



# *Kitten Corner*

**Performing Arts Pre-school**

**🐾 Parent Handbook 🐾**

**2775 19th Street S Suite C**

**Salem, Or 97302**

**(503) 399-8240**

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## **Welcome:**

Hello and welcome to Kitten Corner Performing Arts Preschool. First, we would like to thank you for giving us the opportunity to teach your child/children our combined academic and fine arts program. We know you have other choices and we will not take that for granted. This handbook is created to outline all of the mutually beneficial requirements necessary to ensure that all of our policies are clearly defined which will also help to minimize any possible misunderstandings moving forward. Please don't hesitate to ask if you have questions or need clarification.

## **Our Philosophy:**

It is our goal to promote an environment where children are encouraged to be curious and creative. We also recognize that all children are unique individuals and we will approach their learning with this philosophy in mind. We will encourage them to use their whole person to learn and grow with regards to cognitive development and movement education.

We strive to combine and weave all relevant correlations between play-based learning, right and left brain activities, and positive social interaction. It is the specific combination of all of these elements that will help a child develop into a confident, happy learner who will not only show readiness for kindergarten but a zest for new adventures when it is time to move forward. We understand and value a system of open communication so that a strong bond between you, your child and ourselves can be created. This way you feel secure and confident leaving your child/children in our care.

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## Progress:

We will offer a mid-year and end of the year progress report if necessary as well as end-of-year showcase opportunities for the fine arts portion of our programs. If you feel you would like us to check in sooner please let us know and we can set up a scheduled meeting. We will also reach out if we feel an additional progress meeting or report is necessary. You may call and leave a message or email and myself or a teacher will get back to you as soon as possible to schedule a day and time.

## Enrollment:

Please begin by filling out and returning the parent application form outlining general information and important contacts. Also, sign all financial contracts as well as all medical and photo releases. This must be accompanied by the \$90 nonrefundable application fee which will be put towards the first year's registration fee upon entry of our program. Please also include a copy of your child's immunization record, and if necessary any legal documentation regarding the child/children's custody arrangements. Your file will not be considered complete until all of these documents are returned to us so please help us complete your registration by turning in all necessary papers as soon as possible.

FOR THE SAFETY OF THE CHILDREN ALL RECORDS MUST REMAIN UP TO DATE AT ALL TIMES. All addresses, phone numbers, and e-mails must be checked to ensure that we have not missed any changes to pertinent information. We will not be responsible for a lack of communication if any information is not updated by you in the event of changes.

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## Drop off/Pick up:

Please ensure that your child is clean and fed before drop off. It is important to limit separation anxiety that can occur for younger children at this time by not staying too long when dropping your child off. It is not unusual for a child to cry and this will usually resolve within minutes of you leaving as your child/children become involved in planned play or fun activities. We encourage a quick kiss or hug, and a statement that you will be back when their time at school is over which we will reinforce.

When school is finished, we prefer to release the child/children to the parent or guardian. If this is not possible and someone else will be picking the child up please let us know so we can help prepare the child for that difference. We will only release the child to someone who is on your accepted list. If changes to this must be made we can accept a written email in the short term and then the new name will need to be added to the list. Please let all people on your list know that we may ask to see photo identification so that we are sure we are taking all safety precautions with your child/children. You will be required to log your child/children in and out each day. If you are not dropping off or picking up the responsible person is required to do this in your stead. This provides us a written record of attendance and documents who is dropping off and picking up.

## Contracted Hours:

When you sign your parent agreement you choose the days and times that your child/children will be in our preschool. Please follow this agreement and do not drop your child off on days that have not been contracted for. We will not be able to accommodate any days that are not already contracted for.

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## Absences/Holidays/Vacations:

There will not be any refunds or adjustments made to your preschool tuition for any time missed due to illness, holidays off, or vacation. A place has been reserved for each child. We will run our schedule on a traditional school calendar with the same general holidays as the Salem Keizer school district. There will be no pro-rations or adjustments for any of those holidays.

Below are specific holidays we will be closed for. Be sure to have alternate care for your child on these days:

\*New Year's Eve /New Years Day.

\*Memorial Day \*Independence day

\*Thanksgiving and the following Fri

\*Holiday Break (usually the week between xmas and New Years)

\*Spring Break

If any holiday falls on a Sat we may be closed the Fri before, and if on a Sunday the Monday after.

All tuition will remain the same, and there will be no adjustments made for these.

PLEASE NOTE: We reserve the right to close if we feel we cannot operate in a safe manner. This includes but is not limited to loss of electricity, water, heat, or extreme weather conditions, or medical epidemics. As we do not anticipate this as a regular occurrence if at all, all tuition will remain the same. In the event of a pandemic or any other disruption of physical classes we will immediately move to a virtual format to finish out a current month and then if necessary continue with a virtual format with adjusted hours and pricing until which time as physical classes can resume.

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## **Potty Training:**

All children entering our preschool are required to be fully potty trained in order to sign up. Our preschoolers use the restroom in the hallway next to the classroom. We understand that accidents do happen, and request that you bring a change of clothes just in case that we keep on-premises. This should be something that students can easily pull on independently. The staff ensures that all instruction on potty training is done showing empathy and concern for the child. Staff uses positive approaches and recognition for children to succeed. Instruction will begin at the start of the year to know where the toilet is, successful use, and proper handwashing after. The teacher/staff will remain outside the bathroom with the main door open so visual contact is maintained. guidance will be applied as necessary. We will have bathroom breaks built into the daily schedule.

\*Should the child have an accident or require assistance the parent will be called and notified that we will be in the restroom with the child and another staff member will be present as well to ensure safety.

**Snacks/Lunch:** Please let us know if there are any food allergies that your child must not have in case we offer a snack or treat. It is important to mention that while we can deal with ingestible allergies by monitoring the allergy list you provide we are not an allergy-free zone with regards to airborne allergies such as peanut allergies.

We do not provide lunch and you will need to provide a sack lunch of your choosing. Please include a small snack or larger lunch that we can use for snack as well if you have a child that gets hungry more often.

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### Health Concerns Requiring Removal from School:

- \*Rash, Head Lice/Nits: A rash on the body especially if a fever is present as well as the appearance of head lice or nits in the hair.
- \*Runny Nose: You may still bring your child to school if he/she has a common cold (slight cough, clear fluid, slight sneezing). If your child has any colored discharge, or an active cough, or possible covid-19 please stay home.
- \*Crusty or red eyes: Red or crusted eyelids could possibly lead to pink eye and a child with these symptoms needs to be kept home or may be sent home.
- \*Sore throat: If accompanied by a fever or swollen lymph nodes.
- \*Vomiting for any reason
- \*Diarrhea if consistent and occurring more than once in a short amount of time.
- \*Fever: Fever of 100 degrees ferenheight or more. If a fever has occurred a child should be free of all fevers for 24 hours or longer before returning to school. This is 24 hours without the aid of a fever reducer.

Please help us keep all of the children safe by following these guidelines and not sending your child/children to school if any of the following are present.

We reserve the right to determine if and when a child should be sent home from school if an illness is present. We ask for illness to be over with at least 24 hours before a return to school or a doctor's note if returning sooner.

Please let us know if your child becomes ill so that we may inform other parents. In the event of a communicable disease, you will be asked to come and pick up your child. He/she will be isolated from other students until your arrival. When no longer contagious your child may come back to school. We will notify all parents of any such illnesses to watch out for. We will update covid policies as needed.

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## **Medication/Emergencies:**

As we only have your littles for 3 hours per day, we ask not to have to administer any medicine or cream unless absolutely necessary. If you have a situation where this becomes necessary, we will absolutely help with this. You will be required to fill out a written form and to supply all medications in their original containers. These must be labeled with the child's names. Each medication will only be used for the duration listed on the form.

We will do everything we can to prevent injuries and promote the safety of all children in our school. However, it is also important to note that accidents resulting in injury can still happen. There will always be a teacher fully trained in first aid and CPR at all times with the children and that person will follow all training and guidance in that regard. If serious you will be called immediately, and we may suggest you take your child to their doctor or emergency if a further evaluation is necessary. If an injury is extremely serious, 911 will be called and your child will be taken to the nearest hospital for treatment. If an ambulance is called and detailed emergency services are required, you will be responsible for all charges relating to this care.

If you cannot be reached directly we will call all emergency contacts you have listed. Please remember to check that information and keep it updated as often as necessary.

## **Biting:**

If a child bites another child we will intervene, offer immediate help to the child that was bitten, remove the biter from the situation, and speak to the child about alternative choices. Parents will be notified, and the incident recorded.



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## **Child Abuse:**

We are required by law to report any physical, emotional, sexual abuse or neglect.

## **Confidentiality:**

Please note that all of our records and your personal information will be kept confidential at all times.

## **Curriculum and special activities:**

Our curriculum and preschool philosophy will have our students engaging in play, storytime, crafts, instruction, and physical education that is designed for their age group. While we will have a general schedule and time frame for these experiences we will also remain flexible to provide an optimal learning environment. We will ask the children to engage in general chores such as cleaning up after themselves after meals, washing up before and after meals and projects to instill this behavior as they learn and grow. Many of our crafts will have a focus on the process of crafting and not on the final outcome with regards to look or structure.

## **Open Door Policy:**

We will maintain an open-door policy, and you are welcome to call or come in to see your child at any time during our school hours. Please just come to the front desk and let one of our staff know you are there\*During covid we will follow all laws and mandates including no parents on the premises if OSHA and OHA mandates require it..

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### **Birthday Parties/Holiday events:**

We will offer holiday parties and special holiday events throughout the year. We will let you know well ahead of time to be able to attend if desired. We will have all students make a special card and sing the Happy Birthday song on your student's birthday. If you would like to come and have more of a party, you may bring in any cupcakes or cake items and this must be scheduled in advance so we can put that in our daily activity right before pick up.

### **General Cleanliness:**

We will make certain that we do our best to provide a high standard of cleanliness and hygiene for our students and school. Hands will be washed or hand sanitized at the start of our day, before eating, after toilet use, or after tissue use.

### **Discipline:**

We encourage our students to learn to respect the things in our spaces and the people they interact with. This includes fellow students and teachers. We will strive for adherence to these principles by explaining and reiterating these values through our words using love and consistency. If these guidelines are not being respected we will offer preventative strategies as in suggesting alternate words or phrases or actions if necessary. In the event of a conflict, we will encourage problem-solving, use redirection, and make note of a possible loss of privileges. Anytime children are together in a school setting, there is always a possibility for disagreements. Unless it becomes a chronic behavioral issue we will use the above listed strategies to change behavior.

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If chronic behavior continues to be a problem with regards to biting or hitting we will do our best to work with you to find a solution. We will only suggest removal from our school if we cannot find a solution and the continued presence of a student is interfering with the safety of another or all students in the school.

We will not, under any circumstances spank, physically abuse, verbally abuse, or use group embarrassment, withhold food or snack or isolate as punishment.

## Payment Procedures:

Your tuition amounts and time schedules will be contracted on the financial agreement form. All tuition will be paid via autopay. The bill is and payment is due on the 1st, and will be pulled on the first of each month.

Each year the cost of our preschool may rise. If we intend to raise fees, you will receive a 30-day notice in advance of this happening.

If the card on file is not able to be charged school will be suspended immediately until all funds including the charge are paid with a cashier's check or money order. If this happens more than once you will be required to pay with a cashier's check, cash, or money order on the first of every month and any failure to do so will result in your child being dropped from our program.

## Taxes:

We will provide a year end summary of fees paid if requested.

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### Termination Policy:

We reserve the right but are not limited to: terminating our preschool contract and arrangement for the following issues:

Failure to pay, failure to complete required forms, lack of adherence to this handbook verbally or in writing, lack of a child to adjust to our preschool after a given amount of time, physical or verbal abuse of any person or property, our inability to meet a child's needs. If we elect to terminate we will send home in writing our termination letter and that will be effective immediately. If you need to terminate our agreement you are required to do so, in writing, 30 days PRIOR to when you wish tuition to stop. If this does not occur you will continue to owe even if the student has not been in attendance. Simply not having your child show up to class does not release you from the financial obligation. Only a 30 day, prior, a written notice will suffice.

### Emergency Plan:

In the event of an emergency outside such as a person of ill repute seeking any harm, all children will be brought out into the gymnastics center, all doors will be locked down, and all parents called. We will conduct regular safety and fire drills and in the event of a fire or other catastrophic event, all students will be walked to the far end of the large parking lot until safety crews arrive and all parents are notified. We will keep a copy of all student's contacts in an emergency preparedness suitcase which will remain with one of the teachers in the event of an emergency. Teachers will remain with students until all children are reunited with their parents.

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## School Supplies:

Please purchase and bring these basic supplies with your student on the first day of class:

- \*2 boxes of 24 Crayola crayons
- \*2 boxes of Crayola washable markers
- \*1 package of Crayola watercolor paint
- \*1 pair of student scissors
- \*6 Elmer's glue sticks
- \*2 bottles of Elmer's liquid glue
- \*1 box gallon size zipper bags
- \*6 pencils #2 sharpened



## Parent Consent:

After reading through this document, I know that I will be signing a paper on the application that says that I have read through and I am in agreement with all of the procedures and policies outlined in this handbook.

Thank you so much,

Tracy C.