



safe  
educational  
caring  
consistent  
personal

experienced



WELCOME TO THE

# Inspire Family!!

Dear Parent,

As a parent myself, I understand how important and difficult decisions about childcare can be, and I'm honored that you're considering the Inspire Center for Learning. If you're anything like me, you probably have very clear expectations regarding the care of your child:

- You absolutely want the best for your child, which means choosing a care provider you trust to offer the same genuine affection and personal attention that you would yourself.
- You want your child to learn, play, and grow in a safe, comfortable, home-like environment.
- You want certified, professional caregivers to teach your child using a proven curriculum, age-appropriate activities, and a variety of enrichment opportunities.

In short, you want to know that your child will be in the very best hands whenever you can't be there yourself. At Inspire, we understand and share your feelings, and our top priority is to provide the outstanding, reliable care that you and your child need—and deserve.

I hope you will find the information in this handbook helpful, and if you haven't already done so, I invite you to visit our facility and meet some of the Inspire team members eager to provide exceptional care for your child.

Again, thank you for the opportunity to earn your trust and play an important role in your family's life.

Sincerely,

A handwritten signature in black ink on a white background, reading "Karen Lampe". The signature is written in a cursive style.

Karen Lampe

President/ CEO

CWCC, Inc.

## Overview

The entire Inspire Center for Learning team is dedicated to serving you and meeting your individual needs while providing creative learning experiences for your children. While our newest facility had its grand opening in 2016, we have owned and operated quality early learning programs in the Miami Valley since 1975. Over the course of three decades in the community, we have served an average of more than 800 children each year, from six weeks of age through the early elementary years. In all this time our primary goal has never changed: to provide high-quality, affordable childcare that meets the specific needs of both parents and children.

This handbook will help you get to know us and learn what Inspire Center for Learning is all about. Please read it carefully and keep it on hand to refer to as needed. Enrolling your child is considered acknowledgment that you have reviewed and accept the information covered in this handbook. Should parents and/or employees ever have any questions or concerns, they may reach out to a program administrator or contact a corporate staff member at 937-938-1235.

We hope you will be pleased with what you discover in this handbook, and we welcome the opportunity to play a part in one of your family's most important and rewarding experiences—the growth and development of your child.

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## Philosophy and Objectives

At Inspire, our top priority is to provide exceptional childcare services based on the specific needs of each family. We pursue this mission through educational and enrichment programs designed to give children a firm foundation for success in school and lifelong growth and development. Inspire programs are based on a proven curriculum and focus on the physical, socio-emotional, and cognitive development of each child entrusted to our care.

### **Our goals and services are as personalized as the roles we fill in the life of each child and family.**

- As teachers: we strive to provide creative experiences for all children based on their individual physical development, socio-emotional adjustment, and intellectual readiness.
- As caregivers: we offer supportive, nurturing care that promotes the development of a positive self-image in each child.
- As trusted adults: we build on and supplement parental guidance— never substitute for it.
- As business people: we provide cost-effective, high-quality services to meet parents' needs.
- As professionals: we continually expand our knowledge and specialized skills through educational opportunities and participation in national, state, and local professional organizations.

Our experienced, caring faculty focuses on each child as an individual and fills each day with supervised activities to enhance physical, emotional, and mental development in a relaxed climate free from tension. Daily schedules vary based on the needs of each child and his/her small group, and they balance activity and quiet play, both indoors and outside, as well as opportunities to explore the creative arts, music, language arts, science, math, and numerous enrichment areas.

## Facility Details

### MANAGEMENT AND LICENSING

Inspire Center for Learning is proud to be locally owned and operated by CWCC, Inc., a multiple-center corporation with a long history of service in the Miami Valley. We are large enough to maintain a faculty of dedicated specialists but small enough to provide personal attention and adapt quickly to changes in the community. We know each of our families and children personally and recognize all as the unique, wonderful people they are.

Our programs are licensed by the Ohio Department of Job and Family Services, with licenses posted in the facility lobby. Information on laws and rules governing licensing will always be provided to parents gladly when requested, and our licensing record is available for review by written request from the Director of the Ohio Department of Job and Family Services. The department also maintains a hotline (1-877-302-2347) to address consumer concerns.

At Inspire Center for Learning, we strive to embrace diversity in all forms, and we will never discriminate on the basis of race, sex, age, religion, ethnicity, national origin, marital status, or political beliefs. This policy applies equally to the employment of faculty and the enrollment of children.

This facility is licensed for infants, toddlers, preschool-age children, and school-age children.

### Inspire Center for Learning

#### Miamisburg

1720 Belvo Rd.  
Miamisburg, OH 45342  
937.866.2106  
inspirembg@inspirechildren.com

#### Beavercreek

1481 N. Fairfield Rd.  
Beavercreek, OH 45432  
937.426.2907  
inspirebc@inspirechildren.com

#### Centerville/Wilmington Pike

6833 Wilmington Pike  
Centerville, OH 45459  
937.979.4132  
inspirewp@inspirechildren.com

### HOURS OF OPERATION

Inspire Center for Learning is open from 6:30 a.m. to 6:00 p.m. Monday through Friday. The program will be closed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Inspire Center for Learning recognizes the importance of ongoing professional development for our teachers and staff. Inspire will hold at least one annual professional training day in the fall and additional professional development days may be added throughout the year. The program will give prior notification, when possible.

The program will be open for childcare and school-age activities on other days when the public schools are closed.

In programs that have part-time preschool, the part-time preschool program runs from 9:00 - 11:30 a.m. and follows the local school district calendar. When public school is not in session,

there will be no part-time preschool.

Inspire Center for Learning will operate a full-day program for school agers when school is closed for vacations and cancellations.

Weather-related closings or delays will be announced on local television and radio stations, Facebook and WHIO push notifications.

The following documents must be received prior to admission in the program. Documents may be in an electronic version. Please see Program Administrator for details. Those documents include: Enrollment and Health Information form, Medical Statement, Infant Care Plan, Child Information Form and Health Care Plan (if applicable). Inspire Center for Learning will provide care for children who are not immunized for personal or religious reasons; this will require a statement from the parent or guardian.

Inspire Center for Learning is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the program's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing childcare are available for review at the program.

The administrator and each employee of the program is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the program shall be permitted access to the program during all hours of operation for the purpose of contacting their children, evaluating the care provided by the program or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the administrator of his/her presence. Access to the program may be limited at times due to unforeseen circumstances, safety procedures or emergency situations.

The administrator's hours of availability and child/faculty ratios are posted in a noticeable place in the program for review.

The licensing record, including licensing inspection reports, complaint investigation reports and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services.

It is unlawful for the program to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about childcare licensing requirements as well as how to apply for childcare assistance, Medicaid health screenings and early intervention services for your child, please visit: <http://jfs.ohio.gov/cdc/families.stm>

## Fees and Programs

The Inspire Center for Learning enrollment and tuition policies are established in order to deliver a consistently high-quality learning environment in an efficient manner. Fees are determined by child's age and classroom assignment and therefore, may change as your child develops. Fees and policies may be adjusted at any time; normally they are adjusted September 1 of each year. The program will notify you of any fee or tuition changes prior to the effective changes. You will be asked to sign a new Fee and Tuition Agreement at this time. The annually updated Fee and Tuition Agreement supersedes information in this handbook.

- Tuition is due in full on or before the first day of each month regardless of attendance pattern. If any account is not paid in full by the first day of the month; services may be discontinued until the account is brought up to date.
- Accounts are subject to a 1% charge per month on all outstanding balances after 15 days
- Full tuition is charged for months that include holidays.
- Full tuition is required even when children are absent—this allows us to maintain enrollment and ensure a child's space won't go to the next family on the waiting list.
- Disenrollment for lack of payment can result in a family's being placed at the bottom of the waiting list for re-enrollment.
- One month's written notice is required for voluntary disenrollment.
- Normal program fees continue to accrue until written notification of withdrawal is provided to the program administration.
- Late fee: \$1.00 per minute/per child for the first 15 minutes; \$5.00 each additional minute/per child
- Annual supply fee (non-refundable): \$100.00 that is due September 1<sup>st</sup>.
- Monthly Transportation Fee: \$6.00.

## ABSENCES

Absence policies help us ensure that every child enrolled in a Inspire program is properly accounted for and that parents can be informed of possible health concerns. Parents must notify the program whenever a child is absent. Following absences of two consecutive days without notification, the program administrator will attempt to contact the parent. Full tuition is required even when children are absent. If a child is absent at pickup from a remote location, the school will take the following steps to locate the child:

1. Check with the school where the child was to be picked up.
2. Check with the school.
3. Call family for information/notification.

## Health and Safety

We continually strive to provide a safe, positive environment to help every child and family feel secure and comfortable. Every faculty member personally embraces this duty and will do everything possible to ensure the safety and well-being of every child in our care. We support their efforts with specific policies on discipline, security, health and hygiene, safety, and nutrition as outlined below.

### CARING GUIDANCE AND POSITIVE REINFORCEMENT

An important part of growing up involves learning to make positive behavioral choices,

interacting well with others and taking responsibility for one's actions. We help children achieve these goals by establishing connections using a school family, promoting self-discipline, noticing positive behaviors, and allowing children to experience the natural and logical consequences, when safe and appropriate, of their actions. Using our school families, children learn how to appropriately manage their emotions, establish connections and learn appropriate conflict resolution skills. Teachers are trained in the skills and structures of Conscious Discipline to establish these school families. Conscious Discipline is a brain based emotional and behavioral guidance program utilized in all our programs.

For unacceptable behaviors, we use redirection and positive guidance. We begin by clearly telling children what they may do in the program and we help them define and develop socially acceptable behaviors that balance the rights of individual children with responsibilities to other members of the group. Teachers see unacceptable behaviors as a call for help by using positive intent. Teachers acknowledge the child's feelings, wishes and wants, communicate the limit and target the acceptable behavior. Through this process we reestablish a connection with the child bringing their brain up to an optimal learning state. When behaviors have been identified and monitored, a meeting with the parent/guardian may need to be arranged. During that time, a discussion on next steps will be discussed and strategies will be developed to help meet the child's needs. This plan will outline ways that the student, parent, and program to work together to support the child. The program does have the right to disenroll a child or parent from the program at any time.

Specific discipline policies include:

- We absolutely do not condone verbal abuse or physical punishment of any kind.
- Discipline will always be handled by an experienced professional—never delegated to a child.
- Children will not be punished for failure to eat or sleep or for toilet accidents.
- Food will not be used as a reward or punishment.
- When appropriate, verbal correction will be quiet, simple, short, and concluded on a positive note.
- Behavior that could result in injury or destruction of property will be immediately addressed by a faculty member.
- Behavioral guidelines apply equally to children and to all adults who come into contact with them while entrusted to our care.

Please note that this discipline policy applies to all individuals (parents, faculty and visitors) while at Inspire Center for Learning.

### SECURITY MEASURES

We have established guidelines and security measures to ensure the safekeeping of the Inspire Center for Learning facilities and every child in our care, as well as to help children make a successful transition to and from the program each day.

Under the laws of the state of Ohio, both parents may have the right to pick up their child, unless a

court document restricts that right. The enrolling parent, who chooses not to include the child's other parent on the authorized pick-up list, must file an official court document (e.g., current restraining order). Absent that document, the program may release the child to either parent, provided that parent documents his paternity/her maternity of the child.

- CWCC, Inc. will not take sides or support one parent or guardian over the other. We do not partake in custody issues or domestic disputes between family members.
- Adults are required to check in with the program administration or appropriate faculty member at drop-off and pickup. Parents may be asked to drop their child off at the front door, lobby, or classroom.
- All child/children must be checked in and out of Procure each day upon arrival and pick up.
- Children will only be released to a custodial parent/guardian or other authorized individual unless written prior notification has been given to administration. Identification may be asked of individuals picking up a child.
- Video surveillance and possible recording is active in most programs. The video surveillance is only for CWCC, Inc. purposes and will not be released to families, faculty or administrators.
- Parents, faculty, and students may not use their own recording devices in CWCC, Inc. Buildings or on their property. This includes video and audio recordings.
- Inspire Center for Learning has locked facilities that require codes to enter the premises. These codes should be shared on a need to know basis only. These will be changed throughout the calendar year.
- Inspire Center for Learning has safety procedures and an Emergency Operations Plan in place that all faculty members are trained on, aware of and reviewed frequently. This plan is on file with the State of Ohio. The Emergency Operations Plan is an internal document can only be viewed by authorized personnel.
- Adults are required to ensure their child/ren are properly signed in and out each day. Please allow time in your morning and afternoon schedule for these important steps.
- Children should not be dropped off or picked up in the parking lot.
- Programs have the right to ask for proper identification of any authorized individuals to ensure the proper person is picking up.
- Inspire Center for Learning has devised procedures to follow in the event of an emergency that would occur while children are in the program's care. In the event of a fire or tornado, follows the instructions that are posted in each classroom, describing emergency
- evacuation routes.
- In order to prepare the children for emergency evacuation, the program conducts monthly fire, tornado, and safety drills.

The following summaries are procedures for emergency situations:

Fire evacuation:

Teacher and/or Administrator will take attendance roster, secure the classroom, exit the building with the children and go to the designated meeting place, account for all children, and notify administration or faculty in charge whether all children are present or if any are missing. Faculty and children are not to return to the classrooms until the all clear is sounded. If further steps need to be taken, the administrator or designated person in charge will follow the next steps outlined in the Emergency Operations Plan which includes further guidance from the local authorities.

### Weather Alert:

Teacher and/ or Administrator will take attendance roster and any emergency medication/supplies, secure the classroom, lead children to the designated “safe place”, account for all children, have children assume the safe position-covering head and neck, if blankets or protective covering is available, cover children. Notify administrator or faculty in charge if all children are present or if any are missing. Faculty and children will stay in designated “safe place” until the all clear is sounded. If further steps need to be taken, the administrator or designated person in charge will follow the next steps outlined in the Emergency Operations Plan which includes further guidance from the local authorities.

### Emergency Evacuations:

Teacher and/ or Administrator will take attendance roster and any emergency medication/supplies, first aid kit, emergency contact information for children, account for all children, exit building to the designated evacuation spot, account for all children with a name to face check off. If further steps need to be taken, the administrator or designated person in charge will follow the next steps outlined in the Emergency Operations Plan which includes further guidance from the local authorities. Parents will be notified as soon as possible.

### Threat of Violence:

Teacher and/ or Administrator will secure children in the safest location in the building or outside, take attendance roster, contact 9-1-1/Police. Teachers and/or Administrators will follow instructions from authorities, account for all children with name to face attendance, notify parents as soon as possible, complete an incident report and provide to parents. ODJFS will be notified within 24 hours.

### Loss of Power, Water, Heat:

Administrator or designee will contact utilities company and CWCC, Inc. Corporate office to notify of outage and assess expected time of outage, evaluate factors, including safety, temperature, daylight, refrigeration requirements, ability to follow sanitary hygiene practices. Corporate office will make the determination whether the school needs to be closed or not.

## **EMERGENCY DESTINATIONS**

Inspire Center for Learning- Miamisburg:

***Miamisburg High School located at 1860 Belvo Road, Miamisburg, Ohio 45342***

Inspire Center for Learning- Beaver creek:

***St. Luke Catholic School located at 1442 N. Fairfield Road, Beaver creek, Ohio 45432***

Inspire Center for Learning- Centerville/Wilmington Pike:

***Kettering Network located at 6438 Wilmington Pike, Centerville, Ohio 45459***

## HEALTH GUIDELINES

All Inspire Center for Learning team members care deeply about and work hard to ensure the health and happiness of every child in our care. In addition to establishing program policies and providing internal training to promote and protect good health, Inspire Center for Learning faculty members to be trained by certified individuals or licensed physicians to administer first aid and CPR, recognize communicable diseases, and identify suspected child abuse.

Inspire Center for Learning has ability to send child home as concerned for child. A doctor's note may be needed or required.

1. In the event of an illness or accident; faculty will immediately notify the program administrator or designated person in charge. While attending to a sick or injured child, faculty members will make sure other children are supervised at all times. According to ODJFS licensing requirements; health alert may be posted; depending on a diagnoses from a physician.
2. A faculty member will observe each child before allowing him/her to join a group and will report suspected illness to the program administrator or designated person in charge. If indicated, the child may be isolated within sight and hearing of an adult or parents may be contacted and asked to pick up their child. After notification to parent which may include conversation, voice mail or email, child must be pick up within an hour by parent, emergency contact or authorized pick up. Proper identification is required upon pick up. If applicable, the contaminated area, including, but not limited to, surfaces, cots, blankets will be cleaned and then disinfected. Readmission to the program will be according to the child's recovery and communicable disease guidelines. In order to protect all enrolled children, we reserve the right to request a doctor's statement before readmitting a child after a contagious illness.
3. As childcare providers, we are also required by law to report suspected cases of child abuse or neglect to the local children's services agency. If signs of suspected child abuse are present, an administrator and/or faculty member will notify children's services, in addition to the program administrator and our corporate headquarters.
4. Faculty members will have access to a first aid kit, communicable disease chart, parent's work phone numbers, other emergency contact information, children's medical histories, and emergency transport authorizations, as needed.
5. In the event of a serious emergency, the rescue squad and parents will be called immediately by the program administrator or designated person in charge. Inspire Center for Learning will provide care for children whose parents refuse to grant consent for transportation. However, if the rescue squad responds to the program and feels that the child needs to be transported to the nearest facility; we will comply.
6. If a child needs to be removed from the program before a parent arrives, the child's medical history information and a program administrator or designated faculty member will accompany the child to the hospital whenever possible.
7. In the event of an illness, accident, or injury which requires first aid, the child receives a bump or blow to the head, the child has to be transported by an emergency squad, or an unusual or unexpected event occurs that jeopardizes the safety the child, a faculty member witnessing or assisting with the illness/incident will complete and sign a detailed incident report which you will also be asked to sign. You will be given a copy of the form.
8. A child with any of the following signs or symptoms of illness will immediately be isolated, and a parent or guardian will be asked to pick up the child:
  - Diarrhea (more than three abnormally loose stool within a 24-hour period)
  - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
  - Difficult or rapid breathing
  - Yellowish skin or eyes
  - Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning,

itching or eye pain

- Temperature of 100 degrees Fahrenheit taken by the axillary (armpit) or temporal method—when in combination with any other sign of illness. Thermometer will be sanitized after each use.
- Untreated, infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Sore throat or difficulty swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.
- Evidence of untreated lice, scabies, or other parasitic infestations
- Loss of the sense of taste and/or smell

9. A child with any of the following signs or symptoms of illness will immediately be isolated from other children, but the program administrator and a parent or guardian will decide whether the child should be sent home immediately, if the student should be sent home, once the parent is notified, which may include conversation, voicemail, or email; child must be picked up within an hour by parent, emergency contact, or authorized pick-up. Proper identification is required upon pickup. Program administrator and parent or guardian may decide the child can be picked up later in the day:

- Unusual spots or rashes
- Sore throat or difficulty in breathing
- Elevated temperature
- Coughing
- Vomiting
- The program has the right to contact a parent at any time if they have concerns and feel the child needs to be picked up.

10. Parents should immediately inform the program of any diagnosed contagious condition so we can monitor any children who may have been exposed and inform parents appropriately. Upon returning to the program, temperature may be taken upon entry of the building or classroom. A doctor's note may be requested upon return.

11. The program administrator will inform parents in writing if a child has been exposed to a communicable disease or contagious condition.

12. Any child experiencing minor common cold symptoms or not feeling well enough to participate in activities will be monitored within the group and carefully observed for signs of worsening condition. Further direction may be given in the program during different times of the year.

13. All faculty members are trained in hand washing, cleaning, sanitizing, and disinfecting techniques.

14. Any faculty member exhibiting symptoms listed in the first section of number 9 above will be replaced by a substitute.

15. A child with any of the following signs or symptoms of illness will immediately be isolated from other children, but the program administrator and a parent or guardian will decide whether the child should be sent home immediately, if the student should be sent home, once the parent is notified, which may include conversation, voicemail, or email; child must be picked up within an hour by parent, emergency contact, or authorized pick-up. Proper identification is required upon pickup. Program administrator and parent or guardian may decide the child can be picked up later in the day:

- Unusual spots or rashes
- Sore throat or difficulty in breathing
- Elevated temperature
- Coughing
- Vomiting
- The program has the right to contact a parent at any time if they have concerns and feel the child needs to be picked up.

16. Parents should immediately inform the program of any diagnosed contagious condition so we can monitor any children who may have been exposed and inform parents appropriately. Upon returning to

the program, temperature may be taken upon entry of the building or classroom. A doctor's note may be requested upon return.

17. The program administrator will inform parents in writing if a child has been exposed to a communicable disease or contagious condition.

18. Any child experiencing minor common cold symptoms or not feeling well enough to participate in activities will be monitored within the group and carefully observed for signs of worsening condition. Further direction may be given in the program during different times of the year.

19. All faculty members are trained in hand washing, cleaning, sanitizing, and disinfecting techniques.

20. Any faculty member exhibiting symptoms listed in the first section of number 9 above will be replaced by a substitute.

## **BITING**

Biting and chewing are very natural behaviors for infants and toddlers, both as a way to explore their environment and as a means of expressing strong emotion. Inspire Center for Learning faculty members

realize the potential for biting when very young children interact with one another and they take continual, careful action to prevent biting incidents before they can occur. Specific preventive actions might include stressing the importance of gentle and respectful play, providing

distractions and safe objects to bite or chew and encouraging other forms of expression. Administrators will work with teachers and parents to develop and implement a plan that will focus on the reducing stressors. This plan will be completed with input from the parent/guardian, teacher and administrator.

When a biting incident does occur, faculty members take steps to address the problem immediately, document the incident, and provide a full report to parents of the children involved. Our first priority is to ensure the physical safety and emotional comfort of all children, whether this requires treatment of a wound, soothing of upset feelings, or simply personal attention following a distressing incident. Caregivers can also offer advice and support to parents to help ensure an incident is not repeated and no hurt feelings linger on either side.

## **ADDITIONAL SAFETY POLICIES**

In addition to specific security measures, health guidelines, and common-sense practices, we have developed several policies to help promote safety for every child and faculty member:

- Parents are required to inform a faculty member whenever a child enters or leaves the group.
- No child will ever be left alone or unsupervised. However, school age children may run errands inside the building and use the restroom alone (or in groups of no more than six children) without adult supervision. Additionally, a group of six school age children, fourth grade and older, may be engaged in safe activities without a faculty member as long as a faculty member can see or hear the children at all times and a faculty member periodically checks on the children.
- We will hold monthly fire drills and keep records of them. Fire emergency and weather disaster plans will be posted in each room.
- Aerosol sprays will not be used in the presence of children. This includes sunscreen sprays.
- Faculty members will have access to lobby phones for emergencies only.
- Teachers must report to the program administration situations and/or activities that could

be dangerous.

- On non-routine trips away from the program, we require a signed permission form from the parent or guardian, and each child will be identified with the program's name, address, and phone number.
- Parents/guardians are not permitted on field trips. Due to proper active supervision, parents/guardians may not drop off or pick their child up from any field trips. This must be done at the program to ensure proper attendance.
- Faculty members accompanying children outside the program will be trained in first aid and have a first aid kit available.
- Emergency transportation authorization and health records for each child will be taken on all trips away from the program.
- We will try to help every child feel comfortable in the program and enjoy a positive, rewarding experience at Inspire Center for Learning, but in rare cases a successful adjustment is not possible. In order to ensure a safe, comfortable, beneficial environment for all children in our care, we reserve the right to disenroll anyone at any time.
- Inspire Center for Learning reserves the right to disenroll children, due to the actions or inactions of parents and/or guardians. A behavior plan does not have to be implemented for disenrollment to occur. Students and children may also be disenrolled from the program if a parent or guardian does not follow our policies, procedures, or becomes a threat to the program physically, mentally or verbally.

#### *Outdoor Play Policy:*

Children are scheduled to have outside time (weather permitting) twice daily. Large motor activities are scheduled in case weather conditions do not allow children to go outside. There may be times that children may not have access to the large muscle equipment for safety or health reasons.

#### *Cold Weather Policy for Outdoor Play*

Teachers shall take infants (over 12 months of age), toddlers, preschool, preK and school age outside if the temperature is above 25 degrees Fahrenheit (with the wind chill factored in). Children will not go outside if there is precipitation. When going outside on cold days, teachers shall make sure that children's coats are zipped, and caps or hoods and mittens are on.

#### *Hot Weather Policy for Outdoor Play*

Teachers shall not take infants (over 12 months of age), toddlers, preschool, pre K, and school age outside if the temperature reaches 90 degrees Fahrenheit (with the heat index factored in) or on ozone alert days. On hot days, teachers shall be mindful of the effect of the heat on children by providing opportunities for shade, allowing children to have access to water and limiting the amount of time the children are outdoors.

## **SUPERVISION**

Supervision of children is the function of actively observing and guiding a child or group of children. This includes awareness of and responsibility for the activity of each child and being physically present and near enough to intervene if needed. Supervision means faculty members have knowledge of children's needs, accountability for their care, and knowledge of which children they are responsible for at all times. All faculty has been trained in active supervision.

## NUTRITION

Inspire Center for Learning offers daily breakfast, lunch, and an afternoon snack.

Food habits for a lifetime are usually formed in childhood, so we stress a positive approach to eating by serving children balanced and nutritional meals. We strive to provide bright, colorful combinations of foods with different textures in order to make meals both attractive and easy to manage. Meal times are relaxed, with pleasant conversation and attention to appropriate table manners. Faculty members will make sure that each child has a comfortable seat and dishes and utensils suitable for small hands. Children will be encouraged to take small helpings and return for seconds, if desired.

Tables will be washed and sanitized by teachers before and after each meal and snack. Any spills and crumbs will be cleaned up as a way to teach cleanliness, neatness, and responsibility.

Lunches include one-third of recommended daily dietary allowances, feature foods from all four basic food groups and are developmentally appropriate for each child. We post monthly menus in a common area within the building and any changes after the posting will be noted by hand on the menu change form. If your child has any unique dietary needs, please see the program administrator for further assistance.

We will also serve nutritious snacks daily and will follow the policies and procedures for meal preparation as breakfast and lunch routines.

We enjoy celebrating children's birthdays as special events at the program. If you wish to provide a small non-food item to share with your child's group on his/her birthday, please check with your program administrator for suggestions. Food items will not be allowed to be brought into the program because of allergies and health risks.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights, regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)- 877-8339). Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)-632-9992. Submit your completed form or letter to USDA by:

1.) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Ave, SW

Washington, D.C. 20250-9410

2.) Fax: (202) 690-7442; or

3.) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **ADMINISTRATION OF MEDICATION**

Medications must only be given to program administration or designated person in charge. Only prescription medications will be accepted to administer to children. The only exception to this is sunscreen or diaper cream used to prevent, not treat, a condition. Sunscreen and diaper cream will be kept in the designated area in the child's classroom.

Only prescription medications that are required to be given to a child during the hours that he or she is in our care will be permitted. If the medication can be given at home, we will not administer it.

All medication must be accompanied with a completed ODJFS Administration of Medication Form and Healthcare Plan Form (if applicable).

No medication, food supplement or special diets will be administered without written consent from a parent or physician on the prescribed ODJFS form.

All medication will be stored out of reach of children. Medications requiring refrigeration will be stored separately from food items.

All medications must be in the original container with a manufacturer's label, have the appropriate medication label, with child's name, date prescription was filled, expiration date (expiration date must match prescription label and expiration date on the medication) and proper dosage.

Children may not keep inhalers, Chapstick, lotion and/or other ointment with them inside the program. Inhalers, Chapstick, lotion and/or other ointments with the accompanying ODJFS form 1217 must be given to the program administrator for safekeeping and will be made available to children as need needed.

## Parent Involvement

At Inspire Center for Learning, we realize that our extensive professional training, experience, and dedication to childcare are no substitute for parental insight and attention. Simply put, you know your child better than anyone else, and your involvement is essential to help us ensure that your child's needs are met and he/she has a wonderful experience at Inspire Center for Learning. Faculty members, on the other hand, know more about a child's daily activities and the overall program in which he/she is enrolled, and they will eagerly share this information with parents.

Open, honest, respectful communication is the heart of our approach to parental involvement— please don't hesitate to ask any questions or share any information you think will help us provide the best possible care for your child.

In addition to daily conversations and regular correspondence, faculty members will reach out to parents via meetings, conferences, newsletters, and other means so they can work together to address children's needs.

- Mini-Conferences are brief conversations that occur daily at drop-off and pickup times and involve factual information about the child to help smooth the transitions between home and school.
- Daily Information Sheets for infants will be provided every day at pickup time and will cover the child's toileting, feeding, naptime, medication, etc., for the day. These may be paper or electronic documents.
- Parent/Teacher Conferences are scheduled meetings to discuss a child's development and progress, including successes in the program and any problems the child may be experiencing. Conferences also allow caregivers a chance to learn about the child's life outside the school. At least one conference will be scheduled per academic year.
- Monday Morning Mail will be published throughout the year and sent home or posted on bulletin boards to keep parents informed and involved. Content will include information such as faculty member profiles, parent reminders, articles on childcare issues, policy information, and safety suggestions.
- Special Programs involving both parents and children are scheduled at least once per year and may include holiday musicals, Thanksgiving luncheons, Father's Day barbecues, summer picnics, Mother's Day breakfasts, open houses, etc. These programs provide children with interesting projects to help channel their creative energies and give parents and children an opportunity to participate in an activity together.
- Parent Groups can be formed by interested parents with guidance and support by faculty members. Group rosters will be updated annually and are available upon request.

Parent Communication Boards will be maintained for each care group and will include up-to-date lesson plans, field trip details, and other information. We encourage parents to check this board frequently for current information on their child's program.

Developmental Updates will be provided throughout the year following an initial

developmental screening (upon enrollment) and the creation of a personalized development program based on each child's unique needs.

- Parents or guardians that want to receive contact information for other parents and guardians with children enrolled in the program can request a copy of the program directory. Parent information will be listed only with permission.

## **Curriculum and Assessment**

Every child is unique, and no two children develop and learn in exactly the same way or at precisely the same pace. That said, it is possible to accommodate individual learning styles and developmental progress within a comprehensive, flexible educational framework.

The Creative Curriculum helps teachers develop effective lessons and activities based on the needs of the children they serve and a proven long-term educational plan. It also involves parents in planning for and appreciating their child's growth and development. The Creative Curriculum helps children acquire social and learning skills at every stage of life, because it provides seamless transitions from the infant stage of development through the preschool years and into school age enrichment.

The Creative Curriculum for infants and toddlers focuses on building relationships by fostering a sense of security and self-identity during the first 3 years of a child's life. For preschoolers, The Creative Curriculum expands to cover literacy, math, science, social studies, the arts, technology, diversity, and physical and cognitive development while continuing to support social/emotional development.

In conjunction with The Creative Curriculum, CWCC teachers use the Creative Curriculum Gold Assessment System to gauge children's progress and plan effective lessons based on development in five key areas - social/emotional, physical, cognitive, language and literacy. When applicable, Inspire Center for Learning may be required to share Early Learning Assessment results with the Ohio Department of Job and Family Services (ODJFS).

Every child ages 6 weeks through pre-k will undergo developmental screenings, ASQ-3 and ASQ-SE, within the first sixty (60) days of their enrollment in the program.

## **Program Transitions**

Inspire Center for Learning is proud to offer a comprehensive care and education program that addresses the needs of children from 6 weeks to 12 years old. Based on age, developmental

progress, and individual needs, children enrolled at Inspire Center for Learning may be able to transition from one program to another. In such cases, the transition process is designed to be comfortable, positive and appropriate for each child.

At Inspire Center for Learning, the process of transitioning a child to a new classroom as a child grows is a partnership. We value the parents' desires and the needs of each child. Some children adapt to a new program immediately, while others may need to build up to it through increasingly longer periods of "visiting" a new group. With this in mind, some children will need to be supported with a transition process that gradually introduces the child to the new setting over the course of a few days or weeks and others may not. In each case, teachers and parents together will complete a written transition agreement. Teachers will then provide the continuity and encouragement children need to feel comfortable with these important milestones.



## Infant Program Description

The Inspire Center for Learning Infant program facilitates the development of a positive self-image in each child through a variety of hands-on experiences leading to mastery of self and environment. Our infants are active participants in their day and typically learn through eager exploration of their surroundings at their own pace.

Each infant will have an assigned primary caregiver, and all caregivers will follow infants' cues in order to meet their needs, including routines such as diapering and feeding.

Caregivers will typically work with infants in small groups to promote individual and responsive care while providing a safe, positive, emotionally nurturing environment.

In addition to meeting the basic comfort needs of each infant, faculty members work to stimulate language development and sensory integration. For example, young infants are always held for bottle feeding. The crib area is separate from play areas and maintained as a soothing environment conducive to sleep. One-to-one interaction between infants and caregivers is very important, and during waking hours, teachers expose each infant to a

variety of developmentally appropriate activities to provide sensory, visual, auditory, fine motor, gross motor, and cognitive skill development. Each day, caregivers will prepare a daily report for parents summarizing activities and other details of each infant's care.

Caregivers will change infant's diapers every 2 hours; or soiled with a bowel movement.

Every attempt is made to maintain a stable faculty schedule with as few changes as possible, enabling each infant to develop a sense of trust and security with the primary faculty.

We strive to operate at lower teacher/child ratios than the state mandates. The state mandated teacher/child ratios are: 1:5, with a maximum of 12 infants per group.

**Parents need to provide:** (all items should be clearly labeled)

- Disposable diapers
- Needed diaper preparation products
- Four bottles
- Two complete changes of clothing

Note: Inspire is pleased to provide infant formula and baby food free of charge to all infants enrolled in our program. If your child requires a special kind of formula due to dietary restrictions or personal preference, you may provide it for caregivers to use instead of the regular formula.

A space is provided at each location for mothers to breastfed and/or pump.

At drop-off, faculty members will check diaper bags for required supplies and parents should provide information on the child's day so far. During the transition from parent to caregiver, each infant will be assessed for signs of illness. Feeding, diapering, and napping will vary according to each infant's schedule, and faculty and parents work together to ensure a smooth transition between home and school. Awake time will include short periods outdoors when possible; introduction of developmentally appropriate toys, equipment, and creative materials; and individualized infant stimulation activities.

At pickup, parents will receive an information sheet about the infant's eating, sleeping, toileting, activities, and disposition. In addition to daily verbal communication with parents, faculty will document age-stage development. The primary caregiver will confer with parents daily as needed and at least once per year during a parent-teacher conference.

### **INFANT SLEEP POLICY**

To ensure the safety of the infants in our programs; Inspire must comply with ODJFS regulations and have adopted the following infant safe sleep practices:

- Infants will always be placed flat on their backs to sleep. This is in accordance with the AAP recommendations.
- Infants who use pacifiers will be offered their pacifier when they are placed to sleep, but it will not be put back in should the pacifier fall out once they fall asleep.
- When infants are in their cribs, they will be within sight and sound of faculty at all times.
- Devices such as wedges or infant positioners will not be used.
- Cribs will be free from bumper pads, blankets, loose bedding and other soft objects (i.e., pillows, quilts, comforters, sheepskins, stuffed toys, etc.)
- Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, may be used as alternatives to blankets. Inspire will provide sleep sacks for your child or you may bring your own; as long as it is an approved alternative.
- Infants will not be placed in the crib with any items which could pose a strangulation or suffocation risk, such as a bib, pacifier clip, or any sort of necklace, etc.

## INFANT SAMPLE SCHEDULE

6:30am.....School opens  
7:00 - 8:00am.....Breakfast  
8:00 - 9:00am.....Music and movement  
9:00 - 10:00am.....Sensory activities and fine motor experiences  
10:00 - 10:30am.....Outdoor time (weather permitting)/Gross Motor Activity  
10:30 - 10:45am.....Early literacy concepts (stories and book exploration)  
10:45 - 11:00am .....Prepare for lunch  
11:00 - 11:45am .....Lunch  
11:45 - 12:00pm.....Clean up  
12:00 - 2:00pm.....Quiet/Rest time  
2:00 - 2:30pm.....Snack  
2:30 - 3:00pm.....Prepare for outdoor time  
3:00 - 3:45pm.....Outdoor time (weather permitting)/Music and movement  
3:45 - 5:00pm.....Environment exploration (language, fine motor, nature, sensory)  
5:00 - 5:30pm.....Clean up  
5:30 - 6:00pm.....Quiet activities/Departure



## **Toddler Program Description**

As toddlers, Inspire children continue to be active participants in their day by exploring their world through constant movement. Toddlers are always trying new skills, experimenting with independence, and developing a sense of identity through interaction with others. At this stage of development, social guidelines are introduced throughout the daily routine.

Each toddler will have an assigned primary caregiver, and all caregivers will follow children's cues in order to meet their needs, including routines such as diapering and feeding. Caregivers will typically work with toddlers in small groups to promote individual and responsive care while providing a safe, positive, emotionally nurturing environment.

Our toddler program is very flexible, with activities adjusted according to individual and small group needs. Expansion of language skills and development of self-help skills are the focal points of this phase of our program. Each child is encouraged to explore, experience, and enjoy the environment at his/her own pace.

The faculty plans activities that gradually lead children from individualized experiences to successful small group interactions. Toddlers' emerging sense of independence is encouraged through opportunities for safe mastery of the environment. Faculty members are specially trained to know when to gently nudge each child into responsible independence. Written reports are available to supplement verbal exchanges between parent and child about each day's events. Caregivers will change toddler's diapers every 2 hours; or soiled with a bowel movement.

We strive to operate at lower teacher/child ratios than the state mandates. The state mandated teacher/child ratios are: 1:7, with a maximum group size of 14 toddlers.

**Parents need to provide:**

(all items should be clearly labeled)

- Disposable diapers and diaper products; as appropriate
- Two complete changes of clothing
- Extra training pants as appropriate
- A small blanket for naptime (to take home and launder weekly)

Note: If your child has a special security item, it will be available during rest times, but we encourage leaving these items in the locker area during activity times. Please do not bring toys to the school, as they could get lost or broken, and sharing can be difficult at this age.

## TODDLER SAMPLE SCHEDULE

6:30am .....School opens  
7:00 - 8:00am.....Breakfast  
8:00 – 8:30am.....Activity time – creative activity, small manipulative  
8:30 – 8:45am.....Clean up and prepare for outdoor time  
8:45 - 9:30am.....Outdoor time (weather permitting)/Gross Motor Activity  
9:30 - 10:00am..... Snack Time  
10:00 - 10:30am ..... Sensory activities and fine motor experiences  
10:30 - 10:50am ..... Music and movement  
10:50 - 11:05am..... Early literacy concepts (stories and songs)  
11:05 - 11:15am.....Prepare for Lunch  
11:15 – 11:45am.....Lunch  
11:45 - 12:00pm.....Clean up and prepare for Quiet/ Rest time  
12:00 - 2:00pm.....Quiet/ Rest time  
2:00 – 2:30pm..... Snack  
2:30 - 3:30pm.....Free choice (language, fine motor, nature, sensory)  
3:30 - 3:45pm.....Clean up and prepare for outdoor time  
3:45 - 4:30pm.....Outdoor time (weather permitting)/Music and movement  
4:30 - 5:15pm.....Activity time – creative activity, small manipulative  
5:15 - 5:30pm.....Clean up  
5:30 - 6:00pm.....Quiet activities/Departure



## Preschool Program Description

Our preschool program focuses on self-help skills essential for daily life as well as readiness skills to help children adjust to formal schooling. Each child's day is filled with activities that enhance physical, social, emotional, and mental development. These supervised activities encourage exploration and experimentation in an atmosphere that is relaxed and free from tension, allowing each child to develop skills and gain mastery at his/her own pace.

There is a balance of active and quiet play, both indoors and outside, to provide children with opportunities to enjoy creative arts, music, language arts, science, and math. Specific attention is given to the development of perceptual motor skills and a positive self-concept that will help children adjust well to kindergarten. Faculty members will conduct periodic developmental assessments to be shared with parents and kept in each child's file. Any water play conducted at the school will be in water less than two feet in depth, and all wading pools will be emptied when not supervised by adults.

We strive to operate at lower teacher/child ratios than the state mandates. The state mandated teacher/child ratios are: for 3-year-olds 1:12, with a maximum group size of 24. For 4-year-olds the ratio is 1:14, with a maximum group size of 28.

### Parents need to provide:

(items not being worn by children at drop-off should be clearly labeled)

- Comfortable, washable clothes (We try to keep children reasonably clean, but activities can involve paint, sand, water, and other messy materials.)
- An extra change of clothes
- Durable play shoes (rather than dress shoes, cowboy boots, flip-flops, or loose-fitting sandals)

- A small blanket for rest time (to take home and launder weekly)

Note: We ask that no toys be brought from home, as they may get lost or broken, and sharing a favorite object may cause problems. Bringing a book or CD (labeled) for everyone in the group to enjoy is perfectly fine, however.

\*Montessori Preschool and Kindergarten does not partake in naptime.

## PRESCHOOL SAMPLE SCHEDULE

- 6:30-8:30am .....Arrival and breakfast
- 8:00 - 8:30am.....Quiet activities (puzzles, writing center, library, listening center)
- 8:30 - 9:00am.....Music & movement activities
- 9:00 - 9:15am.....Group time
- 9:15 - 10:15am.....Choice time and small group activities
- 10:15 - 10:25am.....Clean up time
- 10:30 - 11:15am .....Outdoor time (weather permitting)/Music and movement
- 11:15 - 11:30am.....Group time/Reflection & prepare for lunch
- 11:30 - 12:00pm.....Lunch
- 12:00 - 2:00pm.....Quiet/ Rest time
- 2:00 - 2:30pm.....Restrooms, snack time
- 2:30 - 3:30pm.....Outdoor time (weather permitting)/Music and movement
- 3:30 - 3:45pm.....Group time (story, songs, and plan for choice time)
- 3:45 - 4:45pm.....Choice time (all areas)
- 4:45 - 5:00pm.....Clean up
- 5:00 - 6:00pm.....Quiet activities (library, writing center, computer)/Departure



## School-Age Program Description

School-age children are encouraged to demonstrate more independence in self-help areas and refine social skills when interacting in a group. This program is designed to provide opportunities for refinement of interactive social skills and independent mastery of more complex environments.

A wide range of field trips and activities are planned for non-school days and summers for your school-age child. There is a yearly activity fee assessed for summer school programs/camps. If there is an additional fee for non-school day activities, the program administrator will inform you and collect the money prior to the event. Please do not send additional pocket money with your children, as it can be easily lost.

Written permission will be required for school children to leave the school for specific activities or to participate in other activities within the building.

Since a large component of the school-age program revolves around transportation routines, the following bus/field trip rules will be equally and evenly enforced with all children:

- All children must use the restroom before departing.
- Everyone walks to and from the bus.
- All seatbelts must be fastened before the engine is started and must remain on until the engine is turned off.
- No standing is allowed on the bus
- Children must keep hands to themselves, not on the person next to them, out the window, etc.
- Quiet conversation is permitted; loud voices are a distraction and a hazard to the driver.
- Lunchboxes, purses, and school bags must remain closed at all times.
- Rude, disrespectful behavior toward any person will not be tolerated.

- Children may not be picked up from the bus or a field trip. A parent or guardian must come inside the building to sign their child out.
- The classroom attendance will travel with the group at all times.

Prior to water activities, all parents of school-age children must complete a water activity permission slip. All swimming activities will be conducted in locations supervised by certified lifeguards/water safety instructors. There will be at least two responsible adults accompanying and supervising any school-age water activities away from the school.

We strive to operate at lower teacher/child ratios than the state mandates. The state mandated teacher/child ratios are: 1:18, with a maximum group size of 36 children.

Note: We ask that no toys be brought from home, as they may get lost or broken, and sharing a favorite object may cause problems. Bringing a book or CD (labeled) for everyone in the group to enjoy is perfectly fine, however.

School age children may run errands inside of the building or use the restroom alone or in groups of no more than six children without adult supervision, as long as the following criteria are met:

- Children are within hearing distance of a teacher
- The teacher checks on the child(ren) by sight or hearing every 5 minutes
- The restroom is for the exclusive use of the school

One group of more than six school age children, Fourth grade or older, may engage in activities which pose no physical risk to their safety in a room without a childcare faculty member, as long as the children are within sight or sound of a teacher and checked every 5 minutes.

At times, it may be necessary for an enrolled child to arrive at the school from another program. If a child is scheduled to arrive to the school and does not arrive at the scheduled time; we will contact the parent to confirm that the child is scheduled to be at the school that day, and then we will contact the program that they are to have arrived from. We will consult the parent to determine further action, if needed. It is very important that parents contact the school if their child is not going to be in attendance.

Inspire Center for Learning will operate a full-day program for school agers when school is closed for vacations and cancellations.

## **Bring Your Own Technology Policy**

Students and parents/guardians participating in Bring Your Own Technology, BYOT, must adhere to all guidelines regarding technology and understand that all other conduct expectations apply to technology. Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects. Devices may only be used in conjunction with educational exercises.

### *Lost, Stolen, or Damaged Devices*

Each user is responsible for his/her own device and should use it responsibly and appropriately. CWCC, Inc. takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices.

### *Internet Access*

CWCC, Inc. will offer internet service to students, but it will be dependent upon the wireless capacity at each building. As the schedule, activities, and wireless internet allows students will be able to work on school assignments and educational lessons

Students and Parents/Guardians acknowledge that:

- The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
- CWCC, Inc. assumes no responsibility for completeness of work, including, but not limited to: disruptions in internet service, changes in the daily schedule, or the student's work habits.
- Personal electronic devices are the sole responsibility of the student owner. CWCC, Inc. assumes no responsibility for these personal devices if they are lost, loaned, broken or stolen.
- Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
- Devices must be in silent mode while at school, unless otherwise allowed by a teacher.

- Students may not use devices to record, transmit, or post photographic images or video of a person or persons during school hours or during school activities, unless otherwise allowed by a teacher.
- Personal devices must be charged at home each day.
- Personal devices must be disinfected at home before bringing to school each day, and when arriving home from school.
- Cellphones are not permitted and are not part of the BYOT agreement.
- Additional rules regarding the use of personal devices may be added to at the discretion of CWCC Inc.

## SCHOOL AGE SAMPLE SCHEDULE

When school is in session:

- 6:30am.....School opens
- 7:00 - 8:00am.....Breakfast
- 8:15am.....Van departures
- 3:45 - 4:00pm.....Van arrives
- 3:45 - 4:15pm.....Snack
- 4:15 - 4:45pm.....Quiet activities/Homework
- 4:45 - 5:30pm.....Free choice activities, games
- 5:30 - 6:00pm.....Quiet activities/Departure

When school is not in session:

- 6:30am.....School opens
- 7:30 - 8:00am .....Breakfast
- 8:00 - 9:00am.....Choice time – dramatic play, construction, art, games
- 9:00 - 9:10am.....Clean up
- 9:10 - 10:15am.....Outdoor time (weather permitting)/Music and movement
- 10:15 - 11:15am.....Group activity (art, construction, etc.)
- 11:15 - 11:30am.....Prepare for lunch
- 11:30 - 12:00pm.....Lunch
- 12:00 - 12:30pm.....Quiet activities (books, computers, puzzles, etc.)
- 12:30 - 1:30pm.....Choice time – dramatic play, construction, art, games
- 1:30 - 1:40pm.....Clean up
- 1:40 - 2:30pm.....Group activity
- 2:30 - 3:00pm.....Snack time
- 3:00 - 3:45pm.....Quiet activities
- 3:45 - 5:00pm.....Outdoor time (weather permitting)/Music and movement
- 5:00 - 6:00pm.....Books, games, puzzles/Departure



[www.inspirechildren.com](http://www.inspirechildren.com)