



Policies and Procedures

919-367-7210

**115 Commerce Street
Apex, NC 27502**

Description of the Program: Preschool for the Arts is dedicated to providing a creative environment for learning and growing through the ARTS. Our programs encourage creativity, development of fine and gross motor skills, and a strong foundation for their future education in a safe, encouraging and friendly environment. The program is designed to meet the individual needs of two to four year old children in the areas of social, emotional, intellectual, and physical growth. The curriculum is developmentally appropriate and is best suited to a preschooler's needs. Activities are planned to offer a mix of self and teacher directed activities. You will receive letters, calendars, and school information on a regular basis to keep you and your family informed. At the parent's request, you may schedule a conference at anytime during the year.

We are committed to the fair and equal treatment of all children and their families, including all prospective children and families, without regard to race, religion, color, creed, gender, sexual orientation, age, national origin, disability or any other factor prohibited by law.

Age of Children: The preschool will be able to serve children born between 2/28/2006-3/1/2007 in the 2-3 year old class. Children born between 2/28/2005-3/1/2006 will be enrolled in the 3-4 year old class. When a birth falls after 3/1/2007 enrollment will be at the discretion of the director. *Children will need to be toilet trained before starting preschool.*

Time of Operation: The preschool is open Monday through Friday. Our classes begin at 9:00am and dismiss at 12:00pm. The person picking up the child must be listed on the application. We will not release your child to any person other than what was written on the application unless the office has been notified. The preschool follows the Wake County Public School System calendar for closings and inclement weather days.

School Weather Delays- We will follow Wake County Public Schools closing policy. When the public schools open one hour late, we will open one hour late. If the public schools are delayed for 2 hours we will be closed.

Registration: A non-refundable registration fee/supply fee equal to one month tuition is due upon enrollment to reserve your spot in class.

Tuition: Tuition is due on the first of each month through our Auto-pay system. Tuition is payable regardless of the number of days your child attends in a given month. In other words, tuition will not be prorated due to absence.

A two week written notice is required for withdrawal from the program.

We understand that there may be extenuating circumstances regarding the above policy (i.e., relocation, chronic illness, etc.). Please contact the director if we can be of assistance at any time.

Snack and Birthday Treats: The preschool will provide a nutritious snack daily with juice. Please notify the teacher of any allergies on the Health Care Summary so that snacks can be modified. Birthday treats are welcome to celebrate the special day and will be served during snack that day or before dismissal.

Clothing: Please dress your child in play attire. We ask that your child be dressed so that removal of clothing by the child is not difficult. Label all outer garments with your child's name. Dress your child weather appropriate and keep a change of clothing in your child's bag for emergencies. Bring a tote bag or book bag as things will be sent home, please check the bag regularly.

Medical Examination and Immunization Records: The preschool requires that a completed Health Care Summary be on file for each child enrolled. The Health Care Summary must be completed by your child's physician and returned to us within 30 days enrollment.

Illness: If your child shows symptoms of a cold, suspicious rash, eye or throat infection, diarrhea, or upset stomach, please keep him/her home. Also your child must be fever-free and not vomiting for twenty-four hours before returning to school. Allergies should be noted on the Health Care Summary. The preschool will notify you of infectious or communicable diseases occurring within the classroom. Should your child become ill during school, we will contact you to remove the child as promptly as possible. Your child will be made comfortable and allowed to rest in view of a staff member until your arrival. Please contact us if your child becomes ill or has a contagious disease.

Administration of Medicine: Permission must be given by the child's parent before administering medicine. Please send only prescribed medicine in its original container that legibly states the child's name with detailed instructions. Please inform the teacher when the medication is to be discontinued. The unused portion will be returned immediately to the parents.

Emergency and Accident Policies: Staff members shall apply simple first aid for injury such as minor cuts, abrasions, etc. Parents will be notified of the injury in a written injury report completed that day and kept in the child's file. A copy of the report will be sent home with the parents.

In the event of a medical emergency 911 will be called first for paramedic help then the parents will be notified. If a child has become unconscious due to an obstructed airway, the certified staff person trained in CPR will administer CPR until the paramedics arrive. At no time will a child be left alone.

Safety Rules: A daily inspection of the classroom will be conducted for safety hazards. Supervision is our primary role.

- Children will be within sight and sound of the teacher at all times. Developmentally appropriate activities will be scheduled to keep the children's interest.
- No hot beverages will be in the classroom when children are present. Electrical appliances may be used in the classroom by the teacher and will be kept away from the children. All electrical outlets will be covered when not in use.
- All hazardous materials will be kept out of reach of children.
- All foods will be of appropriate size to prevent choking and children will always be seated and supervised while eating their snack. No plastic bags or other choking hazards will be accessible to children.
- The children will at no time be in the parking areas without teacher supervision.

Discipline: Praise and positive reinforcement are effective methods of behavior management of children. When the children receive positive interactions with adults and others they develop good self-concepts and develop values. The staff will practice the following behavior policies.

At no time is any staff or volunteer allowed to:

- use corporal punishment such as hair pulling, slapping, kicking, shaking, spanking, pinching, hitting, etc.
- subject a child to emotional abuse such as name calling, threatening, humiliation, or frightening the child.
- punish for lack of toileting.
- punish by withholding food, warmth, clothing or medical care.
- physically restrain a child except in the event he/she may harm him/herself or others.

The staff will praise, reward, and encourage the children. Respect their needs, desires, and feelings, and provide alternatives for inappropriate behavior, such as short supervised periods of time-out. The staff will also build a positive relationship with each child.