



Bridger Park Plaza  
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Bozeman, MT  
406-587-7192

[www.mainstreetdancetheatre.com](http://www.mainstreetdancetheatre.com)

## **2008-2009 HANDBOOK**

**“The Creative Arts Preschool Inc. believes all children deserve the opportunity to learn and express themselves through art, dance, music, and movement.”**

*(The fees listed below are **NON Refundable** and **MUST** be paid according to the Handbook fee schedule. The fee information listed below should be used as your financial reminder, as we do not send out invoices. Balance Due notices will be hung in the preschool on a monthly basis.)*

- 1.) Scheduled Days (please circle) M T W TH F  
Date preschool to begin \_\_\_\_\_
- 2.) Yearly Tuition, Registration and Monthly Rate \_\_\_\_\_ / \_\_\_\_\_  
(Payments are due monthly or bimonthly on the 1<sup>st</sup> or the 15<sup>th</sup>)
- 3.) Yearly Materials Fee \_\_\_\_\_
- 4.) Summer Session Tuition Rate (circle one or both)  
Registration fee June and/ or July \_\_\_\_\_
- 5.) Summer Materials Fee \_\_\_\_\_

# **Welcome to the Creative Arts Preschool Inc.!**

The Creative Arts Preschool Inc. is excited to provide the key for opening the door to learning through creative exploration.

The goals of the Creative Arts Preschool Inc. will be addressed primarily through a kinesthetic teaching style. All children will participate in physical activities that facilitate learning.

The goals are as follows:

- ✚ Maintain high expectations for all learners and embrace each child's individual learning style
- ✚ Gain respect and understanding of others' strengths and needs
- ✚ Foster early language and literacy development
- ✚ Build relationships and social skills
- ✚ Develop fine and gross motor skills
- ✚ Foster learning of time, sequencing, and numbers
- ✚ Create an appreciation and understanding of the arts

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## **GROUPS OF CHILDREN**

The groups have a ratio of 15 children to the preschool director and one additional classroom assistant.

### **The Petite Picasso Daily Schedule** *(Monday-Friday)*

<b>**8:30-9</b>	Opening- Free Play and Socialization
<b>9-9:15</b>	Circle/Calendar Time
<b>9:15-9:45</b>	Art/Fine Motor Development
<b>9:45-10</b>	Snack
<b>10-10:30</b>	Rotating Specialists: (Monday-drumming, Tuesday-karate, Wednesday-yoga, Thursday-music, Friday-math & science)
<b>10:30-11</b>	Story and Show & Tell
<b>11-11:30</b>	Literacy and Language Development
<b>11:30-11:50</b>	Dance or Music & Movement
<b>11:50-12</b>	Closing-Daily Review
<b>**12-12:30</b>	Sack Lunch Time (May need to be allergy sensitive)
<b>**12:30-1</b>	Free Play and Socialization

#### **Staff**

**Erin Sobrepena** (*Director/ Instructor*), B.S. Elementary Education

**Dana Sorg** (*Owner*), Dance Instructor, Owner and Director of Main Street Dance Theatre

Jackie Swanson with Kindermusik

Laura Kronske with Children's Yoga

Lisa Ash with Ash's Okinawan Karate

Chet Leach with Rhythms Drum & Dance

#### **Enrollment**

Not every program will fit each individual child's needs. Therefore, the Creative Arts Preschool Inc. reserves the right to a two week trial period for any child registering for this program. This will ensure that your child will be placed in the best setting to promote his or her individuality.

Enrollment in the preschool is based on a first come, first served basis. We will try our best to accommodate your schedule preference. The following forms must be turned in and completed in full before your child attends our program:

1. State of MT certificate of Immunization
2. State of MT Emergency Contact and Parental Consent form
3. Pediatric Health Statement (needs to be completed by physician)
4. Registration Form
5. Handbook Waiver

**Tuition, Registration, Materials Fees and Payment Policies**

Registration fee and continuing students both the Registration and Materials fee will be charged annually in September at the beginning of our school year or at the beginning of your selected summer session. Pre-enrollment applications are accepted each year for currently enrolled students from February 1- April 1<sup>st</sup> which will allow for your space to be held for the following school year or non completion of forms will relinquish your child’s spot and given to another prospective student. To apply, simply complete the registration form, submit your immunization records and a non refundable registration fee of \$30 for the September-May 31st school year. Summer applicants follow the same procedures with the exception of a \$5 or \$8 registration fee.

Monthly Tuition rates will vary depending on your selected schedule. All tuition rates are the same amount each month regardless of holiday closures etc. Tuition amounts will be written on the front cover of your handbook for you to reference. You will also be notified of any additional billing, such as materials fee, etc. Checks, cash, or money orders accepted. We do not accept Credit Cards. Payments made after the 15<sup>th</sup> day of each month, tuition are delinquent.

Materials fee and registration will be prorated upon enrollment after the start of our school year and will be billed again in the summer or at the start of a new academic year in September. Registration and materials fee for our summer sessions are not prorated as they are set for each month of selected enrollment. Your child will receive 175 days of programming (September through end May) in a 35 week program that is stretched over a 39 week period.

**MONTHLY TUITION RATES FOR THE CREATIVE ARTS PRESCHOOL**

**Option #1: 9am-noon: Standard Program**

1 Day/wk	\$20 day = \$80	Month
2 Days/wk	\$19 day = \$152	Month
3 Days/wk	\$18 day = \$216	Month
4 Days/wk	\$18 day = \$288	Month
5 Days/wk	\$17 day = \$340	Month

**Option #2: 8:30am-1pm: Extended Program**

1 Day/wk	\$30 day = \$120	Month
2 Days/wk	\$29 day = \$232	Month
3 Days/wk	\$28 day = \$336	Month
4 Days/wk	\$28 day = \$448	Month
5 Days/wk	\$27 day = \$580	Month

**\*\*Our regular school day runs from 9am till noon.** Should the need arise to stay for the extended program add 10 dollars to your usual daily rate, or please pay the additional fee at the time of service.

**Material Fees** (will be prorated to reflect start date should you enroll after beginning September, these will be invoiced to you at the beginning of your child’s enrollment)

**September through May**

1 Day/wk (once yearly)	\$36
2 Days/wk (once yearly)	\$72
3 Days/wk (once yearly)	\$108
4 Days/wk (once yearly)	\$144
5 Days/wk (once yearly)	\$180

**Summer Session: June, July and/or August**

1 Day/wk (once per month)	\$4
2 Days/wk (once per month)	\$8
3 Days/wk (once per month)	\$12
4 Days/wk (once per month)	\$16
5 Days/wk (once per month)	\$20

**Registration Fees** (will be prorated to reflect start date should you enroll after beginning September, these will be invoiced to you at the beginning of your child's enrollment)

September through May \$30

Summer Session: June, July and/ or August: 1 month \$5, 2 months \$8, 3 months \$10

**Discounts**

Families with more than one child enrolled receive a 10% discount off the tuition total. Tuition paid in full for the entire school year will receive a 5% discount.

**Delinquent Payment of Tuition and Refund Policy**

No refunds are given for sick days taken, vacations, public Holidays, or weather closures.

Checks, cash, or money orders accepted. We do not accept Credit Cards. After the 15<sup>th</sup> day of each month, tuition is delinquent: a \$15 late fee plus \$10 for every 7 day period will be applied to tuition until paid in full. All payments which include Tuition, Registration, and Materials fees are NON-REFUNDABLE. Use your discretion when paying for tuition in advance. A \$20 NSF fee will be charged for each returned check.

If for any reason it should become necessary to obtain payment through legal action, you will be responsible for any expenses incurred. Any additional fees will be added to the total payment due.

**Change of Schedule or Withdrawal Policy**

After the two week trial period and/ or if withdrawal or change of selected schedule from our program becomes necessary, a **30 day** advanced written notice of withdrawal by the parent or guardian which clearly states the dates of termination and/ or newly selected schedule is required. Any tuition amounts paid in advance which exceed the **30 days** will be reimbursed and prorated upon the termination date less a \$20 processing fee. The failure to provide a 30 day written notice results in the forfeiture of the tuition paid. Students are welcome and encouraged to attend preschool during this **30 day** period. Please only notify Dana Sorg of a withdrawal.

**Attendance**

While we hope to see your child here with us, we do know that family vacations, illness, and other unforeseen events may hinder your child from attending 100% of the days you have already paid for. We apologize for not being able to deduct or makeup any tuition payments for any amounts of absent hours accumulated. Your tuition payments are designed to hold your child's place in our program.

We would greatly appreciate a phone call, if possible, alerting us to your child's absence and a return date.

**Arrival (sign in) and Departure (sign out) each day**

**Standard Program:** Students need to arrive between 8:45 and 9:00 a.m. and should depart no later than 12:15 p.m. A daily drop-in rate of \$8 will be charged for any of the standard program parents who want to take advantage of our extended program. Advance notice is required for planning and extra staffing. Without notice, parents will be charged \$5 for each 15 minutes of extra time accrued before 8:45 a.m. or after 12:15 p.m.

**Extended Program:** Students need to arrive between 8:30 and 9:00 a.m. and should depart no later than 1:00 p.m. Parents are expected to bring a healthy lunch for their child. The lunch should require minimal prep & cleanup on the teacher's part. Parents will be charged \$5 for each 15 minutes of extra time accrued before 8:30 a.m. or after 1 p.m.

Upon arrival, parents should escort their child to the lounge where they may hang coats, remove shoes, and ready themselves for their day.

Those persons authorized on each child's registration form to pick up and drop off must initial the daily log book. For the safety of your child, please send a written note to the preschool staff if alternate arrangements are made. In the event that you will be late picking up your child, please phone the office at 587-7192.

**2008-2009 Holidays Observed, School Closures, and Other Important Dates** Your child will receive 175 days of programming (September through end May) in a 35 week program that is stretched over a 39 week period.

PIR Days October- Early childhood Conference **2 DAYS off**

Thanksgiving November 20-23 **3 DAYS off**

Winter Holiday December 24-January 4 **8 DAYS off**

President's Day February 16<sup>th</sup> **1 DAY off**

Spring Break March 16-20 **5 DAYS OFF**

Memorial Day May 25<sup>th</sup> **1 DAY off**

Last Day of School Year 2009 May 30

First Day Summer Session 2009 #1 June 1st-26<sup>th</sup>

**One Week Break**

First Day Summer Session 2009 # 2 July 6<sup>th</sup>-July 31<sup>st</sup>

First Day Summer Session 2009 # 3 August 3<sup>rd</sup>-28<sup>th</sup>

 **No tuition Credit is given for holidays or other noted closures.\***

### **Backpacks and Clothing & Supplies**

Children are encouraged to bring a backpack or suitable bag each day which can hold their sharing time items, over sized button down shirt (for art class), dance slippers (we will otherwise provide appropriate dance shoes when necessary.), diapers and wipes, and emergency change of clothes. These bags are to go home with the child daily.

**CLEARLY LABEL ANY AND ALL BELONGINGS!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!**

### **Snacks, Lunch, Treats, Toys, and Show & Tell**

We are happy to provide a healthy snack and beverage each day. We are also willing to accommodate most allergy requirements. If your child has special dietary requirements, please alert the preschool staff and/ or update your registration form.

Students staying for our extended program need to have a healthy sack lunch from home. The lunch should require minimal prep and cleanup on the teacher's part. Please enquire about allergies in the classroom. We may need to be allergy sensitive.

For those children and families who wish to celebrate their birthdays with us, please acknowledge the following requirements. Please be certain (to include to the best of your capabilities) the dietary requirements and number of enrolled students in your child's

class. We do not allow children to bring candy, gum or other such treats unless approved by the Director first.

Sharing Time is held Monday-Friday during the week. We greatly enjoy allowing your child to share anything they wish (aside from controversial items.)

Please refrain from bringing other toys from home as they may be lost or accidentally misplaced.

### **Toilet Training and Diapering**

If your child is not fully potty trained, we would like to assist you in accomplishing this task. We will encourage and give many opportunities to use the bathroom. Please feel free to share any cues that are working for you at home and give us updates on your child's frequency. Diapers, Pull ups, Wipes, and a change of clothes are a **MUST** with children who are not fully potty trained. An extra charge of \$2 per changing session will be assessed if your child's diapering supplies are inadequate.

Toilet trained children will be encouraged to take self responsibility to excuse themselves to use the bathroom when necessary.

### **Your Child's Health and Illness Policies**

Children with any of the following symptoms should stay home or a parent may be phoned to pick up a child for any of the following symptoms:

1. Anyone who has vomited or had diarrhea within the past 24 hours
2. Children with any of the following bacterial infections or other like conditions must be on antibiotics for no less than 24 hours before returning to school, along with a doctor's note.
  - A. Strep throat
  - B. Impetigo
  - C. pneumonia
  - D. Bacterial conjunctivitis
  - E. ear infections
3. Children with a fever of 100 or greater. Children must be without a fever for 24 hours before returning to the group. (Exception: Children with immunization related fevers need not be excluded if they are willing and able to participate in the daily activities.)
4. Children with generalized rashes (over multiple parts of the body) should stay home and receive a medical examination. Those with chicken pox must stay home until the sores are dried up (at least 5 to 7 days.) Children with general rashes may return to school at the health care provider's discretion (unless one of the above conditions is present.)
5. Head lice or scabies.

The presence of any of the following conditions may warrant exclusion from the program until symptoms subside.

1. A child who appears ill, with any symptoms and is unable to participate in the usual program activities.
2. Thick, green or yellow nasal discharge persisting longer than two days if accompanied by any of the following symptoms: fever, persistent cough, eye drainage, or ear pain.

**REMEMBER IMMEDIATE PICK UP OF A SICK CHILD IS REQUIRED IF YOU ARE NOTIFIED TO DO SO!!!!!!!!!!!!**

**First Aid & Emergency Protocol**

The Creative Arts Preschool will not administer any medications. Any non-life threatening injury will be handled on a case by case basis. Cuts and scrapes will be cleaned and bandaged or a cold pack will be applied to the area. If we feel the non-life threatening injury needs more extensive medical treatment than we are qualified to give: a parent or guardian will be notified and asked to pick up the child and seek proper medical attention.

If a child suffers a potentially life threatening injury or experiences a sudden illness, **911** or the **poison control center (1-800-525-5042)** will be called immediately. After a medical response team has been notified then and only then will we contact the parent/guardian or other emergency contacts you've listed. The Creative Arts Preschool Inc. is not liable for any expenses incurred for your child if travel via ambulance is necessary or for a medical team to be called to our facility. All staff and subcontractors are required to have current CPR and First Aid training.

**The Preschool Staff's Health and Illness Policies**

Initially, we hopefully will stay a healthy bunch. However, should we need to be away from the Creative Arts Preschool due to emergent circumstances (our own illnesses, or our child's illness, family emergencies, etc.) substitute teachers will be provided.

**Behavior and Discipline**

At The Creative Arts Preschool, Inc., we will have children with a variety of needs in the areas of motor skills and social skills development. We will provide an environment with structure and one in which the adults in the preschool will respond to the needs of each child with respect and warmth. The school's schedule provides a consistent daily routine for children to follow and adult leadership to assist the children. Each class will have a consistent structure as well. We will regularly look at the environment we provide so that we can make appropriate adjustments as needed to help children develop self control and social skills. When behavior problems occur between children or between children and adults, we will use the following methods:

- Positive reinforcement of appropriate behaviors.
- Natural consequences for inappropriate behaviors (e.g., picking up after themselves or loss of that activity or privilege).
- Redirection toward positive and appropriate behaviors.

While we do not believe in physical punishment or restraint, we will intervene to provide for the safety of others.

**Weather Information and Disaster Preparedness Policies**

We will follow the Bozeman public school system for closure in the event of a severe weather warning. In the event of a natural disaster or terrorist act you will be directed by rescue workers and or radio stations to a safe place to pick up your child. In most instances it will be a school or fire station. Bozeman Fire Department has been to our facility and we are listed on the “those that may need extra help in the event of a natural disaster” list. Hopefully this will never be an issue, but one can never be too prepared.

### **Communication**

So we can all have a positive experience, please communicate all concerns with us. We are here for your child, and are devoted to giving the most rewarding experience possible. We strive to have an environment in which parents and school staff can openly communicate via phone, notes, email, or one on one conversation and parent meetings, if needed etc. Please be aware that an appointment may needed in order to properly address your concerns as time is limited during our school day.

### **Open Door and Guest Policy**

Our doors are always open. Parents or potential customers are welcome to visit at any time during business hours. For a tour or one on one time with our Director please make an appointment. Although we are striving for a non-distracted learning environment feel free to phone or drop in to create with us or to see how your child is participating. The Creative Arts Preschool staff cannot however be responsible for unregistered children. There will be times when we will be unable to get to the phone. If you encounter this do not be alarmed, simply leave a message and we will return your call as promptly as possible.

### **Miscellaneous**

The Creative Arts Preschool Inc. reserves the right to update and make changes necessary to the Handbook and registration form as needed throughout the school year. Parents will be notified via the bulletin board or email as changes occur.

(Please sign this page and turn in with the other required documents)

**Medical and General Release**

By signing on the below line I \_\_\_\_\_ as the parent or guardian of \_\_\_\_\_ the student, agree that I have been informed of and have read and agree to the Parent Handbook for The Creative Arts Preschool Inc. which has been provided for me and is also posted on [www.mainstreetdancetheatre.com](http://www.mainstreetdancetheatre.com) and within the preschool/ dance studio facility in its' entirety and agree to adhere to the above stated guidelines of The Creative Arts Preschool Inc., Bozeman Ballet Ltd. DBA Montana Ballet School or Main Street Dance Theatre. I understand that participation in dance classes and various other forms of rigorous activity (excluding any and all forms of gymnastics or tumbling) with The Creative Arts Preschool Inc. and Bozeman Ballet Ltd. DBA Montana Ballet School or Main Street Dance Theatre, is at my and my child's own risk and that neither The Creative Arts Preschool Inc. nor Bozeman Ballet Ltd. is responsible for any expulsion from the program, injury or illness that may occur. On behalf of myself and my child I accept these risks and waive and forever discharge The Creative Arts Preschool Inc. and Bozeman Ballet Ltd. and its employees, officers, agents, independent contractors and successors and assigns from any and all causes of action or claims. Nothing herein shall be construed as a release of any cause of action for fraud, willful injury, or willful or negligent violation of the law. In case of emergency if neither parent can be reached, I give my permission for my child to be treated at the nearest medical facility. I also realize that is my responsibility to update and inform The Creative Arts Preschool Inc of any changes to my contact, medical or other such pertinent information. I also agree to never pick up my child(ren) under the influence or to be suspected of being under the influence of drugs or alcohol. I also understand that The Creative Arts Preschool Inc. and Bozeman Ballet Ltd. DBA Montana Ballet School or Main Street Dance Theatre are bound by law report any suspected child abuse and neglect.

Print Parent Name: \_\_\_\_\_  
Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Child's Name: \_\_\_\_\_

*Forms to Turn in/Please check off to insure completion*  
( ) State of MT certificate of Immunization, ( ) State of MT  
Emergency Contact and Parental Consent form, ( ) Registration Form,  
( ) Handbook Waiver