



**E.A. Ware at
Arthur Black ELC
Parent Handbook**

*Where Tomorrow's Learning
Takes Place Today!*

E.A. Ware at Arthur Black Early Learning Center

569 Martin Luther King Jr. Drive NW, Atlanta, GA 30314

Serving students ages 3 - 5 years old

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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, within the safe and familiar setting of their 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 is an additional resource designed to support 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 STEM education, project-based learning, physical fitness, play-based discovery, a variety of enrichment programs and academic support we engage our students while teaching 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 not only better prepared for school the next day but for their innovative futures.

Innovation Learning provides a quality, connected, learning program that complements your child's school experience in a fun and exciting way. Partnering with local school districts, public and charter schools, and private schools across the country, Innovation Learning provides a program that promotes a holistic approach to learning while offering children a fun and safe before and after school program that is seamless in its support of your communities goals and values for before and after school programming.

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.

OUR PHILOSOPHY

As former teachers, principals and school district administrators we understand the importance of structure in our programs. However, just because our program is structured does not mean that we have to compromise important program elements such as choice, self-directed and project-based learning and fun. As a matter of fact, in most instances, students crave, structure, rules, and a schedule that ensures they know what to expect as part of their program. Each of our sites offers scheduled activities that leverages tried and tested curriculum. Even our play and physical fitness programs utilize lesson plans that have start and end times to ensure a deliberate framework complete with goals and objectives.

OUR MISSION – INNOVATION IS A LEARNED SKILL SET



It is our mission to “create tomorrow’s innovators today.” Our programs are based upon the premise that Innovation as a “set of skills,” can be nurtured, taught and practiced. These skills include curiosity, collaboration, associative and integrative thinking and a bias toward action and experimentation. This “innovative mindset” has been proven to improve social, emotional and academic outcomes for children. Children who master these skills are far better prepared than their peers and live a more successful, healthy and fulfilled life. Our philosophy is highlighted in the following statements:

Environment - Our program is a safe and nurturing environment led by qualified and caring educators who facilitate a fun, engaging and intentional program to help children learn, create and innovate.

Community - Our sites reflect the needs, desires and wants of the community. We are a connected learning partner and every student, parent, teacher and administrator should have a voice and a choice in their program.

Whole Child - Our program motivates the mind, body and spirit of every child. Learning is fun, and learning is done through play, exploration, experimenting and by building connections.

Inclusion - All children should have access to high quality opportunities for Creativity and Innovation.

Process - Children’s innate curiosity is the spark to true Innovation. We encourage children to question, experiment and create with an understanding that innovation is an unfinished process.

Learning - Children should have a safe and secure environment where it is OK to make mistakes, with the understanding that failure is a healthy part of the process for creating and innovating new ideas.

Innovation - An “Innovative Mindset” can be nurtured and taught in all children and is accomplished through intentional opportunities for Creative Problem Solving, Critical Thinking, Collaboration and Active Communication among peers.

Cross Curricular - Children should know that they can be an artist and a scientist, an engineer and a designer, that STEAM should not be viewed with “ors” but with “ands.”

Joy of Exploration - Children should have real control over their learning which is why many of our activities use Project Based Learning, which offers children a fun, hands-on and challenging way to learn.

Flexibility - Our job as a connected partner is never finished, we will always strive to innovate and create the best individual program for each and every school.

BENEFITS OF INNOVATION LEARNING



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 well-rounded 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 problem-solving 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.
- A holistic program that incorporates physical fitness and play so that children are active participants in their before and after school program.

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.

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 follows and is accountable to state licensing standards.
- Student-to-staff ratios that comply with and often exceed licensing standards.
- Digital, automated registration and enrollment.
- Unique Personal Identification Numbers (PINs) given to each parent/guardian 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 state subsidy and guidance for parents seeking to obtain access to financial assistance for those who qualify.
- Safe staffing through background checks, and CPR and First Aid certification trainings.
- Highly trained and credentialed staff who have committed their professional lives to working with children.
- Safe staffing through background checks, and CPR and First Aid certification trainings

"I think it goes without saying that it is difficult for a mother and father to leave their children in the care of others if they don't feel their children are being treated right, appropriately cared for, or part of a positive fun learning environment. I can say with certainty, that not only am I comfortable but I truly believe my children love and have thrived in the program and see the staff as important people in their life."

- Parents at St. Patrick's Catholic School - Illinois



EA WARE ELC

Please keep this handbook for reference while your child is in INNOVATION LEARNING.
Updates will be sent as they occur.

For account troubleshooting or any questions regarding billing, payments or cancellations please contact our Customer Service Team at 1-866-239-3661 or by emailing info@innovationlearning.com

If you have any unresolved issues at your student's site and other administrative questions or concerns. We appreciate and encourage all feedback. Please contact the Innovation Learning Administration team members below:

Area Director - LaRita Dixon

Phone: 720-788-8417 Email: ldixon@innovationlearning.com

Regional Director: Jessica Birgenheier

Phone: 970-571-0926 Email: jbirgenheier@innovationlearning.com

HOURS OF OPERATION & PROGRAM CALENDAR

School year After School Programs will operate starting on October 25, 2021:

PM Program - 3:00 pm - 6:00 pm

Innovation Learning will not operate on any Vacation Days or any out of school days.

Innovation Learning adheres to the Georgia's Department of Early Care and Learning stipulation that programs for children ages 2 - 6 years old, up to four hours each day, cannot be combined with other programs [categories] for the same children attending.

PROGRAM REGISTRATION AND ELIGIBILITY

Families interested in learning about our programs are welcomed to contact the Area Director to receive an orientation prior to starting programming.

To schedule an orientation, parents can contact the Area Director:

Name: LaRita Dixon

Phone: 720-788-8417

Email: ldixon@innovationlearning.com

All registrations must be completed online by creating an account at www.innovationlearning.com. For families who do not have Internet access, they may enroll over the phone by contacting our Customer Service Department at 866-239-3661.

A child is considered enrolled and may attend an Innovation Learning program upon the following:

- Online registration has been completed in full;
- A registration fee has been fully paid (all fees are paid in full by the YMCA of Metro Atlanta);
- Any additional paperwork is received by both the Innovation Learning office and the program where the child(ren) will attend each day of attendance;
- All required child care licensing regulations have been satisfied through completion and receipt of forms, immunizations, photographs or other requirement in accordance with the state of enrollment/attendance.

Eligibility

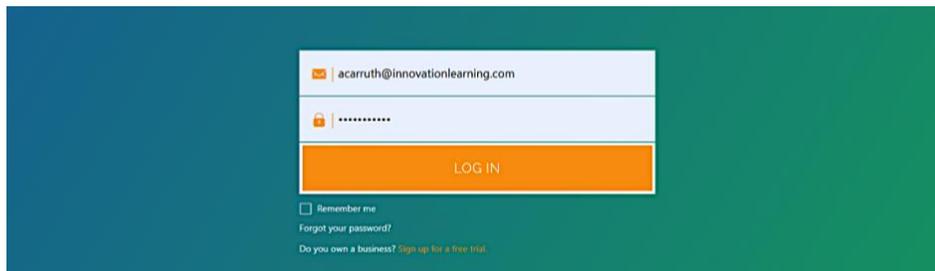
Innovation Learning does not discriminate against children on the basis of gender, race, cultural heritage, political beliefs, religion, national origin, ancestry, creed, pregnancy, marital or parental status, homeless status, sexual orientation or physical, mental, emotional, or learning disability in its education programs or activities. Innovation Learning will serve all students eligible for its program if space is available, including students with special needs, specifically:

- Sites will not exclude children with disabilities from their programs unless their presence would pose a *direct threat* to the health or safety of themselves or others or require a *fundamental alteration* of the program in order to maintain their safety and the safety of other children.
- **Students must be toilet trained to attend Innovation Learning programs.**
- Sites will make *reasonable accommodations* to their policies and practices to integrate children with disabilities into their programs unless doing so would constitute a *fundamental alteration* of the program for the purpose of maintaining their safety and/or the safety of other children in our care.
- Our leadership team will make an *individualized assessment* about whether a particular site can meet the particular needs of the child without fundamentally altering its program.
- Children who pose a *direct threat* – a substantial risk of serious harm to the health and safety of themselves or to others – will not be permitted to remain in the program. Senior Administrative Staff will make this decision only after a consultation with program manager, staff and parents has taken place.

This policy is intended to supplement but not replace any state and federal laws applicable to Innovation Learning's programs.

How to Register

1. Select Already a user (enter your email and password)



2. Click on the program tab you would like to enroll and scroll down (see sample below)

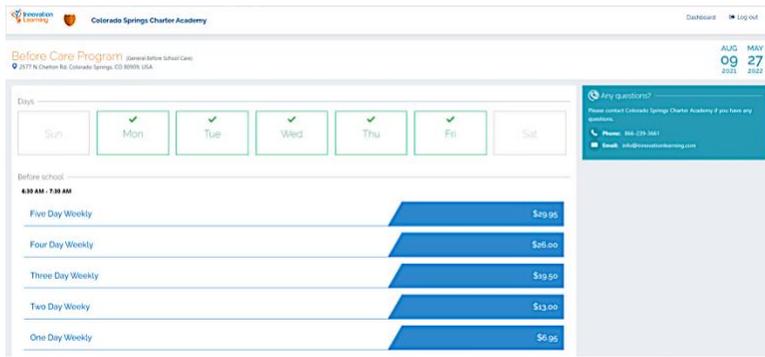


3. Click on Register and select how many days per week you will be attending and the start date (Daily Registration Tab was selected here)

<div style="background-color: #f4a460; padding: 5px; margin-bottom: 5px;">Before school</div> <div style="text-align: center; font-size: small;">6:30 AM - 7:30 AM</div> <hr/> <p style="text-align: center; font-size: x-small;"><u>Weekly Fees</u></p> <p>Five Day Weekly \$29.95/week Four Day Weekly \$26.00/week Three Day Weekly \$19.50/week Two Day Weekly \$13.00/week One Day Weekly \$6.95/week</p> <div style="text-align: center; background-color: #0072bc; color: white; padding: 5px; width: fit-content; margin: 0 auto;">REGISTER</div>	<div style="background-color: #f4a460; padding: 5px; margin-bottom: 5px;">After school</div> <div style="text-align: center; font-size: small;">3:15 PM - 6:00 PM</div> <hr/> <p style="text-align: center; font-size: x-small;"><u>Weekly Fees</u></p> <p>Four Day Weekly \$63.25/week Three Day Weekly \$51.00/week Two Day Weekly \$34.00/week One Day Weekly \$17.95/week</p> <div style="text-align: center; background-color: #0072bc; color: white; padding: 5px; width: fit-content; margin: 0 auto;">REGISTER</div>
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Full Day Program Registration Tab selected below:





4. Complete any missing fields and continue

You're registering Charly Novy. [Change it](#)

Participant Information

First name * Last name * Date of birth *

Gender *

School Information

Name of School Attending in the Fall * Teacher name (School Year Only) Grade *

***Families needing to add another program or that have multiples students to register, you can add more programs/students by clicking on “select classes for a new participant”.

Check out [Select classes for a new participant](#)

Before/After Care - B Day - Charly [REGISTER FOR SAME PROGRAM](#) | [XDELETE](#)

After school Two Days [23 October 2020](#)

Days: Tuesday, Thursday

Desired start date: 27 October 2020

Weekly payments:

Registration fee: 2020/2021

Installment information

Amount due now:

Future installments amount:

Total price: \$108.00

Installment due dates (Total:

- 23 October 2020:
- 30 October 2020:
- 06 November 2020:
- 13 November 2020:
- 20 November 2020:
- 27 November 2020:
- 04 December 2020:
- 11 December 2020:

***If you have an active coupon code or Family Credit available, please be sure to enter the code or apply the credit before checkout.

Your credit: **\$0.00** No Yes

Payment method

Country *

Card number *

Month * / Year * CVC *

Cardholder name *

Address line *

City * State *

Zip code *

Use as the preferred payment method for future purchases

[Place Order \(\\$49.00\)](#)

A photograph of three people wearing headsets in a computer lab. The image is overlaid with a semi-transparent orange filter. In the center, a young girl with a large afro hairstyle is smiling and looking towards the camera. Behind her, a man with a beard is looking to the right. In the foreground, the back of a woman's head and shoulders is visible, also wearing a headset. The text "EA WARE ELC PROGRAM" is centered over the image in white, bold, uppercase letters.

EA WARE ELC PROGRAM

SCHEDULE

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

PM SAMPLE WEEKLY SCHEDULE	
3:00 - 3:30 pm	Check-in/Attendance/Snack/Bathroom Break
3:30 - 3:45 pm	The Daily SWITCH/Responsive Classroom Activities
3:45 - 4:05 pm	Discovery Play
4:05 - 4:20 pm	Wash Hands/Bathroom Break
4:20 - 4:45 pm	Innovation Stations
4:45 - 5:05 pm	Outdoor Play
5:05 - 5:20 pm	Wash Hands/Bathroom Break
5:20 - 5:40 pm	Reading Circle
5:40 - 6:00 pm	TINKER Time
6:00 pm	End of Program

INNOVATION LEARNING PROGRAM AT EA WARE ELC

It is our goal to support the mission and vision of schools that set high academic standards. We accomplish this goal by offering high quality extended day programs. All of our offerings aim to prepare students to be successful during the school day.



ECE Innovation Stations – Our ECE Innovation Stations focuses on scientific reasoning and the physical world. We introduce children to a systematic way of looking at, describing and explaining the world around them. Children should be given many opportunities for systematic observation and hands-on investigation of both the living and material world. Building on these experiences, children can progress from describing and explaining what is observed to making predictions based on these observations. This systematic approach may be summarized as: (1) reflect and ask questions, (2) plan an activity and predict what will happen, (3) carry out the activity and observe what happens, and (4) report findings (words, drawings, displays, photos, etc.) and reflect on other related questions. It is worth emphasizing that the final step, documenting and representing observations and findings, is an especially important part of this process. In so

doing, children may be guided in making the important transition and connection between “hands-on” investigation to symbolic representation. At the preschool level, keep in mind that a “picture is worth a thousand words.” Reporting of observations may often be more readily accomplished through drawings completed by the children, selection and display of objects or photographs, in addition to verbal explanations.

ECE Art – Our art curriculum focuses not only on producing art, but also on examining and appreciating examples of various art forms. The use of various media and techniques provides rich opportunities for sensory exploration and manipulation, as well as the development of fine motor skills. In addition, through painting and drawing, children make their first attempts at graphic representation, a precursor to writing. The guided examination of works of art provides practice in focusing attention on visual detail, important for developing skill in discriminating visual differences in objects, images, print and letters, as well as appreciating basic elements of art. The further examination and discussion of works of art also afford rich opportunities for language development. We ask children to attend to visual details, identify images that are the same or different, create both representational and nonrepresentational art using various media and techniques, create art in the style of a known artist and examine and talk about selected works of art, including their own creations.

ECE Music – Our ECE Music curriculum focuses both on listening to, enjoying and appreciating music in all its various forms, as well as producing music. Experiences in listening to and singing songs and fingerplays also provide opportunities to practice oral language skills. Music affords the opportunity to expand and clarify various concepts, such as “loud, soft,” “fast, slow,” etc. In addition, efforts that focus attention on discriminating differences in discrete environmental or musical sounds facilitate subsequent attention to phonemic awareness, awareness of the discrete sounds of language. Group musical

experiences, performing or singing together, also offer the opportunity to practice social skills. We ask the child to listen to and identify sounds, indicate whether certain sound pairs are the same or different, imitate sounds and rhythm sequences, sing songs individually and with others and move interpretatively to music.



ECE Fun Fitness – We utilize ECE SPARK Curriculum to teach motor and coordination skills, and related movement activities that extend and refine notions of body image and the body’s capabilities. It also provides opportunities for enhancing time, space and language concepts, as well as social development (when activities are carried out with others). The basic goals ask the child to stop and start movement according to a signal; maintain balance; move through space, with or without obstacles, in a variety of ways; throw and kick objects; and move cooperatively with others. These goals are achieved through a variety of tasks or traditional childhood games. The child is also asked to use the body to interpret music and to perform pantomimes.

ECE Discovery Play - Consistent with all our programs, Innovation Learning believes that play is essential to the development of the skills associated with innovation. Through play, students learn not only how to interact and problem solve with their peers, but they also explore, experiment, and create. We incorporate both structured and unstructured play through the use of both guided play and less structured creative play. Through creative and imaginative play children grow emotionally, socially, intellectually and even physically. Creative experiences help children develop these skills and enable them to share their thoughts, feelings and ideas.

ECE Literacy – Our literacy block introduces young children to nursery rhymes, poems, fingerplays and songs—listening to and keeping the beat, listening to and interpreting the simple words of a given selection with gestures and actions, as well as learning about rhyming words. In addition to the sheer enjoyment of listening to and repeating the rhythmic and musical combination of words, learning these selections provides skill and discipline in developing the ability to memorize and further extends children’s understanding and use of both the form and function of language. By listening to and reciting these poems and songs, children have an opportunity to model and practice various oral language skills, including pronunciation, vocabulary and syntax. They can then build upon their familiarity with certain well known rhymes by experimenting with rhyming words. This competency, in turn, focuses attention on the sounds of language, a skill that will enhance later efforts in initial reading. We also focus on the language skills that children acquire when given the opportunity to hear the language of storybooks. In listening to and talking about stories that are read aloud, children build both listening and speaking skills.

ECE Club Innovation - We offer choices in crafting a well-rounded program specifically for early childhood students that includes various enrichment classes, provided at no additional charge to parents. Courses such as Yoga, Tippi Toes Dance, Scratch Jr, and Arts and Crafts programs are all included in our program.

SNACK AND LUNCH

Innovation Learning is firmly committed to the health and wellness of children. We follow the United States Department of Agriculture guidelines for nutritional levels and ensure the meals and snacks we serve to children meet USDA Child and Adult Care Food Program (CACFP) meal pattern requirements. 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.



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.

AIDES/SUBSTITUTES/VOLUNTEERS

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. All adults, paid or volunteered, working within the classroom undergo both an approved background and fingerprint evaluation/check.



PARENT COMMUNICATION

We understand the high level of trust that parents place in us each day, and we know that with this trust comes a responsibility to communicate early and often. As such, we encourage parents to be active participants in the development of the program to ensure that it is reflective of the community's needs. We invite parents to participate in developing programming geared toward supporting their children's educational, social, emotional, and physical well-being.

We are a flexible organization, adapting both our programs and communication methods to meet our school partners' needs. We use a variety of forms when communicating with families. Our marketing department employs a combination of in-person communication with technology, digital and print-based marketing to ensure that school leaders and school communities are well informed. These methods include:

- 1. Go2s** – Our primary mode of daily communication and announcements regarding our program is Go2s, a private community Social Media Application supporting effective private, regular communication. Each school has its Go2 site where parents and school administrators can receive up to the minute information, announcements, see photos, and communicate with staff and other community members. Community members can access Go2s via computer, phone, or any other Internet-enabled device. Community members can also opt into a text feature that allows them to receive text announcements via the app.
- 2. Site Coordinator & Area Director Contact** – Each Innovation Learning program has a Site Coordinator who facilitates the program at their Site. Upon enrollment, school administration and parents receive the phone numbers and email addresses for both their Site Coordinator and Regional Manager. Should parents have any questions or feedback, they can contact their Regional Manager or the Site Coordinator at their child's school.
- 3. Parent Hotline** - For families who have difficulty accessing the parent portal (for whatever reason), Innovation Learning also has a Parent Hotline operated by customer support staff from 6:30 am until 5:00 pm MST. Families can either call during this time or email at info@innovationlearning.com, and they will receive a prompt response. Customer service is available to assist with all registration, enrollment, billing, and scheduling questions and issues.
- 4. Social Media** – Innovation Learning uses social media as an opportunity to share information with families. We focus on Instagram and Facebook, which allow parents to receive messages, view video clips and pictures, and comment. Our customer service team responds to every comment posted on social media within 24 hours of receipt.

5. **Weekly Newsletters** – Our Site Coordinators also send out a weekly newsletter that includes valuable site-specific information, pictures, and important announcements.
6. **Quarterly Student Showcases** – Innovation Learning engages children in project-based activities utilizing the Buck Institute’s Gold Standard concepts. We invite parents, school administration, and teachers to participate in “Presentation Nights,” where students can show off their creations and present what they learned. Presentation Nights are fun events that children enjoy while gaining a great deal of confidence in their ability to learn, communicate, and teach.
7. **Open House Events** – Before the beginning of each school year, Innovation Learning conducts several Open House Events where children can participate in projects and engage in some of our enrichments. Open House Events offer children and their families an opportunity to get a taste of our program. During these events, parents meet the staff, ask questions, register, enroll their children in the program and gather information on what they can expect from the program.
8. **Innovation Learning Website** - Each school we partner with has a web page on the Innovation Learning site (www.innovationlearning.com). Parents can access pertinent information about their child’s program to include the hours of operation and the Family Handbook.
9. **Site Information Boards** - Each Innovation Learning site will have a Parent Information Board located at each site sign out table. The Parent Information Board will contact all notices, schedules and site contact information.
10. **Site Visits** - Parents have the opportunity to visit Innovation Learning at any time their child is present by making a formal request. Requests can be made by contacting the Area Director. The formal requests offers ample opportunity to ensure that there is someone available to answer program related questions and provide a tour and explanation of programming. We encourage all parental input and communication.



“Antonio loves after-school. He was going to another after school program last year, but he wasn’t enjoying it anymore. We saw that Innovation Learning was offering this service at the school, both AM and PM, so we decided to give it a try. He loves it. He gets mad when we pick him up early. He really enjoys the activities and projects. We also like that all his homework is finished.”

- Parent at Aurora Academy, Colorado

SAFETY AND SUPERVISION OF STUDENTS

The safety and supervision of our students is a top priority. We take this aspect of our programming very seriously and expend a far greater amount of resource than other providers to ensure that we are cutting edge. There are several distinct features of our programs that serve to separate us and make us unique. These are:

10:1
Student
Teacher
Ratio

Low Staff to Student Ratios – We believe that lower ratios are not only a necessity when it comes to the safety and supervision of students but that a high level of adult interaction is positive for our students and improves the overall quality of their experience. Innovation Learning exceeds licensing standards, while Georgia licensing calls for a 1 to 15 staff to student ratio for students ages 3 years old and older, **Innovation Learning will maintain a 1 staff to 10 student ratio with school age students.**



iPads, Electronic Attendance & Sign In/Out – iPads, Electronic Attendance & Sign In/Out – All Innovation Learning staff carries iPads that include Jumbula software used to take attendance and house student schedules. It also offers access to all student health and emergency information. Staff conducts attendance as each child enters and leaves, utilizing Jumbula on their iPads. When registering for an Innovation Learning program, each parent/ guardian receives a unique Personal Identification Number (PIN) or QR Code; they must enter into a designated site iPad to pick up their child. Once a parent signs the child out of the program, all staff can instantaneously recognize the child has been signed out in Jumbula, the time they have been signed out, and by whom.



Training – While many of our staff are licensed educators who are adept at working in classrooms, the before and after school environment can sometimes represent a challenge for them given the relatively long-time frame and the sheer number of transitions that can occur. In an effort to ensure that we aren't taking anything for granted and to ensure that all of our staff are cognizant of the high premium that we place on supervision, Innovation Learning conducts Child Supervision Record training for all of our staff. All staff are trained to perform "name to face counts" at regular intervals throughout the program and to document those counts.



Supervising & Tracking in Potential Emergency Situations – Innovation Learning utilizes Share 911 software to enable our staff to communicate with one another and with law enforcement in case of emergency. Share 911 software is cloud based and loaded on to staff phones and/or iPads, enabling our staff to instantaneously communicate their location and the location of our students while also facilitating communication with each of their staff. All staff (to include Innovation Learning leadership and district leadership) can be placed in to the Share 911 group making them aware instantaneously when drills and/or real-life emergency situations take place.

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 than to contact the local authorities to ensure that all children are safe and supervised. Children will never be allowed to check themselves out of the program, and authorized people must be at least 18 years of age.

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. 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.

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 30 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.

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

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

Utilizing effective transitions in the program helps group leaders to minimize disruptions and behavior problems, maximize engagement, and maintain optimal learning conditions during instructional times. The following are listing of transition times that occur in the program:

- Morning arrival into the program and dismissal to the classroom
- Gathering for SWITCH
- Cleaning up
- Snack Time
- Homework time
- Lining up to go to different places/locations
- Settling down for a group activity
- Changing groups or activities
- Getting student's attention
- Ending the day/going to sign out

To ensure that children understand the transitional practices put in place in our programs Site Coordinators will:

- Give consistent visual or auditory signals and verbal cues to alert children that a period of transition is coming;
- Teach children how to make effective transitions between activities to promote independence in coping with changes in their environments;
- Model the appropriate way for children to make a transition between activities;
- Circulate among children during transition times, to attend to individual children's needs and questions, help them prepare for the next task, and quell any minor disruptions before they escalate;
- Provide incentives, or verbal reinforcers to children for making successful transitions from one activity or setting to another;
- Use a consistent transitional signal across the program that is taught and practiced in the group daily.

Innovation Learning engages in face to name counts during all transitions. This means that:

- Staff has a roster available during all transitions.
- During transition, staff goes down the roster and states the name of each child
- Upon stating the name of each child, staff looks at that child to confirm their presence.

TRANSITION PLAN OVERVIEW

1. Innovation Learning does not provide transportation or arrange for transportation to or from the program.
2. Children walking to the Program within the same school: It is recommended that classroom teachers bring kindergarten and grade one children to the Innovation Learning site. Innovation Learning staff will solicit school administration for the purpose of arranging a viable transition plan for children entering the Innovation Learning program. Each school is unique in how children transition from the school day. It is recommended that parent/guardians speak with their school to make these arrangements. Children in grades two and up may walk to the area independently and unsupervised. Innovation Learning is not responsible for a child until they arrive at the program. Children remain the responsibility of the school until they arrive at the Innovation Learning School Age Program.
3. Program Drop Off: Parents/guardians are responsible for transporting children on all full days and during the vacation weeks. A parent/guardian must walk a child into the program site to sign-in and also enter the program to sign-out a child at pickup time. Innovation Learning is responsible for the child after they have been signed into care, and until the time that they are signed out of care.
4. Program Pick Up: Children must be picked up by an adult who is eighteen years of age or older and they must be signed out by 6:00 pm each day. It is the responsibility of program staff to make sure that children depart from care safely. Therefore, all pick up persons listed on a child's file (including parents or guardians and emergency contacts, babysitters or another child's parent) MUST have a PIN (personal identification number), QR Code, and/or be prepared to show proper identification to program staff. The following forms of ID will be allowed: Driver's License, Passport, and State Issued ID Card.
5. At the discretion of the Innovation Learning site staff, a child will not be released to a pick-up person who they feel cannot safely supervise the child upon program departure (such as a pick-up person who arrived intoxicated or displays potentially dangerous or harmful or aggressive behavior). Innovation Learning relinquishes responsibility of the child in care as soon as they are signed out by a parent or guardian at pick-up.
6. Siblings: Older brothers and sisters who are at least sixteen (16) years old will be allowed to pick up their younger brothers and sisters from the site. They may not pick up friends, neighbors, cousins, nieces, or nephews. The sibling must produce a valid Photo ID for the staff before the child can leave the site. The following forms of ID will be allowed: Driver's License, Passport, State Issued ID Card, and if the sibling picking up has their birth certificate on record at Innovation Learning, a valid High School ID Card. Siblings under the age of sixteen (16) will not be allowed to pick up a child enrolled in After School Child Care. We regret any inconvenience this may cause but feel it to be in the best interests of the children to observe these limits.

VISITATION BY PARENT/GUARDIAN

A custodial parent shall be admitted to their child's before or after school program for visitation purposes. Such right of admission shall apply only while the child is in the program. Input from and communication from parents is encouraged.

Visitors are expected to engage with children and Innovation Learning staff in a professional and courteous manner.

PARENT RESPONSIBILITIES

- We ask that parents please notify Innovation Learning of their child's absence from the program (especially if they are already registered). Notification can be facilitated by contacting their child's site coordinator (via email or phone) or by contacting customer service at 866-239-3661.
- Make weekly tuition payments by each Friday prior to the week of attendance for all those enrolling their child for monthly or weekly tuition. For all daily tuition and/or drop-in, payment is scheduled at the time of registration. Failure to pay after 1 week will result in a suspension until the balance is paid. Failure to pay balance of more than \$150 after two weeks could result in permanent suspension from the program. Payment plan options are always available prior to receiving an outstanding balance. Payment plans can be facilitated by contacting customer service at 866-239-3661.
- Update Innovation Learning with any documents throughout the year in order to maintain an accurate set of student records (voucher paperwork, accommodations/needs, medical paperwork, updated emergency contacts and approved pick up persons, etc.).
- Update those who are allowed to pick-up your child in advance of their first day of pickup.
- Utilize the iPad located at the sign-out table to sign-out your child from the program each day upon picking up your child. Parents must input their Personal Identification Number (PIN), provided at registration when signing their child out of the program each day.
- Ensure that your PIN is not shared with anyone else regardless of whether they are a family member. Each family member will receive their own PIN.
- Collaborate with the Site Coordinator of accommodation discussions associated with disabilities, food allergies, health related concerns and/or the individual needs of your child.

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.



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 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. 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 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.

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

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 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.

Innovation Learning prohibits its employees from using the following practices:

1. Spanking and/or any other form of corporal punishment.
2. Severe punishment such as humiliation, shaming, neglect, verbal or physical abuse;
3. Depriving children of outdoor time.
4. Depriving children or food; forcing children to eat food or drink against their will; or in any other way using food as a consequence;
5. Disciplining a child for soiling, wetting or not using the toilet; forcing a child to remaining soiled clothes or remain on the toilet;
6. Confining a child to a specific space in lieu of supervision;
7. Giving excessive time-out. Time-Out. Time-Out may only be used sparingly and may not be used as a disciplinary measure. Time away may be used if either a child requests it or if staff feels that time away from a stressful situation will benefit the child and help them. Any "time-out and/or time-away, may not exceed 1 minute for each year of the child's age (unless additional time is requested by the child) and must be within staff's view.



BEHAVIOR SUPPORT STRATEGY

The Area Director will review all student applications which may indicate the risk of behavioral or social emotional challenges that could impact staff's ability to keep a child and/or their peers safe. If documentation supports a need and there exists a doubt in the mind of staff that they could potentially have difficulty maintaining a safe environment, then the Area Director may contact the parent/guardian in an effort to develop a mutually agreed upon accommodation prior to the student's enrollment in the program.

If crucial information is intentionally withheld from a student application which prevents Innovation Learning from proactively setting up an Accommodation Plan, a student's enrollment may be placed on hold until a meeting can be established to create such a plan.

STUDENT ACCOMMODATION PLAN

The Site Coordinator, Area Director, or Regional Director will:

- Observe the child. Note circumstances when behavior occurs (who s/he is with, time of day, area in which problem occurs and activity s/he is involved).
- Interview parents and teachers (those who know the child) to understand the behavior and how we can develop a plan which will support a safe environment while also teaching the child appropriate behaviors.
- Consider all aspects of a child's life (changes in the home or at school, whether the child is dealing with loss, familial changes, exposure to adverse conditions, physical conditions, relationships with other students etc.) that could impact their ability to cope with program space, rules, consequences and routines.
- Staff and parents shall share observations and knowledge of child at home and school environment to gain some insight in to the child's behavior.
- Focusing on a specific behavior, parents and staff will prepare a plan for the child that includes clear goals and objectives regarding desired behavior. If a plan already exists in the school and/or home environment, then Innovation Learning will seek ways in which to implement the plan in our program.
- Focusing on a specific behavior, staff will prepare a plan that addresses ways in which the desired behavior can be taught and practiced. If a plan already exists in the school and/or home environment, then Innovation Learning will seek ways in which to implement the plan in our program.
- Consequences for not following the expectations are also to be made clear. Rewards for meeting expectations may be considered but be cautious about using material rewards. Rather, focus on ways to create a feeling of pride or accomplishment in the child. Consider whether changes to the environment would be helpful. Accommodations may be changes to the room arrangement, more individual attention for the child, praise, staff proximity, additional space etc.
- If time is required to make the necessary accommodations, it may be necessary to have the child temporarily remain out of the program until the accommodations are firmly in place.

- If staff and/or parents feel that existing resources are inadequate to meet the child's needs, accessing additional support services will be explored including, but not limited to any of the following:
 - Mental health agency
 - DCF to request support for family
 - Public schools for evaluation for special education needs
 - Child Care resource and referral agency for information on other placements.
- Keeping Accommodation Plans in mind, a progressive behavior plan will be implemented to address reoccurring behaviors that may jeopardize a student's ability to remain in the program.

In some instances, it is necessary to terminate service for a student immediately or prior to the completion of the steps mentioned above due to their nature. Some examples many include, but are not limited to:

- Intentional destruction of school or Innovation Learning property, especially in instances where destruction of such property represents a concern that behavior and/or the destruction of such property might create an unsafe environment for the student and/or peers.
- Acts of intentional aggression toward another student or Innovation Learning staff member that could lead to injury and/or an unsafe environment for staff and other students.
- Acts of inappropriate touching of another student;
- Aggressive language, threats or discussion of violence towards another students or staff member (includes statements by parents as well), especially when it has been determined that the student has the means and desire to carry out such threats;
- Frequently picked up late by parents (3 times in 2 months)
- Absent from program for 2 weeks without notice or failure to pay for two weeks without communicating the need for a payment plan prior to being delinquent in payment.



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.

PHYSICAL, MEDICAL AND COGNITIVE NEEDS - STUDENT ACCOMMODATION PLAN

Innovation Learning makes every effort to accept all students in to our programs regardless of disability. We approach every situation with a solution-based focus on how we can include as many children as possible in our programs. However, we place a very high premium on our ability to provide a safe environment for all students.

We have RNs and behavioral specialists on staff who have the expertise necessary to examine and evaluate the need for accommodations. For students who are in need of health-related plans, we ask that parents make us aware of the health needs of their child. A similar process to the Accommodation Process will be followed in an effort to ensure we can provide necessary accommodations with the necessary professionals involved.

Innovation Learning does not generally have the ability to provide a 1 to 1 student to staff ratio (for any reason). Should evidence exist to suggest that 1 to 1 support is necessary to ensure the safety of the child and or other children in the program, Innovation Learning will follow the procedures stated above (in the Accommodation Plan section) to examine whether an accommodation plan is feasible. Innovation Learning will work with parents in an effort to obtain necessary accommodations prior to deciding whether the child can safely attend our program.

OUTSIDE REFERRAL POLICY

Innovation Learning employees with direct care positions will have responsibility for observation and documentation of any child related concern. These include but are not limited to:

Educational Delays	Medical	Speech
Vision	Hearing	Behavior
Fine and/or Gross Motor	Socio-Economic	Dental
Emotional	Physical	Social

Should staff have a specific concern pertaining to a child the staff member must inform their Site Coordinator who in turn will contact the parent. While staff can request an observation form from their Site Coordinator, they will not engage in observation without knowledge of a parent. Observations must be formally observed, recorded, and reviewed with parents before an outside referral is recommended.

Only Area Directors can facilitate action in regard to referrals, suspensions, behavioral evaluations and/or the involvement of outside professionals and only with previous knowledge of parents. They may in conjunction with parents, school professionals, offer recommendation to parents regarding appropriate social, mental health, educational and medical services for their child should s/he feel that an assessment for such additional services could benefit the child.

Parents/guardians are our partners in ensuring the well-being of our students and are always included in processes that could result in a referral (unless there are extenuating circumstances permitted by law). The Site Coordinator will always provide parents/guardians with a written statement including the reason for the recommendation of the referral for additional services, a summary of observations associated with the concerns prior and the efforts made in an attempt to accommodate the needs of their child.

Other than in emergency circumstances (effecting the immediate health of the child), staff will not make any recommendation, referral and/or facilitate action without offering assistance to the parent in accessing such referrals (to outside agencies). Other than in emergency situations, all referrals must have written parental consent before any contact is made. The program will maintain a written record of any referrals, including conferences with parents as well as the resulting action.

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 per-existing 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.

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

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 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 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.

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 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.

CHILD PROTECTION AND MANDATED REPORTING

Federal and state laws require that Innovation Learning employees report suspected cases of child abuse or neglect by contacting the appropriate state agency or the National Child Abuse Hotline at 1-800-4ACHILD. This information is to be held confidential between the employee and the contact at the agency. This includes the reporting of parents and guardians who appear to be impaired by drugs or alcohol.

- Abuse is defined as “the non-accidental commission of any act by a caretaker upon a child under age 18 which causes, or creates a substantial risk of, physical or emotional injury; or constitutes a sexual offense under the laws of the state; or any sexual contact between a caretaker and a child under the care of that individual.”
- Neglect is defined as: “failure by a caretaker, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care; provided, however, that such inability is not due solely to inadequate economic resources or solely to the existence of a handicapping condition.”
- Physical injury is defined as: “Death; or fracture of a bone, a subdural hematoma, burns, impairment of any organ, and any other such nontrivial injury; or soft tissue swelling or skin bruising, depending upon such factors as the child’s age, the circumstances under which the injury occurred and the number and location of bruises; or addiction to a drug or drugs at birth; or failure to thrive.”
- Emotional injury is defined as: “an impairment to or disorder of the intellectual or psychological capacity of a child as evidenced by observable and substantial reduction in the child’s ability to function within a normal range of performance and behavior.”

PROCEDURES FOR REPORTING ABUSE OR NEGLECT

1. Innovation Learning staff and/or volunteers are to immediately inform their supervisor, who will confirm the facts reported and the condition of the child.
2. The supervisor will request the staff involved complete an incident report with the date, time and specific details observed, including type and location of physical marks of the suspected abuse/ neglect. This report will be delivered and reviewed by the Area Director as soon as possible after the incident but no more than 24 hours after it has been reported.
3. The Area Director will notify the Operations Director as soon as possible after the incident has been reported.
4. Reports will be reviewed, and a decision will be made whether to file within 24 hours.
5. If a 51A is filed by Innovation Learning with DHS, the staff reporting the suspected abuse/ neglect will be informed on a need to know basis to allow for further action/documentation.
6. Innovation Learning is not required to notify the parent of the report of suspected abuse.

A mandatory reporter is defined as a professional who is obligated by law to report known or suspected incidents of child abuse and/or neglect. Any person specified in C.R.S. 19-3-304 is by law a mandatory reporter in Colorado. If you suspect child abuse of any child, please report the abuse to Colorado State Abuse and Neglect Hotline, 1-844-CO-4-KIDS

CHILD PROTECTION AND MANDATED REPORTING

PROCEDURES FOR REPORTING ABUSE OR NEGLECT INVOLVING AN INNOVATION LEARNING EMPLOYEE

1. The Area Director will be informed and will communicate all information to Innovation Learning Executive leadership (the Operations Director and the Executive Director) and HR as soon as possible but no more than 24 hours after the incident has been reported to them.
2. The Area Director will contact the employee concerning the suspicions and confirm suspension of that employee until allegations have been cleared or substantiated.
3. All suspensions associated with abuse and/or neglect allegations will be without pay.
4. Innovation Learning will self-report to DCF within 24 hours. The employee will not work directly with children until the DHS and EEC investigation is completed and for such further time as the Department of Early Education and Care requires.
5. In the event that allegations are substantiated, the employee will be terminated.
6. Staff and volunteers suspected of child abuse or neglect may not contact children or parents involved in an alleged child abuse incident.

EMERGENCY CONTACT NUMBERS

Healthcare Consultant: Bryan Maki Colorado CPR and Safety Professionals 170 McGregor Circle Erie, CO. 80516	720-605-0605
Colorado Abuse Hotline	1-844-CO-4-KIDS
Innovation Learning Area Director: Courtney Oliver	304-657-5325
Innovation Learning Regional Director: Jessica Birgenheier	970-571-0926
Innovation Learning Director of Operations: Dixie Hughes	270-559-9022
Emergency Services (Police, Fire, Ambulance)	911
Poison Control	611



HEALTH CARE POLICY

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 aid, 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.

EMERGENCY PROTOCOL



Following the Department of Human Services protocol, we practice and drill emergency procedures every month. For most emergencies such as fire, tornadoes, flooding, and other natural disasters, we are always careful to follow the school's evacuation procedures. We reinforce and practice protocol that students are accustomed to by adhering to school day policy.

Incident, Injury and Trauma Policy - We ensure the safety and wellbeing of educators, children, and visitors when in the program and when on excursions. Through proper care and attention in the event of an incident, injury, or trauma, we make every attempt to ensure sound management by stabilizing the situation and preventing it from worsening. Staff is trained on our comprehensive protocol for addressing emergencies (see the Innovation Learning Staff Handbook). The critical element is the training of our team to quickly and efficiently ensure the safety of the group while also ensuring that injured students or staff are well cared for through the involvement of the necessary authorities (when needed)

As part of our emergency protocol, parents or emergency contacts are informed immediately after the team, or emergency personnel stabilizes the situation. The Area Director reports all serious incidents to the relevant authorities, the Department of Human Services, and the School District Administration. Staff is responsible for submitting completed reports to the Department of Human Services as soon as possible but no later than twenty-four (24) hours after an event occurs. The Area Director also delivers all reports to the child's parent and school administration within a twenty-four (24) hour period.

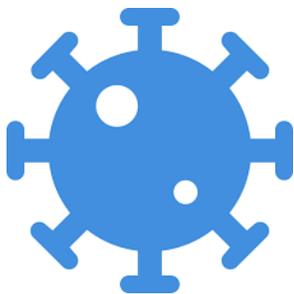
PLAN FOR MANAGEMENT OF INFECTIOUS DISEASES

1. All Innovation Learning staff will be trained annually in infection control procedures, including proper procedures for hand washing, and washing, disinfecting, and sanitizing program spaces, surfaces, and equipment. Mercer Island custodial staff will also be responsible for cleaning program spaces.
2. Innovation Learning staff will educate children about and promote hand washing procedures and health precautions. Please be advised that Innovation Learning staff and children are required to wash their hands many times each day. Hand washing will occur (but is not limited to) before and after food preparation or snack time, before and after the administration of medication (staff only), before and after water play, after toileting, after coming into contact with any bodily fluids (including sneezing and coughing), after performing cleaning tasks (staff only).
3. DHS guidelines will be followed for the clean-up and disinfection of areas that have been contaminated by blood or any other body fluid. Any clothing which is contaminated by blood or any other body fluid is required to be sealed in a plastic container or bag, labeled with the child's name and returned to the parent/guardian at the end of the day.

If a child is unable to attend school during the day, he or she should also not attend the Innovation Learning program. Also, if a child gets sick while in the program, the parent/guardian will be called to pick-up the child. Parents are advised to not bring a child to the morning program if the child has an oral temperature of 100 degrees or greater, a contagious disease or suffers with diarrhea or vomiting. Parents are notified to immediately remove their child from the program in case of illness, including the above mentioned.

In case of accident or illness, the child's parents or guardians are called immediately. In serious cases, the child is taken to a local hospital by an emergency vehicle for treatment and the parents or guardians are immediately contacted. Parents of every child enrolled are notified immediately if one of the following communicable diseases has been introduced into the program: lice, impetigo, ringworm, hepatitis A, food poisoning salmonella, shigella, measles, mumps, strep throat, rubella, pertussis, polio, Hemophilus influenza type B, meningococcal meningitis, strep or any other communicable disease.

Proof of treatment or approval by physician may be required for a child diagnosed with a communicable illness.



COVID-19 PRECAUTIONS

Innovation Learning takes the health and welfare of our students and staff very seriously. Our priority is to keep our programs safe, but enjoyable for children. Our Curriculum team has adjusted all curriculum so that physical distancing doesn't take away from learning and engagement. Below are the guidelines our programs follow, set forth by local governing agencies, the local Department of Human Services, and the CDC.

Vaccinations - Innovation Learning follows the protocol of each school district regarding the requirement of staff and student vaccines.

Hygiene and Wellness - Staff and students have their temperature checked before entering the building and immediately wash their hands. Staff adhere to all CDC guidelines on wearing masks indoors and outdoors.

Distancing - Students are kept 6 feet apart during all activities. No parents will be admitted into the building to limit contact inside the school buildings.

Sanitation - All materials and equipment are disinfected before and after each child uses them with approved cleaning solutions.

PLAN FOR MEDICAL EMERGENCIES (ON SITE)

1. In the case of a medical emergency (such as an allergic reaction, serious fall or cut, seizure, serious illness, etc.), an Innovation Learning staff member trained in first aid will begin administration of necessary emergency first aid while other staff member(s) attend to the needs of the other children in care, removing them from the scene of the incident if possible.
2. A staff member who is not assisting with the serious medical emergency will call 911 for assistance if immediately necessary, and will then call the Innovation Learning main office, the Area Director and/or the Operations Director to alert Administration of the emergency. As part of that communication, it will be determined if it is more appropriate for the Administrator or staff on the scene to contact parents/guardian to alert them that 911 has been called.
3. Staff will ride to the hospital with the child involved in the emergency medical situation and will bring with them all pertinent paperwork and medication to include the child's file, permission forms, and any medication or medical paperwork which is on file at the site for that child.
4. For non-911 emergencies, the Site Director will consult with the parent/guardian first (such as in the case of a broken toe or tooth or cut which might require stitches), the Innovation Learning site staff who is not assisting the child will attempt to contact the parent/guardian to consult and request immediate pick-up for transportation of the child for treatment. The staff member will then call the Innovation Learning Area Director.
5. In the event that a parent/guardian cannot be reached, all emergency contacts will be called in the order of how they are listed in the child's registration paperwork/file.
6. Innovation Learning staff will never transport a child in their personal vehicle for medical treatment.
7. Once the child is treated and resting, all necessary reports will be completed. Copies will be logged and filed, provided to the parent/guardian, and filed with the licensing entity as soon as possible and not later than three business days after the injury.
8. All injuries that leave a mark and/or involve a child complaining of pain will be documented using an Innovation Learning Incident Report

PLAN FOR MEDICAL EMERGENCIES (OFF-SITE/FIELD TRIP)

1. As a preventative measure, prior to the departure of a field trip from any Innovation Learning site location, the Site Coordinator or staff in charge will determine appropriate guidelines to be followed during the field trip to ensure continuity and safety of the children including:
 - (a) A plan to bring all emergency information for children including medications and necessary medication paperwork, permission slips and emergency forms which will include emergency contact information.
 - (b) At least one travel first aid kit will be fully stocked and brought on the trip.
 - (c) A plan to ensure that children will be protected against heat, cold, and sun injury will be devised.
 - (d) On the field trip, Innovation Learning staff will review the location of emergency services (such as life guard stations, telephone locations, first aid stations), and will have access to a working cell phone. When groups will be traveling separately, whenever it is possible, at least two staff will travel together with a group of children

at the field trip location and walkie-talkie communication will be utilized for communicating between all staff.

(e) One trip leader per bus will confirm that all students are accounted for prior to departing and will ensure that all students are off the bus after each destination.

(f) Transportation logs will be completed in accordance with DHS regulations.

2. If an accident or acute illness occurs with a child while any Innovation Learning program is on a field trip, the staff in charge will assess the situation, give first aid as needed, and will then determine if it is most appropriate to contact 911, the Innovation Learning administrator or child's parent/guardian first. Other staff members who are available on the trip will assist the staff member who is administering first aid by assisting children who are not involved in the emergency and alerting other program staff or administrators about the emergency.
3. Depending on the location of the trip it will be determined by the Innovation Learning staff in charge if the urgency of the situation necessitates ambulance transportation, or if staff can wait with the child for a parent/guardian to arrive at the location to transport the child.
4. Whenever possible two staff members will wait with the child until emergency transportation arrives. In the event that ambulance transportation is necessary, at least one staff member will accompany the child to the hospital and will serve as that child's guardian until the parent/guardian or an appointed emergency contact can join the child. Staff riding with the child involved in an emergency medical situation will bring with them all pertinent paperwork and medication, including such items as the child's emergency form, permission forms, and any medication or medical paperwork for that child.
5. In the event that a parent/guardian cannot be reached, all emergency contacts will be called in order of how they are listed in the child's paperwork. Additional attempts to reach the parent/guardian may be made. If a parent/guardian or emergency contact cannot be reached for a child, the Innovation Learning Administrator on duty will devise a plan of action. If transportation to a hospital or medical facility is deemed necessary for the child, a member of the Innovation Learning staff will serve as the child's guardian until the parent/guardian or an emergency contact can be reached and can join the child.
6. Other staff member(s) will attend to the needs of the other children in care on the field trip, removing them from the scene of the incident if possible. Innovation Learning staff members are trained to respond in a reasonable, reassuring and calm manner.
7. Once the child is treated, all necessary reports will be completed. Copies will be logged and filed, provided to the parent/guardian, and filed with the DHS as soon as possible and not later than three business days after the injury.
8. Medical costs resulting from injuries incurred while attending Innovation Learning and requiring professional medical attention will be the responsibility of the parent/guardian. Parent/guardians are the primary insurance holders.

PLAN FOR CARE OF STUDENTS WITH MILD ILLNESS OR INJURY

1. Prior to registration, a parent/guardian must confirm that documentation of a physical exam (within one year), immunization records (in accordance with the Department of Public Health), and lead screening is on file at the child's school. Annual dental screenings are recommended for all children.
2. It is required that Innovation Learning has up-to-date emergency forms on file for each child. Innovation Learning must have accurate phone number(s) where guardians can be reached, as well as information for three (2) emergency contacts. If there is a move, change of phone numbers, job change, or any other changes that would affect the program's ability to contact the parent/ guardian or an emergency contact; it is the responsibility of the parent/guardian to notify the program immediately. According to the Department of Human Services (DHS), forms and permission slips must be updated every year and are only valid for one year from the date of signature. Failure to provide up-to-date information, such as working telephone numbers or emergency contacts, required forms, medication information, or failure to provide required non-expired medication may result in suspension of child care services or termination of child care services.
3. Innovation Learning must be informed by a parent/guardian if a child has any medical condition or chronic condition that could cause difficulties (including past surgeries or bone breaks, allergies or any chronic or life-threatening conditions or allergies) in order to best handle any emergencies that could arise. It is essential that all medical information is kept up-to date. Failure to disclose pertinent information or keep information or medications up-to-date could result in suspension of or termination of child care services.
4. Children who become mildly ill or injured during program hours will receive appropriate care from an Innovation Learning staff member who is trained in first aid. Our basic means of treatment for mild injuries are cleaning cuts, bandaging, and applying cold compresses. Our basic treatment for mild illness is to consult with the child about symptoms, take the child's temperature and then to allow for rest on a mat. Any child who is mildly ill or injured will continue to have their needs met with regard to food, drink, rest, play materials, comfort, appropriate levels of activity and supervision. Children who are mildly ill or injured will be continually monitored by the staff members in charge and are allowed to remain in care.
5. Symptoms of mild illness may include headache, fever that is under 100°F, belly ache or body aches, mild cough or congestion, earache, sore throat without fever, mild diarrhea, and lethargy. Mild injuries might include: small cuts or scrapes, bumps or bruises, nose bleeds, lose or lost baby tooth, or injuries resulting from small falls.
6. If any child in care complains of illness or injury for more than 15 minutes Innovation Learning staff will consider this persistent and a parent/guardian will be called for consultation and to possibly speak with their child. In our experience, children who are not able or willing to participate in normal activity should be picked-up from the program as soon as the parent/guardian or emergency contacts are able. Children who are exhibiting symptoms that are slightly more than mild will be monitored and kept comfortable by Innovation Learning staff until the pick-up person arrives.
7. If a child becomes more seriously ill, vomits, has a high fever or cannot be soothed by program staff due to illness or injury, a parent/guardian or emergency contact will be notified and pick-up from the program will be required. We will keep the child comfortable and away from other children (in case the illness is communicable) until the necessary pick-up arrangements are made.

8. All children who receive any type of first aid care will receive an INJURY/ILLNESS REPORT form, which will be completed by Innovation Learning staff and presented to the pick-up person for signature. The parent/guardian will always be notified verbally of the injury/illness at pick-up and whenever possible a copy of the report will be provided when it is signed at pick-up. However, the form may be provided up to 48 hours after the injury/illness. Additional copies of the report will be logged in the programs central log book and retained in the child's file.
9. It is the practice of Innovation learning staff to notify a parent/guardian any time a child's injury involves any part of the child's head, neck or back. At the time of notification, it will be stated if the injury was mild or more severe. This precaution is in addition to the INJURY/ILLNESS REPORT form and is in place to ensure timely notification of this type of injury to the parent/guardian.
10. If a child is ill with a fever of 102°F or above, is vomiting, has a communicable illness or has an illness noted in the chart below, the parent/guardian is required to keep him/her out of care for the recommended amount of time as indicated in the chart below. If a child experiences a fever of 102°F or higher or is vomiting while in care, immediate pick-up by a parent/guardian or their representative will be necessary.
11. If any child or program staff member is known to have any type of communicable illness or condition (such as lice), it is the responsibility of the parent/guardian to notify Innovation Learning staff by calling the child's program site or calling Customer Service. When a report of communicable illness is noted at a child's program site, parents/guardians will be notified via e-mail and/or letter distributed at sign-out. Failure to report communicable illness can result in unnecessary spread of illness to program participants and staff, as well as their families. ALWAYS REPORT COMMUNICABLE ILLNESS!

COMMUNICABLE ILLNESSES CHART

DIAGNOSED ILLNESS OR SYMPTOMS	CHILD CANNOT RETURN TO PROGRAM UNTIL...
FEVER ABOVE 102°F	Keep home for 24 hrs. Fever must be under 102°F without use of fever reducing meds.
VOMITING MORE THAN 2 TIMES PER HOUR	No vomiting for 12 hours
COVID-19	At least 10 days since symptoms first appeared AND 24 hours with no fever without fever reducing medication AND other symptoms of COVID-19 are improving.
INFECTIOUS DIARRHEA: GIARDIA, SHIGELLA, SALMONELLA	On medications & must have a doctor's note to return to child care.
MRSA	On medications & must have a doctor's note to return to child care.
MENINGITIS	On medications & must have a doctor's note to return to child care.
CONJUNCTIVITIS	On antibiotic for 48 hrs.
STREP THROAT	On antibiotic for 24 hrs.
SCARLET FEVER	On antibiotic for 24 hrs.
INFLUENZA	At least 24 hrs. after the fever is gone.
PNEUMONIA	On medication for 24 hrs.
EAR INFECTION WITH FEVER & PAIN	Can return to care as long as fever is under 102°F for at least 24 hrs.
IMPETIGO	On medication for 24 hrs.
CHICKEN POX	All blisters are crusted and dry, (approximately 1 week)
HEAD LICE (PEDICULOSIS)	Return after complete treatment and removal of nits. Must be completely nit & lice free.
SCABIES	Treatment has begun
PINWORM	Feeling well enough to return
RINGWORM	Treatment has begun
HERPES SIMPLEX	Sores have completed crusted over or can be covered
MONONUCLEOSIS	Contagious period has passed and feeling well enough to return
FIFTHS DISEASE	Contagious period has passed and feeling well enough to return
COXSACKIE VIRUS (HAND, FOOT & MOUTH)	Contagious period has passed and feeling well enough to return
PERTUSSIS (WHOOPING COUGH)	Contagious period has passed, on medications and feeling well enough to return
VACCINE PREVENTABLE: MEASLES, MUMPS, RUBELLA DIPHThERIA/TETANUS HIB DISEASE HEPATITIS B	Contagious period has passed, on medications and feeling well enough to return



PLAN FOR INDIVIDUAL HEALTH CARE PLANS (IHCP'S)

Innovation Learning must maintain, as part of a child's record, an Individual Health Care Plan (IHCP) for each child with a chronic medical condition which has been diagnosed by a licensed health care provider. An IHCP ensures that a child with a chronic medical condition receives health care services he or she may need while attending Innovation Learning.

Innovation Learning must review an IHCP in collaboration with the parents/guardians, Innovation Learning staff and the child's licensed health care practitioner in conjunction, must authorize the IHCP for the purposes of before and after school care. IHCP forms have been developed by Innovation Learning for this purpose and will be provided either at the time of registration or when a chronic medical condition is noted.

The IHCP must include the following:

- Description of the chronic condition which has been diagnosed by a licensed health care practitioner
- Description of the symptoms of the condition
- Outline of any medical treatment that may be necessary while the child is in care.
- Description of the potential side effects of the treatment
- Outline of the potential consequences to the child's health if the treatment is not administered

Innovation Learning staff must have successfully completed training relative to a child's IHCP. This training must be given by the child's health care practitioner or, with the child's health care practitioner's written consent, by the child's parent or Innovation Learning's health care consultant. The training must specifically address the child's medical condition, medication and other treatment needs. Some examples of an IHCP would include children with asthmatic conditions, allergic reactions, ADHD, or diabetic conditions.

In addition to the plan for administering prescription and non-prescription medications highlighted above, when children with an IHCP need to receive any unanticipated administration of medication (such as Benadryl or Epi-pens), the Innovation Learning staff will make reasonable attempts to contact the parent/guardian prior to administering such medication or beginning unanticipated treatment, or, if the parent/guardian cannot be reached in advance, as soon as possible after such medication or treatment is provided.

Written parental and licensed health care practitioner authorization shall be valid for one year, unless withdrawn sooner and must be renewed annually, or when the child's condition changes, in order for administration of medication and/or treatment to continue. Failure to fully comply with this requirement of care may result in the suspension of child care services until paperwork is complete or termination from care if the parent/guardian will not comply with this licensing requirement.



MEDICATIONS

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 non-prescription (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. All medication must be provided as prescribed, in the container in which they were originally dispensed, with the original label, the name of the drug, the directions for its use, and the child's name clearly affixed. Both the medication and the prescription label must be non-expired in order for the medication to be acceptable for use at the program.
3. Any medications without clear instructions on the container will be administered by Innovation Learning staff in accordance with a written physician or pharmacist's descriptive order.
4. Whenever a medication requires a measuring device, the appropriate device must be supplied by the parent/guardian and labeled with the child's name.
5. 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.
6. 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.
7. 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.
8. Unless otherwise specified in a child's individual health care plan, the Innovation Learning staff must store all medications out of reach of children and under proper conditions for

sanitation, preservation, security and safety during the time that the children are in care and during the transportation of children or off-site activities.

- a) Prescription medication requiring refrigeration shall be stored in a way that is inaccessible to children in a refrigerator maintained at temperatures between 38°F - 42°F.
 - b) Medications found in the US-DEA Schedule II-V must be kept in a secured and locked place at all times when not being accessed by an authorized individual.
9. 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.
 10. Emergency medications, such as Epi-pen auto-injectors, must be immediately available for use as needed, but stored so that they are not accessible to children in care.
 11. While DHS regulations allow for a circumstance where an older school age child, with written parental consent and authorization of a licensed health care practitioner, could carry their own inhaler or epinephrine auto-injector, Innovation Learning does not allow for this circumstance at its program. This DHS requirement mandates that the program must also maintain an on-site back-up supply of the medication for use as needed, and therefore creates redundant medications to be furnished by the family. Additionally, the child may only use the medication under staff supervision. Therefore, we feel that it is best practice to keep the medication under the control of our trained staff. Then when the child needs the medication it will always be available for use.
 12. When possible, all unused medication will be returned to the parent/guardian when a child is no longer enrolled in care or no longer needs the medication, or the medication becomes expired. This return will be documented in the child's file. If returning medication to the parent/guardian is not an option, the medication will be destroyed or disposed of properly by Innovation Learning administration in accordance with the practices of the Department of Public Health or under guidance of the police department.
 13. 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.
 14. 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.
 15. Nothing in this policy shall prohibit and INNOVATION LEARNING employee from providing emergency assistance to students, including administering medication.
 16. All medications must be administered in accordance with the consent and documentation requirements listed on the next page:

MEDICATION FORMS

Parents must fill out the forms on the following pages giving Innovation Learning authorization to give a child medicine.



MEDICATION AUTHORIZATION

Medications cannot be administered at any Innovation Learning program without a doctor's written order and a written request from the parent or guardian.

Child's Name: _____ Birth Date: ____ / ____ / ____

Parent/Guardian Name: _____

Home Phone: (____) _____ Cell Phone: (____) _____ Work Phone: (____) _____

Street Address: _____

City, State, Zip Code: _____

The following information is to be completed by THE PHYSICIAN:

Medication 1: _____ Time interval to be taken: _____

Dosage: _____ Duration: _____

Possible side effects: _____

Condition for which medication is being given: _____

Must this medication be administered during the program day in order to allow child to attend the program or to address the child's medication condition? Yes No (Circle One)

Medication 2: _____ Time interval to be taken: _____

Dosage: _____ Duration: _____

Possible side effects: _____

Condition for which medication is being given: _____

Must this medication be administered during the program day in order to allow child to attend the program or to address the child's medication condition? Yes No (Circle One)

Medication 3: _____ Time interval to be taken: _____

Dosage: _____ Duration: _____

Possible side effects: _____

Condition for which medication is being given: _____

Must this medication be administered during the program day in order to allow child to attend the program or to address the child's medication condition? Yes No (Circle One)

Physician's Signature: _____ Office Phone: (____) _____

Physician's Name: (PRINT): _____ Date: _____

TO THE PARENT / GUARDIAN

All medications to be taken at Innovation learning must be provided to the site staff by the parent or anguardian. All medications must be in the original container appropriately labeled by the pharmacy with the child's name, date, physician name, name of medicine, and the time interval in which medicine is to be taken. As the parent/ guardian, I hereby request and grant permission for Innovation Learning staff to administer the above-prescribed medication(s) to my child during the program day. As the parent/guardian, I agree that Innovation Learning, it's employees 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 Innovation Learning personnel. I also agree that as the parent/guardian I indemnify and hold harmless Innovation Learning, its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of medication or the storage of the medication by program personnel. Nothing in its policy shall prohibit any Innovation Learning employee from providing emergency assistance including administering medication. I acknowledge that I received, understand, and agree to Innovation Learning's dispensing of medication policy.

Legal Guardian Signature: _____ Date: _____

1

HEALTH CARE PLAN
Includes second dose Epi-Pen® order
SEVERE ALLERGY TO: _

Student Name: _____
Birthdate: _____

School: _____

Emergency Treatment

If student experiences mild symptoms:

several hives, itchy skin, itchy red watery eyes or nasal symptoms

OR if an ingestion is suspected:

Treatment:

1. Send student to health office **ACCOMPANIED**.
2. **Give _____ of _____ by mouth.**
(amount and dosage:) (antihistamine)
3. Contact the parent or emergency contact person.
4. **If exposed - Have child wash face, hands and exposed area.**
5. Stay with the student; keep student quiet, monitor symptoms, until parent arrives.
Watch student for more serious symptoms listed below.

Special Instructions:

Symptoms that progress and can cause a life threatening reaction:

- *Hives spreading over the body.*
- *Wheezing, difficulty swallowing/ breathing, swelling (face, neck), tingling/swelling of tongue.*
- *Vomiting*
- *Signs of shock (extreme paleness/gray color, clammy skin, etc.), loss of consciousness.*

Treatment:

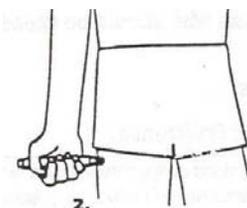
1. **Give:** **Epi-Pen Jr.®** OR **Epi-Pen®** **immediately**
(under 66lbs) (66lbs & over)

Place against upper outer thigh, through clothing if necessary.

2. **Call 911** (or local emergency response team) immediately.
3. Epi-pen® only lasts 20-30 minutes.
****Paramedics should always be called if Epi-Pen® is given****
4. Contact parents or emergency contact person. If parents unavailable, school personnel should accompany the child to the hospital.

Directions for use of Epi Pen®:

1. Pull off gray cap.
 2. Place black tip against upper outer thigh.
 3. Press hard into outer thigh, until it clicks.
 4. Hold in place 10 seconds, and then remove.
 5. Discard Epi Pen® in impermeable holder using one hand or can and dispose per school policy, or give to emergency care responder.
- If symptoms don't improve after _____ minutes, administer second dose following steps 1-5 above.



It is understood by parents and health care provider(s) that this plan may be carried out by school personnel other than the School Nurse Consultant (RN). A RN is to be responsible for delegation of this Health Care Plan to unlicensed persons.

Health Care Provider Authorization (Required): _____

Date: _____

Parent/Guardian Signature (Required): _____

Date: _____

Parent/Guardian Copy

Student Copy

School Copy

Transportation Copy

HEALTH CARE PLAN
Includes second dose Epi-Pen® order
SEVERE ALLERGY TO: _

Student Name: _____

School: _____

Birthdate: _____

Allergies (food, insects, medication, etc): _____ _____	Reaction: _____ _____
Diet Restrictions: For food allergies: <input type="checkbox"/> parents will monitor school lunch menus or provide food and communicate with school personnel <input type="checkbox"/> student will self monitor food choices <input type="checkbox"/> teacher will assist child unable to self select food choices <input type="checkbox"/> other	

Medications used on a daily basis (include doses): HOME: _____ SCHOOL: _____

REMINDER: School personnel must take Epi-Pen® or any other medication on all field trips. Make sure phone is close by, if needed. Keep Epi-Pen® at room temperature. DO NOT FREEZE, refrigerate or keep in extreme heat.

Pertinent Health History (as completed by School Nurse): _____

EMERGENCY INFORMATION

Parent/Guardian	Number in order of preference	Number in order of preference	
Home Phone:			
Cell Phone:			
Work Phone:			
Pager Number:			
Home Address:			
Emergency Contact:	Name:	Phone:	
Emergency Contact:	Name:	Phone:	

Health Care Provider who should be called regarding the allergic reaction:

Name:	_____
Phone:	_____
Hospital Preference:	_____

If _____ experiences a change in health condition (such as a change in medication or hospitalization) please contact the School Nurse (RN) so that this Health Care Plan can be revised, if needed. Parent/guardian signature indicates permission to contact the child's health care provider(s) listed above, as needed. I also understand that this information may be shared with necessary school personnel on a need-to-know basis to help ensure this child's safety and well being while at school or during school related activities.

Parent/Guardian Signature: (Required) _____ Date _____

School Nurse (RN) Signature: (Required) _____ Date _____

Administrator Signature: (Preferred) _____ Date _____

Parent/Guardian Copy

Student Copy

School Copy

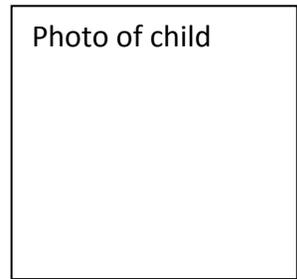
Transportation Copy

COLORADO SCHOOL ASTHMA CARE PLAN

Photo of child

PARENT/GUARDIAN complete and sign the top portion of form.

Student Name:	Birth date:
Parent/Guardian:	Work Phone:
Cell Phone:	Home Phone:
Other Contact:	Phone:
Grade:	Teacher:



Triggers: Weather (cold air, wind) Illness Exercise Smoke Dust Pollen Other: _____
 Life threatening allergy : Specify _____

If there is **no** quick relief inhaler at school and the student is experiencing asthma symptoms:

- Call parents/guardians to pick up student and/or bring inhaler/ medications to school
- Inform them that if they cannot get to school, 911 may be called

I give permission for school personnel to share this information, follow this plan, administer medication and care for my child and, if necessary, contact our physician. I assume full responsibility for providing the school with prescribed medication and delivery/monitoring devices. I approve this Asthma Care Plan for my child.

_____ 504 PLAN OR IEP
 PARENT SIGNATURE DATE SCHOOL NURSE SIGNATURE DATE

HEALTH CARE PROVIDER to complete all items, SIGN and DATE completed form.

GREEN ZONE: Student participation in activity and need for pretreatment. No current symptoms.

Pretreatment for strenuous activity: Not Required
 Pretreatment for strenuous activity: Routinely **OR** Upon request Explain: (weather, viral, seasonal, other) _____
 Give 2 puffs of quick relief med (Check One): Albuterol Other: _____ 10-15 minutes before activity.
 Repeat in 4 hours if needed for additional or ongoing physical activity.
If student currently experiencing symptoms, follow yellow zone.

YELLOW ZONE: SICK – UNCONTROLLED ASTHMA

IF YOU SEE THIS:	DO THIS:
<ul style="list-style-type: none"> ▪ Trouble breathing ▪ Wheezing ▪ Frequent cough ▪ Complains of chest tightness ▪ Not able to do activities but still talking in complete sentences ▪ Peak flow between _____ and _____ ▪ Other: _____ 	<ol style="list-style-type: none"> 1. Stop physical activity 2. GIVE QUICK RELIEF MED: (Check One) <input type="checkbox"/> Albuterol <input type="checkbox"/> Other: _____ <input type="checkbox"/> 2 puffs <input type="checkbox"/> Other: _____ 3. Call parents/guardians and school nurse. 4. Stay with student and maintain sitting position. 5. Student may go back to normal activities once feeling better. <p><i>If symptoms do not improve in 10-15 minutes or worsen after giving quick relief medicine, follow RED ZONE plan.</i></p>

RED ZONE: EMERGENCY SITUATION – SEVERE ASTHMA SYMPTOMS

IF YOU SEE THIS:	DO THIS IMMEDIATELY:
<ul style="list-style-type: none"> ▪ Coughs constantly ▪ Struggles to breathe ▪ Trouble talking (only speaks 3-5 words) ▪ Skin of chest and/or neck pull in with breathing ▪ Lips or fingernails are gray or blue ▪ ↓ Level of consciousness ▪ Peak flow < _____ 	<ol style="list-style-type: none"> 1. GIVE QUICK RELIEF MED: (Check One): <input type="checkbox"/> Albuterol <input type="checkbox"/> Other: _____ <input type="checkbox"/> 2 puffs <input type="checkbox"/> Other: _____ <input type="checkbox"/> Refer to anaphylaxis plan if student has life threatening allergy. 2. Call 911 and inform EMS the reason for the call. 3. Call parents/guardians and school nurse. 4. Encourage student to take slow deep breaths. 5. If symptoms continue, repeat quick relief med: <input type="checkbox"/> Albuterol <input type="checkbox"/> Other: _____ <input type="checkbox"/> 2 puffs <input type="checkbox"/> Other: _____ 6. Stay with student and remain calm. 7. If in 20 minutes from first dose, EMS has not arrived and symptoms remain, repeat quick relief medicine (up to 4 more puffs). 8. <i>School personnel should not drive student to hospital.</i>

INSTRUCTIONS for QUICK RELIEF INHALER USE: CHECK APPROPRIATE BOX(ES)

- Student understands the proper use of his/her asthma medications, and in my opinion, can carry and use his/her inhaler at school independently with approval from school nurse.
- Student is to notify his/her designated school health officials after using inhaler.
- Student needs supervision or assistance to use his/her inhaler and inhaler will be kept (specify location) _____.

HEALTH CARE PROVIDER SIGNATURE PRINT PROVIDER'S NAME PHONE/FAX DATE

Copies of plan provided to: Teacher(s) ___ Phys Ed/Coach ___ Principal ___ Main Office ___ Bus Driver ___ Other _____

PLAN FOR ASSESSING POTENTIAL HAZARDS



Each day the program site will be inspected by all staff members to make sure the area is free from all hazards, and any dangerous objects or debris that appear at the site should be removed immediately. All toxins (bleach, cleaning liquids, etc.) are to be kept in a locked cabinet, which is off limits to children. The program areas will be assessed for any hazards which could pose a risk to children with allergies at the program site, and where necessary areas will be cleaned to ensure that allergens have been removed prior to the arrival of children at the site.

If any child enrolled in care at a program site has a life-threatening allergy to a substance which may be brought into the program space by other children, parents/guardians, staff or school personnel, that information will be shared, and the area will be labeled as a sensitive area. We ask that parents indicate when enrolling whether their child has an allergy that could cause sickness or a life-threatening circumstance. Failure to disclose this information could cause a delay in enrollment and/or temporary suspension from the program until a health plan and/or safety plan can be reviewed and/or put in place by our health consultant. Innovation Learning will develop a specific emergency plan for any child that needs specific arrangements in times of emergency due to any special needs. These plans will be developed with assistance from the school administration and the student's parent or guardian.

PLAN FOR MAINTAINING FIRST AID SUPPLIES/EMERGENCY SUPPLIES



Each after school program site will maintain adequate first aid supplies in a well-marked location at the site. Supplies will include (but are not limited to): large and small sized band aids, gauze pads, adhesive tape, gauze roll bandages, disposable non-latex gloves, instant cold packs, blunt tip scissors, tweezers, thermometers, triangular bandages, CPR mouth guard, eye wash container, and a flashlight. Each program shall also maintain an emergency travel first aid backpack which will also include all of the items listed above. Additionally, each program shall maintain a few items of clothing in various sizes in the event that a child's clothing is soiled while in care. However, if a child is known to have accidents or if a parent/guardian feels that the needs of their

child are best served by having a change of clothing at the program at all times, it is encouraged and recommended that the parent/guardian provides a change of clothing which will be labeled or use by that child only. First aid kits/emergency supplies will be inventoried monthly by the Site Coordinator.

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.

EMERGENCY RESPONSE PLAN

EMERGENCY CONTINGENCY PLAN

In order to keep our program participants safe, and to comply with strict licensing regulations, Innovation Learning After School has the following plan for emergencies:

1. Innovation Learning Site Coordinators will plan and execute at least one emergency evacuation drill monthly, which will be scheduled to allow each participant to practice the plan at least once a month (requiring multiple monthly drills). Drills will be conducted from various care locations (i.e. from the classroom, from the gym, from the cafeteria, etc.) and in various weather conditions. Guardians and children will not receive advanced notice of drills. Site Coordinators will record the drills in a manner that fulfills licensing requirements.
2. Innovation Learning will adopt the School's procedures for "shelter in place" if necessary, during the program day. Innovation Learning staff may practice procedures for sheltering in place.
3. All exits to outdoors in all program-utilized spaces will have posted emergency escape routes and procedures. Each program site will have an emergency meeting location, and a plan for utilizing alternative program space (see below), should the licensed space become unfit for child care services.
4. All Site Directors shall have one method for recording attendance during emergencies which will also have emergency contact information for each child enrolled, in the event that parents/guardians must be notified of an emergency. Should this occur, the Site Director will make every effort to contact the Innovation Learning main office staff who will then work to contact guardians while the site staff monitor the children in care.
5. Innovation Learning shall receive emergency preparedness training and instruction in handling potential emergencies in a calm, safe and appropriate manner for children in care. Staff will be trained in communicating emergencies in an efficient and appropriate manner to the proper authorities, Innovation Learning administration, and parents/guardians. In the event that authorities need to be contacted, Innovation Learning administration will contact the authorities, while site staff monitor children in care.
6. In the event of a loss of power, heat, water or other unforeseen emergency at the program site, the situation will be assessed through communication from the Site Coordinator to the building custodian, and/or the School Administration. If necessary, the Site Coordinator will contact the Police or Fire Department or utility provider to gain information about the scope of the emergency. Every attempt will be made to remain open, as long as safe conditions can be met including adequate heat and clean water. Decisions will be made on a case by case basis how to address the emergency. In some instances, it may become necessary for the program to be closed due to the emergency. In this circumstance, program families will be contacted via telephone, text and e-mail until it is certain that all families are informed. Children will be supervised by staff until the guardian or an emergency contact can retrieve the child early due to emergency closing.
7. If a parent/guardian is not able to reach the site staff by telephone using the site's main phone number, the parent/guardian can call the Innovation Learning main office to get assistance in contacting the site staff.

PLAN FOR MISSING STUDENT(S)

We ask that parents please contact your Innovation Learning site if your child will be absent. Innovation Learning staff provides the school office with a list of those students scheduled for the program each day. For students planning to access drop-in, we ask that you contact both the school office and Innovation Learning to make them aware prior to the child attending the program.

Should a student who was scheduled to attend the program not show or is absent from Innovation Learning during the end-of-school-day transition, the site staff will take the following steps to locate the child:

- Review the attendance to confirm the listed child is scheduled.
- Review the school absent report, and/or dismissal report.
- Contact the school office to page the student (and to confirm the child was not signed out of school early).
- Try to contact the student's teacher with help from the school office.
- Contact transportation with help from the school office (to determine whether they accidentally boarded the bus).
- Contact Parent on all phone numbers listed followed by emergency contacts if parents cannot be reached.

No activities should begin until the student has been located either visually or verbally by the parent, school or Innovation Learning. If all steps are taken and the student has not been located, Innovation Learning staff will contact the Area Manager who will confirm that all steps were taken prior to informing the police.

Should a child go missing at the program site/not at the start of the program day (such as during a regular head count for at transition within the program) the following steps will be taken by Innovation Learning staff:

- They will make sure that the head count is correct with the number of children in attendance and ask a fellow staff member to confirm the count.
- Identify which child is missing. Do a face-to-name attendance for all students. All activities should be put on hold while roll call is confirmed.
- Communicate with ALL staff members that a child is missing and share that child's name, grade/age and physical description. Designate staff to remain with children while additional staff search for the child. Depending on the location the student was last seen staff will check all areas where the child could be (examples: they will check around the school building, behind outdoor structures, inside all bathrooms and classrooms close to the program location, the child's own classroom, etc.).
- Check the site's sign-out list to make sure that the parent/guardian has not picked-up.
- Check to make sure that the child is not in an outside agencies group. If it is early in the afternoon, check with the main office of the school.
- Quickly contact the Innovation Learning main office to make the Area Director aware. At this point Innovation Learning staff will determine whether the police should be notified.
- Contact the parent to explain the situation and see whether the parent can account for the child. Also, if Innovation Learning is aware of someone who might know the whereabouts of the child, staff will contact that person (ex: someone who might have picked-up without signing out – grandparent, etc.).
- Continue looking for the child, the Area Director will arrive to assist with the situation.

PLAN FOR MISSING STUDENT(S) - SCHOOL BREAK PROGRAMS

- If a child does not show up for the program within 45 minutes of the start of programming and the guardian has not notified the program of absence:
- Check sign-in log to make sure the child was not signed-in for the day.
- If the child was signed-in, but the child cannot be located at the site follow procedure below.
 - Make sure that the site's voicemail has been checked for the day.
 - Call the Innovation Learning main office to make sure that absence notification was not received there, and to make the main office administrators aware of the situation. Check the main office voicemail if no one is available at main office.
 - Contact a parent/guardian to confirm absence (try both parents if one cannot be reached). Call home, work, cell (all #'s) for one parent before contacting the other.
 - When Innovation Learning staff reach the parents/guardians, they will make the Area Director aware of whether the child is absent or if they were unable to reach the parent/guardian and had to leave a message.
 - The Area Director will continue calling emergency contacts until someone can be reached to account for the child.

PLAN FOR MISSING STUDENT(S) - VACATION DAY/FIELD TRIPS

- Communicate with ALL staff members to make sure that they are not aware of the child's location.
- Check the child's group sign out list to make sure that the parent/guardian has not picked up without your knowledge. Depending on the location of the group at the time the child is observed to be missing, check all areas that the child might be (examples: check around the school building, behind outdoor structures or playgrounds, inside all bathrooms and classrooms close to your location, the stage area, kitchen, vacation program office, gym, stairway to gym, locker room, etc. On field trip check immediate vicinity and the last place that you were).
- Contact the Area Director if on-site to make them aware of the situation and to see if they have seen the child during the day. (Example: Did the Site Coordinator release the child to a parent/guardian from the Summer Program office after illness without notifying the team leader?).
- Do an "all call" over walkie-talkies (summer program) announcing "Locate: child's name, IMMEDIATELY". If anyone knows whereabouts of child, announce over walkie talkie.
- Have all children sit quietly while you do a full face to name attendance.
- Quickly contact an Area Director or the Innovation Learning Regional office to make the leadership team aware, and so that an Area Director can head to the site if not already on-site. At this point Innovation Learning staff should consider notifying the police.
- Do an ALL PROGRAM attendance.
- If available, notify the field trip location and ask their staff to help. Have the field trip location do an announcement for the child to meet at an obvious location.
- Contact the parent/guardian to explain the situation and to see if the parent/guardian can account for the child.
- Continue looking for the child without alarming other children.
- If the police have not already been contacted and all of the steps have been followed, then they should be contacted to assist in the search.



INCLEMENT WEATHER POLICY

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 typical 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). Innovation Learning will work with school administration and parents of children with specific special needs requiring additional support structures in places in case of evacuation.

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.

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. If the Superintendent of Schools cancels all extended day and/or evening activities due to weather or other emergencies, the Innovation Learning program will close at 5:00 p.m. This is to ensure that all families have adequate time to arrive from work to pick up their child (regardless of when extended day/evening activities are canceled by the school). Late fees for parents will begin to be charged at 5:00 p.m.

Delayed Opening: Innovation Learning will follow the same protocol as the school regarding delayed opening. If your child's school has a two-hour delay, Innovation Learning will open on a two-hour delay (at the school's discretion). All currently enrolled Innovation Learning students may attend delayed opening care. If the delayed opening designation changes to school is closed; the Innovation Learning program must close. Parents will be expected to come immediately to pick up their children.

Tuition on Inclement Weather Days: No refunds will be given for programs that are canceled due to weather, facility issues, school closures, school dictated unavailability of space, or any other issue beyond Innovation Learning's control.

Exceptions to this rule exist only if school is closed three or more days in a Monday – Friday week and for those families who select the drop-in option. In both of these instances, families may receive a credit for future programming only, provided they contact customer service within 72 hours (by phone or email).

NOTE: It is the parent's responsibility to be aware of inclement weather situations. Please listen to the radio or television for weather updates and changes in school dismissal times.

ADDITIONAL SAFETY POLICIES

TOILETING GUIDELINES FOR ECE STUDENTS

Each child that attends the Innovation Learning program must be toilet trained. Innovation Learning early education teachers and paraprofessionals are committed to supporting children and families in the process of independent toilet use, in all classrooms. Innovation learning staff may allow for an assistant early childhood teacher to be in charge of a group of children at specified times only including assisting with taking a group of children to the restroom. If a child is struggling with the process, teachers will work with families to implement appropriate support measures, including, but not limited to the following:

- Encouraging the student to use the bathroom at regular intervals
- Encouraging the student to independently clean him/herself and change into clean clothing.
- Allow extra clothing to be stored in the classroom
- Allowing the use of pull-ups or training undergarments, per family preference
- Children must not be left in soiled clothing or diapers. A staff member must change or assist with changing clothing.

If an ECE classroom is not equipped with bathrooms, teachers will coordinate with parents, other teachers, and other appropriate school personnel to create a toileting and cleaning/ changing plan within the first two weeks of school, in order to maintain safe in-classroom ratios.

ISSUES OF CUSTODY/CARE

Please directly give the Innovation Learning Site Coordinator any legal paperwork and changes in your custody agreement. Innovation Learning may restrict parental access unless provided with signed legal documents. Innovation Learning employees shall not be permitted to testify on the behalf of a parent or guardian in any type of legal proceeding. Innovation Learning will not act as a mediator between parents/guardians.

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.

EXCESS DAMAGE

We take pride in offering an active learning environment and normal wear and tear on materials is expected in busy hands. On the contrary, where damage to Innovation Learning or school property is caused through willful destruction, undue carelessness, or disregard for rules, it is our policy to inform parents of this and seek their cooperation in overcoming the problem. Individual circumstance will determine the action taken. The Director shall determine the reasonable cost of repairing or replacing property damaged by the student.

DRESS POLICY

Students should wear clothing that complies with the school dress code. Students should bring clothing that will allow them to participate in a minimum of 30 minutes in outside activities. Innovation Learning may request a doctor’s note if your child is not permitted to go outside. Students should wear sneakers or close-toed shoe to prevent injury.

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. Any personal property left at the program at the end of the day will be placed in the school lost and found.

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.

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.

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.

LICENSING REGULATIONS REQUIREMENTS

Innovation Learning operates programs in various states. Licensing requirements in each state will supersede any and all information not listed in the parent handbook. Additional information, other than the Enrollment Form, is required by your state in order to enroll your child(ren) and in order for them to attend the program. Ensure that each of the forms included in your registration packet and/or online have been submitted to Innovation Learning during enrollment and prior to attendance. You may contact DHS for information regarding Innovation Learning's regulatory compliance history.

BACKGROUND CHECKS FOR ALL EMPLOYEES

Innovation Learning completes background checks on all its applicants. This includes Accurate Biometrics, FBI Fingerprinting for all state. Innovation Learning hires candidates who meet and exceed our rigorous requirements, which are aligned with state licensing regulations. Innovation Learning shall check the names of all persons listed below against

the Sex Offender Registry database, prior to employment or licensure and on a periodic basis, to determine if the candidate is classified as a Sex Offender: (a) prospective and current family child care educators, their household members and persons regularly on the premises; (b) prospective and current family child care assistants; (c) prospective and current licensees; (d) prospective and current Innovation Learning approved reviewers; (e) prospective and current employees, interns and regular volunteers who have the potential for unsupervised contact with children; (f) individuals who provide transportation services for Innovation Learning licensed and/or funded programs

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 Site Coordinator 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.

How to File a complaint about Division of Early Care and Learning staff

Bright from the Start: The Georgia Department of Early Care and Learning will investigate any report concerning a licensing violation at a child care center, group day care or a family child care home. To file a complaint, call 404.657. 5562 or 404.656. 5957.



1-866-239-3661

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