



TREASURE VALLEY FINE ARTS PRESCHOOL

PARENT HANDBOOK

2026-2027 SCHOOL YEAR

September 8, 2026-May 20, 2027

info@treasurevalleyfineartspreschool.com

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1. WELCOME, PROGRAM PURPOSE, AND GOALS

1.1 Welcome

Welcome to Treasure Valley Fine Arts Preschool. We are honored to be part of your child's early learning experience and look forward to partnering with your family throughout the school year.

At TVFAP, we believe children learn best through meaningful play, creative exploration, hands-on experiences, and positive relationships. Our program provides a warm, engaging environment where children ages 3-5 can grow socially, emotionally, creatively, and academically while developing a lasting love of learning.

1.2 Program Purpose

Treasure Valley Fine Arts Preschool provides a play-based, fine arts-focused, kindergarten-readiness program designed to support the development of the whole child.

Through art, music, movement, dance, dramatic play, and creative exploration, children are encouraged to ask questions, express ideas, build friendships, and develop confidence in themselves and their abilities. Our curriculum blends developmentally appropriate early learning experiences with opportunities for imagination, discovery, and meaningful connection.

1.3 Program Goals

- Encourage creativity, curiosity, and a love of learning.
- Support social-emotional development through positive relationships, cooperation, and age-appropriate problem-solving.
- Help children build meaningful friendships and feel a sense of belonging within the classroom.
- Provide developmentally appropriate experiences in early literacy, math, science, art, music, movement, dance, and dramatic play.
- Prepare children for kindergarten by supporting communication, classroom routines, independence, and early learning skills.
- Respect each child's individual pace of growth and development.
- Maintain open, positive communication and a strong partnership with families.
- Provide a safe, nurturing, and engaging environment where children feel supported as they learn and grow.

2. PROGRAM INFORMATION AND ENROLLMENT

2.1 School Year

The 2026-2027 school year runs from September 8, 2026, through May 20, 2027. TVFAP may accept new students throughout the school year when space is available. Enrollment is offered on a first-come, first-served basis. When a schedule is full, families may be placed on a waitlist and contacted as openings become available.

2.2 Ages and Schedule Options

- Treasure Valley Fine Arts Preschool serves children ages 3-5. Children must be 3 years old by the first day of the school year.
- Ages 3-4: Tuesday and Thursday, 9:00-11:30 a.m.
- Ages 4-5 only: Tuesday, Wednesday, and Thursday, 9:00-11:30 a.m.
- The two-day schedule is designed to support younger preschoolers as they build comfort with classroom routines, independence, and time away from home. The three-day schedule is reserved for children ages 4-5 and provides additional consistency and opportunities to strengthen kindergarten-readiness skills.

2.3 Enrollment Process

An in-person meeting with the director or designated staff member is required before enrollment. This meeting allows families to learn more about the program, ask questions, and determine whether TVFAP is a good fit for their child.

A child's space is secured when the completed registration packet and \$40 enrollment fee are received. Autopay, immunization records or exemption, and all other required documentation must be submitted by August 20 or before the child's first day when enrolling after August 20.

3. TUITION, FEES, PAYMENTS, AND WITHDRAWAL

3.1 Tuition

- Tuition is calculated for the full 2026-2027 school year and divided into nine equal monthly installments.
- Tuesday and Thursday: \$225 per month
- Tuesday, Wednesday, and Thursday: \$310 per month
- Monthly tuition is based on enrollment in the program rather than the number of days attended. Tuition will not be reduced, refunded, or credited for absences, illness, vacations, holidays, weather closures, or other missed preschool days.

3.2 Registration and Supply Fees

- Annual enrollment fee: \$40
- Tuesday/Thursday annual supply fee: \$100
- Tuesday/Wednesday/Thursday annual supply fee: \$150
- The enrollment and supply fees are nonrefundable and nontransferable. The supply fee is charged on August 20 or upon enrollment for children joining after that date.

3.3 Payment Schedule

Tuition is due on the 1st of each month. A five-day grace period is provided, and a \$15 late fee will be added to any unpaid balance on the 6th of the month.

All families are required to maintain an active automatic payment method on file. Automatic payments will be processed on the 1st of each month. Families who wish to avoid electronic processing fees may pay by cash or check in the office before the 1st. The required payment method must still remain on file. A \$35 fee will be charged for any returned check or rejected payment. Replacement payment is due immediately.

3.4 Past-Due Accounts

Families are responsible for keeping their accounts current. If tuition or other required charges remain unpaid and approved payment arrangements have not been made, TVFAP may suspend or terminate enrollment.

Unpaid balances may be referred for collection as permitted by Idaho law. Families remain responsible for the outstanding balance and any legally allowable collection costs.

3.5 Withdrawal

Families wishing to withdraw a child must provide 30 days written notice to the office administrator by emailing info@treasurevalleyfineartspreschool.com.

Tuition responsibility continues through the 30-day notice period, whether or not the child attends during that time. Automatic tuition payments will be adjusted or discontinued based on the effective withdrawal date.

If tuition has been paid in full, any applicable refund will be prorated to reflect the remaining portion of the school year following the required notice period. Enrollment and supply fees remain nonrefundable and nontransferable. Nonattendance does not constitute withdrawal from the program.

4. ARRIVAL, ATTENDANCE, AND PICKUP

4.1 Arrival and Sign-In

Preschool begins promptly at 9:00 a.m. Families may arrive up to five minutes before the scheduled start time. For safety, the preschool entrance remains locked during program hours. A parent, guardian, or authorized adult must enter the building, walk the child into the preschool classroom, and complete the required sign-in process each day.

Families should make every effort to arrive on time. If a child will arrive late, the family must notify TVFAP by text before arrival.

4.2 Absences

If a child will be absent, families must email info@treasurevalleyfineartspreschool.com by 8:30 a.m. Tuition adjustments, credits, and makeup days are not provided for absences.

4.3 Pickup Times

- Regular preschool dismissal: 11:30 a.m.
- Extended Play dismissal: 1:00 p.m.

- Extended Dance dismissal: According to the ending time and dismissal procedures for the child's Dance Unlimited class.
- A five-minute grace period is provided. Parents, guardians, or authorized adults must enter the building and sign the child out. Once a child has been signed out, the adult picking up the child is responsible for the child, even if they remain inside the building or on the property.

4.4 Authorized Pickup

Children will be released only to individuals listed as authorized pickup persons. Any change to pickup arrangements must be submitted by email. An unfamiliar pickup person will be required to show valid photo identification before the child is released.

Custody, access, or release restrictions must be identified in writing. Supporting legal documentation must be provided when applicable.

TVFAP may refuse to release a child to any person who appears to be under the influence of alcohol or drugs or otherwise unable to safely care for or transport the child. Staff will contact another authorized adult when necessary.

4.5 Late Pickup Fees

Families arriving after the five-minute grace period will be charged \$1 per minute for the next 10 minutes, up to \$10. An additional \$10 will be charged for every five-minute period thereafter.

After three late pickups, the director will schedule a conference with the family to determine whether continued enrollment is appropriate.

5. WHAT TO BRING, CLOTHING, AND PERSONAL BELONGINGS

5.1 Items Needed Each Day

- A full-size backpack
- A filled water bottle labeled with the child's name
- One healthy snack
- A complete change of clothes in a labeled bag, including a shirt, pants or shorts, underwear, and socks
- Families should check the change of clothes regularly and replace items as needed for size, season etc.

5.2 Lunch for Extended Play

Children enrolled in Extended Play must bring lunch each day they attend. Lunches must be clearly labeled, packed separately from the child's snack, ready to eat, and include an ice pack if needed. TVFAP does not heat or refrigerate student lunches. Candy, soda, and colored juice are not permitted for snack or lunch.

5.3 Clothing and Shoes

Children should wear comfortable, washable clothing that allows them to move freely and participate fully in classroom and outdoor activities. Paint, glue, dirt, water, and other materials may stain or damage clothing, so families should avoid sending children in items that cannot be soiled.

Clothing should be easy for children to manage independently when using the bathroom. Please avoid complicated buttons, belts, buckles, overalls, or other closures that may be difficult for the child. Children wearing dresses or skirts must wear shorts underneath.

Children must wear closed-toe shoes with non-slip soles. Shoes should fit securely and allow safe movement indoors and outdoors.

5.4 Personal Belongings

Please label all belongings with the child's first and last name. Toys, valuables, money, and other personal items should remain at home. TVFAP is not responsible for items that are lost, damaged, or misplaced.

Toy weapons, including pretend guns, knives, swords, or similar items, are not permitted at preschool.

6. SNACKS, ALLERGIES, AND CELEBRATIONS

6.1 Daily Snack

Each child must bring a snack from home every day. Snacks should be nutritious, easy for the child to manage independently, and appropriate for the time available. Families may pack more than one small snack when needed, provided the food can be eaten within the scheduled snack period.

Candy, soda, and colored juice are not permitted.

6.2 Nut-Free Program

TVFAP is a nut-free program. Families may not send foods containing peanuts, tree nuts, or nut-based ingredients for snacks, lunches, birthday treats, or classroom celebrations. Families are responsible for checking food labels and ingredients before sending food to preschool.

6.3 Food Allergies and Dietary Restrictions

Families must notify TVFAP in writing of all food allergies, dietary restrictions, and related medical needs. For children with serious or life-threatening allergies, families must provide:

- A current emergency action plan
- Clearly written instructions
- Any required medication in its original, properly labeled container
- Updated authorization forms each school year
- Replacement medication before the current medication expires

Staff may administer an EpiPen or other emergency allergy medication when the required documentation, medication, and authorizations are on file. TVFAP cannot guarantee that every food brought into the building was produced in an allergen-free facility.

6.4 Birthday Treats and Invitations

Families may provide a birthday treat for the class with advance approval from the teacher or director. Treats must be store-bought, nut-free, individually packaged, and approved in advance. Homemade treats, candy, soda, and goody bags are not permitted.

Birthday invitations may be distributed at preschool only when every child in the class is invited.

6.5 Holiday and Classroom Celebrations

TVFAP may hold holiday parties and other classroom celebrations throughout the school year. Families may be invited to volunteer or donate approved items. All donated food must follow TVFAP's nut-free and allergy-safety requirements.

7. BATHROOM INDEPENDENCE AND ACCIDENTS

7.1 Bathroom Readiness

Children are not required to be fully potty trained before enrollment. Pull-ups may be used during the transition to bathroom independence, but families must notify the director so staff understand the child's needs and can provide consistent support.

Children are encouraged to tell a teacher when they need to use the bathroom. Scheduled bathroom breaks are included in the preschool day, and families are encouraged to have their child use the bathroom before arriving at school.

7.2 Staff Assistance

Staff may help a child get onto the toilet, reach toilet paper, pull clothing up, and manage buttons or zippers outside the bathroom in the hallway. Staff may provide verbal instructions for wiping, cleaning, and changing. Staff will not pull a child's clothing down, wipe a child, or complete personal cleaning for the child. Bathroom doors will remain unlocked. Staff will provide as much privacy as possible while maintaining appropriate supervision and safety procedures.

7.3 Accidents

If a child has a bathroom accident, staff will provide the child with their change of clothes and verbally guide the child through cleaning and changing.

A parent or guardian may be contacted to assist if the child refuses or is unable to clean or change independently, is unable to wipe or fully clean themselves, or needs more assistance than staff are permitted to provide.

Families must provide all necessary bathroom supplies, including pull-ups, wipes, and additional clothing when applicable.

7.4 Ongoing Bathroom Support

TVFAP understands that changes at home, illness, stress, transitions, or developmental needs may temporarily affect a child's bathroom independence. Open communication between families and staff is essential.

If accidents become frequent or a child regularly requires assistance beyond what staff can provide, the director will meet with the family to develop an individual support plan. Depending on the child's needs, this may include additional supplies, adjusted routines, increased family support, or a temporary pause in attendance until the child can participate safely and comfortably.

8. HEALTH, ILLNESS, AND ABSENCES

8.1 General Health Expectations

The health and safety of students and staff are a priority at TVFAP. Children should remain home when they are ill, contagious, or unable to participate comfortably in the regular preschool day. Staff will observe children for signs of illness at arrival and throughout the day. TVFAP staff are not medical professionals and cannot diagnose a child's condition.

8.2 When Children Should Stay Home

- A temperature of 100.4 F or higher
- Vomiting
- Diarrhea
- Pink eye or significant eye discharge
- A severe or persistent cough
- Any symptoms that prevent comfortable participation in regular classroom activities
- A contagious or unexplained rash
- Head lice
- Impetigo
- A significant sore throat
- Drainage from the ears

Children must remain free from fever, vomiting, and diarrhea for at least 24 hours without medication before returning. Children prescribed antibiotics should remain home for at least 24 hours after beginning medication unless a healthcare provider gives different written instructions.

8.3 Illness During the School Day

If a child develops symptoms while at preschool, a parent, guardian, or emergency contact will be notified. The child must be picked up within 20 minutes of notification. Staff may require pickup even without a fever if the child cannot participate comfortably or requires more care than staff can safely provide.

8.4 Contagious Illnesses

Families must notify TVFAP when a child is diagnosed with a contagious illness. When appropriate, TVFAP may notify other families of possible exposure while protecting the privacy of the child and family involved. TVFAP may require written medical clearance before a child returns when additional confirmation is appropriate.

9. MEDICAL INFORMATION, MEDICATIONS, AND INJURIES

9.1 Medical and Emergency Information

Families must provide current medical information, emergency contacts, and either a current immunization record or valid exemption before the child's first day of attendance. Families must notify TVFAP whenever there is a change to a child's medical information, emergency contacts, allergies, medications, or other health-related needs.

9.2 Prescription Medication

TVFAP staff may administer prescription medication only when all of the following are provided:

- Written authorization from the parent or guardian
- Written instructions from the child's healthcare provider
- Medication in its original container
- A pharmacy label showing the child's name and dosage instructions

All medication must be handed directly to a staff member. Medication may not be placed in a child's backpack or left with the child. Nonprescription medication will not be administered by TVFAP staff. Families are responsible for monitoring expiration dates and replacing expired medication promptly.

9.3 Emergency Allergy Medication

Children who require an EpiPen or other emergency allergy medication must have a current emergency action plan on file. Emergency action plans and medication authorizations must be updated each school year and whenever a child's needs or instructions change.

9.4 Minor Injuries

For minor injuries, trained staff may provide basic first aid, such as a bandage or ice pack. An incident or injury report will be completed, a copy will be provided to the parent or guardian, and a copy will be kept on file. Staff will also communicate directly with the family when appropriate.

9.5 Serious Injuries and Medical Emergencies

If a serious injury or medical emergency occurs, staff will call 911 and provide first aid as appropriate or as directed by emergency personnel. The child's parent, guardian, or emergency contact will be notified as soon as possible. TVFAP staff maintain current CPR and first-aid certification.

10. COMMUNICATION AND FAMILY PARTNERSHIP

10.1 Communication

Open, respectful communication between families and TVFAP helps create a positive and supportive preschool experience. The primary methods of communication are email, text message, and the Wonderschool app.

Families are responsible for keeping phone numbers, email addresses, emergency contacts, medical information, custody information, and authorized pickup information current. Families are expected to review preschool emails, text messages, Wonderschool announcements, and other program notices regularly.

10.2 Monthly Newsletters

TVFAP will email a monthly newsletter with classroom updates, upcoming events, reminders, and information about current learning themes and activities.

10.3 Questions and Concerns

Classroom questions should generally be directed to the child's teacher. Questions involving billing, enrollment, schedules, policies, or other administrative matters should be directed to the director or office.

Drop-off and pickup times are intended to remain safe, organized, and focused on the children. Conversations requiring additional time should be scheduled in advance.

10.4 Progress Updates and Conferences

Teachers will observe each child's development and participation throughout the school year. Periodic progress updates may be provided to families. Parent-teacher conferences may be requested by either the family or TVFAP when additional discussion would be helpful.

10.5 Family Changes

Families are encouraged to notify TVFAP of significant changes at home that may affect their child's emotions, behavior, routine, or participation. Families are not expected to share more personal information than is necessary for the child's care.

10.6 Family Participation and Visits

Families may have opportunities to volunteer during Community Days, classroom celebrations, special activities, and other preschool events. Volunteer and visitor arrangements must be approved in advance. Classroom visits and observations are permitted only through prior arrangement with the director.

10.7 Respectful Communication

All communication between families, staff, volunteers, and other members of the preschool community must remain respectful and professional. Concerns should be brought directly to the appropriate teacher, director, or office staff so they can be addressed promptly and constructively.

11. WATCH ME GROW CAMERA SYSTEM AND PRIVACY

11.1 Camera System

TVFAP uses the Watch Me Grow camera system to provide additional security, transparency, and connection for families. Cameras are located in the preschool classroom, hallways, lobby areas, and other shared spaces. The system records and securely stores video footage. Cameras support safety, supervision, and family connection and are not a replacement for direct communication with teachers or the director.

11.2 Viewing Access

Approved users may view authorized camera locations during preschool hours through the Watch Me Grow mobile app or website. Access is granted by TVFAP and is limited to approved rooms and viewing areas. Detailed login and setup instructions will be emailed before the start of the school year.

11.3 Privacy Expectations

Children, staff members, volunteers, visitors, and other approved individuals may appear on camera. To protect privacy and safety, users may not:

- Share usernames, passwords, access codes, or login information
- Allow an unauthorized person to use their account
- Take screenshots or photographs of the camera feed
- Make screen recordings or other copies of footage
- Post, send, distribute, or share images or video from the system
- Use footage to identify, discuss, or confront another child, family, staff member, or visitor

Camera access is provided for personal, authorized viewing only.

11.4 Misuse and Technical Availability

TVFAP may suspend or permanently revoke camera access if login information is shared, footage is recorded or distributed, or the system is used in a way that compromises privacy, safety, or respectful communication. Misuse may also result in additional action under TVFAP policies.

Watch Me Grow is a supplemental family benefit. Access may occasionally be unavailable because of internet interruptions, maintenance, software updates, equipment issues, or other technical circumstances. Temporary interruptions do not result in tuition credits, refunds, or adjustments.

11.5 Questions or Concerns

Families who observe something that raises a question or concern should contact the director directly. Camera footage should not be used to confront staff members, other families, or children.

12. CURRICULUM, COMMUNITY DAYS, AND FINE ARTS CELEBRATIONS

12.1 Curriculum

TVFAP provides a play-based, hands-on, developmentally appropriate program that supports kindergarten readiness and the growth of the whole child. Learning experiences may include early literacy, math, science, art, music, movement, dance, dramatic play, social-emotional learning, and fine and gross motor development. Detailed learning objectives and program information are available on the TVFAP website under Parent Information. The daily schedule may be adjusted based on children's needs, weather, special activities, and other classroom circumstances.

12.2 Community Days

Community Days are held on the third Thursday of each month from September through April. These experiences are generally held at TVFAP and may include visits from firefighters, police officers, veterinarians, artists, musicians, medical professionals, and other members of the local community.

Families are encouraged to recommend or volunteer as Community Day guests. All guests and activities must be approved in advance by the director.

12.3 Fine Arts Celebrations

TVFAP may hold fine arts celebrations, classroom presentations, or special events throughout the school year. These experiences may include music, dance, dramatic play, artwork, or classroom demonstrations. Participation will be encouraged, but children will not be forced to perform when they are uncomfortable.

Families should refer to the school calendar for current dates and details. Event dates, formats, and guest participation may change during the year.

12.4 Extended Programs

Extended Play may be added during the school year as needed, subject to availability. Extended Dance enrollment closes September 30 and requires a commitment through the end of the school year. Dance Unlimited's billing, costume, attendance, and withdrawal policies apply.

13. POSITIVE GUIDANCE AND BEHAVIOR SUPPORT

13.1 Guidance Philosophy

TVFAP uses positive, respectful, and developmentally appropriate guidance practices to help children learn safe and appropriate behavior. Staff support children in developing self-control, problem-solving skills, cooperation, respect for others, and healthy ways to express feelings.

13.2 Guidance Strategies

- Clear and consistent expectations
- Positive reinforcement and encouragement
- Redirection to another activity
- Age-appropriate logical or natural consequences
- Support with conflict resolution
- Verbal coaching and reminders
- A supervised quiet reset space within the classroom

The quiet reset space is intended to help a child regulate emotions and return to the group when ready. It is not used as isolation or punishment.

13.3 Prohibited Practices

- Corporal punishment or threats of physical punishment
- Yelling, humiliation, ridicule, or harsh language
- Withholding food as punishment
- Punishment related to toileting or bathroom accidents
- Isolation in a closed room, bathroom, closet, or other unsupervised space
- Physical restraint, except when necessary to prevent immediate harm to the child or another person

13.4 Safety and Ongoing Concerns

If a child's behavior creates an immediate safety risk, the parent, guardian, or emergency contact may be required to pick up the child for the remainder of the day.

When concerns continue, TVFAP may communicate with the family, schedule a conference, create a written support plan, temporarily change the child's schedule or attendance, or use additional strategies developed with the family. TVFAP will make reasonable efforts to support the child before considering dismissal, except when there is a serious or immediate safety concern.

14. EMERGENCY PROCEDURES, CLOSURES, AND WEATHER

14.1 Emergency Preparedness

The safety of children and staff is a priority at TVFAP. Emergency procedures are maintained for fire, severe weather, lockdown situations, evacuation, and other circumstances that may affect the safety of the preschool. During an emergency, TVFAP will follow the directions of law enforcement, fire officials, emergency responders, and other appropriate authorities.

14.2 Emergency Drills

TVFAP will conduct age-appropriate fire and lockdown drills to help children and staff practice established safety procedures. Families will be notified about drills when appropriate. Drills will be presented calmly and in a developmentally appropriate manner.

14.3 Evacuation and Reunification

If the building must be evacuated, staff will move children to a designated safe location and account for each child. Children will be released only to a parent, guardian, or authorized pickup person. Photo identification may be required before a child is released.

14.4 Family Responsibilities During an Emergency

- Follow all instructions provided by TVFAP or emergency personnel
- Avoid calling or coming to the building unless directed
- Monitor email, text messages, the TVFAP website, and social media for updates
- Bring photo identification when reporting to an emergency pickup location
- Keep emergency contacts and authorized pickup information current

14.5 Weather and Emergency Closures

TVFAP generally follows West Ada School District decisions regarding severe weather and unsafe road conditions. TVFAP may make a different decision when conditions affecting the preschool building, staff, or families require it.

TVFAP may close or adjust its schedule because of severe weather, unsafe road conditions, power outages, building damage or unsafe building conditions, infectious illness outbreaks, or other circumstances that make normal operations unsafe. Notifications may be communicated by email, text, the TVFAP website, and social media.

14.6 Tuition During Closures

Tuition remains unchanged for weather-related closures and other short-term emergency closures. Refunds, credits, and makeup days are not normally provided. If TVFAP experiences an extended closure or unusual circumstance, any tuition adjustment will be evaluated individually and communicated to families.

15. SCHOOL CALENDAR, HOLIDAYS, AND SCHEDULE CHANGES

15.1 School Calendar

The complete 2026-2027 school calendar will be available on the TVFAP website under Parent Information. Families are responsible for reviewing the calendar and noting scheduled holidays, breaks, special events, and other important dates.

15.2 Holidays and Breaks

TVFAP generally follows the West Ada School District calendar for Thanksgiving break, holiday break, spring break, and federal holidays. Families should refer to the published TVFAP calendar for all official closure dates.

15.3 Tuition and Scheduled Closures

Scheduled holidays and breaks are already considered when annual tuition is calculated and divided into monthly installments. Refunds, credits, and makeup days are not provided for scheduled holidays, breaks, or calendar closures.

15.4 Calendar Changes and Special Events

Calendar dates may change when necessary. Updates will be communicated by email and posted on the TVFAP website.

TVFAP may schedule special events and celebrations during the school year. Regular drop-off, sign-in, pickup, and sign-out policies remain in effect unless families are specifically notified otherwise.

16. PROGRAM WITHDRAWAL, DISMISSAL, AND PARENT CONDUCT

16.1 Voluntary Withdrawal

Families choosing to withdraw from TVFAP must follow the withdrawal requirements outlined in Section 3, Tuition, Fees, Payments, and Withdrawal.

16.2 Reasons for Dismissal

TVFAP may suspend or dismiss a child from the program for reasons including:

- Ongoing behavior or safety concerns
- Behavior that threatens the physical or emotional safety of the child, other students, or staff
- Failure to adjust after reasonable support and communication with the family
- Repeated late pickup
- Failure to pay tuition or other required fees
- Failure to provide required registration, health, or emergency records
- Repeated disregard for TVFAP policies
- Failure to follow an agreed-upon behavior or support plan

This list is not exhaustive. Dismissal decisions will be based on the circumstances and the needs and safety of the preschool community.

16.3 Support Before Dismissal

When safety permits, TVFAP will make reasonable efforts to address concerns before dismissal. These efforts may include communication with the family, a meeting with the teacher or director, a written support plan, temporary changes to the child's schedule, a temporary suspension or shortened day, or a review of whether TVFAP can continue to meet the child's needs safely.

16.4 Immediate Dismissal

Immediate dismissal may occur when a child's behavior presents a serious or immediate safety threat, or when a parent, guardian, or other adult connected to the child engages in severe misconduct. TVFAP is not required to complete progressive steps before dismissal when the director determines that immediate action is necessary to protect children, staff, families, or the program.

16.5 Parent and Guardian Conduct

Families are expected to communicate and behave respectfully toward staff members, children, volunteers, and other families. Conduct that may result in suspension or immediate dismissal includes:

- Threatening behavior
- Harassment
- Verbal abuse
- Intimidation
- Profanity directed toward staff, children, volunteers, or families
- Physical aggression
- Repeated disrespectful or hostile communication
- Conduct that disrupts the safe operation of the preschool

16.6 Dismissal Decisions and Financial Responsibility

Dismissal decisions will be made by the director. When appropriate, notice will be provided in writing and will include the effective date. Immediate verbal notice may be given when urgent action is required, followed by written confirmation.

Families remain responsible for all outstanding tuition, fees, late charges, and other balances owed through the effective date of dismissal. Enrollment and supply fees remain nonrefundable and nontransferable.

17. NONDISCRIMINATION, CONFIDENTIALITY, AND PRIVACY

17.1 Nondiscrimination

Treasure Valley Fine Arts Preschool welcomes children and families without discrimination based on race, color, national origin, ethnicity, religion, sex, disability, or family structure.

Admission is subject to available space, age eligibility, program readiness, completion of required enrollment materials, and TVFAP's ability to safely and appropriately meet the child's needs.

17.2 Confidentiality of Records

Child and family records are kept confidential and used only as needed for the child's care and supervision, program administration, emergency response, licensing or regulatory requirements, and legal obligations. Records will be released only to a parent or legal guardian unless written authorization is provided or disclosure is otherwise required by law.

17.3 Privacy of Children and Families

Staff members will not discuss another child's behavior, health information, development, or family circumstances with other families. Families are also expected to respect the privacy of other children, staff members, and families. Information learned through classroom participation, volunteering, special events, or other preschool activities should not be shared without permission.

17.4 Photos and Videos

TVFAP may use photos or videos for classroom communication, the TVFAP website, social media, and marketing or promotional materials. Photo and media permission will be collected through the registration packet.

Families may decline public use of their child's image while still allowing photos or videos for internal classroom communication. Public promotional permission applies only when classroom photo and video permission is also granted. TVFAP will make reasonable efforts to follow the permissions selected by each family. Children's names will not be included in public promotional materials without separate permission.

18. VISITORS, VOLUNTEERS, AND COMMUNITY GUESTS

18.1 Advance Approval and Supervision

All visitors, volunteers, and Community Day guests must receive advance approval from the director. They must sign in and out, follow all TVFAP security procedures, and remain under staff supervision whenever children are present.

Visitors and volunteers may assist with approved classroom activities, celebrations, Community Days, and special events.

18.2 Limitations

Visitors and volunteers may not:

- Be alone with a child
- Provide bathroom assistance
- Administer discipline
- Access confidential child or family records
- Take, post, or share photos or videos without authorization
- Bring food for students or classroom use

Any materials, equipment, or activities planned by a guest must be approved in advance. Guests may also be asked to provide relevant safety information before participating.

18.3 Parent and Guardian Visits

Parents and guardians who visit or volunteer must follow the same sign-in, security, supervision, and privacy procedures as all other visitors.

18.4 Right to End or Deny a Visit

TVFAP may deny, limit, or end a visit if it disrupts the classroom, interferes with staff responsibilities, or creates a safety, privacy, or supervision concern.

19. PARKING AND BUILDING SAFETY

19.1 Arrival and Parking Lot Safety

Families must follow the posted traffic flow and use the marked entrance and exit routes when arriving and departing. Children must remain with their parent, guardian, or authorized adult at all times in the parking lot, lobby, hallways, and other common areas.

Children may not be dropped off at the curb, entrance, or exterior door. An authorized adult must walk the child into the building and into the preschool classroom. Running is not permitted in the parking lot, lobby, hallways, or other shared areas.

Families may not block entrances, exits, fire lanes, traffic routes, or other vehicles.

19.2 Smoke-Free and Vape-Free Property

Smoking and vaping are prohibited inside the building and anywhere on the property.

19.3 Weapons

Weapons of any kind are prohibited on the property, except when carried by authorized law enforcement personnel. This includes real or replica firearms, knives, and other items that could reasonably create a safety concern.

19.4 Pets and Animals

Pets are not permitted inside the building. Service animals and animals approved in advance for a Community Day or special preschool activity may be permitted when appropriate safety arrangements are in place.

20. FINAL PROVISIONS

20.1 Handbook Agreement

A parent or guardian must acknowledge the Parent Handbook as part of the signed certification in the registration packet. By signing the registration packet, the parent or guardian confirms that they have received, read, understand, and agree to follow the policies and procedures outlined in this handbook. Failure to follow handbook policies may result in temporary suspension or dismissal from the program.

20.2 Policy Updates

TVFAP reserves the right to revise or update handbook policies during the school year when needed. Families will be notified of policy changes by email. Continued enrollment after notice of a policy change will indicate acceptance of the revised policy.

No verbal statement or informal agreement by a staff member changes a written policy unless the change is confirmed in writing by the director.