



# Preschool of the Arts 2019-2020 Family Handbook

Early Beginnings  
Infant/Toddler/Preschool/PreK  
685 Old Post Road  
Tolland, CT 06084  
**860-875-4847**  
Tracy Reid-Steele, Director  
[ebpsa@comcast.net](mailto:ebpsa@comcast.net)

Ellington  
Toddler/Preschool/PreK  
20 Church Street  
Ellington, CT 06029  
**860-871-7332**  
Rebecca Hinckley,  
Director  
[psaellington@comcast.net](mailto:psaellington@comcast.net)

Tolland  
Toddler/Preschool/PreK  
684 Tolland Stage Road  
Tolland, CT 06084  
**860-871-7332**  
Gail Otis, Director  
[psatolland@comcast.net](mailto:psatolland@comcast.net)

Business Office  
Susan and John Leavitt, Owners  
P.O. Box 775  
Ellington, CT 06029  
**860-559-1545**  
[info@CTPreschoolOfTheArts.com](mailto:info@CTPreschoolOfTheArts.com)

Bookkeeper  
Bridget Keleher  
**860-454-7369**  
[BookkeeperPSA@gmail.com](mailto:BookkeeperPSA@gmail.com)

**PRESCHOOL OF THE ARTS, INC.  
AND  
EARLY BEGINNINGS AT PSA, INC.**

**FAMILY HANDBOOK**

**MISSION**

The mission of Preschool of the Arts, Inc., is to provide a quality early childhood education using a diverse curriculum. Our experienced, nurturing staff uses the arts to guide all children to their own level of academic excellence.

**PHILOSOPHY**

The philosophy of Preschool of the Arts, Inc., is to create an atmosphere where students, parents, and staff are comfortable expressing themselves in a positive manner, where they feel affirmed for who they are and what they have to say. We will provide an environment that fosters integrity and honesty at every level. We believe children learn best through play and the discovery of concepts that are a result of their own curiosity and creativity.

**DEAR PARENTS AND CAREGIVERS,**

We are delighted that you have chosen Preschool of the Arts, Inc. (PSA) or Early Beginnings (EB) at Preschool of the Arts, Inc. for your child(ren). We look forward to assisting you and your child with school adjustment, growth, and development. PSA and EB strive to serve the individual through a developmentally sound and educationally beneficial program.

Most of the information regarding PSA and EB (school policies, announcements, and more) is communicated through written word, usually in the form of email, and on our website ([CTPreschoolOfTheArts.com](http://CTPreschoolOfTheArts.com)). We ask that you read all such documents to stay well informed on updates, policy changes, and the goings-on at PSA and EB. You are as much a part of our school as your child.

We look forward to serving you and your child(ren). Welcome to the PSA and the EB family!

**John and Susan Leavitt, Owners**

## **ACCIDENT/INJURY**

The director (or head teacher) of the center is responsible for decisions about the care of your child in your absence. In case of a serious injury, we will contact the parent/caregiver and the child's physician. If necessary, we will also call an ambulance. If your child needs to be transported and a parent is not available, the child will be transported by ambulance. The school has an accident insurance policy for each child, but it is the responsibility of you, the parents/caregivers, to assume any additional expense that may not be covered. The school maintains a file of parental/ caregivers' consent forms agreeing to this provision. It is to your child's benefit that you keep the school up to date on emergency contacts and other pertinent health information.

An incident report is given to the parent/caregiver relaying the accounting of the accident/injury in writing. This is NOT handed to an alternative person picking up a child. If someone other than the parent/caregiver is scheduled to pick up the child that day, the parent will be contacted by phone.

## **ADMINISTRATION**

John and Susan Leavitt perform the administrative functions of Preschool of the Arts, Inc. All payments and correspondence about tuition and enrollment should be sent to:

Preschool of the Arts, Inc.  
P.O. Box 775  
Ellington, CT 06029

All program questions should be directed to the directors, if it is a billing question you may contact the bookkeeper at [bookkeeperpsa@gmail.com](mailto:bookkeeperpsa@gmail.com) or 860-454-7369. All other inquiries may be directed to Sue or John Leavitt via email to: [info@CTPreschoolOfTheArts.com](mailto:info@CTPreschoolOfTheArts.com). Payments and forms may also be returned to the school office.

## **ADMISSION and ENROLLMENT**

PSA is open to all children who may benefit from our type of program, regardless of race, nationality, or creed. Our infant program accepts children at six weeks of age. Our Tolland PSA and Ellington PSA toddler programs accept children from age 15-36 months. For preschool, the child must be age three (at least two years, nine months between September and January). It is also a requirement that the child be toilet-trained to enter preschool.

Parents/caregivers and children are encouraged to visit the school and meet with the director prior to admission. Parents/caregivers are also encouraged to bring their child(ren) for an orientation visit before attending his or her first day.

Items necessary for enrollment or re-enrollment:

1. To secure a place in program:
  - Application/Medical Treatment Form/Walking Permission Form - online
  - Registration Fee - given to director
2. To attend, these must be on file at least five days before the child's first day of school:
  - State of Connecticut Child Health Record required within the last 12 months for under school age children (within the last 24 months for school age children)
  - Signed tuition contract
  - First tuition payment or mutually agreed payment plan

- Electronic Signature stating you have read the Family Handbook, Discipline Policy, Photo/video/website preferences
- Administration of prescription drug form
- Administration of non-prescription drug form

### **ARRIVAL AND PICK-UP**

**Each family is assigned a security code upon registration. This unique code allows access to the building during business hours. A PARENT, CAREGIVER OR DESIGNATED REPRESENTATIVE MUST SIGN THE “SIGN-IN” BOOK WITH THE TIME OF ARRIVAL AND DEPARTURE EVERY TIME THEIR CHILD ATTENDS PSA.**

**Hours:** The centers are open 6:45am (6:30 for EB) until 5:45pm

**Arrival:** Children signed in by caregiver.

Parents are encouraged to arrive prior to 8:45 AM so children can fully participate in the planned program. **If your child will arrive after 9:30 AM, it is your responsibility to notify the school to insure adequate staffing.**

**Pick-up:** Children signed out by caregiver. Any person unknown to staff at pick-up time will be asked to provide photo ID. **We ask parents of children who stay until closing to arrive by 5:30pm, so the child will not be rushed and the teacher has time to discuss the child’s day with the parent.**

**Late Charge:** If a child is picked up late, the family will be charged a \$25 late fee. If the child is picked up more than 15 minutes after the closing time of 5:45 p.m., there will be an additional dollar per minute imposed on the \$25 fee.

**If a family is late more than three times, they will be charged \$15 for every five minutes they are late.**

**After 30 minutes the PSA staff will revert to the Closing/Abuse policy which is dictated by DCF.**

Chronic late pick-ups are cause for dismissal.

Please note the following policy concerning a child who is not picked up within 30 minutes of contracted pick-up time and whose parent or guardian has not called in:

**The staff will attempt to contact a responsible party in the following order** (There will be at least two staff members 18 years or older on the premises.) This policy is prescribed by the CT Department of Children and Families:

1. The parent/guardian.
2. An emergency back-up person.
3. Any person identified on the informational sheet.
4. The DCF HOTLINE to initiate a referral if unable to locate anyone.
5. The police department to alert them that a child has been abandoned.

- The teacher or administrator must remain with the child until the child is picked up or DCF responds.

PSA reminds parents that leaving a young child unattended in your car while dropping off or picking up another child is a violation of DCF regulations.

## **BIRTHDAYS**

Every student's birthday is celebrated during snack time according to the caregiver's wishes. Caregivers are encouraged to send cupcakes or cookies to be shared with the other children in the room. **NO CHOCOLATE PLEASE. Please check with the director about any allergies in the center.**

## **BITING POLICY**

Preschool of the Arts recognizes that biting is a common behavior that is exhibited by young children as part of normal child development. We will address the behavior in a positive and appropriate manner. Children bite for reasons relating to their developmental stage, expression of their feelings, or their environment, so our response to this will include observation, understanding, teaching, and environmental changes.

When a biting incident occurs, staff will immediately move the biter away from the victim. The staff's response to the biter will be a message of disapproval with words such as, "Biting Hurts!" or "No Biting!"

The victim will be comforted, wound examined, and first aid given to the area. If the skin is not broken, the bite area will be washed with soap and water, and an ice pack will be applied. If skin is broken, pressure will be applied to stop bleeding, the wound will be washed with soap and water, and an ice pack will be applied. When skin is broken, the parents of the victim will be called immediately, as they may choose to seek medical attention. The staff involved will complete an incident report that will be signed by the victim's parent/guardian as well as the biter's parent/guardian and given to the director for each child's file.

The director will review the incident reports and work with the staff to determine action that we can take to prevent future incidents of biting. Actions may include shadowing the biter, change in classroom environment, and/or teaching the biter more appropriate ways of expressing feelings.

Ongoing biting behavior will be handled as any other challenging behavior outlined in our discipline policy. All staff will maintain confidentiality of the children involved in biting incidents.

## **CLOTHING**

Since children are both inside and outside each day and are participating in fascinating and possibly messy activities, we ask that you follow the guidelines below to assure the well-being and safety of your child.

- **Sturdy shoes**—No sandals or clogs. Slippers are appropriate for indoor use only during winter months.
- **Water play footwear (for summer)** Crocs, water shoes, or similar trip/skid resistant footwear. No flip flops.
- **Layered clothing**—Sweaters/jackets and long pants in spring and fall.
- **Fastenings**—Please avoid complicated fasteners.
- **Extra clothing**—Every child is required to have an extra set of clothing in case of toilet accidents, mud, spill, etc. (Please remember to change this extra set to coincide with the season and growth of your child.)
- **Inclement weather**—Raincoats, suitable head covering, mittens, boots, snow pants, and heavy jackets in winter. If weather is cool, please provide a sweater underneath.
- **Label, Label, Label!**—Please label every article of clothing, especially boots, snow pants, hats, and mittens in case items are misplaced. Although we make every effort to keep track of each child's

belongings, PSA is not responsible for lost items.

## COMMUNICATION

**Special notices and forms requiring immediate attention may be placed in the child's folder. Please check this folder daily.**

- Special notices to families may also be distributed by email. Please ensure that the school has your preferred email address and that mail from [susanleavitt@sbcglobal.net](mailto:susanleavitt@sbcglobal.net) does not go to spam and is monitored regularly.
- Urgent messages may be sent by text message.
- Lesson plans and menus are posted in the school weekly.
- Calendars are posted in the child's classroom.
- Postings with activities and pictures are made regularly on the website and Facebook. We do not post children's faces on Facebook.
- Requests from parent/caregiver or staff to schedule a conference may be made at any time.
- Invoices will be sent via email. If you would like an alternative, please let us know.

**ALL communication regarding payments, schedule changes, vacation, or termination MUST be made in writing directly to the director or business office and NOT to the classroom teacher.**

## CONDUCT/DISCIPLINE

- Children who attend Preschool of the Arts, Inc. (PSA) are expected to behave in a manner that is respectful to their classmates and teachers. Occasionally children have disagreements, misunderstandings, and aggressive physical behavior while interacting with staff and other students. This behavior may consist of hitting, pushing, biting or uncontrollable actions.
- The philosophy of PSA is to work with the child first to correct the behavior or attitude and help the child develop more mature and acceptable ways to solve problems. The primary method is to redirect the child; however, in extreme circumstances it may be necessary to physically remove the child. Each child is treated with fairness, dignity, and respect.
- If the inappropriate behavior(s) continues, the parents/caregivers are contacted by the director. The parents/caregivers are asked to work with the school to help the child understand that these behaviors are not an acceptable way to solve problems or interact with others.
- It is the philosophy of PSA to work as a team with teachers, parents and students in discipline issues. However, it is also important to be aware of the effect of the inappropriate behavior on all the children and staff.
- Disciplining of a child is left to the staff. Parents are asked to refrain from disciplining a child who is not their own.

When disciplining a child, the PSA teachers will:

- Use positive guidance to help the children find the skills to problem solve with their peers
- Redirect the inappropriate behavior

- Set clear limits as to what is appropriate and inappropriate behavior at school.
- Use continuous supervision by staff during any disciplinary action
- Will prohibit abusive, neglectful, corporal, humiliating, or frightening punishment
- Will prohibit physical restraint, unless such restraint is necessary to protect the health and safety of the child or other people
- If aggressive and/or inappropriate behavior persists, the parents/caregivers must comply with the following requirements for the child to remain at PSA:

**Resolution of issue**—Meet with parents/caregivers, teachers, the director, and owners to establish a plan to resolve the issue and change the behavior. A date will be set to evaluate the progress of the plan—usually one week.

**Counseling or testing**—If recommended by the staff, parents/caregivers will pursue this avenue.

**Behavior Modification**—If recommended, parents/caregivers and teachers will participate in the behavior modification program that is developed. This will be developed collaboratively with the director, teachers, and parents/caregivers. The child will be included if it is deemed appropriate.

**Monitoring**—If extra staff is required to provide one-to-one monitoring for the hours the child is at school, the parents/caregivers will be responsible for the cost of that staff member.

**Re-evaluation**—Staff members report to parents/caregivers, director, and owners the results of child’s response to the plan. Parents/caregivers will share experiences. Staff will continue to monitor behavior for the next few weeks to help in potentially volatile situations and to devise problem solving alternatives with the child. (PSA, working in conjunction with caregivers, generally has a great deal of success in changing unacceptable behavior.)

**Withdrawal**—If results of above are ineffective, the director or owners may request one day or short-term withdrawal. In the case of a child’s inability to change aggressive behavior or a parent/caregiver who is unwilling to comply with the requirements of the school, the child will be required to be withdrawn from the school for the welfare and safety of the students and staff. In case of extreme severity, this may occur on short notice. PSA is not responsible for any inconvenience or costs to the family in such situations.

## **CONFERENCES/PROGRESS REPORTS**

Formal conferences are scheduled at the request of a parent/caregiver, staff member or Director. Since we try to greet parents/caregivers each day at drop-off and/or pick-up and informal discussions often take place at that time, formal conferences are not mandatory.

Progress reports are issued mid-year and in June for children in Preschool and PreK programs.

## **CURRICULUM**

Children are able to choose thematic, developmentally appropriate, creative activities on a daily basis. Your child has the opportunity to exercise personal choice, according to interest and preference, and choose which areas and activities in which to participate. All curriculum is delivered to children in a method that is age appropriate.

To build a lasting foundation for all learning that will continue through the life of the children in our care the staff will provide each child with:

### **Infants/Toddlers:**

- Individual attention in a warm, loving environment
- Sensory stimulation
- Tummy time

- Tracking of milestones
- Potty training
- Developmentally appropriate curriculum using the Connecticut Early Learning Development Standards (CTELDS)

**Preschool/Pre-K:**

- Discovery (math, science, social studies)
- Literature
- Music
- Art
- Creative Movement
- Spanish
- Developmentally appropriate curriculum using the CTELDS

For more information on the CTELDS please visit [www.ct.gov/oec](http://www.ct.gov/oec)

**EVALUATION/TESTING**

Any tests that we administer are informal and are used only for screening purposes. If it is determined that a child may need special services, parents/caregivers are directed to appropriate persons for further evaluation.

**FAMILY NIGHTS**

During the course of the year, PSA sponsors several nights to give caregivers an opportunity to gain insight into the daily life of their child(ren) at school. Among activities we may sponsor are: Literacy Night, Family Music Night, Math Night, Art Night, Book Fairs, and one or more concerts a year.

These interactive programs are an important supplement to the established daily curriculum. We believe the education of the caregivers is as important as the education of the child.

**FIELD TRIPS**

The program of our summer Fun-Cation includes one or more field trips where children 3 and up visit an offsite attraction for a large portion of the day. On those days the field trip constitutes the daily program; if you choose not to have your child participate in the field trip, no alternative program will be provided. No credit will be issued if you choose not to have your child participate.

There will be a charge for each field trip to defray the cost of transportation and admission.

Parents are welcome to join their children on field trips but will be responsible for their own price of admission.

**HEALTH ISSUES**

Your child’s health is a matter of major importance to the staff of PSA. Below are the guidelines that staff and parents/caregivers are requested to follow:

- A State of CT Child Health Record (current within the last 24 months for school age children and yearly for under school age children) must be on file in the office AT ALL TIMES (state of CT licensing requirement).
- If a child has food allergies, parents/caregivers must provide a list of forbidden foods and possible alternatives in order to provide an allergy free environment - particularly where peanut allergies are



concerned.

- A physical examination is required every year for infants, toddlers, and preschool children and every two years for school age children (state of CT requirement).
- A form showing proof of standard immunizations, signed by the child's physician, and updated annually, must be on file in school (or provide exemption form). All children under the age of 5 must provide documented proof of a flu shot given between Sept. 1 and Dec. 31 (state of CT requirement).
- A daily health inspection is performed upon arrival at school.
- An ill child may be refused entry to school or sent home during the day.
- If the child's physical condition poses a health risk to other students, including three bouts of severe loose stool, the child will be isolated with a staff member until the arrival of a designated caregiver (within one hour).
- When a communicable disease is reported in the school, a notice is posted to inform all parents/caregivers. (No names are attached to the report; merely the type of medical problem, i.e. strep throat)
- Crib sheets are required for all napping children in order to cut down on illness in the school.

#### **KEEP YOUR CHILD HOME IF HE OR SHE:**

- Has a fever of 101° or has had one during the previous 24 hour period.
- Has been on an antibiotic for less than 24 hours.
- Has vomited or has had diarrhea in the last 24 hours.
- Has a constant cough.
- Is fussy, cranky, or generally out of sorts.
- Is overly tired—rest at such times may prevent the development of serious illness.
- Has symptoms of a possible communicable disease (reddened eyes, sore/red throat, unusual skin rash, skin eruptions [e.g. chicken pox], abdominal pain, or high fever.

#### **YOUR CHILD MAY COME TO SCHOOL:**

- If a cold is minor, the child is active, and he or she can participate in inside and outside activities.
- With a doctor's permission.

#### **INFANT/TODDLER:**

**Biting**--see "Biting Policy"

**Bottles**--As part of our policy, we are very concerned about the physical and emotional well-being of all children in our care. While we encourage breastfeeding, for your infant's well-being, he/she must be comfortable taking the bottle before beginning attendance at Early Beginnings.

**Swaddling**--Swaddling your child will only be permitted with your permission in room one per the Sleep Habits form presented upon your infant's arrival at Early Beginnings.

**Toilet Training**--Toddler staff are happy to work collaboratively with parents and children, when both parties are ready to toilet train. Please provide extra change of clothes daily during this time. During toilet training, a staff member will escort all children to the bathroom. They will be encouraged to try sitting on the toilet by themselves, as well as wiping and hand washing.

**CHILDREN MOVING INTO THE THREE-YEAR-OLD PROGRAM MUST BE TOILET TRAINED BEFORE THEY CAN MOVE UP.**

#### **LICE:**

PSA requests that children who have had lice remain home until all nits are removed.

#### **MEDICATION:**

The center will only administer medications which include prescribed inhalers and premeasured commercially prepared injectable medication, (i.e. Epi-pens, Auvi-Q, etc.) non-prescription topical medication, and EMERGENCY oral medications (i.e. Benadryl). The parental responsibilities include providing the center the proper medication authorization form and parent/guardian giving the center authorization to administer the medication. This form is available at the center.

The medication authorization form must include information, such as:

- The child's name, address, and birthdate
- The date the medication order was written
- Medication name, dose, and method of administration
- Time to be administered and dated to start and end the medication
- Relevant side effects and prescribers plan for management should they occur
- Notation whether the medication is a controlled drug
- Listing of allergies, if any and reactions or negative interactions with food or drugs
- Specific instructions from prescriber how medication will be given
- Name, address, telephone number and signature of authorized prescriber ordering the drug
- Name, address, telephone number, signature and relationship to the child of the parents giving permission for the administration of the drug by the staff member

Please note that there are many variations of the medication administration form that medical providers have access to. It is the parent/guardian's responsibility to ensure the medication administration form clearly states that it is for licensed child care centers. Please understand that your child may not be able to attend if he/she does not have the proper authorization

The medication must be in the original container, properly labeled, not expired, and prescribed specifically for the child.

PSA reserves the right to consult with our nurse consultant (within 24 hours) before administering medications. Any child with a specific medical diagnosis (i.e. juvenile diabetes is required to give PSA a two week notice prior to starting to ensure proper staff training.

If a child has a serious allergen (such as peanuts, bee stings, etc.), an epi pen or other form of medication must be provided, as well as a plan of care. **Please include a list of forbidden foods/allergens and alternatives. This care plan must be signed by a doctor.**

### **MIXED AGE GROUPING**

At PSA, children play and learn in mixed age groups. Older children set good examples and younger children benefit from interacting with older children for age-appropriate activities.

At EB, children are grouped according to age and developmental level. The philosophy of Preschool of the Arts is to give children an opportunity to interact with children of other age groups, so there will be some times when they may be with older or younger children. An example of this may be in having a reading buddy who is a school-aged child for a toddler. This might occur at the beginning or end of a day when numbers are low in any of the rooms. It will always occur with supervision by a teacher.

### **NAPPING**

All preschool children remaining at the center all day are required by state law to have a nap/rest period each day. Napping children may bring a “lovie” (small stuffed toy or small blanket) for nap time use and **must** bring a blanket and crib sheet. (Pillow no larger than 12x9, if desired.) These are to be stored in a labeled, non-plastic bag (duffle or reusable tote) and taken home for cleaning at the end of **every** week.

### **OUTDOOR PLAY**

In keeping with PSA’s policy that outdoor play is very important to the growth and development of young children, we go outside to play every day, morning and afternoon. The children go outside to play every day unless the wind chill is below 20 degrees or the heat index is above 90 degrees. The children may also go out for short periods of time in very light rain or when it is snowing. Children should be dressed appropriately for the weather (we recommend layers) and should also have an extra set of clothes in case they get wet or dirty. It is very important to children’s development to have them experience this kind of play. Because we cannot provide one on one care, it is not possible for us to make exceptions to this rule for one child. The decision to go outside is determined by the director.

### **SCHOOL CLOSINGS/DELAYS**

**The school is closed on the following holidays:**

- New Year's Day
- Good Friday
- Memorial Day
- The Fourth of July
- Labor Day
- Thanksgiving Day
- The Friday after Thanksgiving
- Christmas Day

### **Early closings at 2 p.m.**

- Day before Thanksgiving
- Christmas Eve

### **Delayed openings and early closings for inclement weather:**

Notification of delays, early closings, and closings due to inclement weather, power outage, or any other emergency will be announced on Channel 3 TV (WFSB.com) and the radio stations WTIC 1080AM/96.5 WTIC FM. **You will also be sent an email alert. No credit is given for the days the school is closed.**

**We make every effort to keep school open for your convenience when weather conditions and safety conditions permit.**

### **SNACK/LUNCH**

#### **ALL SCHOOLS ARE NUT FREE**

**Allergies**—Some children are highly allergic to certain foods. If there is a child in the school who is allergic to specific foods, action is taken to note that allergy and isolate the child from the allergen. Other foods will be prohibited, if necessary. Every precaution is taken to ensure that your child is well cared for. In order to create an allergy free environment for your child, please submit a list of allergens/forbidden foods and possible alternatives.

**Snack**—Nutritious snacks are served mid-morning and mid-afternoon. Your child will be offered at least two food groups at each snack time. Milk, water and juice are offered during snack. Your child may also participate in preparing some of the homemade snacks at school.

• **Lunch**—Children who stay over the lunch hour are required to bring a simple lunch.

- A sandwich or yogurt with a piece of fruit is an appropriate lunch.
- **PEANUTS AND PEANUT PRODUCTS ARE NOT ALLOWED**
- Chewy fruit snacks or fruit roll-ups are not permitted as they may present a choking hazard.
- Easy Mac is not allowed as it may present a danger of burning your child.
- Milk and water are offered during lunch

**Children under three:** We will heat lunch, up to one minute. Children are to have their meal cut to an appropriate size. **Grapes and hot dogs are only allowed if sliced and halved.**

Bottles and sippy cups have to be labeled with child's FULL first name. Bottles and sippy cups cannot be refilled. Parents must provide enough for each day.

**Children over three:** Lunches should be sent with a cold pack and/or thermos. The school staff cannot be responsible for refrigerating or heating your child's lunch.

**CHOCOLATE**— Please do not send food containing chocolate. Because of its stimulant

properties, it contributes to behavioral issues for some children.

## **STAFF**

Many lead teachers are experienced early childhood educators, some with a minimum of two years study in education. All staff members participate in a continuing education in-service program for professional development in order to remain current with changes in requirements and current early childhood educational research.

Preschool of the Arts places a very strong emphasis on the quality of the educational program we offer at all levels.

## **SUMMER PROGRAM (FUN-CATION)**

Our summer camp program (Fun-Cation) for children aged 3 and up is offered in July and August. Fun-Cation includes field trips for which an additional fee is charged to defray transportation and admission costs.

Tuition is figured on a weekly basis for the weeks selected. **A separate registration is required for the summer program, but the registration fee is applicable if your child attends for the summer ONLY.**

## **TOYS**

With the exception of toys that are needed to help ease your child's transition from home to school, you are requested to leave your child's toys at home or in the car. If an item is brought to school, PSA cannot assume responsibility for it. If it is brought for show and tell, it must have your child's name on it. Your child may choose either to share the toy or to keep it in his/her cubby after showing it. PSA appreciates the sharing of a book, CD, or video with the whole class. Please make sure it is labeled.

Guns, war toys, action figures, and other toys that simulate violence are **NOT** permitted on school grounds. Barbies are also not permitted. This is not a reflection upon your child or your personal philosophy.

## **REGISTRATION, TUITION AND PAYMENTS**

### **REGISTRATION**

After the initial Admission and Enrollment (p.4), re-registration is required for each program year and for FunCation.

**Infant/Toddler**--the infant/toddler program year begins approximately April 1 and is for 12 months. The registration fee is \$50 (\$25 for additional siblings.)

**Preschool/School-Age**--the Preschool and School Age program year begins the last Monday in August and continues until late June. As with the infant/toddler program, the registration fee is \$50 (\$25 for additional siblings). If your child advanced from the toddler to the preschool program after April 1 and paid a registration fee at that time, the preschool registration fee is waived.

**FunCation**--Summer FunCation extends for eight or nine weeks from late June until late August. The registration fee of \$20 (\$10 for additional siblings) is applicable if the child attends FunCation ONLY.

Currently enrolled families will be notified of the need to re-register for the toddler program in January, and for the preschool program in April. **We cannot guarantee space in these programs for your child if the re-registration (and fee) are not received within 30 days.**

FunCation registrations will be given to existing students by April also.

## DISCOUNTS

Payments made semi-annually are discounted 2%. A sibling discount of 10% is available if two or more children are in the Unlimited Program. Military discount (active duty only) is available upon request.

## PROGRAM DESCRIPTION - EARLY BEGINNINGS

**Unlimited Program**—for parents/caregivers who need full time care and/or guaranteed care when public school is not in session. We recommend that hours not exceed 10.5 hours per day. Children are eligible to attend during the hours the facility is open.

**Partial Week Program**—Full day program for less than five days per week. Limited spaces are available for partial week for children 3 years and up. If you need 4 or 5 days and/or extra days of care, it is less expensive to register for the Unlimited Program. Minimum is two days per week.

The schedule must be the same week to week. Additional days may be added **if space is available** and will be billed separately.

**School Age Program**—Daily and weekly rates apply. Additional hours during school vacations, half days or snow days are available **if space permits**.

## PROGRAM DESCRIPTION - ELLINGTON & TOLLAND PSA

**Toddler Program**—Unlimited week only.

**Unlimited Program**—for parents/caregivers who need full time care. Children are eligible to come for a full day, Monday-Friday, for unlimited hours.

**4 Hour Program (Preschool and PreK)**—May register for 2, 3, 4 or 5 days per week. Extra days/hours are available, space permitting.

**Partial Week Program (Preschool and PreK)**--Full day program for 2, 3, 4 or 5 days per week. (If you need 4 or 5 days and/or extra days of care, it is less expensive to register for the Unlimited Program.) If not on the Unlimited Program, extra hours are billed separately.

**Before/After School Care**—2 day minimum is in effect. Additional hours during school vacations, half days or snow days, are available **if space permits**. Daily and weekly rates are in effect.

## CHANGES/TERMINATION

**Written notice of two weeks is required to terminate or modify the contract** and must be submitted to the director and the business office. This includes withdrawal from the school age program if the public school year ends earlier than the PSA year. If the schedule is modified, the annual tuition and remaining installment amounts will be recalculated. A revised tuition calculation sheet and service contract will be provided.

Charges will cease to accrue two weeks after notice of withdrawal is received. Payment is due for the entire last week the child attends. Any other advance payments will be refunded.

Each family may make one change to contracted enrollment without charge.

**No credit will be given for the days the school is officially closed, including holidays, for days/weeks a child is ill, absent, or for vacation beyond what is granted, which is not charged. No credit will be given for days the school is closed for weather related situations or power outages.**

## **BILLING AND PAYMENT POLICY**

Preschool of the Arts' standard billing/payment practice is to bill the first week of the school year in August and the balance in equal monthly installments of your child's annual tuition. These monthly payments are due on the first day of each month. There is a five day grace period after which a \$25 per child late payment fee may be applied.

We recognize that this may be difficult for some families' cash flow situation to accommodate, so, by prior arrangement, monthly installments may be made in two payments, due on the 1st and 15th day of the month.

Weekly payment is discouraged but may be arranged where necessary. If elected, we request an automated "bill pay" check mailed to us at the business office: P.O. Box 775, Ellington, CT 06029.

Weekly payment is due each Monday

We accept cash, money orders, or a check made out to Preschool of the Arts. If a check is returned by our bank for any reason, a \$30 fee will be charged to cover our costs. This may be reduced for the first returned check. After three returned checks, all future payments must be by cash or money order.

If your account goes to collection, you will be responsible for all fees and collection costs incurred.

In the event of an overpayment, the remaining overpay balance will be returned within thirty days of your child's last day at the center. If any child is out for longer than three weeks due to maternity leave or family illness, or extended family travel, you may reserve the spot by paying half tuition during the time the child is absent. Receipts are available upon request and a year-end tax receipt will be provided by January 31.

If your account becomes in arrears by 7 days or more, PSA may deny admission for your child.

Either party may terminate care at any time, but if you terminate care with less than two weeks' notice you are still liable for two weeks' tuition from the date of notice.

## **VACATION:**

After 90 days of continuous enrollment, each family is entitled to one calendar week of vacation each calendar year for which there is no charge. For infants and toddlers the tuition-free vacation week may be taken at any time during the year.

For ages 3 and up participating in Fun-Cation, summer weeks for which the child is NOT registered will be considered vacation. If the child has attended all weeks of Fun-Cation, a week of tuition-free vacation will be granted at another time later in the school year.

The vacation week may be taken only if there is no outstanding balance on the account.

Credit for tuition for the vacation week is used to reduce the amount of the monthly, semi-monthly or weekly payment covering the period when vacation occurs. A **"Vacation Notice" request is to be filled out and submitted to the director two weeks in advance.**

Unused vacation credit may not be carried forward to future years.

## **SERVICE AGREEMENT**

Preschool of the Arts, Inc. is an educational childcare facility operated by John and Susan Leavitt.

**Preschool of the Arts, Inc.**, provides both full day and partial day Preschool, PreK, a Toddler Program (age 20-36 months), and a school age program for children age 5-8 in Ellington and 5-12 at Tolland PSA. **Early Beginnings at Preschool of the Arts, Inc.**, provides full day infant, toddler, preschool, and PreK programs, and a school-age program for children age 5-12.

Preschool of the Arts, Inc. and Early Beginnings at Preschool of the Arts, Inc. (hereinafter referred to as PSA) are licensed by the state of Connecticut.

### **BASIC SERVICES PSA WILL PROVIDE**

- Infant and toddler caregivers will try to adhere as closely as possible to the schedule indicated by the parent.
- Each infant will have a designated crib. Naptime for infants is on-demand.
- Each infant and toddler will be diapered every two hours or upon schedule requested by the parent (PSA provides wipes).
- Infants and toddlers will have a curriculum that is developed using the CT Early Learning Developmental Standards.
- Children 12 months and older shall be furnished a mid-morning snack consisting of items from at least three food groups. Such a snack shall also be furnished mid-afternoon for children who are at school after 2:00 p.m.
- The child shall be given assistance with personal care as needed.
- The toddler, preschool and PreK child shall be provided with an opportunity to nap (rest) between 12:45 and 2:00 p.m. on a cot provided by the school. The child may nap (rest) longer if requested by the parent/caregiver. A blanket, crib sheet and small pillow are to be provided by the parent/caregiver and taken home for washing the last day of the week the child attends. Bedding should be in a tote or backpack with name visible (no plastic, please). Please send **small, cot-size** bedding.
- The child shall be involved in a program of play and learning experiences that is developmentally appropriate for the ages of the children enrolled in the school. A balance of active and quiet play is provided for with individual and group activities geared toward the emotional, social, physical, aesthetic, and individual growth of young children.
- PSA shall assume responsibility for the child after the child has passed the legally required morning health inspection and has been signed in by the caregiver or designated representative of the parents/caregivers.
- The child shall be administered physician prescribed medication only upon the written request of the physician and parents/caregivers. PSA shall not administer a nonprescription medication unless it is accompanied by a physician's request to do so. PSA shall have no responsibility of any kind whatsoever for failure to provide requested prescription medication nor for adverse reactions which are caused by the administration of such prescribed medication.
- PSA shall give appropriate first aid to an injured child. A caregiver or guardian shall be contacted if it is the judgment of the school staff that immediate medical attention is necessary. If it is the judgment of the school staff that the injury is of an emergency nature, paramedics shall be called to the school and a parent /caregiver shall be contacted.
- An ill child shall be isolated from the other children and given appropriate care until picked up by a parent, caregiver or a designated representative.
- PSA shall notify the child's parents/caregivers of a suspected exposure to any communicable disease.



- The school shall make every effort to safeguard personal belongings brought by the child, but shall not be responsible for lost or broken items.
- The director or any other staff member shall report to the Department of Children and Families (DCF) or the police department as required by the state penal code any suspicion of child abuse, sexual or otherwise, neglect or endangerment of which they become aware.

## **SUMMARY OF OBLIGATIONS OF PARENTS OR CAREGIVERS**

A parent/caregiver, shall furnish requested medical information no less than five days prior to the child's start or registration for subsequent years.

A parent, caregiver, or designated representative of the child's parents/ caregivers shall bring the child to the school building upon arrival, wait for a health inspection, and then sign in on the appropriate register.

A parent, caregiver or designated representative of the child's parents or caregivers shall sign the child out on the appropriate register before taking the child from the premises.

The parents or caregivers shall notify the school in writing when someone other than the parent/caregiver will be picking up the child. This person must be on the pick-up list and show proper identification.

The parents or caregivers shall provide infants with a snack and all other children with a nutritious lunch. Contents should follow guidelines as specified in the parent handbook.

The parents/caregivers shall provide the child with a small blanket, crib sheet, and pillow for use at nap time.

The parents/caregivers shall see that the child is dressed appropriately when brought to school, following the guidelines in the parent handbook.

The parents/caregivers shall notify the school of the child's possible exposure to a communicable disease.

The parents/caregivers shall notify the school if the child is to be absent either because of illness or vacation.

The parents/caregivers shall give two weeks written notice of withdrawal from the program.

The parents/caregivers shall abide by the parking rules of the school, supervise their children in the parking lot, and be observant of other children who are walking to and from the school busses. The parents/caregivers will **NEVER** leave a child in a vehicle unattended. **DO NOT PARK IN THE FIRE LANES. THIS IS ILLEGAL.**

The parents/caregivers shall notify the school when the child will not be picked up at his/her contracted time.

The parents/caregivers shall come to school for conferences when asked to do so by a member of the school's staff.

The parents/caregivers shall refrain from reprimanding children of other families while on school premises.

## **TERMINATION OF THE AGREEMENT**

This agreement shall be terminated if any one or more of the following occur:

1. The annual contract expires.
2. The school year has ended.

3. Two weeks written notice is given.
4. The death of the child.
5. The parents/caregivers allow their account to become delinquent for more than one month.
6. Failure of the parents/caregivers to honor the obligations, rules or regulations listed in this agreement or in any manuals provided by the school.
7. The school in its sole and unfettered discretion determines that it is unable to meet the needs of the child.
8. The school in its sole and unfettered discretion determines that it is not in the best interest of the school or other children enrolled at the school to have the child in attendance.
9. Failure of the child's parents/caregivers to cooperate with the school, which the school determines in its sole and unfettered discretion, is serious enough to warrant termination.

### **Termination Procedures**

In exercising its discretion under numbers 7, 8, and 9 above, the school may require the child and/or the child's parents/caregivers to attend conferences with school personnel regarding matters that potentially warrant termination of the agreement. The child's parents/caregivers may request a conference with school personnel regarding the matters that potentially warrant termination, but the school shall have no obligation to grant any such request.

PSA is not responsible for any inconvenience or costs to the family in the event of termination.

The school owners shall have the sole right and responsibility to determine any disputed factual matters regarding termination of the agreement.

### **MODIFICATION CLAUSE**

This agreement may be modified whenever any of the circumstances covered by this agreement change. Such modifications may only be made in writing, must be signed and dated by the parties involved in order to be binding and effective. Verbal modifications are not binding under this agreement and shall not be enforceable under any condition.

### **OTHER**

This agreement provides that:

Both parties are aware of the state of Connecticut licensing department's right to interview the child and the school staff and to inspect and audit all records maintained by the school without securing the prior consent of anyone. The parties are also aware of the licensing agency's right to observe the physical condition of the child, including conditions indicating abuse or neglect and to have a licensed medical professional physically examine the child.

### **ABUSE POLICY/CHILD PROTECTION POLICY**

Preschool of the Arts, Inc. (PSA) has a responsibility to prevent child abuse and neglect of children enrolled in our program.

**Child Abuse is defined as:** (refer to Connecticut General Statutes, Section 46b-120.)

- Any non-accidental physical or mental injury (i.e. shaking, beating, burning, etc.)

- Any form of sexual abuse (i.e. sexual exploitation)
- Neglect of a child (i.e. failure to provide food, clothing, shelter, education, mental care, appropriate supervision)
- Emotional abuse (i.e. excessive belittling, berating or teasing which impairs the child's psychological growth)
- At risk behavior (i.e. placing a child in a situation which might endanger him by abuse or neglect)

**All Child Care providers (Staff) are mandated by law to report** to the Department of Children and Families (DCF) Hotline **1-800-842-2288** within 12 hours if there is actual or suspected child abuse or neglect or the imminent risk of serious harm of any child.

Child abuse or neglect is listed as the following (General Statutes Section 17a-101a-101d)

- (a) Presence of serious physical illness or serious physical injury.
  - (1) When there is probable cause to believe that immediate removal of the child and custody of a child is necessary to prevent either the child's imminent death or imminent and serious danger to the child's physical well-being, and
  - (2) The child's parent(s) or caretaker(s) is unable or unwilling to protect the child from such imminent death or imminent and serious danger to the child's physical well-being.
- (b) Presence of immediate physical danger from surroundings.
  - (1) When the risk to the child appears created solely because the child has been left unattended at home, and the child's parent(s) or caretaker(s) has not returned or sufficient time has elapsed to indicate that the parent(s) or caretaker(s) does not intend to return.
- (c) Child unattended outside the home and all other circumstances involving immediate physical danger to a child from surroundings.
  - (1) When there is probable cause to believe that immediate removal of the child and custody of the child is necessary to prevent either the child's imminent death or imminent serious danger to the child's physical well-being, and
  - (2) The child's parent(s) or other such caretaker(s) is unable or unwilling to protect the child from such imminent death or serious injury.
- (d) Treatment by Christian Science Practitioner.
- For the purpose of these regulations, the treatment of any child by a Christian Science Practitioner in lieu of treatment by a licensed practitioner of the healing arts shall not of itself constitute maltreatment.

**To report a suspected case of abuse or neglect:**

- Call the DCF (open 24 hours a day) at 1-800-842-2288
- Call the Department of Public Health (DPH) at 1-800-282-6063 or 860-509-8045
- Call will be made within 12 hours of alleged abuse or neglect to the DCF Hotline
- Give reporter's name (required but may be kept confidential)
- Give the following information
  - Name of Child
  - Address of Child
  - Phone number of Child
  - Name of Parents/Guardians
  - Address of Parents/Guardians
  - Phone number of Parents/Guardians

- Relevant information such as: physical or behavioral indicator, nature and extent of injury, maltreatment or neglect
  - Exact description of what the reporter has observed
  - Time and date of incident
  - information about previous injuries, if any
  - Circumstances under which reporter learned of abuse
  - Name of any person suspected of causing injury
  - Any information reporter believes would be helpful
  - Any action taken to help or treat the child
- Seek medical attention for the child, if needed

**It is the responsibility of the Director, Assistant Director, or person acting as Director to:**

- Protect children (including notification of the parent or guardian) once there is an allegation of abuse or neglect of a child enrolled in the program or facility.
- Utilize the nurse as a collateral contact in determining if bruising/marks are more consistent with abuse
- If appropriate, take pictures of bruising that is considered to be consistent with abuse.
- Maintain yearly mandated reporter training.
- Complete the 136 form within 24 hours of initiating a referral to the DCF HOTLINE.
- Ensure that any ongoing concerns are consistently addressed with the parent/guardian prior to a DCF referral (unless there is reason to believe that the child would be in danger to return home).

**The person in charge at the time of reporting** will take appropriate steps to provide victims of abuse and neglect with needed medical services.

All employees of Preschool of the Arts, Inc. are required to comply with the following:

- Take attendance daily for children, recording time in and time out, verifying that parent/caretaker has signed them in and out.
- Discipline children using developmentally appropriate practice including positive guidance, redirection, setting clear limits that encourage children to develop self-control, self-discipline and positive self-esteem.
- The staff shall not engage in, nor allow abusive, neglectful, physical, corporal, humiliating, or frightening treatment or punishment, and shall not tie nor bind children and shall not physically restrain children except for the protection and safety of the child or others, using least restrictive methods as appropriate.
- The staff shall not engage in, nor allow, anyone else to engage in any sexual activity with the children in attendance in the program.
- The staff shall report actual or suspected child abuse or neglect, or in imminent risk of serious harm of any child to the Department of Children and Families (DCF) as mandated by section 17a-101 to section 17a-101e, inclusive of the Connecticut General Statutes (included in paragraph 4 of the Abuse Policy.)

- Any report shall be made to DCF within 12 hours by the mandated reporter.
- The staff understands what constitutes abuse, neglect, child protection and mandated reporting.

**Staff are protected by law from discrimination** or retaliation for reporting suspected abuse or neglect (CT GS, Section 17a-101e)

All phone calls to DCF shall be documented and kept on file at the center of Preschool of the Arts, Inc. A copy of all statements from staff and the DCF-136 shall also be kept on file.

**The owners and management of PSA support a zero tolerance** for abuse and neglect and will implement immediate action (suspension, reassignment of job duties, etc.) should there be an allegation that a staff member abused or neglected a child.

**ALL STAFF are required to attend annual staff meetings**, held in late August or early September, focusing on steps for reporting suspected abuse and neglect and the role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the classroom.

**This Abuse Policy will be posted on informational board at sign-in station.**



BUSINESS OFFICE  
P.O. Box 775  
Ellington, CT 06029  
860-559-1545

[info@CTPreschoolOfTheArts.com](mailto:info@CTPreschoolOfTheArts.com)  
[www.ctpreschoolofthearts.com](http://www.ctpreschoolofthearts.com)

*“Train up a child in the way he should go, and when he is old he will not depart from it” Proverbs 22:6*