

# Creative Arts Preschool

2018-2019

Handbook

**“The Creative Arts Preschool Inc. believes all children  
deserve the opportunity to learn and express themselves  
through art, dance, music, and movement.”**

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## **Welcome to the Creative Arts Preschool Inc.!**

The Creative Arts Preschool Inc. is excited to provide the key for opening the door to learning through creative exploration.

The goals of the Creative Arts Preschool Inc. will be addressed primarily through a kinesthetic teaching style. All children will participate in physical activities that facilitate learning.

The goals are as follows:

- Maintain high expectations for all learners and embrace each child's individual learning style
- Gain respect and understanding of others' strengths and needs
- Foster early language and literacy development
- Build relationships and social skills
- Develop fine and gross motor skills
- Foster learning of time, sequencing, and numbers
- Create an appreciation and understanding of the arts

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## Daily Schedule

### **Half Day 9-12, Full Day 9-3**

**8:45-9:15** Student Drop Off: Free Choice

**9:15-9:30** Circle/Calendar Time/Show & Tell

**9:30-10** Themed Art Project/ Fine Motor Development

#### **10-10:45 Rotating Specialists:**

**Monday-** Junior Jazzercise

**Tuesday-** Musicgarten

**Wednesday-** Musical Theater

**Thursday-** Zumba Kids Jr

**Friday-** Kids Drumming

**10:45-11** Snack & Story

**11-11:30** Literacy/Math and Language Development & Learning Centers

**11:30-11:35** Daily Review & Clean up

**11:35-12** Outside Playtime/ **\*Half Day Pickup**

**12-12:30** Lunch & Free Choice

**12:30-1:30** Quiet Rest Time

**1:30-2** Pre-K/Academic Practice & Learning Centers

**2-2:20** Snack & Story

**2:20-2:30** Daily Review & Clean up

**2:30-3** Outside Playtime/ **\*Full Day Pickup**

## Staff

**Erin Hansard** (*Director/ Teacher*) B.S. Elementary Education

**Cassie Farmer** (*Owner/Dance Instructor*) Owner and Director of Bozeman Dance Academy

**Cara Lambert** (*Teacher*) B.S. Elementary Education

**Rachel Waterman:** Musicgarten

**Michelle Cloninger:** Zumba Kids

**Sara Baker:** Junior Jazzercise

**Heidi Krutchkoff:** Musical Theater

**Clint Farmer:** Kids Drumming

## Enrollment

Not every program will fit each individual child's needs. Therefore, the Creative Arts Preschool Inc. reserves the right to a two week trial period for any child registering for this program. This will ensure that your child will be placed in the best setting to promote his or her individuality.

Enrollment in the preschool is based on a first come, first served basis. We will try our best to accommodate your schedule preference. The following forms must be turned in and completed in full before your child attends our program:

1. State of MT certificate of Immunization
2. State of MT Emergency Contact and Parental Consent form
3. Registration Form with included Handbook Waiver

## **Tuition, Registration, Materials Fees and Payment Policies**

For new and continuing students both the Registration and Materials fee will be charged annually in September, at the beginning of our school year, or at the beginning of our summer session. Each year from February 1<sup>st</sup> - April 1<sup>st</sup>, we accept Pre-enrollment applications from our currently enrolled students, which will hold your space for the following school year. Non completion of forms could relinquish your child's spot to another prospective student. To apply, simply complete the registration form, submit your immunization records and a non refundable registration fee of \$30 for the September-May school year. Summer applicants follow the same procedures with the exception of a \$20 registration fee.

Monthly Tuition rates will vary depending on your selected schedule. All tuition rates are the same amount each month regardless of holiday closures etc. You will also be notified of any additional billing, such as materials fee, etc. Checks, cash, or money orders accepted. We do not accept Credit Cards. Tuition payments made after the 15th day of each month, are considered delinquent.

Materials fee and registration will be prorated upon enrollment after the start of our school year and will be billed again in the summer or at the start of a new academic year in September. Registration and materials fee for our summer sessions are not prorated as they are set for each month of selected enrollment. Your child will receive 175 days of programming (September through end May) in a 35 week program that is stretched over a 39 week period.

### **Monthly Tuition Rates for the Creative Arts Preschool**

#### **Half Day 8:30am-noon: \$24/day**

1 Day/week: \$96 monthly  
2 Days/week: \$192 monthly  
3 Days/week: \$288 monthly  
4 Days/week \$384 monthly  
5 Days/week \$480 monthly

#### **Full Day: 8am-3pm: \$37/day**

1 Day/week: \$148 monthly  
2 Days/week: \$296 monthly  
3 Days/week: \$444 monthly  
4 Days/week: \$592 monthly

#### **Drop-in rates:**

Half Day: \$25      Full Day: \$40      adding the afternoon: \$15

#### **Material Fees: September through May      Registration Fee: \$30 (once yearly)**

1 Day/week (once yearly) \$36  
2 Days/week (once yearly) \$72  
3 Days/week (once yearly) \$108  
4 Days/week (once yearly) \$144  
5 Days/week (once yearly) \$180

**Material & Registration Fees** will be included on your first month's invoice & will be prorated to reflect your start date

#### **Discounts**

Families with more than one child enrolled receive a 10% discount off the tuition total. Tuition paid in full for the entire school year will receive a 5% discount.

### Class Size

Our preschool groups 16 children with 2 or more teachers. Our staff consists of the preschool director, an additional classroom assistant and a rotating specialist (music teacher, etc.).

### Summer Day Camp

Your nonrefundable **registration fee of \$20**, will be included on your first month's invoice & is needed to reserve your spot.

We have 8 weekly summer camp sessions. We will invoice you at the start of each month with the sessions you've registered for.

#### Half Day 8:30am-noon: \$24/day

1 Day/week: \$24 weekly  
2 Days/week: \$48 weekly  
3 Days/week: \$72 weekly

#### Full Day: 8am-3pm: \$37/day

1 Day/week: \$37 weekly  
2 Days/week: \$74 weekly  
3 Days/week: \$111 weekly

**Age Groups:** We have 2 classes, One for preschool age children & one for K-3rd graders.

**Activities:** Each week will have a different theme and a different activity to go along with it. For example, one week we'll be learning about Artists & taking a Musical Theater class & the next we'll be learning about Montana Animals & taking a Kids P.E. Class!

**\*\*Check our website in Spring for a complete list of our activities!!**

### Delinquent Payment of Tuition and Refund Policy

No refunds are given for sick days taken, vacations, public Holidays, or weather closures. Checks, cash, or money orders accepted. We do not accept Credit Cards. After the 15<sup>th</sup> day of each month, tuition is delinquent: a \$15 late fee plus \$10 for every 7 day period will be applied to tuition until paid in full. All payments which include Tuition, Registration, and Materials fees are NON-REFUNDABLE. Use your discretion when paying for tuition in advance. A \$20 NSF fee will be charged for each returned check. If for any reason it should become necessary to obtain payment through legal action, you will be responsible for any expenses incurred. Any additional fees will be added to the total payment due.

### Change of Schedule or Withdrawal Policy

**Withdrawal:** After the two week trial period or if withdrawal from our program becomes necessary, we require a written notice 30 days in advance clearly stating the withdrawal date. Students are welcome and encouraged to attend preschool during this 30 day period.

**Change of schedule:** We require a written notice 30 days in advance clearly stating schedule changes, whether adding or subtracting days. The director may approve changes mid month at their discretion. No credit will be given for missed days. Schedule additions will be charged at our drop-in rates, which will be added to the next invoice.

### **Arrival (sign in) and Departure (sign out) each day**

Those persons authorized on each child's registration form to pick up and drop off must check in with the teacher on duty. For the safety of your child, please send a written note to the preschool staff if alternate arrangements are made. In the event that you will be late picking up your child, please phone the office at 587-7192.

**Half Day Program:** Students arrive between 8:45 and 9:15 a.m. and should depart no later than 12:00 p.m. A daily drop-in rate of \$15 will be charged for any of the half day program parents who want to take advantage of our full day program. Advance notice is required for planning and extra staffing. Without notice, parents will be charged \$5 for each 15 minutes of extra time accrued before 8:45 a.m. or after 12:00 p.m.

**Full Day Program:** Students arrive between 8:45 and 9:15 a.m. and should depart no later than 3:00 p.m. Parents are expected to bring a healthy lunch for their child. The lunch should require minimal prep & cleanup on the teacher's part. Parents will be charged \$5 for each 15 minutes of extra time accrued after 3 p.m. Upon arrival, parents should escort their child to the lounge where they may hang coats, remove shoes, and ready themselves for their day.

### **Attendance**

While we hope to see your child here with us, we do know that family vacations, illness, and other unforeseen events may hinder your child from attending 100% of the days you have already paid for. We apologize for not being able to offer any credits for any amounts of absent hours accumulated. Your tuition payments are designed to hold your child's place in our program. We would greatly appreciate a phone call, if possible, alerting us to your child's absence and a return date.

### **Make Up Days**

Our school does not offer make up days. In special cases they will be considered, but only with advance notice and approval by the director. They will not be used as a tuition credit.

### **2018-2019 School Year Schedule**

Your child will receive 181 days of programming, stretched over a 41 week period.

**School Starts:** Monday, August 27th

#### **Holiday Closures:**

**Labor Day:** September 3rd 1 day

**Thanksgiving:** November 21-26 4 days

**Winter Break:** December 24- January 4 10 days

**Presidents Day:** February 18th 1 day

**Spring Break:** March 11th-15th 5 days

**Memorial Day Weekend:** May 24th & 27th 2 days

**Last Day of School:** Thursday, June 6th

**Our Summer Program & School Year Start Dates will be announced in the Spring.**

**\*No tuition credits or make up days are given for holidays or other noted closures.\***

## **Backpacks and Clothing & Supplies**

Children are encouraged to bring a backpack or suitable bag each day, water bottle, slippers, emergency change of clothes & and diapers and wipes. These bags are to go home with the child daily. **Clearly Label Belongings!**

**Full Day Students:** In addition to the items listed above, please bring a healthy lunch and rest time supplies such as: a blanket, pillow and stuffed animal.

## **Snacks, Lunch, Treats, Show & Tell and Toys**

**Snacks:** We are happy to provide a healthy snack and beverage each day. We are also willing to accommodate most allergy requirements. If your child has special dietary requirements, please alert the preschool staff and/or update your registration form.

**Lunch:** Students staying Full Day need to have a healthy sack lunch from home. The lunch should require minimal prep and cleanup on the teacher's part. Please enquire about allergies in the classroom.

**Birthdays & Treats:** Please talk with the teacher about the dietary requirements and number of enrolled students in your child's class.

**Show & Tell:** Each child may bring something to share on their assigned day. As always, we encourage you to bring something that relates with what we're studying each week!

**Toys:** Please refrain from bringing other toys from home as they may be lost or accidentally misplaced. The exception being a stuffed animal for rest time.

## **Toilet Training and Diapering**

If your child is not fully potty trained, we would like to assist you in accomplishing this task. We will encourage and give many opportunities to use the bathroom. Please feel free to share any cues that are working for you at home and give us updates on your child's frequency. Diapers, Pull ups, Wipes, and a change of clothes are a **MUST** with children who are not fully potty trained. Toilet trained children will be encouraged to take self responsibility to excuse themselves to use the bathroom when necessary.

## **Behavior and Discipline**

At The Creative Arts Preschool, Inc., we will have children with a variety of needs in the areas of motor skills and social skills development. We will provide an environment with structure and one in which the adults in the preschool will respond to the needs of each child with respect and warmth. The school's schedule provides a consistent daily routine for children to follow and adult leadership to assist the children. Each class will have a consistent structure as well. We will regularly look at the environment we provide so that we can make appropriate adjustments as needed to help children develop self control and social skills. When behavior problems occur between children or between children and adults, we will use the following methods:

- Positive reinforcement of appropriate behaviors.
- Natural consequences for inappropriate behaviors (e.g., picking up after themselves or loss of that activity or privilege).
- Redirection toward positive and appropriate behaviors.

While we do not believe in physical punishment or restraint, we will intervene to provide for the safety of others.

## **Your Child's Health and Illness Policies**

Children with any of the following symptoms should stay home or a parent may be phoned to pick up a child for any of the following symptoms:

1. Anyone who has vomited or had diarrhea within the past 24 hours
2. Children with any of the following bacterial infections or other like conditions must be on antibiotics for no less than 24 hours before returning to school, along with a doctor's note.
  - A. Strep throat
  - B. Impetigo
  - C. pneumonia
  - D. Bacterial conjunctivitis
  - E. ear infections
3. Children with a fever of 100 or greater. Children must be without a fever for 24 hours before returning to the group. (Exception: Children with immunization related fevers need not be excluded if they are willing and able to participate in the daily activities.)
4. Children with generalized rashes (over multiple parts of the body) should stay home and receive a medical examination. Those with chicken pox must stay home until the sores are dried up (at least 5 to 7 days.) Children with general rashes may return to school at the health care provider's discretion (unless one of the above conditions is present.)
5. Head lice or scabies.

The presence of any of the following conditions may warrant exclusion from the program until symptoms subside.

1. A child who appears ill, with any symptoms and is unable to participate in the usual program activities.
2. Thick, green or yellow nasal discharge persisting longer than two days if accompanied by any of the following symptoms: fever, persistent cough, eye drainage, or ear pain.

**REMEMBER IMMEDIATE PICK UP OF A SICK CHILD IS REQUIRED IF YOU ARE NOTIFIED TO DO SO!!!!!!!!!!!!**

## **First Aid & Emergency Protocol**

The Creative Arts Preschool will not administer any medications. Any non-life threatening injury will be handled on a case by case basis. Cuts and scrapes will be cleaned and bandaged or a cold pack will be applied to the area. If we feel the non-life threatening injury needs more extensive medical treatment than we are qualified to give: a parent or guardian will be notified and asked to pick up the child and seek proper medical attention.

If a child suffers a potentially life threatening injury or experiences a sudden illness, **911** or the **poison control center (1-800-525-5042)** will be called immediately. After a medical response team has been notified then and only then will we contact the parent/ guardian or other emergency contacts you've listed. The Creative Arts Preschool Inc. is not liable for any expenses incurred for your child if travel via ambulance is necessary or for a medical team to be called to our facility. All staff and subcontractors are required to have current CPR and First Aid training.

## **The Preschool Staff's Health and Illness Policies**

Should we need to be away from the Creative Arts Preschool due to emergent circumstances (our own illnesses, or our child's illness, family emergencies, etc.) substitute teachers will be provided.



## **Weather Information and Disaster Preparedness Policies**

We will follow the Bozeman public school system for closure in the event of a severe weather warning. In the event of a natural disaster or terrorist act you will be directed by rescue workers and or radio stations to a safe place to pick up your child. In most instances it will be a school or fire station. Bozeman Fire Department has been to our facility and we are listed on the “those that may need extra help in the event of a natural disaster” list. Hopefully this will never be an issue, but one can never be too prepared.

## **Communication**

So we can all have a positive experience, please communicate all concerns with us. We are here for your child, and are devoted to giving the most rewarding experience possible. We strive to have an environment in which parents and school staff can openly communicate via phone, notes, email, or one on one conversation and parent meetings, if needed. Please be aware that an appointment may be needed in order to properly address your concerns as time is limited during our school day.

## **Open Door and Guest Policy**

Our doors are always open. Parents or potential customers are welcome to visit at any time during business hours. For a tour or one on one time with our Director please make an appointment. Although we are striving for a non-distracted learning environment, please feel free to phone or drop in to create with us or to see how your child is participating. The Creative Arts Preschool staff cannot however be responsible for unregistered children. There will be times when we will be unable to get to the phone. If you encounter this do not be alarmed, simply leave a message and we will return your call as promptly as possible.

## **Miscellaneous**

The Creative Arts Preschool Inc. reserves the right to update and make changes necessary to the Handbook and registration form as needed throughout the school year. Parents will be notified via the bulletin board or email as changes occur.