

Treasure Valley Fine Arts Preschool Parent Handbook

Program Purpose: We strive to provide programs that foster the growth of the whole child; emotionally, physically, and academically in a safe atmosphere building confidence through dance and music performance and displaying special art projects.

Program Goals:

- To provide children with a positive early learning experience and instill a love of learning that lasts a lifetime.
- To establish positive communication between children, teachers and parents or caregivers. And to provide opportunities for parent growth and education.
- To build a village of caring families, working together for what is best for all the children enrolled.
- To provide education through learning moments and a variety of developmentally appropriate hands-on activities in literacy, math, science, dance, music, art, and gross motor development.

Enrollment Procedures: Parents and children are required to meet with the director or a designated staff member prior to enrollment. Enrollment will be available until all spots are filled, at which time, a waitlist will be started. Children will be enrolled on a first-come, first-serve basis as space becomes available. All registration paperwork must be filled out and the yearly registration fee submitted in order to hold the student's spot. The child's immunization record or a valid exemption must be submitted by the child's first day. The school year contract runs from September to June. Summer Camp Contracts will run for June, July and August.

Tuition: Tuition is calculated for the entire school year, taking any school holiday into account. Payments are divided into equal monthly payments for the convenience of the parents and school. If you would like to pay for the entire year at once, please speak to the director. There is also an annual registration fee for each student enrolled.

Tuition rates will be reviewed prior to the start of each academic year. A minimum of 30 days notice will be given for any tuition or registration fee increase.

Payments are due on the 1st of each month and considered late after the 10th. Payments made after the 10th of the month will be subject to a \$10 late fee. If payment has not been made by the 1st of the subsequent month, and arrangements haven't been made with the director, the child may be dismissed from the program.

Potty Trained Policy: A potty break will be built into the schedule each day, at approximately the middle of your child's day. Children will need to keep their clothing dry most days they are in the program. Occasional accidents are acceptable and are to be expected. Daily accidents will need to be discussed with the director and will likely result in the child pausing attendance in the

program until they are ready. A set of extra clothes are required in the child's backpack every day. The clothing should be inside a gallon sized ziploc bag that is labeled with the child's name.

Returned checks: Checks, returned for any reason, are subject to a \$25.00 returned check fee. Checks will not be resubmitted to the bank. Replacement funds will be due immediately and must be paid by cash or money order. After two returned checks, cash or a money order will be required for all future payments. If the account is not brought current within 3 days of notification or after the 10th of the month, an additional late charge will be assessed.

Family Changes: It is imperative that all emergency information be kept up-to-date. Please notify the center and update your emergency information whenever you have ANY changes in employment, address, phone number, cell or pager numbers. It is critical that we have current information in order to contact you or your designated guardian in the event of an emergency. If you would like to change your child's contracted schedule at the school, please notify the Director as soon as possible. A two-week notice is required for any changes (providing there is space available to accommodate the change request).

Withdrawal from the program: If you plan to withdraw your child from the program, contact the Director. It is required that you give a 2 week written notice. The parent will be responsible for the tuition for the last two weeks whether the child is in attendance or not.

Sign in and out: The child must be signed in and out each day. Sign out must be done by those designated on the child's registration form. A photo ID is required from a new pick up person, not recognized by the staff.

TVFAP staff reserves the right to refuse to relinquish a child to an unauthorized person. In the case of a person deemed to be under the influence of alcohol or drugs, a parent and/or authorized person will be called to pick up the child. If the staff is unable to reach an authorized adult, the Ada County Sheriff will be called immediately.

Late pick up fees: Pick up times are at 11:30 am or 2:30 pm. If the parent cannot be there at the pick up time, it is his/her responsibility to arrange for someone on the authorized list to pick up their child and to notify the program 30 minutes before their child's pickup time. If a parent does not arrive on time to pick-up their child, the staff will call the emergency phone numbers listed for the child. Parents will be charged a late fee of \$10.00 per child for the first 10 minutes and an additional \$1.00 per minute thereafter until the child is picked up. The late fee may be paid at time of late pick-up or be included in the next tuition payment. After two late pick-ups, a conference will be held and a letter will be sent to remind the parent of the seriousness of the problem. Three late pick-ups may result in termination of childcare services.

Absences: If your child will not be attending on a given day, you are required to notify the school by phone or by email by 8:30 am.

Health and Safety: Your child's health and safety, as well as the health and safety of all the students and staff, is of the utmost importance. In an effort to minimize the spread of illnesses and for the comfort of ill children, the following policies have been established. Please read these carefully and talk to the Director if you have any questions.

Do not bring your child to preschool if they show symptoms of the following; thick, colored mucus draining from the eyes or nose, a continuous cough, nausea, vomiting or loose bowel movements within 24 hours, a fever within 24 hours, a severe headache, spasms or convulsions within 24 hours, contagious or unknown rashes or skin eruptions, head lice, or is fatigued, listless or disconsolate, or new loss of taste or smell.

A temperature of 100° F or higher will require that we send your child home. The child may not return to the program until his temperature has been normal for 24 hours (without medication).

A health check, will be included as part of the daily drop-off. Admission will be denied to any child displaying the above symptoms. If a child develops symptoms during the school day, a parent or emergency contact will be notified and the child will need to be picked-up within 30 minutes. Children unable to play outdoors should not be brought to school. Please note that make up days are not available for absences due to illness.

For the health and safety of the other children and staff, this policy will be enforced.

NOTE: The staff members are not nurses or physicians and cannot diagnose your child. If they contact you, it is because they believe that your child is unable to fully participate in the program and may require more health care than can be administered at the preschool.

Immunization Requirements: Students are required to provide a valid immunization record or a valid state exemption by the first day of enrollment.

Allergies: It is imperative that parents notify the staff of any allergies a child has when enrolled or develops while enrolled at Treasure Valley Fine Arts Preschool. It will be the responsibility of the parent to supply any emergency medications (with prescription and specific instructions), special foods or any other necessary materials to effectively manage the child's allergies. Please note that we are **NOT** a nut free school. Our snacks do not typically include nuts and we can make modifications for nut allergies, but nuts are served at other times and are on the premises.

Medications: Treasure Valley Fine Arts Preschool staff cannot administer any oral medication without a doctor's note and written permission from the parent/guardian.

Non-prescription medications such as Robitussin, Calamine Lotion and Neosporin, etc. also require doctor's not as well as permissions from the parent/guardian. Children are never permitted to bring or carry cough drops, throat lozenges, vitamins, medicated creams, sunscreen or pills and/or drugs of any kind. All medications should be given to the teacher or the Site Director in their original containers immediately upon entering the school grounds.

Medical or Dental Emergencies: Our staff is trained to handle minor emergencies at the site. If serious injury occurs, parents will be contacted and 9-1-1 will be called if necessary.

Ouch Reports: In the event that your child is injured at Treasure Valley Fine Arts Preschool no matter how minor, the supervising teacher and/or the director will fill out an OUCH REPORT and/or Accident Report form to document the injury. The parent will receive a copy (attached to the sign-out sheet) and a copy will be maintained at the preschool. If you have any questions about the injury, please see the Director. Injuries of a more serious nature will be referred to the director. The director or acting director will observe the child and either give an update at the regular pick-up time or determine if the child needs to be picked-up from school immediately for additional care. In the event that an injury requires immediate attention, a call to 911 will be made, and the parents or emergency contact person will be notified immediately thereafter. Your child's welfare is our first priority. If the child requires transportation to the hospital and the parent or other authorized adult has not yet arrived, a staff member or volunteer will accompany your child to the nearest hospital.

Clothing Dress Code: Our program is designed for children to participate in active play, hands-on (and often messy) projects and to develop a sense of independence. It is important that students dress appropriately for their safety and enjoyment of the program. Often times, our activities may cause children to get their clothing wet or soiled. We recommend that your child not wear anything to school that you do not want to be soiled or damaged, children's clothing needs to allow free movement so that they can fully participate in our program. Comfortable clothing and jackets should be worn during the winter. For safety reasons, children's shoes should have a rubber or non-slip sole and closed toes. Always be sure your child is dressed for the weather. We will go outside for at least a short time, the majority of the days your child is in attendance. We recommend dressing your child in layers so they are comfortable on cool mornings and warmer afternoons.

As children are striving for independence, they need to have clothes that they can manage when they are toileting or need to change in the case of an accident. Please do not send children with overalls, complicated buttons or closures that they cannot manage. It is frustrating and discouraging for them as they strive to "do it by myself".

All children should have a change of clothes left in their cubby in a ziploc bag in case of accidents or messy projects. We recommend multiple changes of clothes while your child is potty training.

Toys/ Valuables: Children can bring one comfort item to school each day, clearly labeled with their name. This item will be brought at nap time and other times if needed. Please do not bring toy weapons, or items that are valuable like family watches or money. The staff is not responsible for lost or broken items from home.

Birthdays: Parents are encouraged to provide a special snack on their child's birthday! Please consider muffins or healthy snacks. We will not serve candy, sodas (or other 'sugar' drinks). Please no 'goody bags'. Invitations to your child's party can be distributed at school by your child's teacher.

Nap time: We do not provide a nap during your child's school day.

Field Trips: We may have occasional field trips during the year. A permission slip will be required to be signed before each trip and parents will be welcome, though not required to attend.

Parking: Please park in any designated space in the parking lot and walk your child into the classroom each day.

No Smoking: Treasure Valley Fine Arts Preschool is a smoke-free campus by State law. NO SMOKING is allowed in or outside of classrooms.

Childcare Outside of the Program: Treasure Valley Fine Arts Preschool assumes no responsibility for the actions of that employee outside the school, nor will we assume any responsibility for any disputes that may occur between the employee and the outside employer.

Holidays: Treasure Valley Fine Arts Preschool observes the following holidays: Labor Day, Martin Luther King Day, Veteran's Day, President's Day, Thanksgiving Break (Monday to Fri.), Spring Break in March, Christmas and New Years Break (2 weeks), Memorial Day, and the 4th of July.

Communication: Communication is essential between the school and home. A periodic newsletter will keep you up-to-date of happenings at the school. It is our intent to relate any pertinent information regarding your child's day at pick-up time. This does not allow time for extended 'conferences' at pick-up time. If there is a situation that is affecting your child, please contact the director so that we may be supportive in responding and working through any difficulties. Progress reports will be sent home periodically and conferences can be set up by the parent or teacher/director at any time.

Fire Drills: During the hours of operation, we will conduct regularly scheduled drills. Children will also be taught and encouraged to set up drills and emergency plans at home. This is to provide them with the knowledge of what to do in an emergency.

Snacks: Treasure Valley Fine Arts Preschool policy is to serve and encourage the consumption of nutritional foods such as fruits, vegetables, and grains. All children attending should have a healthy breakfast or lunch prior to being dropped off at TVFAP. We encourage the families of Treasure Valley Fine Arts Preschool to bring in a healthy snack during the month to be shared with all the children. Snacks should be nutritious and prepared for serving. At no time will candy or sodas be served. Paper products will be available at the school. Children and staff will plan, prepare, and set up snacks on a daily basis. Snack ideas include fresh fruit and vegetables, cheese and crackers, yogurt, apple sauce, rice krispies and milk, pretzels, and muffins.

Daily Schedule: The daily schedule will be given at the beginning of each school year. The schedule includes: Greeting, Circle Time, Free Choice, Clean-Up Time, Outside Time, Snack, Activities Time, and Story Time. Students will also have regular instruction in dance, music, and

art. This schedule is a guideline for the teachers, and may change based on weather, special events, children's behavior, etc.

Non-discrimination Policy: Treasure Valley Fine Arts Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and any and all school programs.

Behavior Management Policies: Children are encouraged to work out difficulties with each other as much as they are able. Staff will provide support when needed and suggest ways to resolve conflicts and work through problems in a positive way. TVFAP staff believe that discipline should encourage the child toward more positive behavior. It is against Treasure Valley Fine Arts Preschool policy to use corporal punishment in disciplining children i.e., spanking, slapping, grabbing, pushing or humiliation will not be tolerated on this campus by staff or parents. Children learn behaviors through modeling and imitation. We set the standards that show behavior modification can be achieved with love and respect. In the event that any child intentionally harms or bites another child or a teacher, the parent or authorized adult may be called to pick-up the child from school for the remainder of the day. Children can be terminated for continuous inappropriate behavior. It is our belief that children need both clear and consistent guidelines to promote respect for self and others and to maintain safety at the site. A cooperative effort between parent, child, and staff will result in the elimination of behavior threatening the physical or emotional health, or safety of children or staff.

Discipline Techniques:

Verbal Reminders/Positive Reinforcement - Appropriate behavior will be consistently noted and rewarded throughout the day to encourage positive behaviors and habits.

Redirection - This technique suggests an alternative choice of activities as a way of avoiding a possible upcoming conflict in an area where a child is currently playing. This procedure may also be used to remove a child from an activity when he/she is not behaving appropriately.

Redirection is meant as an opportunity for the child to settle down while spending time with a staff member or to direct the child to another activity.

Conflict Resolution - Staff will provide support and suggest ways to work out situations more effectively the next time a similar situation occurs.

Logical and Natural Consequences - The consequence is directly related to the inappropriate behavior. Example: Misuse of the materials (such as throwing game pieces) results in not being allowed to play with the game for a length of time specified by the teacher and must be cleaned up immediately. It is our goal that the use of these behavior management techniques will create an environment that will encourage cooperation and appropriate behavior. NOTE: If a child's behavior threatens the physical or emotional health or safety of children or staff, the Termination Policy will become effective.

Termination Policy:

PARENT-TEACHER CONFERENCE This is a cooperative effort between parent, child, and staff to work toward eliminating behavior that threatens the physical or emotional health or safety of children or staff. The behavior issue will be stated in a written notice that will be sent to the parent. A copy of the notice will be given to the Director, who will record the infraction. Upon a third notice, the teacher will schedule a conference with the parent to discuss the problem. The conference will conclude with a signed contract between the parent and the staff as to a course of action to be taken that will be in the best interest of the child, the family, and the program. Non-adherence to the agreement will result in giving the parent(s) two weeks notice of termination from Treasure Valley Fine Arts Academy. If a child or parent commits an extremely serious offense, the child may be immediately terminated from the program without previous written notice. Such examples would be the following:

Child - Running away from supervision, extreme defiance, extreme use of foul language, and/or behavior that endangers the health or safety of others.

Parent - Foul language toward children or staff, abusive, aggressive or intimidating behavior toward staff or children, repeated disregard for program rules, and/or non-compliance with contractual conference agreement.

Ways Parents and Teachers Can Work Together: Visit the Preschool Program whenever you can. Observe activities and get to know the staff and your child's friends. Talk with your child about his/her day in preschool and let the staff know your child's interests. Show your child you are happy about all the new things he/she is learning to do by displaying his/her artwork or special projects and talking about them at home. Share your ideas or concerns about your child's activities with the staff, and let the staff know how they can help you with your child. You are encouraged to request a conference at any time and can attend scheduled parent meetings and conferences. Please join us whenever possible for field trips, special activities, or meals.

PARENT and DIRECTOR SIGNATURE PAGE

DATE: _____

I have read, understand and agree to comply with all policies in the Treasure Valley Fine Arts
Preschool's Parent Handbook. I understand that failure to follow these policies may lead to
termination of education services.

Parent/Guardian's Name (Please Print)

Parent/Guardian's Signature

Child's Name (Please Print)

Director's Signature

DATE: _____

I have read, understand and agree to comply with all policies in the Treasure Valley Fine Arts
Preschool's Parent Handbook. I understand that failure to follow these policies may lead to
termination of education services.

Parent/Guardian's Name (Please Print)

Parent/Guardian's Signature

Child's Name (Please Print)

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