



**AFTER SCHOOL  
PROGRAM PARENT  
HANDBOOK 2017/2018**

## Seattle's Performers LLC Policies

Please read and keep this for your file.

- A. Our after-school program is held at our studio and consists of students from Bryant, McDonald, Olympic View, and Thornton Creek.
- B. We pick students up at each location at 2:25pm
- C. Cost for our program \$50 Registration fee for our programs (Only once a year)
- D. Our program ends at 5:30pm (Late Fees)
  - ~ **\$5.00 after the first 10 minutes**
  - ~ **\$1.00 for each minute after to initial 10 minutes**
- E. If you are running late for pick-up please call us at 206-473-9580 to let us know.
- F. We accept online tuition payments, and checks
- G. Returned checks will result in a \$50.00 service fee.
- I. All payments are due before your child attends class. Tuition is due on the 1st of each month.
  - ~\$25 late fee if not received by the 3rd of each month
  - ~\$50 late fee if not received by the 10th of each month
  - ~Students will not be allowed to attend if tuition is not paid
- J. Rates and fees shall be re-evaluated each year.
- K. **WE ARE A NO NUT FACILITY**

### 2017/2018 Fee Schedule:

**Please note that our classes are set up for the full school year, and payment is the same each month no matter how many classes make up the month. Our Wednesday classes are early dismissal days throughout the year, and we pick students up early at no additional cost. If you must withdraw from our program we ask for a 30 day notice.**

1 day week~ \$125 (Bryant, McDonald, Olympic View, Thornton Creek)

2 days a week~ \$225 (Bryant, McDonald, Olympic View, Thornton Creek)

3 days a week~ \$300 (Bryant, McDonald, Olympic View, Thornton Creek)

4 days a week~ \$385 (Bryant, McDonald, Olympic View, Thornton Creek)

5 days a week~ \$450 (Bryant, McDonald, Olympic View, Thornton Creek)

**Students attending on Wednesdays must attend more than 1 day a week**

### Class Ratios:

We have small class ratios to ensure the best performing arts education for your child. Our ratios are 1:8 for our after-school, and we only accept a maximum of 16 students in our after-school program daily.

## **Class Themes/Information:**

### **Fall~ Disney Musicals**

Monday~ Moana  
Tuesday~ The Little Mermaid  
Wednesday~ Jungle Book  
Thursday~ Tangled  
Friday~ Beauty and the Beast

### **Winter-Broadway Revue**

Monday~ Sound of Music  
Tuesday~ Cats  
Wednesday~ Shrek Jr.  
Thursday~ Matilda  
Friday~ Wizard of Oz

### **Spring~ Dr. Seuss**

Monday~ Sneetches  
Tuesday~ Cat In the Hat  
Wednesday~ Horton Hears a Who  
Thursday~ The Lorax  
Friday~ Green Eggs and Ham

## **Class Schedule:**

**2:25-3:00pm**- Students are picked up from schools/outside time at school or Cowen Park weather permitting.

**3:15pm**~ Snack

**3:30-4:30pm**~ Musical Theatre Class

**4:30-5:00pm**~ Art/Set and Costume Projects

**5:00pm-5:30pm**- Quiet Free Choice/Homework

**5:30pm**- Pick Up

## **Wednesday Schedule:**

**1:10-2:30pm**- Students are picked up from schools/outside time at School/Cowen Park we

**2:30pm**- Snack

**2:45-3:45pm**- Musical Theater Class

**3:45-4:45pm**- Set Painting/Art/Costume Projects

**4:45-5:30pm**- Free Choice Quiet Activities/ Homework

**5:30pm**-Pick-up

## **Communication:**

Seattle's Performers strives to communicate with parents in several ways. Teachers will talk with parents about how their child is doing in our classes on a regular basis. We will also e-mail out monthly newsletters about upcoming themes and performances.

## **Health Policies**

### **Illness Policy**

Please be considerate of the other families and keep ill children at home. Use your best judgment. If a child comes to Seattle's Performers and has a temperature, rash, drainage from the eye, diarrhea, vomiting, sore throat, severe cough, severe headache, etc the parents will be contacted immediately to pick-up their child. Germs can spread fast in a children facility even though we sanitize daily and when needed hourly.

When unsure please feel free to contact us and we will let you know what to do. We will never give the children medication that was not brought by the parents. If a child is sick and the doctor had given the parents permission that it is safe for the child to come back, we will give the child medication if needed. Please bring the labeled medication with the dosage and we will make sure to give the child the right amount at the right time.

Please note that most children, when sick, are not contagious after 3 days, but if the child still has a lot of symptoms (fever, coughing, severe running nose, sneezing, tired, nauseous, etc.) we ask them not to be brought. Thank you for understanding.

### **Hand Washing Policy**

We all know how unclean kids' hands can be. That is why we require all students and siblings (that may be with when picking up or dropping off) to either wash their hands in the bathroom or use our hand sanitizer gel before touching any toys. The children and staff will be required to wash their hands before eating anything and after using the restroom. We have sanitation wipes and gel around the facility to make sure the children and staff always have access to cleaning their hands/face.

### **Medication/Allergy Information**

If your child has any medical problem that may need attention while in our care we advise you to leave an extra set of medication with us while your child is in our care. We will keep the medication in a locked box that will only be used on your child. For the child's safety, we do not allow the medication to be stored in the child's cubby. Please make sure to take it home when you leave. Please write down any medical concerns your child has on the lines provided and turn it in.

## **Seattle's Performers Important General Information**

### **Clothing/Shoes**

Please make sure your child comes prepared in the appropriate attire everyday. We will be doing arts and crafts and other activities that may cause them to get soiled. We are not responsible for any clothing that gets damaged. We highly suggest leaving an extra outfit and underwear at school in case of an accident. We are a shoes-off facility to help keep the school as clean as possible. Please put their shoes in their cubby along with backpack and jacket. We appreciate if all children wear socks while with us.

## Snack/Mealtime

We have a designated snack time once a day at 3:15pm. If you bring a snack please make sure that it does not contain nuts. We are a **NO NUT FACILITY** . If your child has allergies and you wish to bring them their own snack you may. Please write their name on their lunchbox . We will supply a snack for children. Our snacks usually consist of crackers and fruit or Seaweed with water. **Please send your child with a full refillable water bottle.** Please make sure to write down everything your child is allergic to, sensitive to, or cannot eat due to religion, on the emergency contact form.

## Discipline/Behavior Guidance

Every child will be disciplined in the same manner. We want to teach the children to work well with others, and become responsible for their own behavior. Our behavior guidance philosophy is based on always making the right choice. If they chose not to make the right choice we will give them two options to curb their behavior. The choices will usually be along the lines of 1) having some time to themselves away from the other children to think about their behavior or 2) realizing what they did wrong and moving on. The actions we take will always be depending on the severity of the behavior. **If the behavior warrants a written communication to parents, we will discuss this with the parent at pickup, and have the behavior report signed.** These of course are reserved for extreme behavior. Not participating or not listening are not considered extreme behaviors. Extreme behaviors are hurting another child or instructor, and using inappropriate language. **Students will be given 3 chances to curb extreme behaviors. After the 3rd write up students will be withdrawn from the program.** If behavior is extremely violent parents may be called and asked to be a child up.

## Child Abuse Reporting Law Requirements

By law we are required to report any indication of child abuse, being emotional, physical, sexual abuse, child neglect or exploitation. The director, Sandy Sonko, would not hesitate to contact CPS (Child Protective Services) if any of the signs are visible. Abuse is a major issue and will be taken very seriously. We are not obligated to inform parents if the police or CPS is notified.

I hereby give permission for my child to receive emergency treatment by a qualified staff member at Seattle's Performers. I also give permission for my child to be taken to the hospital by an aid car, ambulance, or staff car, if necessary.

In the event of an emergency and I cannot be contacted, I further consent to any medical, surgical, and/or hospital care, when deemed immediately necessary or advisable by a licensed physician/hospital in order to safeguard my child's health.

I understand that I am 100% financially responsible for any emergency treatment that my child receives, including paramedics/ambulance services.

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Signature

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Printed Name

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Signature

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Printed Name