood, and agree to the policies of our centre contained in this booklet.

FEES

Fees are in Barbados Currency. Barbadian Nationals and Caricom residents receive a discounted rate on our fees. Fees are calculated on a termly basis and the full payment is due before the beginning of each term. Payment due dates are generally on the last day of the previous term.

We operate on a four term system.

Term 1 - Sep - Dec

Term 2 - Jan - Mar

Term 3 - Mar - June

Term 4 - Jun - Aug

We have special holiday schools/camps during our term closures with special activities. During these closures a weekly fee is of \$215 per week is paid.

Our Term Fees cover tuition, building and ground maintenance, staffing, playground equipment, some learning aides and educational supplies. All fees are non-refundable.

Yearly Registration Fee: \$100.00 (Non Refundable)

After Care Fee (5:30pm and onward): \$20 per hour or part thereof. Payable to the Aunty/Aunties on duty.

There is a late payment fee on our school fees of \$25.00 per week after the payment due date has passed.



FEES - NATIONAL & CARICOM

FULL DAY - 7:30AM TO 5:30PM

The term fees for children 1 - 4yrs old are \$2100 per term.

TUITION - INTERNATIONAL

FULL DAY - 7:30AM TO 5:30PM

The term fees for children 1 - 4yrs old is \$3800. All fees are non-refundable.

FEES PAYMENT STRUCTURE

The term's fee is paid to hold your space on acceptance and it will apply to the upcoming term.

Fees must be paid on the stipulated date on your invoice. Payment made after the due date will incur a \$25 late fee for every week the payment is late. Any fees that have been paid are non-refundable. Accounts not settled within 2 weeks of the due date will result in suspension of child\ward until such fees are paid. In the event of a family having two or more children attending Inspire Academy at any one time, a 5% discount is given on school fees.



PAYMENTS

We do accept payments via online bank transfer, wire transfer or cash. Wire information is provided on request but there is a fee for all wires based on the bank charges. We do not accept cheques.



APPLICATION REQUIREMENTS

Parents must submit the completed Registration Form, Statement of Understanding Form and Registration Fee.

ENTRY PROCEDURES

An acceptance email is sent with further details including start date, fee payment dates and more. Parents should respond within 48hrs to accept their place and submit the following forms within one week with their first term payment and registration fee;

1. Orientation Form (Submitted Online)
2. A copy of the birth certificate or equivalent to give evidence of place of birth and birth date.
3. Health Form (signed and stamped by child's physician, to be submitted on 1st day)
4. Doctor's Health Certificate for School Entry (to be submitted on 1st day)



WHAT TO BRING

Please note all items must be clearly marked with your child's name.

1. Pampers or Pull Ups
2. Wipes for buttocks
3. Wipes for face
4. A water bottle to be kept at the centre
5. Sleep Mat/Yoga Mat with Sheet for children under 3yrs old (unless otherwise specified)
6. Change of Clothing
7. Insect Repellent
8. Pack of Letter Sized Paper
9. Items on Supplies List (3-4 Group Only)



ENROLLMENT NOW OPEN

Contact us today!

*To register for our centre
please email us at
inspireacademybarbados@gmail.com.*

*All photos contained in this booklet are
of our actual students participating in
activities.*

