



Preschool of the Arts 2023-2024 Family Handbook

Infant ~ Toddler ~ Preschool ~ Pre-K ~ School-Age Child Care

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PRESCHOOL OF THE ARTS

MISSION

The mission of Preschool of the Arts 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 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.

ACCIDENT/INJURY

The director (or Assistant Director, 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/guardian 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/guardians, to assume any additional expense that may not be covered. The school maintains a file of parent/guardian 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/guardian relaying the accounting of the accident/injury in writing. If a child receives an injury to the head or face, the parent/guardian will be contacted by phone.

ADMINISTRATION

Tracy Reid-Steele performs the administrative functions of Preschool of the Arts. All payments and correspondence about tuition and enrollment should be sent to:

Preschool of the Arts
P.O. Box 951
Tolland, CT 06084

All program questions should be sent to the directors. Billing questions may be emailed to bookkeeperpsa@gmail.com. All other inquiries may be directed to preschoolofheartinfo@gmail.com or executivedirectorpsa@gmail.com. Payments and forms may be returned to your center as well.

ADMISSION and ENROLLMENT

Preschool of the Arts is open to all children who may benefit from our type of program, regardless of race, nationality, or creed. Our program accepts children as young as six weeks of age. For preschool, the child must be age three (or two years, eight months with written parental permission). It is also a requirement that the child be toilet-trained to enter preschool.

Parents/guardians and children are required to visit the school and meet with the director prior to admission. Parents/guardians 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:

To secure a place in our program:

- Application/Medical Treatment Form/Walking Permission Form - online
- Registration Form & Fee - given to administration (Infant spots also require deposit)

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) to include all required vaccinations
- Signed tuition contract
- First tuition payment or mutually agreed payment plan
- Signature stating you have read the Family Handbook
- 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, GUARDIAN OR DESIGNATED REPRESENTATIVE MUST SIGN INTO BRIGHTWHEEL WITH THE TIME OF ARRIVAL AND DEPARTURE EVERY TIME THEIR CHILD ATTENDS PSA.

Hours: The centers are open 6:30am - 5:45pm

Arrival: Children signed in by caregiver on the ipad.

Parents are encouraged to arrive prior to 9:00 AM so children can fully participate in the planned program. If your child is not attending, it is your responsibility to notify the school.

Pick-up: Children signed out by their caregiver through Brightwheel on the ipad. Any person unknown to staff at pick-up time will be asked to provide a 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.

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. **Please keep in mind we are a peanut free facility.**

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. To try and find a pattern of behavior, the teachers will keep a biting journal. 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 two extra sets 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 the 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 daily communication will be communicated via Brightwheel. Please check frequently as this is how the Director and teachers will communicate with you while you are not present in the center or over the weekend. Please keep in mind that they are busy with the children and may not be able to answer immediately, their first priority is the children.

- Invoices are sent via email. You are required to monitor your address(es) regularly and ensure that email from bookkeeperpsa@gmail.com or preschooloftheartsinfo@gmail.com do not go to spam.
- Urgent messages will be sent through Brightwheel.as well as weather related delays or closure.

- Lesson plans are posted weekly.
- Snack menus are posted monthly.
- Postings with activities and pictures are made regularly on the website, Facebook, and Instagram. We do not post children's faces on social media, unless previously approved by parents. Only children with photo permission will be featured on social media
- Requests from parent/guardian or staff to schedule a conference may be made at any time.

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

CONDUCT/DISCIPLINE

- Children who attend Preschool of the Arts 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 Preschool of the Arts 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 from a situation. Each child is treated with fairness, dignity, and respect.
- If the inappropriate behavior(s) continues, the parents/guardians are contacted by the director. The parents/guardians 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 Preschool of the Arts 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.
- Parents are asked to refrain from disciplining a child who is not their own.

When disciplining a child, the Preschool of the Arts 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/guardians must comply with the following requirements for the child to remain at Preschool of the Arts:

Resolution of issue: Meet with parents/guardians, teachers, the director, and owners to establish a plan to resolve the issue and change the behavior. Set a date to evaluate the progress of the plan, usually one week.

Counseling or testing: If recommended by the staff, parents/guardians will pursue this avenue.

Behavior Modification: If recommended, parents/guardians and teachers will participate in the behavior modification program that is developed. This will be developed collaboratively with the director, teachers, and parents/guardians. This may include changing of group settings or classrooms. 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/guardians will be responsible for the cost of that staff member.

Re-evaluation: Staff members report to parents/guardians, director, and owners the results of child's response to the plan. Parents/guardians 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/guardian 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

Preschool of the Arts has an open-door policy, parents are welcome to stop by with or without an appointment and check in on their child or the program. Formal conferences are scheduled at the request of a parent/guardian, staff member or Director. Since we try to greet parents/guardians 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 can choose thematic, developmentally appropriate, creative activities daily. Your child can 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)
- STEM/STEAM
- Literature
- Music
- Art
- Creative Movement
- Developmentally appropriate curriculum using the CTELDS

For more information on the CTELDS please visit 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/guardians are directed to appropriate persons for further evaluation.

FAMILY NIGHTS

During the year, Preschool of the Arts may sponsor evenings 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, or concerts.

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

Our Summer Program may include 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 Preschool of the Arts. Below are the guidelines that staff, and parents/guardians 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 ALWAYS be on file in the office (state of CT licensing requirement).
 - If a child has food allergies, parents/guardians must provide a list of forbidden foods and possible alternatives 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 flu shot is required annually for children ages 6 weeks through 60 months.
- 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/guardians. (No names are on the report, merely the type of medical problem, i.e., strep throat)

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.
- Be sure to let the school know if your child will not be in due to illness.

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 and documentation of non-contagious symptoms.

INFANT/TODDLER:

Biting: see “Biting Policy”

Bottles: As part of our policy, we are 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 Preschool of the Arts.

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 Preschool of the Arts.

Toilet Training: Toddler staff are happy to work collaboratively with parents and children when both parties are ready to toilet train. Please provide several changes 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:

Children **must** 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 childcare centers. Please understand that your child can not attend if he/she does not have the proper authorization form and signed care plan.

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 Preschool of the Arts, 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. 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 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 children remaining at the center all day are required by state law to have a nap/rest period each day. Children over 12 months 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.

Infants will be placed on their back in a crib without blankets, pillows, toys, bottles, or any other item that could pose a suffocation risk. Parents may bring in a labeled sleep sack for their child. If an infant were to fall asleep in an area other than the crib, they will be moved to a crib.

OUTDOOR PLAY

In keeping with the Preschool of the Art’s policy that outdoor play is important to the growth and development of young children, we go outside to play every day, morning, and afternoon 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 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 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. If your child is too ill to go outside, they should not be attending school. The decision to go outside is determined by the director.

2024 Holiday Closings:

The school is closed on the following days:

New Year’s: Monday, January 1, 2024

Good Friday: Friday, March 29, 2024

Memorial Day: Monday, May 27, 2024

Independence Day: Thursday, July 4th, 2024

Labor Day: Monday, September 2, 2024

Thanksgiving: Thursday, November 28, 2024

Thanksgiving Break, November 29, 2024

Christmas: Wednesday, December 25, 2024

New Years Day, Wednesday, January 1, 2025

Early Closing: 2:00pm

Day before Thanksgiving, Wednesday, November 27, 2024

Christmas Eve, December 24, 2024

Delayed openings and early closings for inclement weather:

Notification of delays, early closings, and closings due to inclement weather, power outage, or any other reason you will be notified via **Brightwheel**. **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 PEANUT 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. 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 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.

• PEANUTS AND PEANUT PRODUCTS ARE NOT ALLOWED

- 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 must be labeled with the 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 refrigeration or heating your child's lunch.

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 to remain current with changes in requirements and current early childhood educational research. Preschool of the Arts places a strong emphasis on the quality of the educational program we offer at all levels.

TOYS

Apart from 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.

REGISTRATION, TUITION AND PAYMENTS

2022-2023 REGISTRATION

Infant/Toddler: The Infant/Toddler program year begins the first of the year and is for 12 months. The registration fee is \$75 (\$25 for additional siblings.)

Preschool/Pre-K/School-Age: The Preschool contract runs from September to June. School Age program year begins September and continues until the end of the school year. If your child advanced from the toddler to the preschool program within the same school year, the preschool registration fee is waived.

Currently enrolled families will be notified of the need to register or re-register for programs. **We cannot guarantee space in these programs for your child if the registration (and fee) is not received within 30 days of notification. Registration will not be accepted if there is a balance on your account.**

DISCOUNTS

6% bi-annual payments, a 10% sibling discount (if two or more children are in the Unlimited Program), and a Military discount (active duty only) are all available upon request.

PROGRAM DESCRIPTIONS

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

Partial Week Program: Full day program for less than five days per week. Limited space available. The schedule must be the same week to week. Additional days may be added **if space is available** and will be billed separately. **Preschool Only**, we do not offer part time infant and toddler care.

Unlimited Program: For parents/guardians who need full time care. We recommend that hours not exceed 10.5 hours per day. Children are eligible to attend during the hours the facility is open.

Infant Program: For parents/guardians who need full time care. **Toddler Program:** For parents/guardians who need full time care. **Preschool Program:** For parents/guardians who need full time care. There is a limited amount of space for a partial week option.

School Age Program: Daily and weekly rates apply. Additional hours during school vacations, half days or snow days are available **if space permits and for an additional fee. THE CENTERS ARE NOT REQUIRED TO FULFILL SCHOOL-RELATED OBLIGATIONS. e.g. homework or other assignments assigned by the public school.**

Before/After School Care: 2 days minimum is in effect. Additional hours during school vacations, half days or snow days, are available **if space permits and for an additional fee.** Daily and weekly rates are in effect. Sign-up sheets are provided the week before school vacations and will be first come, first served. **THE CENTERS ARE NOT REQUIRED TO FULFILL SCHOOL-RELATED OBLIGATIONS.**

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 Preschool of the Arts year. If the schedule is modified, the annual tuition and remaining installment amounts will be recalculated.

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 credited.

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. Please note that you will not receive vacation credit if you have a back balance on your account.

BILLING AND PAYMENT POLICY

Preschool of the Arts' standard billing practice is to bill upon registration, to be due on/before the start of the contractual year 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. You may choose to pay weekly provided that the balance is paid off by the stated due date. There is a \$25 per child late payment fee applied without exception.

We accept cash, money orders, EFT, or a check made out to Preschool of the Arts. If a check is returned by our bank for any reason, a \$35 fee will be charged to cover our costs. After two 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 credited. If the child has been unenrolled, a refund will be sent 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 upon request.

If your account becomes in arrears by 14 days or more, Preschool of the Arts 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 per contract term for which there is no charge. The vacation week may be taken only if there is no outstanding balance on the account. This Vacation Notice must be submitted to the director two weeks in advance. Unused vacation credit may not be carried over to future contracts.

SERVICE AGREEMENT

Preschool of the Arts provides full day infant, toddler, preschool, and PreK programs, and a school-age program for children aged 5-12 (5-8 in Ellington).

Preschool of the Arts is licensed by the state of Connecticut.

BASIC SERVICES PRESCHOOL OF THE ARTS WILL PROVIDE

- Infant 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, after every bowel movement, or upon schedule requested by the parent (Preschool of the Arts 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 with a mid-morning snack consisting of items from at least three food groups and a mid-afternoon snack 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) on a cot provided by the school. The child may nap (rest) longer if requested by the parent/guardian. A blanket, crib sheet and small pillow are to be provided by the parent/guardian and taken home for washing on the last day of the week the child attends. Bedding should be in a tote or backpack with the 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.

- Preschool of the Arts 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/guardians.
- The child shall be administered physician prescribed life-saving medication only upon the written request of the physician and parents/guardians. Preschool of the Arts 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.
- Preschool of the Arts shall give appropriate first aid to an injured child. A parent/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/guardian shall be contacted.
- An ill child shall be isolated from the other children and given appropriate care until picked up by a parent/guardian or a designated representative.
- Preschool of the Arts shall notify all parents/guardians of a suspected exposure to any communicable disease, by posting a sign in the front of the building.
- 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/guardian shall furnish requested medical information no less than five days prior to the child's start or registration for subsequent years.

A parent/guardian or designated representative of the child's parents/guardians shall bring the child to the school building upon arrival and sign in on the appropriate register.

A parent/guardian or designated representative of the child's parents/guardians shall sign the child out on the appropriate register before taking the child from the premises.

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

The parents/guardians shall provide infants with necessary milk and foods and all other children with a nutritious lunch. Contents should follow guidelines as specified in the Family Handbook.

The parents/guardians shall provide diapers for infants and toddlers. If the child runs out, Preschool of the Arts will have diapers available to them. However, parents/guardians will be charged \$1 per diaper for this service.

The parents/guardians shall provide children over 12 months of age with a small blanket, crib sheet, and pillow for use at nap time. Parents/guardians of infants will provide a pack and play sheet and may provide a swaddle blanket or sleep sack for nap time.

The parents/guardians shall see that the child is dressed appropriately when brought to school, following the guidelines in the Family Handbook.

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

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

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

The parents/guardians 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/guardians will NEVER leave a child in a vehicle unattended. **DO NOT PARK IN THE FIRE LANES. THIS IS ILLEGAL.**

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

The parents/guardians shall come to school for conferences when asked to do so by a member of the

school's staff.

The parents/guardians 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. Two weeks written notice is given.
3. The death of the child.
4. The parents/guardians allow their account to become delinquent for more than one month.
5. Failure of the parents/guardians to honor the obligations, rules or regulations listed in this agreement or in any manuals provided by the school.
6. The school in its sole and unfettered discretion determines that it is unable to meet the needs of the child.
7. 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.
8. Failure of the child's parents/guardians 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 6, 7, and 8 above, the school may require the child and/or the child's parents/guardians to attend conferences with school personnel regarding matters that potentially warrant termination of the agreement. The child's parents/guardians 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.

Preschool of the Arts 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 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 Preschool of the Arts 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 childcare 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 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 consistent with abuse.

- Maintain yearly mandated reporter training.
- Complete the 136 forms 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 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. 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.

Preschool of the Arts
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The wider the range of possibilities we offer children, the more intense will be their motivations and the richer their experiences.

-Loris Malaguzzi