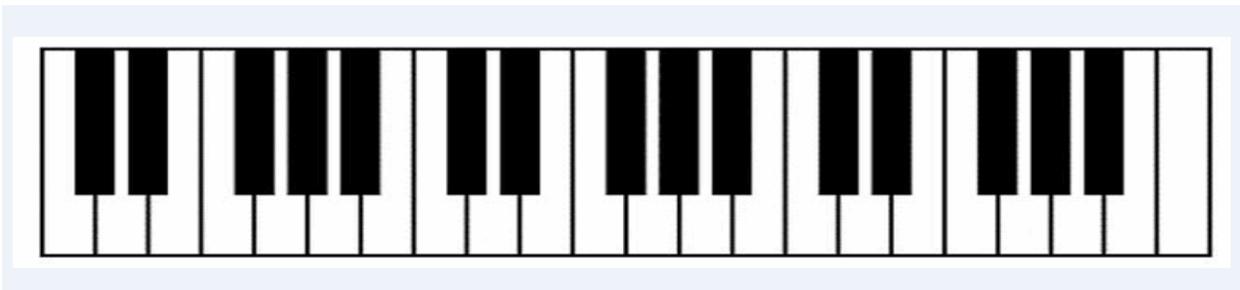


1st Fine Arts Preschool

Parent Handbook



Welcome

Welcome to 1st Fine Arts Preschool, the only preschool in the area to offer martial arts, dance, gymnastics and music lessons as part of the curriculum.

This handbook contains the policies and procedures of 1st Fine Arts Preschool in outline form. Please take the time to read it thoroughly and keep as a reference. It is not meant to cover every aspect of the childcare program or every situation which may arise. Parents should feel free to contact the Director with questions concerning the contents of the handbook.

Throughout the handbook the term "parent" will be used to refer to the parents or guardians of the child in care. The term "provider" will be used to refer to 1st Fine Arts Preschool.

Changes to Handbook

The provider reserves the unilateral right to add, delete, modify or amend the policies and procedures described in the handbook upon thirty days written notice to parents. Changes to policies and/or procedures described in the handbook are effective only if set forth in writing and signed by Provider.

Philosophy of Childcare Program

We believe every child is unique and deserves the opportunity to learn through meaningful experiences. Using the High Scope curriculum and STEM, teachers focus on building a child's self-esteem and confidence through a child centered, hands-on learning environment. In addition to the regular preschool academics, we offer a one-of-a-kind Fine Arts program that you will not find anywhere else.

Nondiscrimination Policy

The provider will maintain and conduct all practices relating to enrollment, discipline, and all other terms and benefits of child care services provided in a manner which does not discriminate against any child, parent or family on the basis of race, color, religion, national origin, sex, or handicap.

Admission Requirements/Care Schedule

The program is open to children ages 2 ½ -12 years.

Children may attend on a full or part time basis. Upon admission, parent will be required to establish a set weekly schedule for care. Additional care or schedule changes will be accepted on a space available basis.

Daily Activities and Program Schedule

Daily activities vary by classroom. Each class promotes play and structured activities which encourage small and large muscle development, sensory and discovery exploration, and the development of social relationships. We provide creative experiences through art, music, and literature.

Hours of Operation

The facility operates Monday-Friday 6:30 a.m.- 6 p.m., subject to the holiday schedule listed below. No child may arrive before 6:30 a.m. or stay after 6 p.m. There is a late pick up fee of \$1/minute past closing.

Holidays

The program is closed on the following holidays:

New Year's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving and the day after

Christmas Eve

Christmas day

When a holiday falls on a Saturday or Sunday, the program will close in observance of that holiday either the preceding Friday or the following Monday.

The fixed child care rate will not be adjusted for holiday closures. If a holiday falls on a child's regularly scheduled day or care, child care fees must be paid for the holiday.

Confidential Information

All information pertaining to the children in the program, including all reports, records, and data are confidential and used for internal purposes only. Information pertaining the children enrolled in the program will not be released to third parties without the express written permission of Parent, unless required by statute, court order or licensing mandate.

Parent Participation and Communication

Parents are welcomed at the program any time to observe or spend time with their child. Parents who wish to volunteer at the center must first provide documentation from the Department of Human Services that he or she has not been named in a central registry case as the perpetrator of child abuse or child neglect.

Required Forms

The forms listed below must be fully completed before the child can be enrolled in the program. Parent is solely responsible for ensuring the accuracy of the information contained within those forms and for keeping all such

information current. Provider assumes no responsibility for keeping forms updated. Parent will be required to review and update forms annually in September.

- a. Child Information Record
- b. Enrollment contract
- c. Health appraisal form/ immunization records
- d. Sunscreen permission slip
- e. Notification of licensing notebook/written documents

Registration Fee

Upon enrollment, Parent is required to submit a nonrefundable enrollment fee of \$50. The fee is used to offset the administrative expenses incurred in processing enrollment applications.

Security Deposit

Upon enrollment, Parent is required to submit a security deposit in an amount equal to one week of child care fees. While the child care contract is in effect, the security deposit may not be used to offset the cost of child care fees. The security deposit is refundable only if proper notice (2 weeks written notice) or withdrawal is given and all other outstanding childcare fees have been paid in full. Alternatively, the security deposit may be applied to the fees charged for the final week of care.

Child Care Fee Schedule

Preschool Age 2 ½ -5: \$45/day \$22/half day (8:45-11:30 a.m. or 1:45- 4:30 p.m.)

Before & After School (Kindergarten – 12 years)

Before & After: \$75/week or \$15/day

*we transport: after care \$10/day

Half days: \$25 Full days: \$35

There is a 2 day minimum for enrolled days. Sibling discount is 10% off the 2nd child

Fee Changes

Provider expressly reserves the right to change the child care fee schedule or other fees upon thirty day's written notice to Parent.

No Fee adjustment for absences

The full fixed rate as listed above is due regardless of absences, with the exception of four weeks vacation time pursuant to proper notification of and provisions regarding use vacation time.

Due Date for Fees

Tuition must be paid in full on or before Friday for the upcoming week. A failure to pay child care fees when due will result in a 5% late payment fee of the total due. If tuition is more than two days past due, the student will not be able to attend and may lose his/her spot at the program.

Types of payments accepted

Parent may pay child care fees with cash, check, money order, credit or debit card.

Where a check is returned to the Provider for insufficient funds or for the reason that there is no account, the provider will issue a written demand to the parent for immediate payment of the check, plus a processing fee of \$25.00. The total outstanding balance must be paid by cash or money order before the child may return to school. After two returned checks, the provider will no longer accept checks as a form of payment for that child's tuition.

Late drop-off or pick up

Parent is expected to abide by the care schedule, including drop off and pick up times set for in the enrollment contract. Parent is expected to notify Provider as soon as it becomes apparent that these times will change

A late pick up fee of \$1/minute will be assessed for all late pick-ups past 6 p.m. This fee is due immediately when the child is picked up.

If a child remains at the center after 6 p.m. and Parent has not called to notify the Provider that he/she will be late, Provider will attempt to contact persons listed as emergency contacts to pick up the child. If Provider is not able to arrange for an authorized pick up by 7 p.m., the police will be contacted for further instructions.

Absences

With the exception of 4 weeks of vacation time, Parent is required to pay for all time which the child is regularly scheduled to attend the program, regardless of whether the child attends. This policy includes days missed for illness, funerals, doctor's appointments, or holidays.

Child's Vacation

Parent/Child is allowed 4 weeks of vacation time per year, meaning that no child care fees will be assessed during this period provided the rules set forth in this section are complied with. Vacation time may be taken any time during the year, provided the parent gives the Director 2 week's written notice of using a vacation week. Vacation time must be taken in full week increments and cannot be used as a partial week.

Vacation time is based on the January-December calendar and un-used weeks do not carry over to the new year. Vacation time is allotted as follows:

Start date: Jan1-30: child receives all 4 weeks for the year

Start date: Feb. 1- April 15: child receives 3 weeks for the year

Start date: April 15 –July 30 child receives 2 vacation weeks for year

Start date: September 1 – November15 child receives 1 week for year

On January 1st, vacation time is reset and every child currently enrolled will receive 4 full weeks for the new calendar year.

Business Interruption

The program may close due to loss of electricity, fire damage, communicable disease outbreaks, snow emergencies. If the closing is an act of God or beyond the Center's control, the Parent will still pay normal tuition fees. If the center is closed for more than 2 consecutive business days the parent is relieved of any financial obligation to pay for those days in excess of two business days. Parent further agrees to resume use of the program as soon as it resumes operation. Nothing in this provision alters the contractual provisions relating to the required length of notice for termination of the child care contract.

When to keep a child home

Provider will report to parent any accidents, suspected illnesses, or other changes observed in the health of a child. Provider will notify parent where the child is exposed to a communicable disease while in care so that Parent may monitor the child for symptoms. When a child becomes ill while at the program the provider will comfortably isolate the child in an area where the child can be supervised and will immediately contact parent, who will be required to pick up the child within one hour of notification.

Contagious Illnesses and Diseases

Provider will take the necessary precautions to contain and prevent the spread of contagious illnesses or diseases. However the provider cannot guarantee that the contagious illness will be completely contained or will not be spread to other children. Parent must recognize that while in care, it is possible that a child may be exposed to a contagious illness or disease.

Medication Policy

When a parent requests that the center administer medication, the following provisions apply:

- a. Prescription medication will be given only with prior written permission from Parent. No over the counter medication shall be given unless it is prescribed by a physician. Medication shall have the pharmacy label indicating physicians name, child's name, instructions, name and strength of medication and shall be given in accordance with those instructions.*
- b. Provider will maintain a record as to the time and amount of any medication given.*

- c. *The medication shall be in the original container, stored according to the instructions, and clearly labeled for the specific child. The provider will keep the medication out of the reach of children and will return it to the parent or destroy it when no longer needed.*

Outdoor Play

As part of our program and required by Michigan licensing, we take the children outside daily. The only exceptions are when temperatures are dangerously high or low. We will even go out in a light drizzle. It is a common misconception that your child gets sick from being outdoors. It is our general rule that if your child is well enough to attend school they are well enough to go outside and play. Please do not request that your child be kept inside.

Sunscreen

The program strives to take the children outdoors every day. Children are particularly sensitive to sun exposure. Parents must either: (1) provide sunscreen to the provider and consent to the provider's application of sunscreen to their child;; or (2) give written permission for their child to play outdoors without sunscreen.

Emergency medical care

Parent gives permission to Provider to call 911 in the event of a serious emergency. Any costs or charges incurred for 911 or medical treatment are the sole responsibility of the parent.

Special Needs Care

Provider will accept and care for children with special needs if they can be reasonably accommodated and not interfere with the care, safety, and supervision of the other children. Each child's needs will be evaluated individually.

Child Abuse Reporting

As a licensed childcare provider, Provider and its employees are required by law to report any instances of suspected child abuse and neglect to the appropriate authorities. We must also report any instance in which a reasonable suspicion that abuse or neglect may have occurred.

Discipline

Provider and staff will use positive methods of discipline. Such methods encourage self control, self esteem, and cooperation among children. Our discipline policy is:

- 1. Emphasize and praise appropriate behavior*
- 2. Guidance and redirection of negative behavior*
- 3. Time-out used as last resort*
- 4. Phone call home if behavior continues*
- 5. If child repeatedly harms another or himself, they will be sent home from school.*

Disruptive behavior

When a child's behavior is disruptive, (biting, hitting, hurting, putting others in danger, or using bad language), parents will be notified. If behavior persists, the child will be sent home and a parent conference will be required before the child returns. If a reasonable solution cannot be reached the child will be disenrolled from the program with two weeks notice given. If continued participation in the program creates a direct threat to the safety of the child, other children or staff two week's notice will not be given.

Food

The provider will serve a mid-morning and afternoon snack. A snack menu will be posted and is subject to change. Any changes or substitutions will be noted on the menu that day. Parent will provide a healthy lunch for their child if they attend a full day. Please do not pack frozen meals. Lunches shall be in a lunch box labeled with the child's first and last name.

Private duty by employees

Staff is permitted to accept private offers such as babysitting for children enrolled in the program. If an employee accepts private duty from a parent, a form must be signed by both the parent and employee, recognizing that the employee is NOT acting on behalf of the Provider and the Provider is NOT responsible or liable if the child is injured.

No Transportation Service by Employees

Parent shall refrain from asking staff to transport children either before or after the child's attendance at the program, as employees are prohibited from doing so and may be subject to discipline if they do so.

Field Trips

Classes will occasionally plan field trips. Prior to each field trip, Parent will be required to fill out a permission slip. Where Parent does not give permission for the child to go on the field trip, Parent will be responsible for making alternate child care arrangements during that time.

Personal items from home

Provider discourages Parent from allowing children to bring personal items from home to the center, with the exception of a small nap time blanket and cuddle toy, if necessary. Where a child does bring personal items, Provider is not responsible for loss or damage to that item.

In the event a personal belonging comes up missing, we will take appropriate measures to help locate the item (hats, gloves, jackets, lunch containers, etc.). Usually we find another parent mistakenly took the item home or

the child or teacher put it in the wrong place. The items are usually located and returned quickly. However, Provider is NOT responsible for any items which cannot be located.

Clothing

Due to the nature of some of the activities the program offers, Parent must recognize that clothing may occasionally become soiled or damaged, although Provider takes appropriate steps to prevent this from occurring. Parents should therefore bring children dressed in "play" clothes which they do not mind getting dirty. Provider assumes no responsibility for damage to a child's clothing.

The program strives to bring the children outdoors daily. As such, Parent must be certain that the child is dressed appropriately according to weather conditions.

Supplies

Parents are responsible for providing the following items: lunches, one change of clothing to be kept at the center at all times, and a small blanket and/or pillow for quiet time. In addition, the Lead teacher will send home small list of basic school supplies that you will need to purchase for your student.

Termination

Either Parent or Provider may terminate the child care agreement upon two week's written notice to the other party. Where Parent does not provide notice, they are still required to pay for the final two weeks of care following notice of termination, whether or not the child attends.

Provider reserves the right to terminate the child care agreement immediately, without notice to the Parent if: (1) child care fees or other fees are not paid when due, (2) the child's continued participation in the program creates a direct threat of harm to the child, other children, or staff, or (3) Parent engages in inappropriate parent conduct as defined below.

Inappropriate Parent Conduct

The following actions are grounds for immediate dismissal (please note that this is not an exhaustive list of inappropriate behaviors):

- *Acts of violence, including assault and battery*
- *Harassment of or threats against the staff, other parents or children*
- *Possession of illegal substances or firearms*
- *Verbal or physical abuse of another*
- *Indecent exposure*
- *Using profanity*

Arrival and Departure Procedure

All children must be brought into the building and signed in by the person dropping off. The child must be taken directly to their class or a teacher to ensure we are aware they have arrived. At the end of the day, only a parent or authorized pick-up person may sign the child out. The pick-up person must notify the teacher that they are signing the student out and taking them home. At times, a person may be asked to show ID to verify that they are an authorized pick up person. If the person is not on the child's paperwork, then we will call the parent or guardian to confirm before we release the child.

Photographs

From time to time Provider will take pictures of the children participating in activities or field trips. The photos may be posted in the center or sent to parents throughout the week electronically. A media release form must be on file for your child in order for us to post and send you pictures.