

COLEMAN PREPARATORY ACADEMY

School Year 2021-2022

Enrollment Packet

2627 Crums Lane
Shively, KY 40216
502.387.4363

www.colemanprep.org
info@colemanprep.org



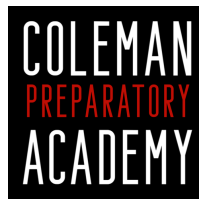


Thank you for making
Coleman Preparatory Academy
your choice for an exceptional education
for your child. We look forward to
getting to know you and working with you
and your family!

Sincerely,
A. & J., Founders

*We empower children to "raise the bar" and become young
people of intellect, integrity and compassion.*

PARENT HANDBOOK



SP2021

Please review the information in the following pages and keep for your records. When in doubt, please refer to this handbook.

Any updates to this handbook will be communicated with you.

HOURS OF OPERATION

Coleman Preparatory Academy school day runs from 9:05 am to 3:45 pm

Our facility is open from 7:00 am to 6:00 pm

Breakfast is served from 8:45 am to 9:15 am

Before care begins at 7:00 am and ends at 8:45 am.

Aftercare begins at 4:00 pm and ends at 5:45 pm.

ARRIVAL & DEPARTURE

All students must be accompanied to our waiting area with a parent and be signed in online.

Coleman Prep staff will pick up your child from the waiting area. The same process will be followed for pick-up during normal times.

If your child will be arriving or departing outside of normal times, please reach out to us to be provided instructions.

TUITION

The table below shows the tuition costs for students enrolled in PreK-3, PreK-4, Kindergarten, 1st and 2nd grade for the 2021-2022 school year.

	1st Child	2nd Child	3rd Child
PreK-3	\$7,200	\$5,904	\$5,040
PreK-4	\$7,200	\$5,904	\$5,040
Kindergarten	\$7,200	\$5,904	\$5,040
1st grade	\$7,200	\$5,904	\$5,040
2nd grade	\$7,200	\$5,904	\$5,040

TUITION PAYMENTS

Coleman Preparatory Academy offers discounts to families paying full tuition at time of enrollment (10%) and monthly (5%). Monthly tuition is due by the first Wednesday or the 6th of the month (whichever comes first). Families paying weekly must pay \$180 each week by COB Monday. Late fees will be assessed on Wednesday.

Tuition payments may be made by check, money order, or online (debit/credit card). There are additional fees for online payments. A \$35 fee will be added to your account for all returned charges.

Tuition covers the cost of your child's quality education during normal school day hours by a certified and dedicated instructor and a highly qualified assistant; breakfast, lunch, afternoon snack; a Coleman Prep blanket and cot for naptime; educational resources; a culture that fosters growth and a sense of belonging; and many other priceless items.

DESIGNATED PERSONS TO PICK UP YOUR CHILD

The enrollment form requires a parent/guardian to specify at least two individuals who may pick up the child from school. It is parent's responsibility to ensure this information is accurate and up to date. Children will only be released to names listed on the enrollment form. Identification will be requested to confirm authorization. A written notice is required to make any changes to this information. In the event of an emergency, call us and indicate the name, phone number and description of the individual picking up the child. You will be asked your child's C-Code to confirm the emergency update.

UNIFORMS

Coleman Preparatory Academy is a uniform school and our students must be in uniform every day. Our uniform consists of:

BOTTOMS:

Black skirt
Black skort
Black shorts
Black pants
Black jumper

*no sweatpants
no biker shorts

TOPS:

Black, White, or Red shirt
long-sleeved or short-sleeved
button-down or polo-styled
Any Coleman Prep Tee,
Sweatshirt, Cardigan, or
Sweater

FOOTWEAR:

Black shoes

*no sandals
no slides
no flip-flops

For any questions, please do not hesitate to call us.

SEVERE WEATHER CLOSINGS

Coleman Preparatory Academy will alert families of closings via the Remind app, our social media, and via local news outlets.

SCHEDULE & HOLIDAYS

Beginning in school year 2021-2022, we will follow Jefferson County Public Schools schedule.

BIRTHDAYS

Teachers will acknowledge students' birthdays on the day of, or nearest school day. If parents wish to bring in items for a party, a celebration for all birthdays for the month will be held at the end of the month. All food must be purchased from a certified food service company.

COMMUNICATION

Engaging our families is of extreme importance to Coleman Preparatory Academy. That requires all parents to do their part to be active in their child's education. We require you to sign up on the Remind app (www.remind.com/join/cprepsy) to ensure that you are on our alert list. We require you to maintain up-to-date phone numbers and email addresses. We encourage you to connect with us on social media ([Facebook](#) - Coleman Prep; [Instagram](#) - ColemanPrep).

ADDITIONAL PROGRAMMING

Before Care and Aftercare are extensions of our normal school day. Students will be participating in remediation and enrichment activities. To ensure your student is getting the most of the program, we ask that you allow them to participate for the full time.

Before Care is \$150/month

Aftercare is \$200/month

Coleman Preparatory Academy provides camps for all normal school breaks. This includes winter break (December), spring break (March/April) and summer break (June-August). Each camp is an extension of our normal program and will be packed with remediation and enrichment opportunities. Outside organizations will collaborate with Coleman Prep Academy to create well-rounded activities. Our camps are open to students outside of Coleman Prep. Our families will be provided a two week window to enroll their child before enrollment is open to the community.

MEDICAL/HEALTH

Shot records are to be kept on file at Coleman Preparatory Academy. These records are required on your child's first day. It is parent's responsibility to update these records when they expire and to provide us with a current certificate.

Any medications that are to be administered while your child is at school must be indicated on the doctor's notes. Medicines must be in the original container with pharmacy Rx label, and have child's name printed on label. Dosage administered will be according to the directions on Rx label.

Note: No school personnel will administer over the counter medicine.

ACCIDENTS/INJURIES

Parents will be notified via phone and incident report if a child is injured. In the event of an emergency, the child will be transported via ambulance to Norton's Children's Hospital or family's preferred hospital at parent's expense.

NON-DISCRIMINATION

Coleman Prep Academy does not discriminate on the basis of race, color, national or ethnic origin, religion, gender, disability, or sexual orientation in administration of its educational policies, scholarships, loans, tuition remission, fee waivers, educational programs, athletics, or extracurricular activities.

THIS CONCLUDES THE PARENT HANDBOOK. PLEASE KEEP PAGES 1-6 FOR YOUR RECORDS.

CPA ENROLLMENT CHECKLIST

We are so excited that you have decided to enroll your child with Coleman Preparatory Academy. This enrollment packet provides important information for you to file at home, and the documents that we are to keep for your child's record at school.

Prior to school attendance, each child shall have on file:

- ☐ Signed Enrollment form
- ☐ A legal birth certificate
- ☐ A current Kentucky certificate of immunization
- ☐ Doctor's Notes for any Medication
- ☐ Proof of a preventative health care examination (physical) conducted within six months before initial entry into Coleman Preparatory Academy and another preventive health care examination within one-year prior to entry into the 6th grade
- ☐ Proof of an eye examination between ages 3-6 by an optometrist or ophthalmologist, documented on the Kentucky School Eye Exam Form; documentation must be presented to Coleman Preparatory Academy no later than March 1 of the first year that the child is enrolled.
- ☐ Proof of a dental screening or examination by a dentist, dental hygienist, physician, a registered nurse, advanced registered nurse practitioner or physician assistant, documented on the Kentucky Dental Screening Form (This form is due to the school no later than March 1 of the first year that a 5- or 6-year-old child is enrolled.)
- ☐ Signed Discipline Policy
- ☐ Signed Financial Agreement
- ☐ Signed COVID-19 Policy
- ☐ Signed Photo/Video Release Permission Slip
- ☐ Signed Classroom Pet Permission Slip
- ☐ Signed Release to Participate
- ☐ Signed Sunscreen Permission Slip
- ☐ Signed Brushing Teeth Permission Slip
- ☐ Signed Before Care/Aftercare Acknowledgement (*if applicable)
- ☐ Initialed all boxes that are applicable on page 16
- ☐ 3 Cs Contract (if applicable)

Once all items are checked off, your child's enrollment packet is complete.

ALL SIGNED DOCUMENTS WILL BE SCANNED AND RETURNED TO YOU VIA EMAIL FOR YOUR RECORDS. DOCUMENTS SUBMITTED TO COLEMAN PREPARATORY ACADEMY WILL BE HELD IN YOUR CHILD'S RECORD.

CPA ENROLLMENT FORM

Personal Information

Child's Name _____		Date of Birth _____	Gender _____	Grade _____
Ethnicity: <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino		Race: <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> American Indian <input type="checkbox"/> Pacific Islander		
Parent/Guardian #1		Parent/Guardian #2		
Relationship _____	Email address _____	Relationship _____	Email address _____	
Cell/Home Phone _____	Work Phone _____	Cell/Home Phone _____	Work Phone _____	
Address _____		Address _____		
City _____	State _____	Zip _____	City _____ State _____ Zip _____	
Employer _____		Employer _____		
Lives with? <input type="checkbox"/> Y <input type="checkbox"/> N	Pick up? <input type="checkbox"/> Y <input type="checkbox"/> N	Lives with? <input type="checkbox"/> Y <input type="checkbox"/> N	Pick up? <input type="checkbox"/> Y <input type="checkbox"/> N	

Emergency Contacts

Primary Emergency Contact		Secondary Emergency Contact	
Cell/Home Phone _____	Work Phone _____	Cell/Home Phone _____	Work Phone _____
Address _____		Address _____	
City _____	State _____	Zip _____	City _____ State _____ Zip _____
This person has permission to pick up child? <input type="checkbox"/> Y <input type="checkbox"/> N		This person has permission to pick up child? <input type="checkbox"/> Y <input type="checkbox"/> N	

Medical Information

Preferred Hospital _____	
Physician's Name _____	Phone _____
Insurance Company _____	Policy Number _____
Allergy/Special Health Considerations _____	Dietary restrictions _____
Medications (list all medications child takes, whether at school or at home) _____	

My signature affirms the information above is accurate. It is parent's responsibility to update this form as necessary.

Parent Signature _____	Date _____
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DISCIPLINE POLICY

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, Coleman Preparatory Academy uses a positive approach to discipline and practices the following discipline and behavior management techniques. Teaching social-emotional strategies is incorporated into our daily lessons.

WE DO

- Communicate to children using positive statements on their level and in a calm quiet manner.
- Explain unacceptable behavior to children.
- Give attention and praise to children for positive behavior, and encourage continued positive behavior.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.

WE DO NOT

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- Use any strategy that hurts, shames, embarrasses, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

DISCIPLINE POLICY CONTINUED

Aggressive physical and verbal behavior (fighting, biting, hitting, and verbal attacks) by a child will not be tolerated. Faculty and staff members will intervene should this type of situation occur in order to maintain the safety of all children. Parents will be notified and an incident report will be completed and filed.

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate enrollment for that particular child.

Note: If, at any point, there is an indication/suspicion that a child may have special needs, Coleman Preparatory Academy will inform the child's family and work with our Exceptional Child Education Coordinator to evaluate and assist to determine next steps.

My signature below indicates that I have received a copy of the discipline policy, it has been reviewed with me, and I have read and understand this policy.

Parent/Guardian Signature

Date

FINANCIAL AGREEMENT

I agree to:

Pay in one time each week a tuition fee of \$180.00 with no deductions for absences or holidays. A late fee of \$25.00 will be added to your account if payment is not received in full by Wednesday. If your tuition is not paid per this agreement, your child's enrollment is discontinued.

Fees are based on a weekly schedule of 5 days. Fees are designed to hold your child's place at the academy and not based on attendance. Parents are responsible for all expenses not paid by an outside source. All fees not paid by a subsidy will be the parents' responsibility. This includes but not limited to expired contracts, copayments overage, and fees that subsidy does not cover. 4c's subsidy will not pay for days that children are out of the academy if it exceeds 5 days in a single month. Parents are responsible for keeping up with expiration dates on their child's subsidy contracts. CPA will not assume any responsibility for expired contracts that result in charges added to your account.

FEES

Pay an enrollment fee of \$100.00 per child, which is not refundable.

Pay a recurring registration fee of \$100 per child each April 1st, which is not refundable.

WITHDRAWAL

In the event you withdraw your child from the academy, a two weeks written notice is to be given to the Head of School prior to withdrawal. If proper notice is not given, you will be responsible for paying the tuition fee for the week(s) your child did not attend.

PAYMENT ISSUES

Pay all costs of the collection process, including agency fees and court costs if your account is forwarded to a collections agency for non-payment.

INSUFFICIENT FUNDS

Pay a check return fee of \$35.00 for each check returned with insufficient funds in addition to late fees and the amount of the check. This payment must be made in money order, and all future payments will then be subject to be paid in money order.

I have read the financial agreement, understand it and will comply with the policies. This is a contract, sign only if all terms are completely understood and agreed upon.

Parent/Guardian Signature

Date

COVID-19 POLICIES

State of Emergency New Emergency Administrative Regulation 922.KR2:4000E Section 6:(6) **SP2021**

If a child demonstrates a fever or other contagious symptom, the child shall be removed from the classroom setting immediately and placed in a safe, low traffic area until the parent or guardian arrives to pick-up the child. The Coleman Preparatory Academy (CPA) shall require the parent or guardian to pick up the child within one (1) hour of being contacted.

If a child is not picked-up within the hour, the police and Child Protective Services (CPS) will be contacted by the Head of School or designee.

I have read, asked questions, and understand the above policy pertaining to my family/child. I will assure a parent or guardian will arrive within an hour of Coleman Preparatory Academy calling to inform me that my child is ill. I understand that CPA will call the police and CPS if someone has not arrived to pick up the ill child.

Parent/Guardian Signature

Date

Section 7. Personal, Protective Equipment (PPE) Requirements.

(1) All adults, including parents and guardians at drop-off and pick-up shall wear a face mask or face shield. (2) If an adult refuses to wear a face mask or face shield even after one has been provided by CPA they will be restricted from drop-offs and pick-ups. (3) for continuous occurrences, the adult may be subject to a \$150.00 fine for each event.

Of this section, Coleman Preparatory Academy may refuse individuals the right to enter the facility. CPA decides whether a parent or guardian can enter the facility if an adult refuses to adhere to our Covid-19 policies regarding the Center for Disease Control and Prevention guidelines.

I have read, asked questions, and understand the above policy pertaining to my family/child. I understand I will wear a mask or face shield upon pick-up and drop-off, or I can be refused service for my child.

Parent/Guardian Signature

Date

CPA PHOTO RELEASE FORM

Coleman Preparatory Academy has my permission to take my or my child's photography or videography publicly to promote the school. I understand that the image may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

I **do** give permission.

☐ I **do not** give permission.

☐

Parent/Guardian Signature:

Parent/Guardian Name:(please print) _____

Child's Name: _____ Grade: _____

CPA PET PERMISSION SLIP

I (Parent/Guardian) _____ give permission

for my child _____ to have a classroom

pet. Possible pets include fish, hamster, lizard, gerbil, turtle, or frog.

I **do not** give permission.

☐

Parent/Guardian Signature:

CPA RELEASE TO PARTICIPATE

Child's Name: _____

I give permission for my child to walk to other areas near the school premises. My child is also allowed to participate in programs and activities provided by the staff from a licensed child care program or school personnel upon the discretion of the staff. Supervision must be maintained by a qualified adult staff at all times. Programming options on the premises may include but limited not to the playground area; parking lot; and large space beside the school.

☐ I **do not** give permission.

Parent's Signature: _____

CPA SUNSCREEN RELEASE

Child's Name: _____

Date Range: From _____ To _____

Please apply _____ to prevent sunburn to all exposed skin, I have provided the sunscreen product, labeled with my child's name.

Parent/Guardian Signature: _____

CPA BRUSHING TEETH PERMISSION

I (Parent/Guardian) _____ give permission
for my child _____ to participate in daily
tooth brushing with the teachers.

Parent/Guardian Signature: _____

BEFORE CARE & AFTERCARE

Before Care and Aftercare are extensions of our normal school day. Students will be participating in remediation and enrichment activities. To ensure your student is getting the most of the program, we ask that you allow them to participate for the full time.

Before Care is \$150/month
Aftercare is \$200/month

- ☐ Yes, my child will be enrolled in **before care only**.
- ☐ Yes, my child will be enrolled in **aftercare only**.
- ☐ Yes, my child will be enrolled in **both before care and aftercare**.

Please mark the days you anticipate your child attending before care and/or aftercare.

	M	T	W	TH	F
BC 7-8:45am					
AC 4-5:45pm					

Parent/Guardian Signature: _____

PLEASE READ AND INITIAL EACH BOX BELOW.

Enrollment Fee

The \$100 enrollment fee is due before or on the first day of attendance and a \$100 registration fee annually on April 1 (after first year).

CPA Provides:

Breakfast/Lunch/PM Snack
Sleep Cot
Blanket

Tuition

Tuition is due on Monday of each week. A late fee of \$25.00 late fee will be added to accounts not paid by Wednesday. Parents paying monthly must pay by the first Wednesday of each month to receive the 5% discount.

Late Pickups

A late fee of \$1.00 per minute/per child is applied to all accounts if a child is left at the academy after designated pick-up time grace period (4:00pm for day school; 6:00 for afterschool).

Change of Clothes

A change of clothes (including undies and socks) must be kept in your child's cubby at all times. Parents will be called if these items are not available.

Sign-in/Sign-out

Children must be signed in and out daily. The office must be notified of all absences via call/text (502.387.4363) or email (info@colemanprep.org).

Text Alerts

Visit www.remind.com/join/cprepky

I have signed up for REMIND to be notified of updates, reminders, closings, and special information by office staff.

Family photo/Volunteering

I will send in a family photo to hang in my child's classroom. I will volunteer at least 30 minutes per month to my child's class per teacher guidance.

I received a copy of the parent handbook.
