



High Point Academy

Family Handbook

Serving children ages 5 - 14 years old

www.InnovationLearning.com • 1-866-239-3661

CONTENTS

WELCOME TO INNOVATION LEARNING	1
OUR PHILOSOPHY AND MISSION	2
BENEFITS OF INNOVATION LEARNING	3
HIGH POINT ACADEMY PROGRAM OVERVIEW	5
RESEARCH BASED CURRICULUM	6
BEFORE AND AFTER SCHOOL PROGRAMS	6-7
PROGRAM VARIATIONS	7-8
PROGRAM SCHEDULES	9-10
PROGRAM POLICIES	11
REGISTRATION/ENROLLMENT POLICY	11-12
FINANCIAL ARRANGEMENT	12
BILLING PROCEDURE	12
COSTS AND FEES	12
DROP IN OPTION	12
PRICING SCHEDULE	12
SAFETY AND SUPERVISION OF CHILDREN	12
HIRING OUR STAFF	12-13
ATTENDANCE - PICK UP/DROP OFF	14
TRANSPORTATION	14
TRANSITIONS	14-15
ABSENCES	15
LATE ARRIVAL/PICK UP	15
MISSING CHILD PROTOCOL	15
VISITOR POLICY	15
AIDES/SUBSTITUTES/VOLUNTEERS	15-16
PERSONAL BELONGINGS	16
SCHOOL PROPERTY	16
INTERNET/TV/VIDEO	16
PERMISSION TO PHOTO/VIDEO CHILD	16-17
SPECIAL ACTIVITIES	17
STUDENT BEHAVIOR STRATEGY	18
BEHAVIOR MANAGEMENT AND CHILD GUIDANCE	18-19
SUSPENSION/EXPULSION	20-21
PLANS & STRATEGIES FOR DIFFICULT BEHAVIORS	20
INCLUSIONAL BEHAVIORAL PLAN	21
TRANSITION POLICY	21
EVALUATIVE PERIOD	21-22
CHILDREN'S RECORD	23
GUIDELINES FOR RESEARCH	23
HEALTH CARE AND NUTRITION	24
INSURANCE	24
ACCIDENT/ILLNESS	24-25
MEDICATIONS/EMERGENCY MEDICAL DEVICES	25-26
SUN PROTECTION	26
SNACKS AND LUNCHES	26
INCLEMENT WEATHER/EMERGENCY DISMISSAL	26-27
FAMILY COMMUNICATION	28
LINES OF CONTACT	28
PROGRAM MONITORING AND REVIEW	28-

WELCOME TO INNOVATION LEARNING

Innovation Learning is an extended learning provider, offering before- and after-school programs that help children develop 21st Century skills in a safe, fun, and academically focused setting, right at school.

With an ever-increasing number of parents working to make ends meet and schools being asked to do much more with limited budgets, it can be difficult to meet everyone's needs. Innovation Learning supports students, schools, and families by sharing in a vision for developing well-rounded children that will become the innovators and contributors of tomorrow.

By integrating STEAM education, project-based learning, play-based discovery and academic support we engage our students in using problem-solving skills, cultivating creativity, and building their capacity for innovation. We offer fun, brain-stimulating activities so students succeed socially and academically and are better prepared for their innovative futures.

Innovation Learning provides a quality connected learning program that complements your child's school experience. Partnering with local school districts, public and charter schools, and private schools across the country, Innovation Learning provides a program that maintains a school day flow and structure while offering children a fun and safe before and after school program.

Innovation Learning does not discriminate based on race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation or disability in its admissions, services to families, education policies, financial assistance, or otherwise in its operation or management.



OUR PHILOSOPHY AND MISSION

Innovation Learning has answered a critical need, by creating programs that teach students the 4C's of Communication, Collaboration, Critical Thinking and Creativity within the context of a STEAM (Science, Technology, Engineering, Arts and Math) based curriculum so children can develop skills that enable them to not only succeed in school the very next day, but succeed for the rest of their life.

According to world renowned author, educator and researcher Tony Wagner, "the "DNA" of innovators might be considered a set of skills that are essential elements in design thinking. Innovation has been developed based upon the premise that Innovation as a "set of skills" can be nurtured and taught. Furthermore, when they are taught these skills lead to increased academic outcomes. It has been shown that the same skills associated with an "innovative mindset" such as curiosity, collaboration, associative and integrative thinking and a bias toward action and experimentation improve academic outcomes for children while also preparing them and leading to future success throughout life.

Creativity, ingenuity, and innovation are the keys to success in the evolving global economy, and it's paramount for parents and schools to work together to cultivate these skills for their children during before and after-school. This part of the day is a prime time to develop and practice 21st Century skills early and often, and can effectively be done in a setting that infuses the natural curiosity inherent in all children with their desire to play, and interact with their peers.

Innovation Learning has answered this critical need, by creating programs that teach students the 4C's of

Communication, Collaboration, Critical Thinking and Creativity within the context of a STEAM (Science, Technology, Engineering, Arts and Math) based curriculum so children can develop skills that enable them to not only succeed in school the very next day, but succeed for the rest of their life.

At Innovation Learning we believe everything that happens at a school should be aligned with their mission and vision, including before and after school programming. By viewing the school ecosystem holistically, Innovation Learning can join with each school as a Connected Learning Partner and provide researchbased, STEM education that is fun, easy to implement and helps your students succeed academically.

Our mission and vision is to support each school by providing before and after school programs that increase academic outcomes, especially in the areas of STEM. Innovation Learning was created by elementary and middle school educators that spent decades in the classroom, developing and coordinating schools and programs, supervising teachers and implementing before and after school programs in schools across the country. We believe deeply in leveraging our expertise and proven framework to provide a program that students love and your community is proud of.

BENEFITS OF INNOVATION LEARNING

Student & Family Benefits: Student-Centered Programming

Based upon surveys conducted by both San Francisco State University and the Afterschool Alliance, parents rate academic support, homework help and STEM activities high on their list of expectations for after school programs. Additionally, eight in 10 parents agree that after school programs should provide a fun experience for children; 71 percent agree that after school programs should help children develop workforce skills such as teamwork, leadership, and critical thinking; and 71 percent of parents also agree that after school programs should provide learning activities that are not offered during the regular school day. Based upon these priorities, Innovation Learning has developed a wellrounded program that provides:

- A STEM-based curriculum that allows students to pursue their interests while seeing how those interests are connected to the work they are doing during the school day;
- A Project Based Learning (PBL) approach using the Buck Institute's Gold Standard to improve problemsolving and collaboration skills, and students' attitudes towards learning;
- Access to caring adults who serve as coaches and facilitators of inquiry and reflection, and do so in a teacher-to-student ratio that exceeds what a student experiences during the school day;
- Choices for children to approach the curriculum, the activities that they engage in, the way they interact and the things that they create (as part of the PBL process) in their own way.
- A curriculum that incorporates high-interest activities in science, engineering, and math;
- Academic support and homework assistance provided by licensed educators who check homework for accuracy and provide guidance when difficulty is encountered;
- A curriculum that incorporates play and leverages it to foster creativity, collaboration and creative thinking;

- Skills-based instruction with a deliberate focus on teaching 21st Century Skills such as communication, collaboration, creativity, and critical thinking;
- Students (usually, but not always) have the ability to work in pairs or groups.

We are confident that the benefits of providing numerous proven, research-based strategies will show in your students' performance. As part of our program we provide regular reporting and incorporate several evaluation tools to show our effectiveness in achieving our intended outcomes.

Additional Benefits – Safety, Convenience & Affordability

Our many years providing before and after school programs, coupled with our own experiences as parents have taught us that parents expect safety, convenience and affordability as elements to any good program. At Innovation Learning we raise those standards and leverage technology to offer:

- Programs that are licensed by the Department of Human Services
- Student-to-staff ratios that exceed licensing standards
- Digital, automated registration and enrollment
- Unique PINs to give families piece of mind as they sign their child out each day
- Secure, digital payment processing so staff never have to handle or manage money
- Flexible scheduling so parents can control costs and only pay for the programs their child attends
- Acceptance of CCAP/vouchers (for parents who qualify) and guidance for parents seeking to obtain such vouchers.
- Safe staffing through background checks, and CPR and First Aid certification trainings

HIGHLINE ACADEMY PROGRAM



HIGH POINT ACADEMY PROGRAM OVERVIEW

RESEARCH-BASED CURRICULUM

Our curriculum is designed around the idea that students should be active participants and experience increased control of their own learning. We offer a flexible format so students can make choices about what and how they learn during their before and after school program. Couple this with the training we provide to our staff, teaching them to act as learning facilitators, better positions Innovation Learning students for success. Over decades as career educators, we have crafted the ideal framework that marries structured, research-based and skill-building methods with adaptable, creative frameworks that allow children to become innovators.

*A 2013 national survey, **What Parents Want: Education Preferences and Trade-Offs** by the Thomas Fordham Institute found that K-12 parents seek – strong reading and math programs, the opportunity to learn STEM (science technology, engineering and math) skills, and an environment where students develop critical thinking and communication skills. Additionally, a 2015 study by the Education Research Alliance of New Orleans called **What Schools Do Families Want (And Why)?** found that parents there choose schools frequently for proximity to extra-curricular activities. Innovation Learning was created with these needs and desires of parents in mind.*

The following components will be offered as part of the proposed High Point Academy Program.

BEFORE AND AFTER SCHOOL PROGRAM COMPONENTS

Enrichment. Families do not want their children to miss out simply because both parents work. Innovation Learning works with each school to leverage national and local partnerships to create tailor-made enrichment programs that will support the needs of the individual school community. Examples of the enrichment activities we provide, include soccer skill-building, band, orchestra, piano, drama, robotics, yoga, Mandarin Chinese, coding, chemistry lab, TSA (Technology Student Association) and martial arts to name a few.

Academics/Guided Homework Support. Innovation Learning Academics is not a “homework hour” or “homework club,” rather, we know that before and after school time can be a crucial opportunity to ensure children understand their schoolwork. Children today are learning far differently than when we were kids, and parents are not always able to assist their child when they hit bumps in the road. This new reality has prompted Innovation Learning to use professional and/ or licensed teachers as part of our Homework Support program to provide the expertise to help students understand schoolwork as they progress in school.

The Daily SWITCH (Successfully Working to Innovate, Think, Create & Help). Our SWITCH period is an important component in our efforts to build 21st Century Skills among our students. We firmly believe in the Responsive Classroom

approach to teaching which emphasizes academic, social, and emotional growth is strong school community. We believe how children learn is as important as what they learn, and that academic success is inextricably tied to building social-emotional competencies. Our SWITCH period uses Responsive Classroom design to build community through fun and exciting role plays, group games and skill building activities.

Innovation Stations. Innovation stations represent the STEM based portion of the Innovation Learning day. Each station leverages Project Based Learning (PBL). According to the Buck institute:

Project Based Learning is a teaching method in which students gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging and complex question, problem, or challenge.

Students who are engaged in this process take ownership of their learning by working in groups of 3-5 to solve exciting challenges while teachers serve as facilitators to help them through the process. During the Innovation Station period, students have an opportunity to choose from three STEAM-based problems to solve, and at the end of each week, students present their challenge product to their peers

Innovation Stations are a powerful learning framework for many reasons. Presentation of a solution to a problem or answer to a driving question adds greatly to PBL's motivating power and encourages high-quality work. Second, by creating a product, students make what they have learned tangible and thus, when shared publicly, discussible. Instead of only being a private exchange between an individual student or group and teacher, the social dimension of learning becomes more important. This has an impact on classroom and school culture, helping to create a "learning community" where students and teachers discuss what is being learned, how it is learned, what are acceptable standards of performance, and how student performance can be made better. Finally, making a student's work public is an

[INNOVATION LEARNING](#) • [HIGH POINT ACADEMY FAMILY HANDBOOK](#) • [PROGRAM OVERVIEW](#) • 6
effective way to communicate with parents, community members, and the wider world about what Innovation Learning is doing for students.

Discovery Period. This period is based on the research of Dr. Peter Gray and Dr. David Elkind; who has shown that play is critical to the development of vital skills essential to fostering the traits inherent in innovators. We offer opportunities for

daily, vigorous outdoor play, team building and discovery activities essential to engage student's mind and body, while developing skills that will help them to succeed both in school and beyond.

The Discovery Period at Innovation Learning is a time where children can be physically active while still focusing on the characteristics rooted in innovation: Collaboration, Curiosity, Communication and Creative Problem Solving. The Discovery period consists of four weekly components: Teambuilding, Innovating Sport, Fun Fitness, and TINKER Time.

- **Teambuilding:** This learning opportunity based on team building consists of two parts for each challenge or activity, (1) Challenge Activity (20-25 min) and then (2) Debrief (5-10 min.). Students have the opportunity to select from among three possible challenges. Teachers facilitate the team building, but students do the work of solving the challenge within their group. Finally, they collaborate with their group to develop ways in which to present their ideas to their peers.
- **Innovating Sports:** This activity helps students use a creative process to adapt and create new versions of their favorite games. Just like the innovators who added dribbling, a shot clock and a three-point line to basketball, these students will learn innovative thinking through gaming and sports concepts.
- **TINKER Time:** This hour per week activity is created to mirror the educational concept of "20-Time" and encourage students to work on and explore a topic of their choice. This idea first caught fire when Google asked its employees to spend 20 percent of their time at Google to work on a pet project – one that their job description didn't cover. As a result of the 20% Project at Google, we now have innovative products like Gmail, AdSense, Google News, and (our favorite) the Google Teacher Academy.
- **Fun Fitness:** All morning programs include a fun fitness period that incorporates the SPARK (Sports, Play and Active Recreation for Kids) curriculum. SPARK was developed by researchers at the San Diego State University to promote life-long healthy habits in children. The curriculum represents an invaluable resource for providing numerous opportunities to engage in physical fitness, while developing important 21st Century Skills such as communication, collaboration, creativity and critical thinking. Ratey and Hagerman (2008), found that students in Naperville, Illinois exhibited a high correlation between regular exercises performed as part of the SPARK curriculum and overall

academic achievement. Specifically, children that participated in SPARK showed improvement on measures of cognitive, behavioral and academic performance (Coe, et. al, 2006; Hillman et al., 2005; Ratey & Hagerman, 2008).

The goals for children participating in our SPARKinspired Fun Fitness period are to:

- Enjoy and seek out physical activity
- Develop a variety of basic movement and manipulative skills so they will experience success and feel comfortable during present and future physical activity pursuits
- Develop and maintain acceptable levels of physical fitness
- Develop the ability to get along with others in movement environments (e.g. shared space and equipment, employ the “golden rule” of competition – to be a good sport, and demonstrate cooperative behavior).

PUTTING THE “A” IN STEAM FOR HIGH POINT ACADEMY

We know and appreciate the importance the arts can play in promoting academic achievement. Numerous studies have shown a positive correlation between the number of years that students engage in art instruction and overall academic achievement (Ruppert, 2006). Unfortunately, since 2001 and the implementation of NCLB, as the amount of instructional time devoted to reading, writing and math has increased, time

[INNOVATION LEARNING • BROMLEY EAST CHARTER SCHOOL](#) [FAMILY HANDBOOK • PROGRAM OVERVIEW • 7](#)
dedicated to the arts has declined (Metla, 2015). The irony is that most parents view the arts as an essential part of their child’s education. A recent Harris Poll found that 93% of participants agreed that the arts are vital to providing a well-rounded education for children and 86% agree an arts education encourages and assists in the improvement of a child’s attitudes towards school.

Art is essential to the innovative process and Innovation Learning infuses the visual arts in to our curriculum. As part of our innovation station curriculum, students engage in challenges that incorporate artistic design and technique.

BEFORE SCHOOL PROGRAM

Innovation Learning provides both a morning and an afternoon program at High Point Academy . The period leading up to school is typically shorter than the after school time and we offer a different curriculum in the morning than in the afternoon. However, same staff that works in our after school program typically also works in the morning program. This

means that it is likely that your child has access to a licensed teacher during both the before school period.

Before school is similar to the after school in that both programs offer an academic support period. The morning offering ensure that all children (regardless of whether they attended Innovation Learning the afternoon prior) have completed their assignments accurately and completely. Our teachers check student planners and confirm that assignments have been completed, offering help where there is evidence that help is needed. Students also participate in TINKER Time and Fun Fitness. The latter is based upon research that indicates that students who engage in physical fitness in the morning perform better during the first three hours of the school day than those students that do not engage in exercise in the morning

PROGRAM VARIATIONS

EARLY RELEASE DAYS

Innovation Learning is available to any pre-registered student on early release days. Early release days will be indicated on the online scheduling system, as well as on the yearly calendar and will be coordinated between the school and Innovation Learning. There is an additional cost for all early release days (as there are more hours in the program day). Please contact us at 1-866-239-

3661 or find additional information on the Parent Portal.

HOLIDAY & FULL DAY PROGRAMMING

Some Innovation Learning locations offer full day programming on the days when regular school is not in session. These days include some holidays, school vacations and teacher work and conference days. To find out whether or not your school will be open during a holiday, vacation or teacher conference day you can access the Parent Portal and our on-line calendar. Parents will also be notified via email when programs are offered on Vacation Days. Each site will need to have a minimum number of participants enrolled to warrant being open on the Vacation Day. This decision will be made one week prior to the vacation day based on enrollment numbers.

The full day schedule will differ slightly from the regular after school schedule but like the regular program will be structured with scheduled activities throughout the day. Depending upon your program there may be field trips during these days. You can expect to receive advanced notice regarding any trips that are

planned and you will also have the opportunity to offer permission and/or to opt out of any trips that are scheduled. Flyers and emails will be sent regarding full day programming, if you have further question, please contact your Site Coordinator.

SUMMER PROGRAM (Not offered at all sites)

Our summer program is built around our mission to keep the students engaged, active and thinking throughout the summer months. We vary in location, however, that mission remains the same. Each week of the summer focuses on a different weekly theme and includes STEAM activities. Weekly themes culminate in projects, presentations and/or field trips. Student are offered two snacks a day. Parents are asked to provide a lunch for their children daily. On special occasions Innovation Learning will bring in lunch for students. Your child will always have access to water on site but we encourage parents to provide their child with a water bottles from home so students can have water with them at all times.

Innovation Learning values cleanliness and students are required to wash their hands before eating and the employee on site will sanitize the tables. Additionally, we sterilize all equipment and materials utilizing a bleach water solution.

For an off-site day, such as beach days and field trips Innovation Learning will begin travel no earlier then 9:00 am and will return no later then 3:30 pm. Parents are required to sign and return permission slips for each field trip. Permission slips are given to parents at the beginning of the week and must be signed and returned prior to being permitted to attend the field trip. Students may also go to local parks, swimming pools and beaches in the surrounding areas. Parents are required to sign a blanket field trip permission form for these outings. All off-site trips will be included in the tuition. Students are provided a camp t-shirt and are required to wear this shirt on all field trips.

HIGH POINT ACADEMY SCHEDULE

Below you will find a sample High Point Academy program schedule. The actual schedule will be developed in conjunction with school administration, our director of curriculum and our operations officer.

HOURS OF OPERATION

The proposed before school program will operate daily from 6:30 am until 7:30 am and after school from the end of school at 3:30 pm until 6:00 pm. The program will launch on the first day of school, August 13, 2018. The program will be located at the High Point Academy campus located at 2170 South Dahlia St., Denver, CO 80222.

AM SAMPLE WEEKLY SCHEDULE - K-8 STUDENTS					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:30 - 7:00 am	Attendance and Check In Academic Support – Homework Help (Students can remain in Academic Support as long as they need to) Students who finish earlier can use the morning for TINKER Time				
7:00 - 7:20 am	Fun Fitness				
7:20 - 7:30 am	The Daily SWITCH				
7:30 am	Clean Up and Report to School				
	K-2 GRADE - PM SAMPLE WEEKLY SCHEDULE				

	MONDAY	TUESDAY	THURSDAY	FRIDAY
3:30 - 4:30 pm	Enrichment Opportunities (Music, Karate, Science, Language Classes, Band/Music, etc.)			
3:30 - 3:45 pm	The Daily SWITCH - Start of PM Program Check-in/Attendance/Snack and Responsive Classroom			
3:45 - 4:00 pm	Teambuilding			
4:00 - 4:30 pm	Homework Help/Reading Time (Students who finish with their homework early may participate in TINKER Time or do quiet reading)			
4:30 - 5:00 pm	Discovery Play			
	Innovating Games & Sports			Innovation Station Challenge
5:00 - 5:15 pm	Bathroom and Water Break			
5:15 - 5:40 pm	Fun Fitness			
5:40 - 6:00 pm	TINKER Time/Program Clean Up			
6:00 pm	End of Program			

INNOVATION LEARNING • BROMLEY EAST CHARTER SCHOOL FAMILY HANDBOOK • SCHEDULE • 9

3-5 GRADE - PM SAMPLE WEEKLY SCHEDULE				
	MONDAY	TUESDAY	THURSDAY	FRIDAY
3:30 - 4:30 pm	Enrichment Opportunities (Music, Karate, Science, Language Classes, Band/Music, etc.)			
3:30 - 3:45 pm	The Daily SWITCH - Start of PM Program Check-in/Attendance/Snack and Responsive Classroom			
3:45 - 4:30 pm	Homework Help/Reading Time (Students who finish with their homework early may participate in TINKER Time or do quiet reading)			
4:30 - 4:50 pm	Teambuilding			
4:50 - 5:15 pm	Discovery Play			
	Innovating Games & Sports			Innovation Station Challenge
5:15 - 5:30 pm	Fun Fitness			
5:30 - 6:00 pm	TINKER Time/Program Clean Up			
5:50 - 6:00 pm	Clean Up/End of Program			
6-8 GRADE - PM SAMPLE WEEKLY SCHEDULE				
	MONDAY	TUESDAY	THURSDAY	FRIDAY
3:30 - 4:30 pm	Enrichment Opportunities (Music, Karate, Science, Language Classes, Band/Music, etc.)			

3:30 - 3:45 pm	The Daily SWITCH - Start of PM Program Check-in/Attendance/Snack and Responsive Classroom
3:45 - 4:00 pm	Daily Team Challenge
4:00 - 5:00 pm	Homework Help/Reading Time (Students who finish with their homework early may participate in TINKER Time or do quiet reading)
5:00 - 5:30 pm	Fun Fitness
5:30 - 5:50 pm	TINKER Time/Innovation Challenges
5:50 - 6:00 pm	Clean Up/End of Program

INNOVATION LEARNING • HIGH POINT ACADEMY FAMILY HANDBOOK • SCHEDULE • 10

K-2 GRADE - EARLY DISMISSAL WEDNESDAY	
2:10 - 2:30 pm	The Daily SWITCH Check-in/Attendance/Snack Start of PM Program
2:30 - 3:00 pm	All Student Community Building Activity
3:00 - 3:30 pm	Discovery Play Innovating Game & Sports
3:30 - 3:45 pm	Bathroom & Water Break
3:45 - 4:15 pm	Academic Support/Reading Time
4:15 - 4:45 pm	Innovation Stations
4:45 - 5:10 pm	Fun Fitness
5:15 - 5:50 pm	TINKER Time
6:00 pm	End of Program

3-5 GRADE - EARLY DISMISSAL WEDNESDAY	
2:10 - 2:30 pm	The Daily SWITCH Check-in/Attendance/Snack Start of PM Program
2:30 - 3:00 pm	All Student Community Building Activity
3:00 - 3:30 pm	Fun Fitness
3:30 - 4:15 pm	Academic Support Students who finish earlier can use the remaining period for Independent Reading
4:15 - 4:45 pm	Discovery Play Innovating Game & Sports
4:45 - 5:30 pm	Innovation Stations
5:30 - 5:50pm	TINKER Time
6:00 pm	End of Program

6-8 GRADE - EARLY DISMISSAL WEDNESDAY	
2:10 - 2:30 pm	The Daily SWITCH Check-in/Attendance/Snack Start of PM Program
2:30 - 3:00 pm	All Student Community Building Activity
3:00 - 4:00 pm	Academic Support Students who finish earlier can use the remaining period for Independent Reading
4:00 - 5:00 pm	Innovation Stations
5:00 - 5:30 pm	Fun Fitness
5:30 - 5:50pm	TINKER Time



PROGRAM POLICIES

REGISTRATION/ENROLLMENT POLICY PROCEDURE

All children attending the Innovation Learning program must be registered. Prior to enrolling Innovation Learning staff offer an orientation to both the family and child. We invite all parents and students to visit the program prior to the child attending for the first time.

Innovation Learning does not discriminate on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation or disability in its admissions, services to families, education policies, financial assistance, or otherwise in its operation or management.

Registrations are accepted throughout the school year. There is a non-refundable application fee before the registration can be processed. To register their child parents go online to www.innovationlearning.com and :

1. Click on the Enroll/Log In button in the upper right hand corner
2. Select "New Families".
3. This system will then guide you through the various steps of registration.

It should be noted that there are no contracts and there is no obligation beyond the days registered for. However, for children to attend the program it is essential that the registration process is complete. Registration is essential because it provides

Innovation Learning with information vital to the safety of the children in our care Once a child's registration has been approved you will be sent, via email, a PIN and User ID. This is the login information used to access our Parent Portal.

Our on-line system, Cirrus enables parents to select the days that they would like their children to attend and pay for those days accordingly, providing the ultimate in flexibility. Through our system we offer parents the ability to enroll in as many or as few days as needed without penalty. Parents do not pay more and are not penalized because they enroll in fewer days. The result is that they can control costs by only paying for the days that their child attends the program.

When parents initially enroll they set their Personal Login information and password. Parents are able to select the days they would like their child to attend when they initially enroll. Any changes made to a child's days after registration has been approved is made through the Parent Portal by clicking on the "Registration" tile. Innovation Learning discourages last minute enrollment and cannot accept student prior to 24 hours before the program day. Parents must enroll their child for a particular week by Thursday of the upcoming week in order to avoid "drop-in" charges. The need to enroll prior to the start of the new week is a crucial safety measure that enables us to adequately ensure that all paper work has been completed, we are aware that your child is attending and we are adequately prepared to receive them.

Access to the Parent Portal is available by going to www.innovationlearning.com

and finding the desired school on the "Locations" tab. Clicking on the school location takes parents to

their school’s page where they can click on “Register/ Login” where they will have a choice to click the “New Family” or the “Returning Family” button. As a “returning family,” parents are directed to our Parent Portal, where they can manage their child’s account, make payments, sign up for Vacation Days, register as a Drop-In or make any additional changes to their accounts.

Cirrus allows parents to make special requests which are viewed by the Site Coordinator prior to their child entering the program. Parents are encouraged to detail any limitations or special needs during the online enrollment process so that our staff can be fully prepared for their child’s arrival.

Innovation Learning does not offer refunds for missed sessions or partial day attendance. Parents can cancel a day, by contacting the main office at 866-239-3661 x1, 24 hours prior.

FINANCIAL AGREEMENT

Registering with Innovation Learning is a contract for use of this extended learning program for specific days and weeks. The registrant (the parent/guardian who signs the form, whether paper or digitally) is legally responsible for the cost, regardless of whether or not the child attends. There is no credit given for absences, vacations, or holidays. The registrant is responsible for payment of all days and weeks indicated at the time of registration or subsequently added.

The registrant agrees to be responsible for all costs incurred with collecting debts more than 30 days past due, including but not limited to, fees for late payments, returned payments, uncollected payments, court costs, interest, and attorneys’ fees.

[INNOVATION LEARNING](#) • [HIGH POINT ACADEMY FAMILY HANDBOOK](#) • [PROGRAM POLICIES](#) • 13

Any changes to the permanent schedule selected at registration must be changed by contacting Customer Service the Monday prior to the week it is to take effect.

BILLING PROCEDURE

Innovation Learning keeps administrative costs low, choosing instead to put our resources in to hiring professional teachers. We believe it is exceedingly more important for us to concentrate all of our efforts and resources on our students in an effort to create an experience that they will support academic and social emotional growth. For this purpose, we have implemented a computer based payment system called Day Care Works. This system allows us to process debit and credit cards with efficiency.

Innovation Learning also follows a paperless process that like our billing system aims to keep the cost of programming as low as possible for parents while providing an exemplary program for our students. We provide billing receipts and tax documents only by electronic means by logging in to the parent Portal. For your safety and the safety of our students, no money ever exchanges hands on-site. Parents can access every aspect their account online.

Payment will automatically be deducted each Friday prior to the first day of attendance each week through the Auto-Pay system. Any payments not collected on this day will be issued a \$25.00 late fee.

All families are required to have a valid method of payment (credit/debit card) entered into our Auto-Pay system. Any family unable to meet this request must contact our Customer Service, and alternative payment arrangements may be made. Invalid method or payment or violation of payment arrangements accounting for an outstanding balance will be charged \$25 late fee per week of outstanding balance. If balance is not paid or approved payment arrangements not made with Customer Service, the registered child will be removed from the program.

In the event the child shows up to the program after being dismissed, he/she will be escorted to the school office where the school staff will notify the parent/ guardian to come pick up the child. In order for the child to return to the program, the registrant will be required to pay the outstanding balance in addition to having a valid method of payment entered into our system, and/ or approved payment arrangements with our Customer Service Department.

COSTS AND FEES

Innovation Learning offers programs with comparable rates to nearby school-based after school programs. Each Innovation Learning site serves students and families on public assistance programs. Scholarships are available for families who qualify for the national free and reduced lunch program but do not have sufficient income to pay for services and do not qualify for the states voucher program. Information can be obtained by contacting our customer service line at 866-239-3661 x1.

INNOVATION LEARNING TUITION RATES HIGH POINT ACADEMY		
	DAILY RATE	MONTHLY RATE

Before School (6:30 am - 7:30 am)	\$4.95	\$79.95
After School (3:30 pm - 6:00 pm)	\$11.75	\$219.00 (includes Early Dismissal)
Before and After School (With early dismissal)	\$16.70	\$259.00
Early Dismissal Wednesdays (11:30 am - 6:00 pm)	\$17.95	
Drop – In (+daily tuition)	\$3.00	
Registration Fees Per Family	\$49.00	

Consistent with many nearby before and after-school and child care programs, parents will be charged for certain holidays if they fall on regularly scheduled days for the families. The four holidays that payments are collected are: Labor Day, Thanksgiving, Christmas and Memorial Day.

These fees collected allow Innovation Learning to provide a well-deserved holiday pay to our part-time Site Coordinators.

[INNOVATION LEARNING](#) • [HIGH POINT ACADEMY FAMILY HANDBOOK](#) • [PROGRAM POLICIES](#) • 14

DROP IN OPTION

Innovation Learning is available on an occasional basis for “drop-in” students. A drop-in is defined as a student who has not been previously scheduled to attend the program. Parents must have completed the online registration prior if they would like to “drop” their child in to the program. If the child has not been scheduled to attend at least 24 hours in advance there is a \$3.00 additional tuition fee per day to use this service.

Parents can utilize the “drop-in” option by selecting the “Attendance” button in the Parent Portal. A parent managed calendar will open allowing parents to select the dates they would like to use. Parents can schedule one day or many days and only pay for what they use. We ask parents to schedule at least 24 hours in advance if possible and encourage them to use the “drop-in” option minimally.

SAFETY AND SUPERVISION OF CHILDREN

We pride ourselves on our low staff to student ratios, which provides us with the ability to ensure that children are always safe and well supervised. Staff are expected to continuously circulate around a room so that they are ready to respond to the needs of our students. They are trained to remain in close

proximity and it is our policy to never leave students unattended. Our policy also dictates that students are never left in the care of a peer. Students are sent to the bathroom one at a time to ensure that students remain supervised and all of our staff carries 2-Way radios so they can communicate should an emergency situation occur

HIRING OUR STAFF

Safety is of the utmost importance for us at Innovation Learning, it is essential and central to our philosophy that children feel safe and secure in our care. Only when children feel safe are we able to focus on creating “innovators of the future.”

All Innovation Learning staff must demonstrate an interest in and knowledge of children and concern for their proper care and well-being. All staff that work with children must pass a rigorous background check and evaluation to ensure that they are “fit” to work with children. We also require up to date physicals to ensure staff are free from illness and evidence of conduct that would endanger the health, safety, or well-being of children.

Innovation Learning’s staffing structure is uniquely designed to ensure effective management and communication for each school. Each of our site-level teams is comprised of at least one licensed elementary or middle school teacher who provides academic support and instruction and one Site Coordinator who oversees the operating of the Innovation Learning model and works with staff to ensure that our programs meet all licensing standards. The Site Coordinator also communicates with building leadership on a regular basis to ensure that we are supporting the mission and vision of the schools that we work with. The result is that Innovation Learning often exceeds licensing standards, with our programs never exceeding a 1:15 ratio of staff to students. This not only ensures that all children are safe it also ensures that they receive the attention that they need and deserve.

We do not hire any staff that has been convicted of a crime (outside of traffic violations), which is evidenced by a background check and fingerprinting. Innovation Learning is staunch in our efforts to hire only those teachers that can serve as role models to our children.

ATTENDANCE - PICK UP/DROP OFF

When dropping their child off in the morning, parents must walk their child into the classroom making sure the teacher acknowledges them. Children are not permitted to be dropped off at the program before the program start time. If students are found to be without supervision at drop off we may have no other recourse then to contact the local authorities to ensure that all children are safe and supervised.

At the end of the day, parents are required to sign their child out using their individual PIN number assigned to them at enrollment. We also ask that they acknowledge the teacher to ensure we are aware that they are picking up their child.

INNOVATION LEARNING • HIGH POINT ACADEMY SCHOOL FAMILY HANDBOOK • PROGRAM POLICIES • 15

Attendance is conducted throughout the program as each child enters and leaves utilizing our electronic sign in/sign out system. Our staff carries an iPad for this purpose. Unless otherwise indicated on the enrollment forms or transportation plan, students are not allowed to leave the program without a parent or designated person signing them out.

Innovation Learning staff reserves the right to stop a child from leaving the premises with a person that is not on the approved list and/or that does not have their PIN at time of pick-up. If a parent forgets their PIN, we require that they present a current ID that matches the master list kept on-site. We ask our staff to do everything in their power to keep the child on site without putting themselves and/or any of the other children in harms way. Should a child leave with an “unauthorized person” and/or a person that does not have a valid PIN then staff is instructed to first contact the authorities and then to contact the primary parent (before contacting other relatives).

Parents and/or guardians may update their approved pick up list by utilizing their secure login credential and logging in to the Parent Portal, or by calling Customer Service at 866-239-3661x1. If parents need assistance with their login information and/or their secure PIN they are encouraged to contact Customer Service.

TRANSPORTATION

We do not offer transportation to and from after school. When multiple schools within a school district utilize the same building, transportation to the Innovation Learning site will be provided by the district. In our in-school locations, students arrive to us from their classroom at the end of the day. When Innovation Learning schedules field trips transportation is provided by the school district or by another licensed bus services.

TRANSITIONS

All of our staff carries an iPad that contains emergency information, contact information and attendance for all children in the program. Additionally, our Site Coordinator's also have a master list in paper form. This ensures that we know where all children are at all times and that we have crucial information regarding each child in the case of emergency.

Each staff member has access to know which children are assigned to throughout the program on their iPad.

Additionally, they can see which children have been signed out of the program. As children move between locations within the program staff performs a head count both before, during and after each transition. Our staff is trained to look at each child when they take the count in order to ensure that each child is physically present at the time of each count. Each count is documented on a transition log that is compiled as part of every transition.

ABSENCES

We ask that parents notify us if their child is going to be absent on a day that their child was scheduled to attend the program. They can do so by contacting Innovation Learning Staff, either at the school, or by contacting Customer Service via email or by phone. While we work closely with our partner schools to obtain information prior to the start of each program day, we don't always receive information in “real time” which makes it essential that parents contact us when their child is going to be absent. Even though our Site Coordinators are trained to check with the school office for students who may have gone home sick, parents are always the best source of information.

If a child who is scheduled to be in the program does not arrive in the program it is our policy to do the following:

1. The Site Coordinator contacts the school's main office to confirm that the child is not in a classroom and/or another part of the school.
2. After receiving confirmation that the child is not in the school building the Site Coordinator calls the parent using any and all numbers listed for them in their child's file. This includes emergency contacts.
3. If the Site Coordinator cannot reach any of the listed contacts they are instructed to contact the school and/or

authorities to inform them that the child has not arrived to the program

LATE ARRIVAL/PICK UP

All children who arrive late to the program are asked to go to the check-in area so they can inform their Site Coordinator of

their arrival and be checked in. While all of our staff has the ability to check children in to our electronic system via their iPad, it is our policy that site coordinators touch based with students who arrive

For parents who are late in picking up your child, we ask that they either contact Innovation Learning staff at their child's program or call our Customer Service number to notify us. Staff will not leave the school premises until the last child has been picked up at the end of the day.

If we do not hear from a parent or guardian and they are late in picking up, the Site Coordinator begins making calls 10 minutes after the program has concluded. The Site Coordinator makes subsequent calls to parents every 10 minutes thereafter. If they have not heard from parents 20 minutes after the program's conclusion the Site Coordinator calls the emergency contacts. If no contact has been made 45 minutes after the conclusion of the program then Innovation Learning staff reserves the right to contact the Police. In this instance we will follow the directions of the local authorities when continuing to work through the situation.

Parents are charged a \$1/minute fee after the Innovation Learning closing time (6:00 pm). Families that demonstrate excessive tardiness in the program are subject to dismissal from the program.

MISSING CHILD PROTOCOL

In the case of a lost child, the immediate site supervisor will be immediately notified. They will immediately recheck the area where the child was last seen. Instructors will gather all other students in program together. Attendance will be taken again with all students together. Sign in/sign out records will be checked for missing child. If student is not found in area last seen, Site Coordinator will request the assistance of school administrators and/or custodial department and search the school, starting with the areas closest to the program. If the child is not located, we will call 911 and notify the family immediately.

VISITORS

Innovation Learning practices an "open door policy" which means that a person that specifically listed as a parent, guardian or pick up person (on the child's enrollment form), may visit the program at any time.

Perspective tours may be given to families who are interested in enrolling their child. All such tours must be scheduled at least 24 hours in advance. All other visitors must submit prior notification to include the reason for their visit to either the Site Coordinator or by contacting our Customer Service line. Innovation Learning will provide all such permission in writing. All visitors must sign in at the time that they enter in to the program. Visitors who are not parents, guardians or pick up persons, licensing personnel or school personnel who plan on attending the program on more than one occasion (such as volunteers) require a background check.

Anyone interested in volunteering must contact the Site Coordinator for information to include the application and the application process.

AIDES/SUBSTITUTES/VOLUNTEERS

All adults working within the classroom undergo both an approved background and fingerprint evaluation/check. We also make sure to adhere to all licensing standards by ensuring that our staff participate in all applicable training. Staff also participates in orientation and curriculum training. All sites have a licensed elementary or middle school qualified teacher on-site as well as an individual who holds the necessary requirements to supervise the program.

Innovation Learning also utilizes aides, substitutes and/ or volunteers who under direct supervision of our site coordinators and teachers participate in activities, lunch and snack periods, bathroom breaks and rest periods to help facilitate the program.

PERSONAL BELONGINGS (INCLUDING MONEY)

Children must keep their belongings in a backpack or book bag that is clearly labeled. Jackets may be kept in a designated location which is allocated for personal belongings. Innovation Learning will do everything possible to ensure that children remember their belongings and to ensure that belongings are kept in a safe and secure location. However, we are not responsible for lost or stolen belongings.

Innovation Learning is a cashless environment in as much as all transactions take place on line. We feel strongly that this policy is important to maintaining a safe, secure environment for our children. However in the rare instance where money is necessary or if children have it with them for a school related reason then we ask that they keep it on their person to reduce the opportunity of theft.

Innovation Learning follows the same policy as each of our school partners when it comes to cell phone and electronic device use. When working with schools that have an open policy we allow electronic devices in accordance with such policy. For schools that are not open, we restrict phone use in accordance

SCHOOL PROPERTY

Many of our programs are held on site in the safe confines of your child's elementary or middle school. We take a great deal of pride in our program, your child's school and your school community and do everything in our power to take good care of our surroundings. Please note that any physical damage caused

to the school by your child regardless of whether it is intentional (for example, a broken window), is the family's responsibility and it is possible that you could be billed for any repairs that are made as a result..

INTERNET/TELEVISION/VIDEO

Innovation Learning allows Internet usage and typically will utilize the same network as that found in the school building. Regardless, we always utilize a firewall that guards against children entering sites that are not age appropriate, have explicit language or topics. As an academic program, we encourage our students to use the Internet for homework completion and research related purposes as part of our Innovation Stations.

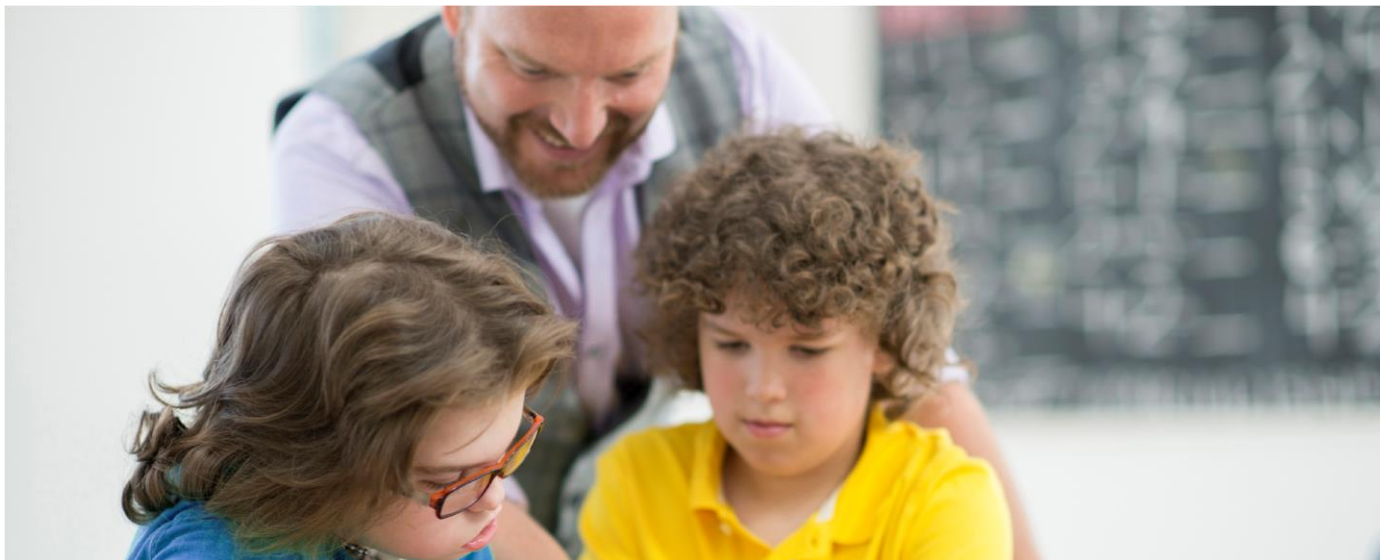
Our Director of Curriculum reviews all games and software used on the computer, prior to use. Television viewing is only allowed occasionally and only in support of our academic content and curriculum. All movies shown should have educational merit and parents will be notified in advance of any content that staff plan on showing. Parents will have ample opportunity to opt their child out.

PICTURES/VIDEOS TAKEN DURING PROGRAM HOURS

Occasionally Innovation Learning teachers will take pictures or record video of our programs for the purpose of staff portfolios, staff training and/or marketing purposes such as to inform other families about our programs. Parents are asked to provide permission for their child to be included in photos and videos and students are not included unless such permission has been provided. Parents that do not want their child to participate for whatever reason are encouraged to also notify their Site Coordinator (in writing) of their wishes.

SPECIAL ACTIVITIES

On occasion and especially during vacation day programming, we may plan special activities and field trips that occur outside our regular schedule and curriculum. When this occurs parents receive notification of such activities well in advance and also receive a permission slip that must be signed by the parent in order for their child to participate. No child will be permitted to attend an special activity without having a permission slip on file that has been signed by the parent/guardian.



STUDENT BEHAVIOR STRATEGY

Our philosophy allows the child to solve their own problems with caring adult guidance through redirection, which promotes respect, responsibility, and good decision making.

BEHAVIOR MANAGEMENT AND CHILD GUIDANCE

Innovation Learning's strategy is to guide and to teach children successful ways to behave in a variety of situations. Just as children learn and grow in their academic studies, the same holds true of their behavior. Our strategy promotes growth, development and learning while also and protecting the group/individuals that are in the program from psychological harm. Our teachers are trained to discipline children in a positive manner by adhering to a system of Positive Behavioral Supports for teaching children the skills that they need to exhibit self-control.

As part of their orientation, Innovation Learning teachers receive training in the development of behavioral supports that will encourage growth and learning. We work with our teachers to ensure that they are consistent with all children and that they view their efforts as working to teach social skills to children that might be at different levels in regard to their social and behavioral development.

For the safety and well-being of each child, Innovation Learning follows specific behavior guidelines and is ADA

children are being asked to engage in. Rules should be simple and understandable to each individual age group and all expectations and limitations should be clearly defined.

Teachers are encouraged to use a continuum of approaches that begins with the least aversive response possible. For example, if a child is not following classroom rules then the first response might be a look in the child's direction and the use of proximity control (which is simply the teacher positioning themselves closer to the student). Often times these simple strategies will be all a child needs to prompt them to follow the behavioral expectations set for the classroom. However, as important as it may be to respond to an inappropriate behavior, Innovation Learning teachers are also taught to reinforce positive behaviors as part of teaching the behaviors that are expected of each child in the after school environment.

This philosophy allows the child to solve their own problems with caring adult guidance through redirection, which promotes respect, responsibility, and good decision making. The key to our child guidance policy is first and foremost to ensure that teachers are looking

INNOVATION LEARNING • HIGH POINT ACADEMY FAMILY HANDBOOK • BEHAVIOR STRATEGY • 19
compliant. All of our teachers are encouraged to develop and post rules and natural consequences for the behaviors that

for the reasons why a particular behavior is occurring and what they can do (by implementing strategies) to encourage positive

behaviors while decreasing negative behaviors. For example, is there something that they can do to effect behavior in the classroom?

Below is a list of practices that Innovation Learning teachers are encouraged to use to avert negative behavior while encouraging the development of positive skills:

1. Logical consequences delivered with empathy
2. Collective thinking and problem solving
3. Shared control
4. Adult-child relationships that build mutual respect and self-esteem
5. Manage the environment (make sure that children are not spaced too close to one another during academics).
6. Prompting and pre-correction (practice the behavior that is going to be expected in a given environment)
7. Use Caring Gestures (hypodermic affection, e.g. a high five)
8. Hurdle Help (if a child is having difficulty in a situation the adult gives them just enough assistance so that they can get over the hurdle).
9. Redirection
10. Proximity (see above for example)
11. Planned Ignoring & Positive Attention
12. Directive Statements (The teacher in a firm voice (but not in a raised voice) directs the child to engage in a specific positive behavior.
13. Time Away (When children are upset or being stimulated by others children can often regain control and think through a situation if they are encouraged to separate themselves from the source of their upset).

If the negative behavior is persistent then teachers are encouraged to:

1. Log the child's behavior and track to look for patterns such as transition time, and/or certain times of the day when the behavior occurs to see if the causes of the behavior can be determined and alleviated.
2. Determine whether or not a current Behavior Support Plan

INNOVATION LEARNING • HIGH POINT ACADEMY FAMILY HANDBOOK • BEHAVIOR STRATEGY • 20
exists that is being used during the regular school day. If one

does exist then it might be appropriate to implement it during the after school time.

3. Gather ideas from other Teachers especially from the regular school day teacher for the purpose of generating possible solutions.
4. Work with parents, the child and with regular school day teachers to generate possible solutions and a written plan (if one does not exist). by implementing the following procedures:
 - a. Parent/guardian is verbally informed
 - b. Parent/guardian receives written documentation of incident
 - c. Parent/guardian conference occurs. School principal or guidance counselor may also be present. Parent/guardian may be warned of suspension or dismissal from program
 - d. Parent/guardian may be warned of suspension or dismissal from program only if there is agreement that the child presents a possible danger to self or others.

The following are strictly prohibited:

1. Spanking or other corporal punishment; subjecting children to cruel and severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks;
2. Depriving children of outdoor time, meals, snacks;
3. Force feeding children or otherwise making them eat against their will, or in any way using food as a consequence;
4. Disciplining a child for soiling, wetting or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet or using any other excessive practices for toileting;
5. Confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended amount of time in lieu of supervision;
6. Excessive time outs, time outs may not exceed one minute of each year of the child's age and must take place within an educator's view.

SUSPENSION/EXPULSION FROM PROGRAM

Innovation Learning adheres to a policy of inclusion and only after multiple accommodations have been attempted or in cases where it is clear that behavior is a danger to self or others can Innovation Learning's Site Coordinator appeal to the Area Director to initiate a longer term suspension. Suspensions will only be considered in situations where both the parents and Innovation Learning administration feels as if all other strategies have been exhausted or when permitting a student to remain in the program will lead to physical harm to the child and/or to peers. In instances of extreme misbehavior, Innovation Learning will still make every effort to keep the child within our program based on extensive communication with parents, school teachers and other staff members.

For issues such as when:

- Behavior threatens the safety and well being of the children and/or staff.
- Specific emotional/behavioral needs Innovation Learning cannot meet.
- Behavior that interferes with Innovation Learning's philosophy and goals.
- Parents non-compliance of center policies
- Late tuition payment.

For student related behavior, staff must document the situation and write an incident report. All incident reports must be shared with parents within 24 hours. Should the incident report involve a dangerous behavior (that includes physical harm) then the Site Coordinator has the option to suspend a child until a meeting with parents can be scheduled and strategies for working through such behaviors can be developed. Once a plan/strategies have been developed then the Site Coordinator meets with site staff to discuss how to implement. Immediately following this meeting (which must occur within 2 program days) the child is free to return. It is the obligation of Innovation Learning staff to follow the plan and to utilize the strategies that

staff and with the Operations Director when determining the best course of action.

Payment related issues are typically referred to our Customer Service Department who makes every effort to contact parents (via phone, email and in writing) to work with them to create a viable payment plan. Only after every effort has been made to no avail will Innovation Learning permit a child from attending the program.

DEVELOPING PLANS & STRATEGIES FOR DIFFICULT BEHAVIORS

When a child engages in behavior that can be viewed as a danger to self or others, our staff seeks to work with regular school day teachers and parents are invited to a meeting to discuss whether the behavior is specific to the before and after school period or it occurs in other settings. Our staff seeks to draw upon the experience of those that know the child best when attempting to develop plans that meet the needs of the child while also keeping all of the other children in the program safe. We make every effort to keep children in our programs and know that our chances of success increase exponentially when we include family members and school day teachers in the discussion. Area Directors are authorized to hire special education teachers and/or support staff for the purpose of fostering environments that meet the needs of all students.

Innovation Learning does reserve the right to suspend or expel students that represent a danger to themselves or others and despite the desire to include all students there may be times when it might be determine that the program does not represent an appropriate setting for a child. These instances are rare and in such cases Innovation Learning staff will assist parents in finding other options and/or additional supports. In the event that the Area Director or Site Coordinator has decided that a child will be expelled from Innovation Learning, the parents will first be informed by either telephone, in person or in writing by the Area Director or Site Coordinator. If any case that a child is leaving Innovation

Learning, the staff will prepare the child for their last day

INNOVATION LEARNING • HIGH POINT ACADEMY FAMILY HANDBOOK • BEHAVIOR STRATEGY • 21
have been put in to place.

For issues relating to parent behavior and/or payment related issues, the site coordinator is responsible for documenting and submitting the documentation to the Area Director for further evaluation. The Area Director will typically consult with site level

at Innovation Learning in a manner consistent with the child's ability to understand.

INCLUSIONAL BEHAVIORAL PLAN

It is likely that some children in the after school program may have learning, behavioral, physical disabilities or other special needs, such as ADHD, depression, oppositional disorder, autism etc. that may increase the likelihood that they become overly frustrated in certain academic and/or social situations. While diagnoses in and of themselves do not excuse students from behaving inappropriately during the After School program they do offer clues into the best ways to work with them as we attempt to teach them appropriate behaviors. Innovation Learning teachers are taught that some times the simplest solutions are the best solutions. Too often the natural tendency is to overreact to behavior when more subtle forms of intervention will do the trick. For example, simply acknowledging that a student may not want to do something (even though he/she has to comply) is a sufficient strategy when facilitating transition. Strategies such as proximity control (where a teacher moves in the direction of a student) or a simple glance is all that is required to redirect. Innovation Learning teaches these simple strategies as part of our mission to invoke positive behavioral techniques.

In situations where students with learning and/or behavioral disorders are attending our program it is recommended that our site coordinators request access to the child's IEP and/or Behavior Support Plan. Access to such documentation assists in staff's ability to work with the child. Innovation Learning asks parents for permission to access such documentation and to speak with the child's regular school day teacher. We request such permission as part of our registration paperwork with the understanding that it will not be shared with any person not associated with Innovation Learning and that we will follow all laws that pertain to confidentiality.

TRANSITION POLICY

At Innovation Learning, we believe strongly that "all children can learn." It is our policy to accept all students in to our programs

INNOVATION LEARNING • HIGH POINT ACADEMY FAMILY HANDBOOK • BEHAVIOR STRATEGY • 22

regardless of whether or not they have a disability. To help facilitate this goal we ask all parents for permission to access their child's academic record. Once a parent provides us with this permission (in writing) our staff gains access to it by contacting the

school district. All information obtained by our staff is utilized solely for the purpose of providing for the child's

academic needs and to ensure that we are catering the program to their strengths. Innovation Learning employees agree to follow all federal and state guidelines associated with the confidentiality of information and agree to abide by these rules and regulations as a condition of their employment.

No student will be excluded from our programs based upon the presence of ANY disability. We may however, exclude a child from the program based on concerns regarding safety. Should an evaluation of the academic record (to include Behavior Plans, Individual Education Plans and/or interviews with parents and teachers) warrant such a decision then parents will be notified in writing to include the reasons for staff concern.

While we will make every effort to include all students in our programs and our staff will make adaptations to the program accordingly, the safety of our students is a top priority and any likelihood that safety might be compromised is taken very seriously. Innovation Learning may make access to a child's records a condition of enrollment if staff believes that absence of access to such records could compromise the safety of a student and/or students in the program.

EVALUATIVE PERIOD

All students that attend the Innovation Learning Programs (regardless of whether or not they have a disability) go through a 15 program day evaluative period to determine their individual needs within the context of before school, after school and summertime programs. During this period, staff obtains and examines academic records, speaks with parents and teachers and observes students interacting in the program. Should behavioral concerns arise then Innovation Learning staff is instructed to collect data and supporting information for the purpose of determining the reasons behind the behavior as well as for developing strategies for successfully working with any negative behaviors that students may present. We utilize the philosophy of Positive Behavior Supports where teachers are

trained to work with children that exhibit negative behaviors in a positive, constructive and strength based approach. Innovation Learning teachers are trained in this methodology.

During the evaluative period should staff have a concern regarding safety resulting from the presence of negative behaviors then they are instructed to gather data and develop different strategies for the purpose of working through the

behaviors in question. As part of this process the Site Coordinator contacts the parents of the student(s) being evaluated in order to inform them of any concerns but more importantly to develop promising strategies for use in the program. Innovation Learning staff may construct a behavior plan specific to the before and after school environment or (more ideally) and/ or they may choose to “piggy back” on an already perexisting behavior program that exists within the context of the school day.

Innovation Learning reserves the right to suspend and/or expel students from the program based upon behavior that can be considered to constitute a danger. However, in order to suspend and/or expel a child from a program for longer than 3 days, the Site Coordinator must present evidence to support the fact that the child is in fact a danger. Additionally, they must also show that several strategies were utilized for the purpose of mitigating the behavior that is creating the threat.

BULLYING

Innovation Learning believes that all students have a right to a safe and healthy environment. We have an obligation to promote mutual respect, tolerance, and acceptance and proactively and deliberately teach these concepts as part of our program.

Innovation Learning will not tolerate behavior that infringes on

INNOVATION LEARNING • HIGH POINT ACADEMY FAMILY HANDBOOK • BEHAVIOR STRATEGY • 23

the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Innovation Learning expects students and/or staff to immediately report incidents of bullying to their Site Coordinator. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students in the program, while traveling to and from school or an Innovation Learning sponsored activity, whether on or off school grounds, and during a school-sponsored activity. In the case of the latter, Innovation Learning will report such alleged activity to school officials and will follow school district policy as it pertains to reporting. All incidents of alleged or observed bullying that involves students attending the school, regardless of time and location, will be communicated to both school officials and parents.

To ensure bullying does not occur at Innovation Learning, we provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each program’s capacity to maintain a safe and healthy environment

Our staff should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion from the program.

Because our obligation to our children stretches beyond the before and after school time, we feel a responsibility to hold students to a code of conduct and take action when any form of bullying becomes known to our staff. Each program will adopt such a Student Code of Conduct to be followed by every student while in our program, or when traveling to and from school or a school-sponsored activity, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the Site Coordinator or designee.
- Students can rely on staff to promptly investigate

and report each complaint of bullying in a thorough and confidential manner to parents and school administration who have a vested interest in the safety of the children regularly under their care.

- If the complainant, student, or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Area Director. Innovation Learning prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, school administration, students, and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the parent handbook and/or information packet, as part

of new student orientation, and as part of Innovation Learning's notification to parents.

- Innovation Learning will make reasonable efforts to keep a report of bullying and the results of investigation confidential to all but those who are responsible for the overall safety of students (during the before and after school time and during the school day).
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

CHILDREN'S RECORDS

As an academic program and in order to ensure the safety of all of the children in our programs, it is essential for us to collect records for each child. The rules for the handling of such records include the following :

- All information is confidential and may not be released without written consent from parents.
- Parents have access to their child's records at reasonable times.
- Parents may request a copy of their child's records without charge.
- Parents have the right to add information and have the right to request deletion of information from the record.
- Parents may request in writing to transfer a child's records to any other person or center after the child has left.

- Department of Education and Care has the right to access all files.
- The parent will be notified if a child's record is subpoenaed. Parents have access to a child's record no more than two days after request.
- There will be documentation indicating to whom information was released.
- The staff shall bring any special problems or significant developments to the parent(s) attention as soon as they arise.
- Unusual behavior procedures:
- A journal will be kept on a child if unusual behavior is observed;
- Any unusual behavior will be confidential between child's teacher, director and parents; and
- A private meeting will be set up to discuss any issues.

GUIDELINES FOR RESEARCH AND EXPERIMENTATION

From time to time Innovation Learning may collect data for the purpose of determining the efficacy of our programs. There will be written informed consent for each occurrence and/or general written consents when an observation is occurring. For all observations and/or data collection efforts, there will be no:

- Interaction between the child and the observer; • Identification of an individual child; and
- No physical harm to a child.



HEALTH CARE AND NUTRITION

The health and safety of each child and our staff is our highest priority. To ensure this is the case, our medical procedures adhere to the highest standards. Each site has an on-call nurse assigned, our staff is trained in first aide, CPR, and medication administration.

As part of the enrollment process, Innovation Learning asks parents to deliver a copy of their child's immunization record to the Innovation Learning Site Coordinator who is located at their child's school. We ask that they complete the authorization page as part of the enrollment process on-line within 24 hours of enrolling. Children may not attend our program until that authorization page has been received.

To help our staff give the best care possible, parents are required to complete forms listing all pertinent medical information during registration. This not only informs our staff of all medical needs but also provides us with the necessary permission for treating the children in our care in the event of an emergency.

If a child becomes ill or injured while in the program, they are evaluated by our staff prior to contacting the parent. In the instance where it is considered an emergency staff is instructed to ensure the child's safety prior to contacting 9-1-1 and then parents (in immediate succession). In the instance where the illness or injury is not considered an emergency, the Site Coordinator immediately contacts parents and if parents are unavailable and it is deemed necessary, our nurse consultant. The Site Coordinator is instructed to utilize their best judgment

in discerning whether the situation is an emergency and/or requires a nurse's consultation.

In all instances regarding illness and/or injury, our staff contacts the parents as soon as possible, first calling home then work or cell and then the family's emergency contacts if needed. In an emergency Innovation Learning staff is instructed to ensure the child's immediate safety prior to contacting emergency services and then parents

INSURANCE

Medical costs resulting from injuries incurred while attending Innovation Learning and requiring professional medical attention will be the responsibility of the parent/ guardian. Parents/guardians are the primary insurance holders.

ACCIDENTS

If a serious accident occurs, staff will immediately attempt to notify emergency services and then the child's parent/guardian. In the event parent/ guardian cannot be reached, a staff member will contact the child's emergency contact person. Staff, trained in CPR and first aid, will attend to the child's emergency needs until help arrives.

In an emergency, IL reserves the right to practice standard emergency procedures regardless of the child's religious background. This might include calling 911 and, based on the

assessment of the emergency medical technician, a trip to the nearest hospital.

ILLNESS

Any child who becomes ill while at Innovation Learning, or who is suspected of being ill, will be separated from the other children. A responsible staff member will be present or within hearing distance of any ill child. The parent/guardian will be notified and the child must be picked up from the program as soon as possible. Children must be symptom free for 24 hours before returning.

MEDICATION

Children should not take medication during Innovation Learning hours unless it is necessary for a child's health and well-being. When a child's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the child to take a medication during program hours, then the Innovation Learning registered nursing consultant will be notified and will work with staff and parents to develop specific protocol. Staff will administer medication to the child only when the following procedures are followed: 1. Completion of a Medication Authorization Form signed by both the child's physician and parent/ guardian and provided to the program prior to the child starting the program. Prescription and nonprescription (over-the-counter) medications for eyes or ears, all oral medications, topical medications, inhaled medications, and certain emergency injections can be administered only with the written order of a person with prescriptive authority and with written parental consent. The written order by the prescribing practitioner must include:

- a. Child's name;
- b. Licensed prescribing practitioner name, telephone number, and signature;
- c. Date authorized;
- d. Name of medication and dosage;
- e. Time of day medication is to be given;
- f. Route of medication;
- g. Length of time the medication is to be given;
- h. Reason for medication (unless this information needs to remain confidential);
- i. Side effects or reactions to watch for;
- j. Special instructions.

2. Medications will not be administered without the completed forms and current properly labeled medication container. Students are not permitted to carry medication at any time, except for asthma medication upon physician approval.
3. The parent/guardian must assume responsibility for informing Innovation Learning of any changes in the child's health or medication, in compliance with a physician's written order.
4. Non-prescriptive medication will not be administered by staff unless a Medication Authorization Form is on file with the physician's order and signature for the non-prescriptive medication.
5. Topical preparations such as petroleum jelly, diaper rash ointments, sunscreen, bug sprays, and other ointments may be administered to children with written parental authorization and only upon review by our registered nursing consultant.. These preparations may not be applied to open wounds or broken skin unless there is a written order by the prescribing practitioner.
6. The medication will be stored in a secured cabinet or drawer.
7. Innovation Learning will keep a log of daily administration of the child's medication. The log must contain the following:
 - a. Child's name;
 - b. Name of the medication, dosage, and route;
 - c. Time medication is to be given;
 - d. Special instructions;
 - e. Name and initials of the individuals giving the medication; and
 - f. Notation if the medication was not given and the reason.
8. Innovation Learning will return to the parent/ guardian any unused medication.
9. The parent(s)/guardian(s) agree that INNOVATION LEARNING, LLC shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a child's medication or the medication's storage by school personnel.
10. Parent(s)/guardian(s) must indemnify and hold harmless INNOVATION LEARNING, LLC, its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of the administration of the

medication or the storage of the medication by school personnel.

11. Nothing in this policy shall prohibit and INNOVATION LEARNING employee from providing emergency assistance to students, including administering medication.

EMERGENCY MEDICAL DEVICES

If a child has any medical devices that need to be administered in an emergency situation (i.e. Epi-pen, inhaler, etc.) then it is the responsibility of the parent (as part of the registration process) to provide the necessary information. We suggest that parents review protocol for how to administer these devices if they are needed. Our staff is trained to assist our students if they need help in these emergency situations. Children who have asthma may carry their own inhalers or children who are at risk of anaphylaxis may carry their own epinephrine, and use them as directed. Parents must tell Innovation Learning staff where the child carries their emergency medical device (i.e. pocket, backpack, purse, separate bag, etc.).

SUN PROTECTION

Innovation Learning staff will supervise that sunscreen is applied to children prior to outside play or outside activities unless parents provide written notice that they have applied the sunscreen themselves. Children may apply sunscreen to themselves under the direct supervision of a staff member. When supplied by parents the sunscreen must be labeled with the child's first and last name.

SNACKS AND LUNCH

Drinking water is freely available to children at all times. A nutritious snack is served at the beginning of every afternoon program and twice daily for full day programs.

Parents of children who participate in full day programs are encouraged to provide lunch for their child. Parents are experts in their child's dietary needs, wants and overall preferences and are best positioned to provide food that meets their needs. Staff will check lunches brought from children's homes to determine if they meet one third of the child's daily nutritional needs and will supplement when it has been determined that this guideline has

not been met. If the child fails to bring a meal, or if the meal meets less than one-third of the child's daily nutritional needs, Innovation Learning will provide a basic substitute meeting one third of the child's daily nutritional needs.

All food prepared on-site is either prepackaged or comes from sources approved by the health authority, and are stored, prepared, and served in such a manner as to be clean, wholesome, free from spoilage, and safe for human consumption.

During snack/lunch time we ask students to follow these basic rules:

1. Remain seated at all times.
2. Appropriate voice level is required inside.
3. Raise your hand during snack if you want to get up.
4. Be responsible and clean up your area after snack/ lunch.
5. Keep your hands on your own food. Trading is not allowed.
6. Food throwing is not allowed.
7. Place your garbage in the trash can. Do not toss or throw garbage.

INCLEMENT WEATHER / EMERGENCY DISMISSAL

Innovation Learning will not open when school is closed due to inclement weather or emergencies, such as power failures or other extreme events. If the school building is closed then Innovation Learning is too. Parents are notified will be notified by the school and by Innovation Learning via our on-line system in the event of a closure. Parents also receive a phone call from Innovation Learning staff when there is a closure.

In the event that after school activities are canceled, Innovation Learning will, in most instances also be closed. When this decision has been made by the school entity it typically occurs during the school day. When this occurs we will notify parents via text, email and phone. When this occurs, Innovation Learning staff will be at the site to ensure that any student that arrives at the program is supervised until parents are able to arrive and pick up their child.

In the case of an emergency such as a fire, tornadoes or other extreme catastrophes, all children are moved to a location that is designated as part of the school's emergency plan. Innovation

Learning utilizes the school's emergency plan as our default plan as it serves to reinforce information that children are provided with on a regular basis and increases the likelihood that good habits will form (as a result of practice).

In the event of an emergency, all parents will be notified by phone as soon as possible after all staff and children are in a safe place. In the event that the phones do not work we will not be able to contact families and will remain in the designated location until further notice from safety officials. Students are always guided in following their school's emergency/evacuation protocol.

In periods of excessively hot weather staff will move children to an area of the building that offers access to air conditioning. If we are unable to provide an area that we deem suitable for keeping children cool then we will call parents to come pick up their child. A water cooler with cups will be kept on the playground/field during the summer months when children are in this area and frequent breaks at twenty minute intervals will be provided either in the shade or in an air conditioned area during this time of year.



FAMILY COMMUNICATION

LINES OF CONTACT

Communication is a key ingredient for the success of our program, and is always welcome. Personal conversations, phone and email conversations, conferences, and monthly newsletters are all valuable ways we keep parents informed and involved. Parents are encouraged to provide input concerning our programs and policies, and our staff is always available to address parent's issues or concerns.

Any concerns parents have regarding our programs and their child's participation should first be addressed with the Site Coordinator. We ask that parents use email to communicate with their site coordinator. The email address for High Point Academy is HighPointacademy@innovationlearning.com. Should your question or comment require a face to face meeting we ask that parents schedule a time (via email) either before or after the program, so not to take the coordinator away from their main responsibility of providing supervision and oversight of our children and our programs.

If the Site Coordinator cannot resolve the issue to the parent's satisfaction, parents are encouraged to speak with the Area Director. The Area Director's contact information can be obtained by contacting the Site Coordinator or by calling our Customer Support number.

Parents also have the luxury of contacting our Customer Support

[INNOVATION LEARNING](#) • [HIGH POINT ACADEMY](#) [FAMILY HANDBOOK](#) • [COMMUNICATION](#) • 29
number for any and all questions. This which is especially pertinent for questions associated with billing and account

information. All communications between parent and Innovation Learning staff are documented.

PROGRAM MONITORING AND REVIEW

We heavily value parent evaluation and feedback of our programs and encourage frequent communication between parents and staff. Parents have multiple outlets by which to voice their concerns, offer opinions and have their questions and concerns addressed. The Site Coordinator is the main point of contact but parents also have access to an Area Director as well as our Customer Service line. Additionally, all parents receive a yearly survey asking for feedback. Parents can expect to receive a minimum of one survey and possibly two surveys inquiring about their experience with Innovation Learning. We use your survey responses as part of our evaluation process and feedback is always greatly appreciated and encouraged.

As a licensed program, Innovation Learning programs are open to periodic visits from licensing entities. We adhere to licensing criteria and we have incorporated additional research based indicators of program quality and our staff reviews the effectiveness of programs on a regular basis. Our Site Coordinators and Area Directors ensure that all classrooms and electives are operating at a very high level and working in tandem are responsible for observing teachers and providing feedback quarterly. Site Coordinators reports back to their Area Directors who perform yearly audits of programs which are focused on indicators that have been highly correlated with

successful before and after school programs.

We have three customers, our parents, our students and the schools we work with. We aim to ensure that all three are equally satisfied. We encourage student feedback via survey and choice based programming. However, if there are concerns, suggestions and/or accolades regarding our programs we highly encourage communication. If we are unaware of concerns regarding our programs we are powerless to correct them.

The Site Coordinator should always be the first line of contact. If parents are unable to get the answer they want our need they can always call the Customer Support Line or contact their Area Director (the phone number is available via the Site Coordinator or by calling the Customer Service Line. For situations where all options have been exhausted parents, students or school administrators can contact the Operations Director or the Executive Director by calling the Customer Service Line at 866-239-3661 extension 1 and asking for either.

FORMAL EDUCATIONAL PROGRAM COMPLAINT PROCEDURE

Innovation Learning seeks to be fair and just in working through all problems and issues associated with the program and offer several opportunities for parents or students to work through such situations. When initiating a formal complaint, the following steps should be followed:

- It is always best practice to first attempted to resolve any issue by speaking directly with the individual(s) involved.
- If the situation involves a teacher and you do not feel comfortable and/or have not been able to resolve the issue with that person then you can contact the SC who will help you to work through the situation.
- If the issue still has not been handled to your satisfaction and if it is a billing issue then you can contact Customer Service at 866-239-3661.

- Complaints are received and handled with the appropriate individual who has the best knowledge of the situation. After your concern has been addressed, you will receive a letter documenting the receipt and review of your complaint.
- Should the complaint still not be resolved to your satisfaction then you have the right to contact your local state licensing representative or our Executive Director. Our Customer Service representatives will always be happy to provide contact information

At any time if you feel that we have been unable to resolve your issue or you feel there is a circumstance that has lead to noncompliance of state and/or federal law you have the right to contact the regulating state department. However, it is our sincerest hope that Innovation Learning and parents can work together to resolve any and all issues that may arise regarding the program.

The following information may prove helpful when seeking to resolve a dispute:

In Colorado, the Office of Early Education and Department of Human Services (DHS) licenses our programs. Parents may call to receive compliance history on a center.

General Inquiries

Call: 1-800-799-5876

Fax: 303-866-4453

Email: cdhs_oec_communications@state.co.us Locations Our

Contact Information:

Phone: 866-239-3661

Address: 7332 S Alton Way, Unit 13D, Centennial, CO 80112



1-866-239-3661

info@innovationlearning.com

innovationlearning.com