

Parent Handbook



Inspire Learning Academy
"Where your light shines"

2017-2018

School Address
1801 Oglesby Dr.
Winter Park, Fl.
School Number 321-
School Office Hours:
7:30 am – 5:30 pm

Inspire Learning Academy does not discriminate in admission or access to, or treatment or employment in its program and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability or any other reason prohibited by law. The Equal Opportunity Supervisor responsible for compliance is

Stacie Gause.

Inspire Learning Academy is an equal opportunity agency.

OUR GOAL

Inspire Learning Academy will provide a transitional process for students to grow from elementary to middle school and beyond. We seek to provide a small and intensive learning environment where students can acquire the scattered skills needed to excel in areas they previously struggled. We want our students to be able to have opportunities to recognize and use their full potential. We will accomplish this goal by increasing confidence, self-esteem and independence.

STUDENTS SERVED

Inspire Learning Academy serves children in need of academic, social or behavioral interventions. We provide Specialized ESE services paired with Positive Behavior Supports. Our program provides accommodations based on Individual needs but we encourage students to reach their full potential in all areas of academics. *Inspire Learning Academy* is supported by an after school tutoring service that caters to the need of each child. Tutoring services are provided at the school only.

TUITION

We accept private pay, grants and scholarships to cover the cost of tuition and specialized services. We have The Gardiner, McKay and Fl. Tax Credit Scholarship programs as tuition options of choice. Parents are also responsible for student supplies, lunches, sending water bottles, snacks and field trip fees. The cost associated with Karate Classes and Music will be included in tuition.

FEE SCHEDULES

We have developed ten or eleven-month payment plans for anyone interested. The plans can be paid using check, debit or electronic payments. Parents are also encouraged to submit pre-dated checks to cover tuition. The checks will be submitted on the first of each month.

ENROLLMENT PROCEDURES

All necessary forms must be completed and returned before *Inspire Learning Academy* assumes the responsibility of providing specialized private schools services to your child. You must register online then complete the enrollment form. We update documents yearly, sometimes earlier based on student needs. If you move, change your phone number or have any other changes related to contact and communication, please inform us immediately. Students must be enrolled by May 24, 2017.

FORMS NEEDED

- *Parent Handbook Signature Page
- *Gardiner Tuition Agreement
- *Online Registration Form
- *Admission Form
- *Emergency Contact and Allergy Form
- *Admission and Arrangements (State Form)
- *Immunization Record (State Form)
- *Photograph and Video recording agreement
- *Permission to Administer (State Form)

CONTINUED ENROLLMENT PROCEDURES

Inspire Learning Academy will provide 5:1 learning instructional groups. In an effort to maintain a 1:5 student ratio for all students and to comply with rules and regulations from the Florida Department of Education and the Behavior Analyst Certification Board, the following policy will be in effect to determine a student's eligibility to continue enrollment at Inspire Learning Academy

Student Continued Enrollment-Emergency Restrictive Procedures and Policy:

- A. *Inspire Learning Academy* will provide non-physical competency-based training to appropriate staff in Safety Care procedures.
- B. If behaviors meet criteria to implement a prone or supine procedure (relaxing on a blue mat until the student is calm and the crisis has ceased), the parent/guardian will be notified by the Director.

If any of the following conditions occur with a student at *ILA*, a meeting with the staff and parent will be held to determine appropriate placement, future interventions and, if necessary, to develop a transfer plan.

- A. The student has engaged in crisis level problem behaviors requiring the implementation of physical restraint procedure (Prone or Supine Stability) 3 or more times in 6 months.

and/or

- B. If student has engaged in crisis level problem behaviors causing physical injury (requiring a minimum of first aid treatment) to staff and or students

DROP OFF AND PICK UP PROCEDURES

Our students will be arriving and leaving in cars. Therefore, it is important that everyone follow the prescribed routine for drop-off and pick-up.

- Please drive slowly in our parking lot
- Please refrain from using your cell phone during this time, as it is extremely important. Please turn off cell phones when entering the school property.
- Please put your car in park to avoid any

***WE Will Always Follow the OCPS CALENDAR SCHEDULE**

Monday-Friday	August 7-11	Pre-Planning Professional development day
Monday	August 14	First Day of School
Monday	September 4	Labor Day Holiday
Friday	October 13	End of First Marking
Monday	October 16	Teacher Work Day
Tuesday	October 17	Begin Second Quarter
Friday	October 27	Student Holiday
Monday-Friday	November 20-24	Thanksgiving Break
Thursday	December 21	End of Second Marking
Friday	December 22	Teacher/Student Holiday
Two-weeks	December 25-January 5	Winter Break
Monday	January 8	Begin Third Period
Monday	January 15	Martin Luther King Jr. Holiday
Monday	February 19	Presidents' Day Holiday
Thursday	March 15	End of Third Marking Period
Friday	March 16	Teacher/Student holiday
Monday-Friday	March 19-23	Spring Break
Monday	March 26	Begin Fourth Marking Period
Wednesday	March 28	End of Fourth Marking
Thursday-Friday	May 31-June 1	Post Planning

Daily Time Schedule	School Hours	Fees
Morning Tutoring	7:30-8:45	\$80 per week
Arrivals	8:45-9:00	Tuition
Classroom hours	9:00-3:00	Tuition
Dismissal	3:00-3:30	Tuition
Afternoon Tutoring	3:30-5:30	\$160 per week

DAYS AND HOURS OF OPERATION

As noted above, *Inspire Learning Academy* is on the OCPS school schedule. As the graph above depicts, we are open Monday - Friday. Classroom hours are **9:00-3:00**. You can drop students off starting at **8:45**. Students are late at **9:15**. Morning care starts at **7:30-8:45**. Aftercare starts from **3:30-5:30**. Extra fees are the responsibility of the parent.

If you at times require an earlier drop-off, you must call in advance to authorize this. It will require an extra fee of \$20 per hour. Late fees will also be charged for pick-ups past the agreed upon time. The fee will be \$1 per minute after a 5-minute grace period has passed.

SCHOOL CURRICULUM

Group 1	Journeys Reading	Math Fusion	MH Spelling 5 th	Science Fusion 5th
Group 2	Unique Learning	Touch Math	MH Spelling 3 rd	Science Fusion 3rd
Assessments	Basic Skills Inventory	Florida State Alternative	I-Ready Diagnostic (some)	Student work Portfolio

***Assessments, student history and Individual Educational Plans will help determine the course of action per student. If it is determined that certain curriculum or assessments does not accurately measure a particular student's learning style, we will make the necessary adjustments.**

ELECTIVES OFFERED

To help promote physical education, healthy thoughts and inner discipline, *Inspire Learning Academy* has partnered with *Maitland Dojo* to provide beginners lessons to our kids. We have also partnered with *A Joyful Music Therapy*, a non-profit, to provide weekly String and Percussion lessons. Malika Robinson, an Art Major, will enrich our students with weekly themes (positive/negative space, art by Picasso, paper paintings and more)! We have plans to visit Painting with a Twist and Super Awesome Cool Pottery. Additionally, we are working to provide other community related activities that will enrich learning. *Inspire Learning Academy* will provide continuous social opportunities for students to eat lunch outside using a picnic table/bench. We will also provide opportunities for nature walks or social gatherings outside. We will use our indoor chill-zone to assimilate exercise using Go-Noodle, Adventures to Fitness and Bowl, Yoga or Golf with Wii.

DRESS CODE POLICY

To help maintain a cohesive small school environment, *Inspire Learning Academy* is requesting that students adhere to a dress code policy. We are requesting that all students wear khaki, navy blue or black shorts, pants or skirt with any color shirt. Tennis shoes will be most appropriate to help maintain safety. Jeans and denim will be encouraged on casual Friday

OPEN DOOR POLICY

At *Inspire Learning Academy*, we want our families to be active participants in our learning environment. We want your suggestions and feedback! You are free to schedule conferences before or after school. We can discuss your concerns via phone conference or in-person meeting. Parents are encouraged to volunteer during field trips, community outings and pre-arranged in-school activities.

PICTURE AND VIDEO RECORDING POLICY

At *Inspire Learning Academy*, we strive to make sure every family and student feels comfortable. We love taking pictures and highlighting significant moments in our day. We request approval from you to take pictures of your child. We will use an internal media portal to share our day with you. Without your approval your child will not be photographed, videotaped or recorded in any other way.

PARENT INVOLVEMENT POLICY

Inspire Learning Academy would like to encourage every parent to join our school community and stay involved. Please keep us informed on phone number or address changes. We will remain connected using a monthly newsletter and a daily agenda that will be back and forth to school and home with your child. The agenda will serve as a communication log and must be signed by the parent daily. We look forward to starting a PAC team to help us flourish.

SAFETY POLICY

Inspire Learning Academy would like to guarantee an educational facility that is warm, loving and safe. We created a safe environment in which your child can explore, learn and experience many different aspects of learning. Some features that help insure your child's safety are: adhering to our sick policy, following our drop off/pick-up schedule and communicating all concerns. We have a 24-hour security system that is manned by ADT. Security cameras monitor the community outside our building and in the areas where your children think, learn and grow. The doors will remain locked at all times. Please use the door chime to gain access. For the continuity and mutual respect for our student's time and learning, timely arrivals will be encouraged. This will help decrease disruptions during academics time.

EMERGENCY POLICY

In the event of an emergency with your child, we will call 911, and if necessary, the local emergency assistants will transport to the nearest hospital. You will be responsible for all medical treatment necessary for your child's well being. This is not limited to emergency room care, ambulance visits and co-pays to your insurance company. Two working contact numbers must be listed at all times.

ILLNESS AND SICK CARE

The health and well-being of all of the children here are of utmost importance to me. It is for the protection of the children that *Inspire Learning Academy* must insist on strict adherence to our health policy. There are a number of immunizations required by law before your child may attend childcare. Upon application for enrollment you will be asked to bring your child's immunization record. Children with minor illness may attend at the school's discretion.

It is important to realize that if a child is unable to participate in the normal routine or needs more care than *Inspire Learning Academy* can provide without neglecting the others in my care, that child must stay home. I know we both agree there are times a child needs to be with the parent for both physical and emotional comfort. There are also illnesses that by law exclude the child from attending school. Please help us keep the school germ free.

Welcome to Inspire Learning Academy

AGREEMENT

I have read, and I clearly understand the parent handbook. I now agree to enter into this agreement with *Inspire Learning Academy*. I understand that the contents of this contract may be change by *Inspire Learning Academy* providing two weeks written notice to me. Anytime handbook is updated, *Inspire Learning Academy* will provide a new contract, if I intend on continuing services. I have received an exact copy of this Parent Handbook and a copy of the signed agreement for my own records.

Parent Signature.....Date.....

Parent Signature.....Date.....

Provider Signature.....Date.....