

Kitten Corner

Performing Arts Preschool

Parent Handbook

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Welcome:

Hello and welcome to Kitten Corner Performing Arts Preschool & Playgroup. First, we would like to thank you for giving us the opportunity to teach your child in our social, academic, and fine arts based program. We know you have other choices and we will not take that for granted. This handbook outlines the policies and procedures that help ensure a positive, clear, and supportive experience for both families and staff. Please do not hesitate to ask if you have questions or need clarification.

Our Philosophy:

At Kitten Corner, our goal is to provide an environment where children are encouraged to be curious, creative, and engaged in learning. We recognize that all children are unique individuals and approach development with that understanding. We support the whole child through play based learning, movement education, creative expression, and positive social interaction. This intentional combination builds confidence, joy in learning, and kindergarten readiness while fostering secure, supported learners.

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 not only shows readiness for Kindergarten but also a zest for new adventures when it's 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.

Progress and Communication:

We encourage open communication regarding your child's development. Families may check in with teachers or request a more in-depth progress discussion. Teachers will also reach out if additional communication is beneficial. Our shared goal is to support each child's social, emotional, and developmental growth collaboratively.

Enrollment:

Please begin by filling out the Parent Application Form outlining general information and important contracts. Also, sign all financial contracts as well as medical and photo releases. This must be accompanied by the \$90

nonrefundable application fee which will be put towards the first year registration fee upon entry into our program. Please also include a copy of your child's immunization records or exemption records, and if necessary any legal documentation regarding any 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 required paperwork 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 in to ensure that we have not missed any changes to pertinent information. We will also communicate through a private app to keep you up to date and current. We will not be responsible for a lack of communication if any information is not updated by you in the event of changes we are unaware of.

Drop off/Pick up:

Please ensure that your child is prepared as possible for drop off each day. Limiting the length of separation can help ease transitions. It is not unusual for a child to cry sometimes & this will usually resolve within minutes of your 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 for the day, we prefer to release the child/children to the parent or legal guardian. If this is not possible and someone else will be picking up the child/children please let us know so we can prepare the child/children for that difference ahead of time. Children will be released only to approved adults listed on the pick up form, and identification may be requested. Parents or designated adults will be responsible for signing children in and out daily.

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 scheduled for in advance.

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 are no pro rations or adjustments for any of those holidays. We are not closed for as many days as they are, and below are specific holidays we will be closed for. Be sure to have alternate care for your child on those days.

***Week of Spring Break**

***Memorial Day**

***Independence Day**

***Thanksgiving and the following Friday**

***Holiday Break (Dec 22rd-Jan 2rd for 2025)**

***Spring Break**

***If any holiday falls on a Sat we may be closed on the Fri before, or if on a Sunday, the Monday after. We will be sure to communicate any of these happening.**

***If we have to close for inclement weather, we will offer an Indoor Playground or Open Gym pass.**

Please Note: For all of the above, all tuition will remain the same, and there will be no adjustments made for these.

Potty Training:

All children entering our preschool must be fully potty trained. They must be able to use the restroom, and to be able to put clothing back on after using the restroom independently. We do however, understand that accidents can and do happen, and request that you bring bring a change of clothes just in case that we keep on-premises. This should be clothing that your child/children call get on and off independently and easily. If your child/children has too many accidents, our teaching staff will utilize a pull up for the remainder of class time and we may ask that you bring your child in a pull up for a time until we can move forward with potty training again. Instruction will begin at the start of the year to know where the bathroom is, successful use, and proper hand washing afterward. The teacher will line students in the hallway and they will go 2 at a time with the main door open to maintain visual contact, and be available in the event that a student requires help or guidance. If an accident occurs where the teacher must enter the restroom with a student an additional staff member will be present to ensure safety.

Snacks/Lunch:

Please be sure to let us know if there are any food allergies that your child must not have if we offer a special snack or treat. It is important to note that while we can deal with ingestible allergies by monitoring the 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 provide a small snack or larger lunch in case your child gets hungry more often.

Health Concerns Requiring Removal from School:

***Rash, Head Lice, Nits:** If a rash is highly visible on the body (Especially if 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 common cold symptoms (slight cough, clear fluid, slight sneezing) or if your child has been sick and home for a time and just has residual symptoms mentioned above. If your child has any colored discharge, or an active cough or fever, or covid-19 is suspected, please keep your child home.

***Crusty or red eyes:** Red or crusted eyelids could possibly lead to pink eye and as such a child with these symptoms needs to be kept home until diagnosis or be sent home until a clear diagnosis can be made.

***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 or above. If fever has occurred, child should remain home until fever has gone over 24 hours and without the aid of a fever reducer.

Please help us keep all children safe by following these guidelines and not sending your child to school if an illness is present. We ask for symptoms to have been resolved at least 24 hours before a return to school. If a covid test has been taken and the result is positive, student must stay home for 7 days before returning to the classroom.

Medication:

As we only have your littles for a limited part of the day, we will not be able to offer them medicine and ask that that is sorted at home around school hours.

Injuries/Emergencies:

We will do everything we can to prevent injuries and promote the safety of all children at our school. It is also important to note that accidents resulting in injury can still happen. There will always be a teacher on premises fully trained in first aid/CPR and that person will follow all training in that regard. In the event of a serious injury, you will be notified immediately, and we may suggest you take your child to their doctor or emergency for further evaluation if necessary. If we regard the injury or emergency to warrant it, 911 will be called and your child will be taken to the nearest hospital for treatment. If an ambulance is called and detailed services are required, you will be responsible for all services related to this care. If you cannot be reached directly, we will call all emergency contacts you have listed in your application. Please remember to check that information and update as often as needed.

Behavioral Issues:

While we do not expect any child's behavior to be perfect, and accept that part of our roll is to work with children who are often times just learning to navigate social and behavioral constructs, there are a few things that are a boundary for us. If a child is crossing any of these with consistency we will need to discuss how to move forward, and if we cannot get the behavior to modify or decrease we may not be able to have your child/children continue with us or your child/children may need to take a break and try again at a later date.

The benchmark we use for this is the ability of our teachers to be able to continue to teach their class and not compromise the learning or safety of the other students in the classroom.

Examples:

*Biting, hitting, or scratching or any physicality towards another student or the teacher is not a behavior that can continue if it is consistent and remedies to counteract are not proving effective.

*Consistently running off or away from the teachers where the teacher cannot stay with his/her class due to this behavior and remedies to counteract are not proving effective.

*Spitting: Spitting with intention on or at another student or a teacher is not a behavior that can continue and remedies to counteract are not proving effective.

***Excessive screaming or crying that is also long lasting where no remedy can be found to calm the student. (This is not to be confused with some separation crying which is normal and something that is not usually prolonged and gets better with time).**

Child Abuse:

We are required by law to report any suspected 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, story time, crafts, instruction , and physical education that is designed for their age group. While we have a general schedule and timeframe for these experiences, we will also remain flexible to continue to provide an optimal learning environment. We will encourage the children to engage in general chores such as cleaning up after themselves after meals, washing up or hand sanitizing before and after meals and projects to instill this behavior as they learn and grow.

Art and Crafting:

Many of our art and craft projects will have a focus on the process 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 and come and see your child at any time during school hours. Please just know you will not be able to stay for extended periods of time without obtaining a background check through the Oregon Childcare Division. If you would like to know more about obtaining that, as well as volunteering in any of our classrooms please reach out and we will give you the forms needed.the process takes 2-4 weeks.

***During any kind of covid outbreak, if OSHA or OHA mandates or requires it we will go to a drop off and pick up only with parents not permitted on the premises to cut down on the number of people around one another. We will only do that if**

it is required and only for as long as necessary to comply with laws and promote safety.

Holiday Parties & Events:

We will offer holiday parties and events throughout the year. We will let you know ahead of time in case you would like to stop in. If you would like to celebrate your Child's birthday with the class, please let us know and we will arrange time before pick up where you can bring store-bought items only. Please allow us time to notify other parents so we may get permission for the child to consume dessert items you may bring.

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 principals 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 ion necessary. In the event of a conflict, we will encourage problem solving, use redirection, and make a note about of possible loss of privileges or the use of a reward system. Anytime children are together in a school setting, there is always the possibility for normal day to day disagreements. Unless it becomes a chronic behavioral issue we will first use all of the above listed strategies. We will not under any circumstances spank, physically abuse, verbally abuse, use group embarrassment, withhold food or snack or isolate as punishment.

Payment Procedures:

Your tuition accounts and time schedules will be contracted and detailed on the financial agreement form. All tuition will be paid via auto pay. Tuition and payment is due on the 1st, and will be pulled from the card on file on the 1st of each month. Each year the cost of our preschool may rise. Any price increases are usually done in September.

If the card on file is unable to be charged school will be suspended immediately until all funds until all funds are brought current. If this becomes a habit, cashier's check or money order will be required to continue, and failure to do so at that point on the first will result in your child being dropped from our program.

Taxes:

Our EIN is 93-1069935.

Termination Policy:

We reserve the right but are not limited to: Terminating our preschool contract 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 communicate either in person or in writing and the termination will be effective immediately.

If you need to terminate or stop school and tuition you are required to offer a 30 day notice, in advance of when you want tuition to stop. If this is not received you will continue to owe tuition even if the student/students have not been in attendance. Simply not having your child come to class does not release you from the financial obligation. You may provide your 30 day notice via email to mysalemgymnastics@gmail.com.

Emergency Plan:

We will conduct regular safety and fire drills, and in the event of a catastrophic event, all students will be walked to the far end of the large parking lot until safety crews arrived all parts are notified. We will keep a copy of all students contacts in a tote which will remain with one of the teachers in the event of an emergency. Teachers will remain with students at all times until parents are able to pick up.

School Supply List:

Backpack that can fit folders and standard paper, bag with extra clothes
24 pack of Crayola Crayons, 1 pack of crayola washable markers
1 pkg of Crayola washable paint, 1 pack of Glue Sticks, 1 bottle of liquid glue
! Box of gallon zip lock baggies, 1 pack of wet wipes
1 pack #2 sharpened Pencils, lunch box, 1 folder
Lunch Box
Shoes that are easy to take on and off with no ties
1 pack of tissues

Parent Consent:

After Reading through this handbook/document, I know that I will be signing the the online portion of the application that states that I have read through and am in agreement with all procedures and policies outlined in this handbook.

Thank you so much,

Tracy Cottingham