

PARENT RESOURCE

Family handbook preview

This sample shows how key family information can be presented online. It is not an official policy document and should be replaced before launch.

01 Welcome & communication

Strong family-school partnerships begin with clear, respectful communication.

- Share updates that may affect your child's day, routines, or comfort.
- Keep contact and emergency information current.
- Ask your campus how classroom updates and announcements are shared.

02 Arrival & pickup

Consistent arrival and pickup routines help children feel secure.

- Use the academy's current sign-in and sign-out process.
- Only authorized adults should pick up a child; photo identification may be requested.
- Notify the campus when another authorized adult will pick up your child.

03 A comfortable day

Children benefit from familiar items and practical clothing suited to active play.

- Label personal belongings clearly.
- Send only items requested by the classroom team.
- Choose comfortable clothing appropriate for movement, art, and outdoor experiences.

FAMILY HANDBOOK PREVIEW

Growing together

04 Health & wellness

The academy's approved health policies should guide every attendance and medication decision.

- Follow current illness, return-to-care, and medication procedures.
- Provide only requested and current health documentation.
- Contact the campus directly when you are unsure whether your child should attend.

05 Safety & emergency information

Prepared families and staff help protect every child.

- Provide reliable emergency contacts and authorized pickup information.
- Review the academy's official emergency and reunification procedures.
- Respond promptly when campus staff need updated information.

06 Questions & next steps

Your campus team is the best source for current enrollment details and official policies.

- Midtown Campus: 2122 Broadway St, Paducah, KY 42001 - 270-331-6743
- Lone Oak Campus: 2856 Lone Oak Rd Unit A, Paducah, KY 42003 - 270-217-6131