



**PRESCHOOL PARENT  
HANDBOOK 2017/2018**

## Seattle's Littlest Performers Policies

Please read and keep this for your file.

- A. Our program contains part-time enrolled students who pay monthly, and drop-in students
- B. Your child may come any time between the hours of 9:00-1:00pm for their scheduled class.
- C. Cost for our program is \$200 a month for 2 days a week or \$35 drop-in
- D. There is a late fee if picked up after 1:05pm. **Late fees will need to be paid upon your arrival.**
  - ~ \$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 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. If you are paying monthly
- J. Rates and fees shall be re-evaluated each year.
- K. **WE ARE A NO NUT FACILITY**

### Fee Schedule:

2 days a week \$200 a month (Due on the 1st of each month) \$25 late fee if not paid by the 3rd.  
Drop-in Rate~ \$35 (**Please note that if you are a drop-in student classes might be full, and we cannot guarantee your child's spot**)

### Class Ratios:

We have small class ratios to ensure the best possible care and class for your child. Our ratios are 1:5 for our preschool, and we only accept a maximum of 10 students in our preschool program daily.

### Enrollment:

Enrollment into our preschool program is ongoing, and consists of the following steps and options.

1. Register online \$50 No refundable Registration Fee
2. Pay monthly tuition online or by check or online

### 2017/2018 Class Themes/Information:

Fall 2017- Instruments of the Orchestra, Ballet, Fairytale- Emotions- Family- All About Me

Winter 2018- World Music and Dance, Cultural Folktales- Day/Night, Opposites,

Spring 2018- Jazz/Tap Dance, Jazz Music and Musicians- Gardens, Insects, Water, Oceans

### Communication:

Seattle's Littlest Performers strives to communicate with parents in several ways. Children receive daily reports about their day in our care/classes, as well as weekly and 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 Littlest 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 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 Littlest 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 lunch/snack time once a day: 10:15am. If you bring a lunch/snacks 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 and Pirate's Booty with water. **Please send your child with a full water bottle.** Please make sure to write down everything your child is allergic to, or cannot eat due to religion, on the emergency contact form. If your child has a gluten allergy make sure to provide your child with an appropriate snack.

## 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. In case of extreme or persistent behavior issues, teachers will fill out an incident report for parents to sign. **Students receiving 3 incident reports in a school year will be asked to leave our program.**

## 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 Littlest 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