



## **Mainspring Academy Parent Orientation\***

Requirements-Due prior to the 1 <sup>st</sup> day of school.....	2
New Parent Orientation Checklist.....	3
Tuition and Payments.....	4
Provider Forms.....	5
Medication.....	6
Morning and Afternoon Carline.....	7
Meetings and Visits.....	8
Parent Participation.....	9
Parent Participation Guide.....	10
Community Supplies.....	12
Field Trips.....	13
Dress Code.....	14
Special Olympics.....	15
Illnesses.....	16
Extended Day.....	17
Administrative Support.....	18
Parent Support Facebook Group.....	21

*\*This packet is a summary of school procedures. It is not the student handbook.*



### **Requirements- Due prior to the 1<sup>st</sup> day of school**

There are several documents that must be submitted to the front office before your child attends their first day at Mainspring Academy. Due dates for these documents are usually one week prior to the date of attendance.

- Signed school contract
- Signed hardship agreement (if applicable)
- \$1000.00 enrollment fee
- July 15<sup>th</sup> tuition
- Student enrollment packet
- A copy of the student's birth certificate
- A copy of the student's current physical
- A copy of the student's current immunizations or immunization exemption
- Provider forms (if applicable)
- Medication and PRN forms (if applicable)
- Any daily or emergency medications
- Any class supplies and student reinforcements, as specified by the student's teacher
- 1 refillable water bottle and 2 extra sets of clothing (tops, bottoms, underwear, and socks) for the teacher to store in the classroom. These are required of every student for any potential accidents or messes, regardless of student age or toileting stage. Please also send extra pullups (if applicable).

We are so excited to welcome you and your child to Mainspring Academy! Please feel free to use the checklist on the next page to help keep track of all required documents and items due prior to your child's first day of attendance. Some of these documents and procedures will be further detailed in this packet. If you are missing any of these documents or have any further questions or concerns, please contact Sabrena Snow, our Director of Student and Community Affairs, at [sabrena.snow@mainspringacademy.org](mailto:sabrena.snow@mainspringacademy.org) Thank you!



**(Check off as you complete!)**

1. Have you turned in your signed school contract? \_\_\_\_ (yes)
2. Have you turned in your school hardship contract (if applicable)? \_\_\_\_ (yes) \_\_\_\_ (n/a)
3. Have you paid your \$1000 Registration Fee? \_\_\_\_ (yes)
4. If paying monthly? Have you submit your payment for the first month of tuition, due July 15<sup>th</sup>? \_\_\_\_ (yes) \_\_\_\_ (n/a)
5. Have you had your initial orientation meeting or received the intake packet which discusses policies and procedures? \_\_\_\_ (yes)
6. Have you turned in your child's completed enrollment packet? \_\_\_\_ (yes)
7. Have you turned in a copy of your child's birth certificate? \_\_\_\_ (yes)
8. Have you turned in a copy of your child's latest physical (No earlier than the year 2021)? \_\_\_\_ (yes)
9. Have you turned in a copy of your child's latest immunizations (No earlier than the year 2021) or a copy of their immunization exemption? \_\_\_\_ (yes)
10. If your child will need medication administered at school, have you indicated so in the medication section of your child's completed enrollment packet? \_\_\_\_ (yes) \_\_\_\_ (n/a)
11. If your child will need medication administered at school, have you given that medication to the front office or administration? \_\_\_\_ (yes) \_\_\_\_ (n/a)
12. If your child will occasionally need over the counter medication (Benadryl, Midol, Hydrocortisone, eye drops, Ibuprophen, etc.) OR need emergency medication (Epipen, seizure protocol, inhaler, etc.) kept at the school, have you indicated so in the medication section of your child's enrollment packet? \_\_\_\_ (yes) \_\_\_\_ (n/a)
13. If your child will occasionally need over the counter medication (Benadryl, Midol, Hydrocortisone, eye drops, Ibuprophen, etc.) OR need emergency medication (Epipen, seizure protocol, inhaler, etc.) kept at the school, have you given that medication to the front office or administration? \_\_\_\_ (yes) \_\_\_\_ (n/a)
14. Have you turned in your child's completed Special Olympics packet? \_\_\_\_ (yes)
15. Have you turned in your child's completed Extended Day Form (if applicable)? \_\_\_\_ (yes) \_\_\_\_ (n/a)
16. Have you turned in your child's completed provider forms (if applicable)? \_\_\_\_ (yes) \_\_\_\_ (n/a)
17. Have you received your child's teacher's email address? \_\_\_\_ (yes)
18. Have you asked your child's teacher for their classroom supply list? \_\_\_\_ (yes)
19. Have you given your child's teacher 1 refillable water bottle and 2 extra set(s) of clothing and/or pullups, all labeled with your child's name ? \_\_\_\_ (yes)
20. Have you been set up on Class Dojo? \_\_\_\_ (yes)

**New Parent Orientation Checklist**



## Tuition and Payments

- Any payments made to Mainspring Academy can be made:
  - Via credit card
    - Please note the credit card company charges an additional three percent processing fee.
  - Via check or money order (made out to Mainspring Academy)
    - If you would prefer to mail a check or money order, please mail it to ATTN: Sabrena Snow, Mainspring Academy, 6700 Southpoint Pkwy, Suite 400, Jacksonville, FL, 32216.
- Please pay tuition according to the schedule you indicated on your signed school contract (monthly, annually, semi-annually, quarterly, etc.)
  - Tuition is automatically drawn on the first day of the month, unless otherwise discussed.
  - Monthly payments are broken up into an 11-month period, from July to May. This is prorated for any students that enroll later in the school year.
  - Please anticipate and prepare for any tuition due dates that fall during an extended break, weekend, or holiday.
  - Extended Day payments are due and drawn on the 15<sup>th</sup> of each month. They are **not** prepaid. Payments begin September 15<sup>th</sup> and end June 15<sup>th</sup>.
  - Late payment of 10% of tuition will be charged every week after the first week of late payment
- If you have any questions or comments concerning tuition, please email Sabrena, our Director of Student and Community Affairs, at [sabrena.snow@mainspringacademy.org](mailto:sabrena.snow@mainspringacademy.org)



## Provider Forms

- A New Provider Policy Form, Permission for In-School Services, and provider Level II background check must be submitted prior to any push-in or pull-out therapies that will take place at Mainspring.
  - Providers will **not** be permitted to enter the building until these are complete, with no exceptions.
  - If you need a copy or need to submit these forms, please email our Director of School Programming Liz Worrell at [worrell@mainspringacademy.org](mailto:worrell@mainspringacademy.org)
- Any student absences, tardies, field trip arrangements, etc., must be communicated between the parent and provider, not the school and the provider.
- For any questions regarding therapy and providers, please contact our Director of School Programming, Liz Worrell, at [worrell@mainspringacademy.org](mailto:worrell@mainspringacademy.org)



## Medication

- There are currently 3 med-certified staff at Mainspring Academy who are qualified to distribute daily and over the counter medications.
- All staff at Mainspring Academy are trained and certified in Adult and Pediatric First Aid and CPR. All staff are trained on each individual student's emergency medications and procedures, if applicable.
- **Medication permission forms MUST be filled out, signed, and submitted prior to the student's first day of attendance in order for them to receive medication. Verbal permission will not be accepted.**
- Typical distribution times for daily medications are 10:45am, 11:45am, 12:45pm, and 1:45pm. Please indicate one of these times when filling out your child's medication forms.
- A Medication Permission form is required if a student will need any over-the-counter medications.
- A Medication Permission form is required for any changes to dosage or prescriptions.
- **Daily, OTC (Midol, Tylenol, Advil, Benadryl, eye drops, etc.), and emergency medications (Epipen, inhalers, seizure protocol, etc.) must be turned in to the front office prior to the student's first day of attendance.**
  - Please make sure these medications or devices are not expired.
  - If your child's emergency medication requires unique and specific protocol, please email our Director of Student and Community Affairs at [sabrena.snow@mainspringacademy.org](mailto:sabrena.snow@mainspringacademy.org) to discuss the medication and procedures. She will relay this information to the RN trainer who will provide the proper training to all staff.
  - Discontinued, expired, and old medication must be picked up by the next business day. Parents must also fill out the medication pickup form.
  - Prior to any extended school closures, please be sure to pick up any medications that may be needed for home.
  - If a child's emergency medication is used at school, intersession, camp, field trips, or extended day, the student may not return to school until the parent provides a replacement for that medication, if applicable.
- If you have any questions or comments concerning medication during the course of your child's attendance, please email and include all the following med-certified staff: Sabrena Snow, Director of Student and Community Affairs, [sabrena.snow@mainspringacademy.org](mailto:sabrena.snow@mainspringacademy.org); Floating Assistant Laney Gonzalez, [lfarris@mainspringacademy.org](mailto:lfarris@mainspringacademy.org); and Elizabeth Worrell, Director of School Programming, [worrell@mainspringacademy.org](mailto:worrell@mainspringacademy.org)



## **Morning and Afternoon Carline**

- All parents must use the morning and afternoon carline procedure, unless otherwise discussed with Liz Worrell, our Director of School programming ([worrell@mainspringacademy.org](mailto:worrell@mainspringacademy.org)).
- Morning carline begins at 8:25am and ends at 8:45am
  - Students cannot enter the building earlier than 8:25am unless enrolled in before care, or there is a parent meeting taking place.
  - Please drive slowly and with caution.
  - If you are first in line, please pull your vehicle up all the way to the grey 6700 monument sign so that others may follow.
  - Please do not allow any independent children to exit your vehicle until you are closer to the front of the carline, with your child in eyesight of a staff member.
  - Please do not exit your vehicles unless staff needs assistance with your child.
  - Please do not pull your vehicle parallel next to the sidewalk onto the parking spaces.
  - Please be mindful of those behind you.
  - After 8:45am, staff will be going inside to prepare for morning groups. At this point, parents must park, bring your child into the lobby, and wait with them until a staff member comes to escort them to class.
  - Arrivals after 9:00am are considered tardy and parents must sign the tardy log.
- Only those on your child's pickup list will be allowed to pick up your child. Any changes to the pickup person must be made prior to their arrival. Written documentation is required.
- Afternoon carline begins at 2:15pm, and ends at 2:45pm.
  - After 2:45pm, staff will be going inside to clean up the school and classrooms, plan for the next day, and prepare for aftercare. At this point, you must park, come inside, and wait in the lobby until a staff member dismisses your child.
  - After 2:45pm, you can choose to pay \$1.00 a minute that you are late, OR the \$60 drop-in fee for aftercare. If this may be a consistent issue please contact Sabrena, our Director of Student and Community Affairs, regarding extended day. [sabrena.snow@mainspringacademy.org](mailto:sabrena.snow@mainspringacademy.org).
- For any questions about AM or PM carline, please email Laney Farris, our Floating Assistant, at [lfarris@mainspringacademy.org](mailto:lfarris@mainspringacademy.org).



## **Meetings and Visits**

- Staff is typically not able to accommodate spontaneous in-person, video, or phone call meetings. If you need to meet with teachers or administration, please make an appointment with them.
- Please arrange any sit-ins, birthdays, or special visits with your child's teacher, who will inform administration. If bringing in any treats, please be sure to ask your child's teacher about any student allergies.
- Please be sure to inform your child's teacher and the front office about any anticipated tardies and early dismissals.
- For any questions regarding teacher meetings, please contact your child's teacher via Class Dojo or their email address, or email our Director of School Programming, Liz Worrell, at [worrell@mainspringacademy.org](mailto:worrell@mainspringacademy.org).
- To schedule a meeting with Administration, please contact Sabrena Snow, our Director of Student and Community Affairs, at [sabrena.snow@mainspringacademy.org](mailto:sabrena.snow@mainspringacademy.org)





## **Parent Participation**

- Ten parent participation hours are required from each family for the entire school year.
  - There is a \$500 fee to opt out of this requirement.
- At the end of the year, \$50 will be charged for every hour not completed.
- For parents who are unable to volunteer physically, any donations, supplies, and event materials submitted are worth 1 hour per \$50 spent.
- Credit goes to volunteering, not chaperoning.
- Please be sure to keep a personal log, in case there are any discrepancies when you receive your mid-year and end-of-year totals.
- If you have any questions or comments regarding parent participation hours, please contact Sabrena Snow, our Director of Student and Community Affairs, at [sabrena.snow@mainspringacademy.org](mailto:sabrena.snow@mainspringacademy.org)



## Parent Participation Guide

There are many ways to volunteer and earn parent participation hours at our school! Remember that 10 hours are required per student, as noted in your initial enrollment packet. Parent participation is an important part of school and student enrichment and experience. Please remember to sign in for your hours with Ms. Sabrena or ask your teachers to do so for you. Note: \$50 will be billed to parents for every hour not completed by the end of the school year. If you would like to opt out of completing volunteer hours, you may pay the \$500 opt-out fee.

### Ways to Volunteer in Person

Volunteering at the school is the easiest way to earn your parent participation hours quickly and in bulk (applies to two extra people max). If you bring a partner in to help with you, you will receive time and a half.

- Once per quarter, Mainspring schedules a Saturday Service Day event. These events typically take place between 10am and 3pm. We get many comments from parents who enjoy the opportunity to get to know other parents and staff and build a sense of community. Help is typically needed in general school cleaning and organizing, painting, moving furniture, assembling furniture, patching holes, minor repairs, mounting, weeding/landscaping, and helping any teachers who may need it in their classrooms. Please contact Sabrena at [sabrena.snow@mainspringacademy.org](mailto:sabrena.snow@mainspringacademy.org) if you or your group are interested in being put on the list!

Typical Saturday Service Days:

- July to prepare the building for the students' return
  - October for National Make a Difference Day
  - December for International Volunteer Day
  - April for National Volunteer Week
- Set up a fun station at one of our annual school holiday events.

Typical events with open stations include our:

- Halloween Trunk or Treat Event (Trunks outside or tables inside)
  - Polar Express Holiday Pajama Party (Themed tables inside)
  - Special Olympics Events (Usually on Fridays from 11am-2pm)
- Assist with general needs for school events.

Typical opportunities include:

- September Board and Vendor Appreciation Event
  - November Vision Screening (Help with calling classes and facilitating lines)
  - November Thanksgiving Feast (Help with setup)
  - December Christmas Tree and Holiday Decorations
  - March Spring Portrait Days
  - May Teacher Appreciation Week (Help with setup for food events)
- Assist with general needs around the school

Typical opportunities include:



- Storage room, tech closet, PE closet, art room, and vocational kitchen— organize and take inventory
  - Volunteer for specific roles or activities at class/school-wide field trips. (Volunteer hours will be given for assisting with specific tasks, not for chaperoning)
- Work a table at any of our available weekend marketing events

Typical opportunities include:

- HEAL Zoo Walk
  - Making Strides for Autism Walk
- Consider joining our Parent Action Committee (PAC)
  - This is a great opportunity for parents who have the ability to commit additional time and talents to help plan and coordinate our special events and small fundraisers, making them extra special for the students and staff. PAC members must be able to attend most monthly meetings (usually the first Tuesday of the month).

#### **Ways to Volunteer from Home**

- Make personal monetary donations for general support or our various fundraisers during the school year. Every \$50 donated during the school year is equal to one hour of parent participation.
- Check our monthly newsletter for our overall school wish list. Every \$50 spent on items is equal to one hour of participation.
- Sign up on SignupGenius to bring in items for events. Every \$50 spent on items during the school year is equal to one hour of participation. Remember, it must be on our wish list to count!
- Check with your child's teacher to see if there are any specific classroom supplies they may need. You can also check with Ms. Liz to see if there are any curriculum or educational projects you can help with from home. Every \$50 spent on items is equal to one hour of parent participation.
- Check with your child's teacher to see if there is anything you can come in and do for the classroom, for example, cutting, laminating, making copies, decorating for holidays/seasons, etc.
- Start your own Giving Tuesday Facebook fundraiser, birthday social media fundraiser, personal fundraiser, participate in our Holiday Gift Gram fundraiser, or join in on our weekend marketing and fundraising events around Jacksonville! This is also a good way to get a bulk amount of parent participation hours. Be sure to ask administration when the next events are!
- Check with your company to see if they participate in nonprofit fundraising or company matching. We are a 501(c)(3) nonprofit, so all donations are 100 percent tax deductible
- Share your talents! Do you have a knack for graphic design, grant searching, grant writing, video editing, public speaking, marketing, event planning, accounting, website building, or any other talents that might help the school? Let us know how you can help!



Along with getting in your parent participation, there are many other ways to be involved in helping to elevate our school! Our parents, teachers, and staff are a crucial part of who we are and representing us as a school.

1. Choose Mainspring Academy as your AmazonSmile charity! AmazonSmile works the same as Amazon with your Prime account and regular purchases. Instead of using the Amazon app, download the AmazonSmile app (Android) or bookmark [smile.amazon.com](https://smile.amazon.com) on your home screen (iOS) and choose "Mainspring Academy" as your charity of choice!
2. Leave us a review! We would love to hear from you! Your reviews help immensely with potential admissions, especially when prospective parents are deciding where to tour! We have rolling admissions, so we can take new students all year-round! Mainspring Academy is on

**\*Yelp:** <https://www.yelp.com/biz/mainspring-academy-jacksonville>

**\*Google:** <https://www.google.com/maps/contrib/116557942623428884043/reviews/@30.2561489,-81.588535,16z/data=!4m3!8m2!3m1!1e1>

**\*Facebook:** <https://www.facebook.com/MainspringAcademyjax/>

**\*Great Non-Profits:** <https://greatnonprofits.org/org/mainspring-academy-inc>

**\*Private School Review:** <https://www.privateschoolreview.com/mainspring-academy-profile>

3. Follow and engage on our social media accounts! Every like, follow, share, comment and repost increases our online engagement statistics and pushes our school on more newsfeeds, thereby attracting more people! We want our community to know about us and how great our school is! Mainspring Academy is on

**\*Instagram:** <http://www.instagram.com/mainspringacademy>

**\*Facebook:** <https://www.facebook.com/MainspringAcademyjax/>

-We have a fun and free Facebook frame you can use too! Just type "Mainspring Academy" to "Add frame" on your profile photo!

**\*TikTok:** @MainspringAcademyJax

**\*YouTube:** [https://www.youtube.com/channel/UCh2ybUYh9\\_nJyxBB2Jwoy-Q](https://www.youtube.com/channel/UCh2ybUYh9_nJyxBB2Jwoy-Q)

4. Utilize your social groups! Friends, family, workplaces/ coworkers, your kids' sports teams, classmates, and other contacts! Get them involved in events, Service Days, ticket sales, volunteering for Special Olympics, fundraising, Giving Tuesday and more! The more helping hands, the better!
5. Keep an eye out for any nonprofits, supply giveaways, nonprofit contests, or grants/funding sources that may be relevant to our school and its unique needs, and send us any links/information for them.
6. Spread the word! Word of mouth will always be one of the best forms of marketing. Mention our events and our school to friends, family and colleagues! Be sure to make referrals as well! Ask for digital or paper copies of flyers or brochures if you know a good place to share.

We are always grateful for your support and involvement in our school!



## **Community Supplies**

For parents who cannot volunteer in-person, our community supply list is a great way to consistently earn hours. Here is a list of very important items that our school typically needs (and runs out of fast) all year round.

- Printer Paper
- Paper Towels
- Nitrile Gloves
- Double and Triple A Batteries
- Box Tissues
- Wet Wipes
- Plastic Forks, Knives, and Spoons
- Paper Plates
- Plastic Cups
- Band-aids
- Here is a link to our Amazon Wishlist for more school-wide supply needs:  
<https://a.co/hmcY4xm>



## **Dress Code**

Mainspring Academy no longer requires students to wear uniforms. Students should dress in age-appropriate attire that is suitable for a school environment.

The following are prohibited:

- Offensive messages or graphics
- Shorts or skirts under fingertip length.

All students should bring 2 extra sets of clothing (tops, bottoms, underwear, and socks) for the teacher to store in the classroom. These are required of every student, regardless of grade level or diagnoses, for any potential accidents, spills, or messes. Send a refillable water bottle. Please also send extra pullups (if applicable). Please label all of these with your child's name.



## Field Trips

- Mainspring Academy has both class and school-wide field trips throughout the school year.
- Please arrange with your child's provider to attend these trips, if applicable and needed. If a child is **not** attending a *school-wide trip*, they must be picked up from school at the designated time prior to the bus arriving.
- If a child is **not** attending a *class trip*, they must be picked up from school at the designated time prior to the bus coming or a plan must be made with the child's teacher and Liz Worrell, our Director of School Programming, [worrell@mainspringacademy.org](mailto:worrell@mainspringacademy.org)



## Special Olympics

- Typically occurs 4 times a year (once per quarter) during the school day
  - Basketball, soccer, flag football, and track and field
  - Sabrena Snow, our Special Olympics Coordinator, usually sends out a schedule in the fall, as many parents like to take time off to attend.
  - Students are **not** playing competitive team sports with one another. They line up one-by-one and they are tested on individual skills (kicking, throwing, jumping, etc.). Special accommodations are made depending on each individual student's need so that all students can participate in their own way.
  - Students use PE time to practice for the upcoming events.
  - This is a fun, laid back event!
- Events are typically 12:00-2:00pm at the DuPont Family YMCA 7373 Old King's Rd S, Jacksonville, FL, 32217. (Volunteers arrive at 10:00am)
- **Due to much-needed staff coverage during these events, all students are required to participate**, unless parents are able to join them to sit out and watch.
- The bus generally leaves Mainspring Academy by 11:30am, so **all students not participating must be picked up from school prior to 11:00am to go home. No staff or therapists will be remaining at the school.**
  - If applicable and needed, please arrange with your child's therapist about attending these events and other field trips.
- If you would like to take your child straight home from the YMCA, please sign out with the designated staff.
- The YMCA Waiver and Special Olympics Photo Waivers must be signed in order for your child to participate.
- If you have any questions regarding Special Olympics, please contact Sabrena Snow, our Special Olympics Coordinator [sabrena.snow@mainspringacademy.org](mailto:sabrena.snow@mainspringacademy.org)





## Illnesses

If you answer yes to any of the following questions the student should **not** attend school:

- Fever of 100 degrees or higher
- Rattling cough
- Colored discharge from nose
- Discharge from mouth
- Discharge and redness in the eyes
- Shortness of breath or difficulty breathing
- Sore throat
- Loss of sense of smell or taste
- Muscle aches
- Vomiting or diarrhea
  - 3 bowel movements
- Is the child is currently awaiting COVID-19 test result
- Does the child live in the same household with someone positive for COVID-19
- Has the child had close contact with someone who in the past 14 days who tested positive for COVID-19

Students need to be free of all symptoms for 48 hours or have a doctor's note clearing them to attend school. Parents must pick their child up immediately within 45 minutes of the school's call.

For any questions regarding illnesses, please contact our Director of School Programing Liz Worrell, [worrell@mainspringacademy.org](mailto:worrell@mainspringacademy.org), or our Director of Student and Community Affairs, Sabrena Snow, [sabrena.snow@mainspringacademy.org](mailto:sabrena.snow@mainspringacademy.org).



## **Extended Day**

- Beforecare begins at 7:30am and ends at 8:25am when morning carline begins.
- Aftercare begins at 2:45pm and ends at 5:30pm.
- Extended Day forms must be submitted at least 48 hours prior to care so that extended day staff can be notified.
- There is only one staff working each extended day shift. Depending on the needs of the other students enrolled, not all students will be accepted into the extended day program. It is important that you submit a form well ahead of time for approval.
- If you do not use beforecare on a daily basis, you will be billed at a flat drop-in rate of \$20 for beforecare or \$60 for aftercare. Drop-in rates can only be used at a maximum of two times per month. Part time rates can only be used if extended day will be needed at a maximum of three times per week.
- You must choose one of the plans: full time, part time, or drop in. If you anticipate using any of these services during the school year, you must fill out the Extended Day Application.
  - Full time rate (all months except December): Beforecare \$200, Aftercare \$350, Both \$500
  - Part time rate (all months except December) Beforecare \$100, Aftercare \$175, Both \$250
  - December fees are ½ the full time and ½ the part time rates
- Extended Day is billed on the 15<sup>th</sup> prior to the month of service. The billing period will begin August 15<sup>th</sup> and end May 15<sup>th</sup>.
- If you would like an extended day application or have any questions regarding extended day, please contact Sabrena Snow, our Director of Student and Community Affairs, [sabrena.snow@mainspringacademy.org](mailto:sabrena.snow@mainspringacademy.org)



## **Administrative Support**

Should you have any questions on who to ask regarding specific areas of our school. here is a guide on where to direct any specific questions listed below.

**Nicole Wilson, Front Office Assistant, [nwilson@mainspringacademy.org](mailto:nwilson@mainspringacademy.org) (Record-keeping concerns)**

- Records
  - Records requests
  - Student Attendance
  - Student Records
  - Supply inventory
  - Appointments and scheduling
  - Medication
- Carline Supervision
- Administrative Assistance

**Liz Worrell, Director of School Programming, [worrell@mainspringacademy.org](mailto:worrell@mainspringacademy.org) (Classroom, educational, behavioral, and provider concerns)**

- Educational documents
  - ILPs
  - Progress Reports
  - Report Cards
  - Duval PPPSS
  - DCPS Grants
- Behavioral documents
  - MSA BTPs
  - Data & assessments
- Provider Liaison
  - Outside ABA, OT, PT, and Speech services
  - Duval PPPSS
- Classroom supports
  - Curriculum, schedules, programs
  - Concerns regarding classroom personnel
  - Field trips / off-site visits



- Technology
  - New student observations
- Parent communication
  - Documents
  - Class Dojo
  - Medication
- Behavioral supports
  - Student behavior
  - RBT supervision & credentialing
  - CPI & incident reports
- Teacher and paraprofessional new hires

**Sabrena Snow, Director of Student and Community Affairs, [sabrena.snow@mainspringacademy.org](mailto:sabrena.snow@mainspringacademy.org) (Non-classroom. Parent, community, admissions, and tuition concerns)**

- Special Olympics
- Events and Fundraising
  - Community-based
  - Social media
  - Promotional materials (brochures, flyers, etc.)
  - Donor tours
  - Website
  - Marketing
  - Grant-writing
  - Community outreach
  - Food truck set-up
- Parent Liaison
  - Tours & inquiries
  - Tuition
  - Admissions
  - Before & after care
  - Camps and intersessions
  - Medication
  - Volunteer hours
- Staff Supports (non-classroom)
  - Cleaning list
  - Expense forms
  - Onboarding: Badges, email
  - Staff attendance



- Clerical and resource new hires

**Dina Parisi, Head of School, [dparisi@mainspringacademy.org](mailto:dparisi@mainspringacademy.org) (oversees all)**

- Admissions
  - Tours
  - Student enrollment
  - McKay, Gardiner, & hardship scholarships
  - School referrals
- HR
  - PTO
  - Payroll
  - Worker's Comp
  - Ethical issues
  - Safety concerns
  - Health insurance
  - Problems / complaints with supervisors
- Fundraising
  - Major donor relations
  - Networking
  - Community outreach
- All new hires



### **Parent Support Facebook Group**

- <https://www.facebook.com/groups/MainspringParents>
- Whether you want to share good prices on event finds, carpool, or ask for community recommendations, this is a great place for parents to share resources and put their heads together!
- Parent Action Committee meetings and details will be shared here.
- If you have any questions or comments regarding parent support, events, or social media, please contact our Director of Student and Community Affairs, Sabrena Snow, at [sabrena.snow@mainspringacademy.org](mailto:sabrena.snow@mainspringacademy.org)