



Parent Handbook

Good communication is vital. We like to be sure that we can share openly about any concerns or questions that may arise. We encourage and welcome any feedback, questions, concerns or discussions to help create a more positive environment for your children. We're so excited to have you and your little ones become a part of our community!

Enrollment Policy

There are a number of forms that make up the enrollment package. All forms will be reviewed annually and if any changes occur throughout the year, please make sure to let us know so we can update your file, i.e. allergies.

******The *Child Medical Examination Report* must be completed by 30 days after enrollment. The *Immunization Records* MUST be submitted BEFORE we can accept your child in our care. ******

Registration fee: There is a \$50.00 non-refundable application fee per family.

Last Month's Security deposit: Upon enrollment, you must pay a security deposit per child, equal to one month's tuition cost of the program. It is required to pay half of the security deposit up front. The rest of the payment may be made in installments, but must be paid in full within 30 days of enrolling.

(If you have added days to your child's program, then you will be responsible for paying the difference at the last month of the program.) If, however, you leave the program early, the deposit will not be returned. It will stay with Rhyme and Reason as this could have been a space to be filled by another student.

Late Fees: If your monthly payment is not on time, you will be required to add an additional \$20.00 every day that your payment is late. (You have until the 5th day of each month by 12:30 pm to pay the monthly tuition).

Late Pick-Up: Pick up is at 12:30. For every ten minutes that you are late, there will be an additional \$5.00 added to your monthly tuition.

Bounced Checks: A \$20.00 fee must be added to the payment.

Tuition/ Payment procedures: Your specific rates will be outlined in your Contract and Agreement. Tuition is payable in advance and is due no later than 12:30 pm, on the 5th day of each month.

Cost per month:

5 days/week- \$765

4 days/week- \$ 645

3 days/week- \$ 515

2 days/week = \$380

****** Tuition rates are subject to change.******

Hours per session: By state law, your child can only attend preschool for **4 hours per day**. Your child's hours will be determined upon enrollment. State law also requires a staff to child ratio of 1/10. However, we like to have a smaller class size to allow for better attention and safety, so we strive for a 1/8 ratio.

SAMPLE DAY:

8:30- Drop off/Open play stations

9:30- Lineup and scheduled bathroom break

9:45- Snack

10:15-Circle Time

10:30- Activity of the Day/ Arts Elective/ Special Guest

11:00- Guided Outdoor Play

11:30- Story Time and scheduled bathroom break

11:45- Lunch

12:00- Clean up and quiet reading

12:30- Pick up

Illnesses/sick

- A parent/ guardian will be contacted at the first sign of illness. If your child has a temperature of 100 degrees Fahrenheit, or has vomited more than once or any other contagious symptoms, you will be notified and your child must be sent home.
- Parent(s)/ guardians that have signed previous forms to allow medicine to be administered to your child need to label the medication(s) with your **child's name, instructions for administration, including the times and amounts for dosages, and the physician's name. The medication MUST be in the original packaging.** We will record the time and amount administered, so that any questions may be answered.
- In case of an accident or injury (not your average scrape or cut), we will notify a parent/guardian immediately. If your child(ren) requires emergency medical care, a parent's prior written instructions, (indicated in the application packet) will be followed. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. A report will be written up, signed by both the parent/ guardian and preschool director, to be kept on file.
- If your child shows any signs of illness and is unable to do normal daily, preschool activities, please keep them home until they have recovered. We do our best to maintain a healthy atmosphere so your little ones can learn and grow, safely; bringing your sick one to school may cause other parents and children an unnecessary inconvenience. Please help us keep a clean and hygienic learning space.

Immunization and Vaccination Requirements

- **All children must be vaccinated.** We understand and respect parental/religious choices made, and are in no way meaning to discriminate or single children out. (Safety and health is of the utmost importance.) We apologize for any frustration this may cause. *However*, in a rare case that there is a medical exemption for vaccines that raise potential issues, we require a medical waiver/note from a MD and will review/accept this kind of exemption on a case-by-case basis.

Arrivals and Departures

- It is required by state law that all parents sign their child **in and out** each day.
- Parents/ guardian must bring their child(ren) into the building, to the classroom and see that he/she is under supervision of his/her teacher before leaving the premises.
- For pick up, if anyone other than the parent/guardian/ Authorized Pick- up contact is going to be getting your child(ren) we **MUST have permission in writing ahead of time**, before we can release your child from the premises. Please inform emergency contacts, or people designated to pick up your child, that **if we do not know them then we will need to ask for identification**. We mean no offense, this is solely to ensure the utmost safety for your child(ren).
- Safety is the utmost importance at Rhyme and Reason Preschool of the Arts. We have a video/intercom managed access security system. When you arrive for drop off/ pick up, there will be a button that allows us to see and communicate with whomever is at the door, and then buzz you in.

Absences

- Childcare fees are based on enrollment (a reserved spot), not on attendance. To maintain a reserved spot, fees must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason. **However, if a slot is open/applicable/available (in terms of student/teacher ratios) we do offer make-up days for up to 3 missed attendances.**

Holidays and Vacations

- The following is a list of times when Rhyme and Reason Preschool of the Arts will be closed.
 - New Year's Day
 - Memorial Day
 - Spring break
 - Winter break
 - Labor Day
 - Thanksgiving Day and the day after
 - Christmas Day(additional days may be added)

*Calendar to follow each school year/term

Clothing/attire

- Preschool is fun! **Please dress your child(ren) in appropriate clothing that they can play in and perhaps get messy!** We do lots of artwork and movement activity! During messy projects, the preschool will provide a smock for your child to wear. Please dress your child(ren) in season appropriate attire. For winter weather please bring hats, coats, scarves, mittens, and boots.

Personal belongings

- **Please label all personal belongings.** Sippy cups, bottles, diapers, containers (though cups will be provided for snack time) any lotions, sunscreen etc.
- We will have cubbies for your little ones; **please provide at least two changes of clothes (underwear, tops, bottoms, and socks).**
 - **IF YOUR CHILD WEARS DIAPERS/PULLUPS PLEASE BRING THEM IN A CLEARLY LABELED BAG/CONTAINER. The school will update you when they are running low.**
 - **THE SCHOOL PROVIDES WIPES.**

Your little one may bring his/her toy/stuffed animal from home. We would like to avoid holding on to these during the day, but would gladly like for your child to have it for show and tell! If you are having them bring something that is irreplaceable/ very significant, either avoid it or know that we are not responsible for any damage or loss. Sorry, but there are lots of children and lots of toys; our main concern is for the child's safety/well being, not the toy. We will try our best to keep track of these things, but please be aware.

Meals

- A **packed lunch** (from home) will be served at school. Please make sure lunches do not contain nuts, as we are a nut sensitive campus.
- **We will be providing a healthy, nut-free snack once a day, during each preschool session.** If your child has an allergy, which has been recorded and kept up to date in the application form, we will have an alternative, or, if you choose to do so, you may supply us with a snack for him/her.

Discipline

- Rhyme and Reason Preschool of the Arts manages a positive disciplinary policy which focuses on prevention and redirection. We are very firm and consistent with practicing respect for others and respect for property. We will go over the rules of Rhyme and Reason routinely. However, children do have the tendencies to throw or hit because they are still learning how to express their emotions. In this case, we remove the child from the situation, explain a better way to handle the problem and let them cool down. **Under NO circumstance will there be any physical or verbal abuse.** This is not how children learn from their mistakes; it is unhealthy to do so, and we lead by example. If a child continually shows difficulty or problems with controlling their behavior, a meeting will need to be scheduled with the teachers and parents, at a convenient time for both parties. If this problem is not being resolved or does not show signs of positive progression, (sadly) termination from the program *might* be discussed, for the well-being of your child(ren) and others. (This is very unlikely to happen, thank goodness!)
- Rhyme and Reason Rules in the classroom
 - Respect all people. (Use your words instead of actions. NO hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults)
 - Respect all toys and property. (Be gentle and use appropriately)
 - Use kind language.
 - Learn!
 - Have fun!
 - Explore!
 - Be imaginative!
- Please support us in enforcing these rules! Thank you!

Things we keep on record:

By state law, it is mandatory that we keep these items, listed below, on file:

- Any injury caused or received by your child(ren) must be signed by a parent/guardian and school director.
- Any medications administered by teachers must be recorded and kept on file.
- Health history, current health problems, and any allergies-- must be updated regularly, if there are any changes. (Part of enrollment packet)
- A list of emergency contacts

- A list of Authorized Pick-up Persons
- Records of any medical emergencies.

Parental Involvement

- **We highly recommend you being involved.** Preschool is a very important part of your child's life and development; it's where all of the stepping stones are conquered and a time for your little one to explore the things that are important to them. It's the time for them to discover themselves, become their own person, develop a unique desire and endeavor to continually learn. Please, come and watch as they exude passion, pride, and joy for all that they have and are accomplishing.
 - There are a number of ways in which you can be involved.
 - We will have days where a parent can come speak about their job
 - Help prepare your child(ren) for Show and Tell
 - Come in on birthdays with a special treat or gift for the classroom
 - Celebrating holidays
 - Music recitals
 - Art shows