



*School Year 2023-2024*

**Enrollment Packet**

1039 S. 16th Street  
Louisville, KY 40210

[www.colemanprep.org](http://www.colemanprep.org)  
[info@colemanprep.org](mailto:info@colemanprep.org)



Coleman Prep



ColemanPrep



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!

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

# PARENT HANDBOOK



SY23-24

*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 9:00 am to 4:00 pm

Our facility is open from 7:45 am to 4:45 pm

Breakfast is served from 8:30 am to 9:00 am

Pick up is at 4:15 pm

## ARRIVAL & DEPARTURE

All students must be signed in via the ProCare app when dropped off and signed out when picked up. Drop off time is 8:15 am to 8:45 am and pick up time is 4:15 pm. It is imperative that this practice is followed to keep accurate attendance records.

## LATE ARRIVAL & TARDIES

A student arriving after 9:00 am, or at the closure of breakfast, whichever is later, is deemed tardy. If your child will be arriving or departing outside of normal times, please reach out to us to be provided instructions.

## LATE PICKUPS

Dismissal is at 4:15 pm. All families are provided a fifteen minute window. Any Trailblazer not picked up by 4:30 pm will be assigned to the appropriate after-school group and the corresponding daily fee will be applied to your account. If the after-school program is not in session, your account will be charged \$1 per minute, until you arrive.

## ABSENCES

Any verifiable reason for a child's absences will be considered excused. Reason may be verified with a note or related documentation. Absences without proper documentation or verification will be considered unexcused. Any make-up work provided should be submitted within one week of return.

## 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.

## TUITION

The table below shows the annual tuition costs for students enrolled in PreK-3, PreK-4, Kindergarten, 1st through 8th grades for the 2022-2023 school year.

1st Child	2nd Child	3rd Child
\$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 qualified and dedicated instructor; breakfast, 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.

## DRESS CODE

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

<p><b>BOTTOMS:</b>            Black skirt            Black skort            Black shorts            Black pants            Black jumper              *no sweatpants            no biker shorts</p>	<p><b>TOPS:</b>            Black, White, or Red shirt              long-sleeved or short-sleeved            button-down or polo-styled            Any Coleman Prep Tee,            Sweatshirt, Cardigan, or            Sweater</p>	<p><b>FOOTWEAR:</b>            Black shoes              *no sandals            no slides            no flip-flops</p>
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Throughout the school year, we will have themed days. Participation in these themed days will satisfy the dress code.

## **COLEMAN PREP VIRTUAL SCHOOL**

In the event we need to move to a virtual option, the specific schedule for Coleman Prep Virtual School should be followed. Any absences or tardies will follow prescribed policies.

## **SEVERE WEATHER CLOSINGS**

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

## **SCHEDULE & HOLIDAYS**

We follow Jefferson County Public Schools schedule for holidays, breaks, and professional development. Please refer to our school alerts for any other closings.

## **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 with the Procure app 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 \$30/week

Aftercare is \$50/week

## **THEMED EVENTS**

Each month Coleman Preparatory Academy will host a themed event to showcase student learning and experience. It is imperative that all students participate and families support these events.

## **FUNDRAISERS**

Throughout the year, Coleman Preparatory Academy will host fundraisers that will be focused on various aspects of our school and programming. The specific goal for each fundraiser will be communicated. Some fundraisers will be available for tuition assistance; which means, a portion of the profit may be applied directly to tuition.

## **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.

## **FEES**

An enrollment fee of \$100 is due at time of enrollment and secured your child's seat. A \$200 resource fee is due prior to child's first day of school.

**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
- Parent(s) Drivers License
- Parent(s) Social Security Card
- 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
- Childcare Subsidy Contract (if applicable)
- \$100 enrollment fee
- \$200 resource fee

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



SY23-24

## 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 \_\_\_\_\_



# 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 balance increases beyond \$360, your child's enrollment is subject to discontinuation.

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. 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 resource fee of \$200.00

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 Executive Director 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 an alternative method.

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 #1 SSN \_\_\_\_\_

Parent #2 SSN \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## 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

## COVID-19 POLICIES

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

I give 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 not give permission.

Parent/Guardian Signature: \_\_\_\_\_

## CPA PET PERMISSION

I 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

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/Guardian Signature: \_\_\_\_\_

## CPA SUNSCREEN RELEASE

I give permission for \_\_\_\_\_ to be applied to my child's exposed skin to prevent sunburn to all exposed skin. I have provided the sunscreen product, labeled with my child's name.

I do not give permission.

Parent/Guardian Signature: \_\_\_\_\_

## CPA BRUSHING TEETH PERMISSION

I give permission for my child to participate in daily tooth brushing.

I do not give permission.

Parent/Guardian Signature: \_\_\_\_\_

Student Name

# 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 \$30/week

Aftercare is \$50/week

Yes, my child will be enrolled in **before care only**.

Yes, my child will be enrolled in **aftercare only**.

Please mark the days you anticipate your child attending before care 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 & Resource Fees**

The \$100 enrollment fee and a \$200 resource fee is due before or on the first day of attendance.

\_\_\_\_\_

**CPA Provides:**

Breakfast/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 (502.232.4416) or email (info@colemanprep.org).

\_\_\_\_\_

**Text Alerts**

I will register with ProCare in order to pay tuition and receive notices, reminders, and general communication from Coleman Prep.

\_\_\_\_\_

**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.**

\_\_\_\_\_