



## **PRESCHOOL OF THE ARTS PARENT HANDBOOK**

### **2023-2024 School Year**

Please read this Handbook thoroughly, as it covers very important policies and procedures that not only govern our program, but also pertain to the care of your child. If you have any questions regarding our policies, please do not hesitate to ask. All families that have children enrolled in TRICA's Preschool of The Arts agree to all handbook terms. TRICA reserves the right to make changes to the policies and procedures as we deem necessary.

#### **HOURS OF OPERATION**

First day of school Tuesday, September 5, 2023

Preschool of the Arts operates from Monday through Friday 8:30 am - 1:00 pm.

Morning Drop-off is from 8:30 am - 9:00 am and afternoon Pick-up time is 12:50 pm - 1:00 pm.

Extended Day Pick-up time is 3:30.

#### **HOLIDAY and SCHOOL CLOSURES**

Preschool of the Arts follows Boise School District's Calendar

November 20-24 - Thanksgiving week

December 22-January 5 - Winter break

January 15 - Martin Luther King Jr. Day

February 19 - Presidents Day

March 18-22 - Spring Break

#### **EXTENDED DAY CLOSURES**

There will be NO extended day on the last Friday of each month for Teacher In-service time.

#### **PAYMENT & SCHEDULE POLICY**

Registration Fee (Annual)

- A \$350 non-refundable registration fee is required upon submitting your registration application. For returning students or new siblings this non-refundable registration fee is reduced to \$200.

**2023/2024 Preschool Tuition Rates 2-day \$545/month, 3-day \$725/month, 5-day \$1127/month**

**2023/2024 Extended Day Tuition Rates 2-day \$275/month, 3-day \$375/month, 5-day \$575/month**

- Schedule availability is first come first served and guaranteed once the first month's tuition has been received. Our deadline for registration is Friday, **Aug 4, 2023** unless all availability has been filled.

## TUITION DUE IN ADVANCE - 1st Month's Tuition is due August 1st, 2023

### PAYMENT SCHEDULE

First Month's Tuition Due Tuesday, Aug 1, 2023 Friday, Sep 1, 2023 Monday, Oct 2, 2023 Wednesday, Nov 1, 2023 Friday, Dec 1, 2023	Monday, Jan 1, 2024 Thursday, Feb 1, 2024 Friday, Mar 1, 2024 Monday, Apr 1, 2024
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• Tuition payments are due on the First of the Month. **AUTOPAY IS REQUIRED** and needs to be in place by August 1st for Brightwheel billing. To avoid the 2.9% processing fee for credit cards, we suggest you take advantage of ACH, the preferred secure no-cost method for parents to sign up for Autopay. (It asks for a checking account routing # and account #.)

### LATE FEE

A \$25 late fee will be assessed after the 8th of the month should you miss a payment. Termination of service will occur if payment is not made by the 15th of the month and you have not contacted TRICA to make payment arrangements.

### MISSED DAYS OR WITHDRAWAL FROM PROGRAM

Credit is not given for missed days. You are paying for a position as well as a service. If you plan to withdraw your child from our program during the year, your child's enrollment will be considered terminated/ended 30 days after written notice.

### REQUESTS FOR CHANGES TO SCHEDULE

Enrollment in each classroom is typically at or near capacity. Changes or additions must be approved by the Associate Director and will be accommodated as space is available. To request a revision of a student's enrollment (drop or add days) TRICA requires a 30-day notice to allow for any necessary changes in staffing. Please note: the Preschool of the Arts can usually add days quickly, but due to budgeting and staff contractual commitments, TRICA reserves the right to take up to 30 days before dropped days can be approved.

### DROP INS

All drop in requests must be brought to the Associate Director. If the ratio for the classroom is not at capacity for the day, we can typically accommodate the request. An invoice for the additional day will be added to the current billing cycle.

### LATE PICK-UP POLICY

If by 1:05 pm a parent has not arrived, a staff member will make phone contact. If pickup is 10 minutes late without prior notification via Brightwheel, a late fee of \$10 plus an additional \$2 per minute will be added to your next monthly statement. Otherwise, please have someone from your emergency list pick up your child. \*Note: if an hour has passed and we have not been able to reach a parent/guardian or the listed emergency contacts, we are required to call local law enforcement.

The same policy applies for **Extended Day** students whose parents have not arrived by 3:35.

### SNOW DAY POLICY

The safety and well-being of our students, families, and staff are of utmost importance to us. In line with this commitment, we have adopted the Boise School District's snow day policy. This means that when the Boise School District declares a snow day due to inclement weather, our programs will follow suit and remain closed for the day. We believe that aligning with the district's policy ensures consistent decision-making and minimizes potential risks during challenging weather conditions.

## REGISTRATION REQUIREMENTS

State law and TRICA/Preschool of The Arts policy requires that the parent complete and submit the following items prior to your child's first day.

1. Registration form completed online through Brightwheel
2. Registration fee of \$350
3. Identification and Emergency Information
4. Immunization Record - can submit directly through Brightwheel, or by email
5. First month's tuition due ~30 days in advance
6. Autopay established online through Brightwheel
7. Custody agreement if applicable

Failure to provide the required forms may result in delaying your child's participation in the program.

## BRIGHTWHEEL

We use a childcare application called **Brightwheel** for all parent, staff and teacher messaging/communications, check-in and out, billing and document tracking.

All preschool documents, weekly happenings, upcoming events, and billing information will be located here. Please take the time to read these. Staff is also able to upload pictures and videos securely through this application.

***It is the parent's responsibility to notify TRICA of any mailing address, email, phone, place of work, custody, or other pertinent changes by updating the Brightwheel app.***

## SIGN-IN AND SIGN-OUT PROCEDURES

<u>Sign-in</u>	<u>Sign out</u>
Guardians will be required to sign their student into school using the Brightwheel app on their cell phone when dropping their child off each morning. They will then pick up their Child Safe Card and hand it to a teacher. Children will wash their hands before joining the group.	Guardian will sign their student out using the Brightwheel app. Get the Child Safe Card from the teacher and put it on the table when leaving.

## STAFFING

Staff members are experienced childcare workers or certified teachers and must have a Boise City child care license (which requires a cleared background check and continuing education), current first aid, and CPR.

## DAILY SCHEDULE (subject to change)

### **Daily schedule without Guest**

- 8:30am - 8:50am - Arrive, Check-in, Wash Hands, Table Areas
- 8:50am - 9:10am - Greeting Circle, Calming Breaths and Morning Message
- 9:10am - 9:40am - Inquiry Walk Outside or Gross Motor upstairs
- 9:40am - 11:00am - Work Time & Snack
- 11:00am - 11:30am - Storytime
- 11:30am - 12:00pm - Lunch
- 12:00pm - 12:45pm - Outside
- 12:45pm - 1:00pm - Review, Gratitude, Good-bye

### **Daily Schedule with Guest**

8:30am - 8:50am - Arrive, Check-in, Wash Hands, Table Areas

8:50am - 9:10am - Greeting Circle, Calming Breaths and Morning Message

9:10am - 11:00am - Guest artist, Work Time and Snack (guest artists are usually with us for 30 minutes)

*\*We will have props to extend learning from the guest & kindergarten readiness activities at tables that follow theme*

11:00am - 11:30am - Storytime

11:30am - 12:00pm - Lunch

12:00pm - 12:45pm - Outside

12:45pm - 1:00pm - Review, Gratitude, Good-bye

### **FIELD TRIP TRANSPORTATION**

Transportation for field trips will be primarily provided by individual families of the students. TRICA may at times rent transportation, however, parents will be notified ahead in those cases. We will also go on “walking” field trips around the neighborhood.

### **PARENT COMMUNICATION**

We believe that open communication is key to the success of a child! We will hold conferences twice annually to set goals for your child and then assess their progress. If you would like to schedule a time to speak with one of your teachers in the meantime, we ask that it be outside classroom hours. Please contact your child’s teacher to arrange a time.

### **PARENT CONCERNS**

TRICA asks that parents discuss any concerns they have with other enrolled children with the Associate Director. It is inappropriate for parents to involve themselves with the discipline of another enrolled child. It is natural for children this age to experience some disagreement with other children. TRICA expects that families will have confidence in the ability of staff to resolve any issues that may develop between children.

### **VOLUNTEERING**

Family participation will be a big determinant of our success. Thank you for telling us how you add to and enrich the Preschool of the Arts; including special talents or opportunities you can offer the school! Volunteer opportunities will come directly from your child’s teacher.

We have the the following parent committees for your consideration:

Family Activity Planning: For those who want to plan activities outside of school for all families

Financial Aid Fundraising: For those who are passionate about ensuring the success of our financial aid program

Note: Meeting frequency and details are left to each group.

### **TOILETING**

Though we will be working closely with the children on building confidence and becoming more independent, by the start of school all children must be fully potty-trained, which includes being able to wipe themselves.

### **CLOTHING & PERSONAL BELONGINGS**

Please send your child dressed to play. They will get dirty. Children must also be dressed for the weather as we will go outside on a daily basis. Shoes that stay on their feet are a must (no flip flops). An extra set of

clothing in a labeled gallon-sized Ziplock bag is requested. At the change of seasons, we will request extra clothing to be updated to seasonally appropriate attire. If your child is sent home in backup clothing, please send back a fresh set of backup clothing on the following school day.

All personal belongings & clothes must be marked with the child's name. Please no toys or special possessions be brought to school as if they are lost or broken, as it will cause your child stress.  
Please include a water bottle labeled with their name in their backpack.

## **TOYS**

Please do NOT send any toys from home with your child. If your child needs a special soft toy or item for sleeping, it will be allowed, but it will remain put away until Rest Time. TRICA assumes NO responsibility for lost, stolen, or broken toys from home. Should the child deliberately destroy facility toys or other property through misuse or willfulness, the parent will be required to replace it.

**MEALS** *\*All families will be informed if there is a life-threatening allergy in the program, and that food will be banned.*

### Lunch

All children will bring their own lunch to school with the necessary cold packs.

**\*\*We will not be able to microwave meals OR refrigerate lunch boxes.\*\***

### Snack

Teachers will provide healthy snacks to all students. Snack preparation is often incorporated into the curriculum. *In case of food allergies it is important to have a backup snack in your child's backpack in case of food allergies.* Snacks might include a fruit or vegetable, protein, and carbohydrate/starch. This is a great opportunity for your child to try foods and the community awareness that comes from family-style snack time.

### Snack Examples:

Carrots, pretzels & hummus

Orange sections, crackers and cheese

Raisins, sunflower seeds, and goldfish

Pretzel sticks, cheese and apples

## **CHILD ABUSE REPORTING NOTICE**

All staff are mandatory reporters and will report any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, or child neglect or exploitation. The decision on when and how to notify the parents will be determined by Child Protective Services.

## **COURT ORDER**

If there is a court order keeping one parent or guardian away from the child, we must have a signed letter from the custodial parent or guardian in our file stating that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

## **CONSCIOUS DISCIPLINE**

Everyone must feel safe at school. Our Discipline policy will be modeled after [Conscious Discipline](#), developed by Dr. Becky Bailey. Children must feel safe and know how to self-regulate in order to learn. . Children will be taught calming techniques that will help them to focus and calm themselves (self-regulate) and thus open the door to recognizing their feelings and speaking about them, rather than withdrawing, crying, or hitting.

We will work closely with you to help your child. If a child is having an exceptionally hard time, and risking the safety of themselves or others, we will ask you to come remove them for the day, and then create a

plan that works for all of us. We will have a safe spot available for children who are not ready to engage. This will include a notebook with a page for each child's family included, a soft spot to sit, some items to squeeze, and posters of different emotions.

## HEALTH & IMMUNIZATION POLICIES

### CHILD WELLNESS

**Preschool parents have the obligation to disclose significant medical, physical, and behavioral issues at the time of registration and on an ongoing basis.** At this time, we are unable to provide one-on-one care for any child except on an intermittent basis, in limited cases such as injuries, certain personal care needs customarily provided to other children, and/or immediate behavior corrections (Conscious Discipline method). Thank you for your understanding. If you have any concerns and need to set up a meeting before your child's Registration deadline, please contact the Associate Director of the Preschool.

### IMMUNIZATION RECORDS

As part of our State licensing requirements, we must have evidence that each child has received the standard childhood immunizations. This evidence is required prior to admission. Failure to maintain current immunization records on all children is an infraction of State licensing requirements, which can result in penalties and fines against the center. For this reason, and to ensure the health and safety of our children, it is the center's policy that parents must provide evidence of immunizations at appropriate age intervals as recommended by the American Pediatric Association.

The Associate Director is required to keep current immunization records. Parents must provide a written notice of any temporary delays in receiving immunizations. TRICA teaching staff will do an internal audit on immunization records periodically and may request updated records. If requested to provide updated immunization records, parents will have 14 days to comply with the request. Failure to comply may cause a temporary suspension from care. Once the parent provides the information to the Associate Director, the child may return to the center.

TRICA understands that some families have religious or personal beliefs that prevent them from giving their child the recommended immunizations. While we respect the beliefs of those families who choose not to immunize their children, TRICA must take every precaution to protect the health and safety of all enrolled children.

SUMMARY OF CHILDCARE IMMUNIZATION REQUIREMENTS											
Age-Deadline to Obtain Required Doses	Required Immunizations for Childcare Attendance										
	All doses must meet minimum ages and intervals (Number of doses of Hib and Rotavirus required depends on vaccine brand type.)										
	DTaP <sup>1</sup>	Polio <sup>2</sup>	MMR	Hep B	Haemophilus influenzae type b (Hib) <sup>3</sup>		Varicella	Hep A	Pneumococcal <sup>4</sup>	Rotavirus <sup>5</sup>	
				Act-Hib	Pedvax Hib				Rotarix (RV1)	RotaTeq (RV5)	
3 months	1	1		1	1	1			1	1	1
5 months	2	2		2	2	2			2	2	2
7 months	3				3				3		3
16 months			1		4	3	1	1	4		
19 months	4	3		3							
2 years								2			
7 years	5	4	2				2				

1. DTaP: The 5<sup>th</sup> dose is not necessary if the 4<sup>th</sup> dose was administered at age 4 years or older **and** at least 6 months after previous dose.
2. Polio: The 4<sup>th</sup> dose is not necessary if the 3<sup>rd</sup> dose was administered at age 4 years or older **and** at least 6 months after previous dose. At least one dose of polio should be given at age 4 years or older.
3. Hib: Generally not recommended for children aged 5 years or older.
4. Pneumococcal: Generally not recommended for children aged 5 years or older. Children aged 14 through 59 months who received a completed 4-dose or other age-appropriate series of PCV7, must also receive a supplemental dose of PCV13.
5. Rotavirus: Vaccination should not be initiated for infants aged 15 weeks 0 days or older. The maximum age for the final dose is 8 months.

## ILLNESS POLICY

It is our intention to provide a healthy and safe environment for all families at TRICA Preschool of the Arts. **Children must be 100% symptom-free to attend school.** Please do not send your child to school if the following conditions/symptoms are present:

<u>Nasal or respiratory distress:</u>	Cough, eye drainage, ear pain or runny nose. Please refrain from coming to school if <b>ANY</b> symptoms are present.
<u>Fever:</u>	100 degrees or more. <b>Children must be fever free for a full 24 hours before returning to school.</b>
<u>Vomiting:</u>	Children must be symptom-free for 24 hours before returning to school.
<u>Diarrhea:</u>	2 or more atypical bowel movements. These symptoms must be nonexistent for 24 hours before returning to school. In the event of a Rotavirus outbreak, we may require a 48-hour symptom-free time frame.
<u>Bacterial Infection:</u>	Children must be on antibiotics for a minimum of 24 hours or have a physician's clearance before returning to school.
<u>Rashes:</u>	Generalized rashes over multiple parts of the body including ringworm may require a physician's clearance before returning.
<u>Head Lice/Scabies:</u>	The child must be nit-free to return. The director will inspect the child's head prior to readmission.
<u>Chicken Pox:</u>	Children must stay home until sores are dry (usually one week).
<u>Pink Eye:</u>	Though this condition is seldom serious, it causes a great deal of discomfort and is highly contagious. We ask that children not return until they have been treated and have been on antibiotics for a full 24 hours.

Listless/lethargic behavior, lack of appetite, refusal to eat or drink, extreme irritability, or unusual behavior could indicate an oncoming illness. **Please err on the side of caution when deciding whether to send your child to school.** We rely on everyone in our community to stay healthy in order to remain open and operational. Children may be asked to wear a mask until they are picked up if we believe their condition could spread to others. COVID-19 tests are appreciated and may be required before returning to school. Thank you for your cooperation and understanding!

## MEDICATIONS

Medication can be given to children while in our care when the following steps are followed:

- A medical form must be completed and signed by the parent each day medication is required. The form must include the name of the child, name of the medication, the dosage amount, the times to administer and the parent's signature. Daily written permission is required. Please note any side effects, special instructions, and purpose of the medication and the name and phone number of the prescribing doctor.
- A staff member must receive the medication and fill out a medical form in the prep kitchen each morning.

- Labeled medications brought to the childcare facility by the parent/guardian in the original container (with a label that includes the child's name, date filled, prescribing clinician's name, pharmacy name and phone number, dosage/instructions, and relevant warnings).
- If it is an over the counter medication, it must be in the original container.
- Over the counter medicine can be administered for pain but cannot be given to reduce a fever or other illness symptoms.

Medication administration will be documented in The Brightwheel app with the time and dosage given to the child.

## **MEDICAL EMERGENCIES AND PROTOCOLS**

Parents of all children are required to submit a medical release form giving the TRICA permission to seek medical attention for the child in case of an emergency. ***It is the parent's responsibility to notify TRICA of any custody, mailing address, email, phone, place of work or other pertinent changes by updating the Brightwheel app.*** Accidents and medical emergencies are immediately and thoroughly documented, and copies are kept onsite at TRICA. (Please note: TRICA does not provide accident or health coverage for its participants. It is the responsibility of every parent or legal guardian to provide their own accident and health coverage while participating in TRICA activities.)

### Minor Emergencies

- A staff member will carry out immediate first aid
- A staff member will contact the parent
- In cases where the parent/guardian cannot be reached, the site supervisor will have the authority to call the designated local emergency unit for treatment and/or transportation to a hospital. A staff person will accompany the child to the hospital and stay until the parent/guardian arrives.

### Life-threatening emergencies

- A staff member will stay with the child
- Staff will call 911 immediately
- Parents will be contacted following the call to 911
- The child will be transported to the nearest hospital
- Staff will accompany or follow an emergency vehicle to the hospital and stay until the parent/guardian arrives. Hospitals that may be used for emergencies are St. Luke's or St. Alphonsus Medical Centers (parents will be notified).

Medical emergencies are documented, and copies are kept onsite at TRICA.

## **RELEASE OF LIABILITY**

TRICA Inc., nor its employees, agents, or volunteers shall be held responsible for any injuries or damages that occur while the participant is participating in TRICA Inc. programs. All parents who enroll in TRICA's Preschool of the Arts do hereby hold harmless, TRICA Inc., its employees, agents, and volunteers against any and all liability, damage, loss, claims, or demands which arise out of or are in any way connected with the participant travel to and from, attendance at, or participation in TRICA Inc. programs.

### Release of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is spread mainly through person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. Preventative measures are put in place to reduce the spread of COVID-19; however, TRICA cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending TRICA classes could increase



your risk and your child(ren)'s risk of contracting COVID-19.

## **SECURITY**

The TRICA center utilizes secured doors on all entrances into the center.

## **DISASTER PROTOCOL**

### Fire

Whether the alarm goes off or not: A TRICA staff member will blow two short whistles to signal the children to line up to exit. Staff will take file notebooks as the group exits the center and meet at the designated outside area. One staff member will check the bathrooms and then join the group. Roll will be taken of the children and staff; a bodily harm check will be performed by staff. The group will wait for further instructions from fire personnel.

### Bomb Threat, Active Shooter or Threatening Intruder

When an alarm is sounded the TRICA staff will speak with other personnel to identify which of the following scenarios is best given the situation.

- Staff will take file notebooks as the group exits the building and meet at the designated outside area. One staff member will check the bathrooms and then join the group.
- If it is deemed unsafe to leave the building, the staff will gather the group together and go to a designated safe place in the facility with a file notebook in hand. Roll will be taken of the children and staff; a bodily harm check will be performed by staff. The TRICA program will await further instructions on whether to enter the center for emergency transportation to a designated location.

### Explosions

Staff will gather groups. Roll will be taken of the children and staff; a bodily harm check will be performed by staff. Children may be taken to another location or be closed off in the center. TRICA will try to notify parents at the given home and work numbers. The most current information will be given, including the location of the children and if they are available to be picked up.

## **DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY**

At TRICA, we are committed to creating an environment that honors the humanity of all people. Our work with the very youngest members of society uniquely positions us to impact them - mind, body and soul - before discrimination ever has a chance to take root. Children do not care about how you look- they DO care about how you treat them and how you make them feel. Diversity, equity, inclusion, and accessibility (DEIA) are fundamental principles that guide our work. Placing DEIA at the center of our engagement with children, families, schools, artists, and other communities is essential to the vitality and integrity of our work and to the achievement of our core mission. We acknowledge the patterns of racism and other forms of discrimination and oppression that harm our students and communities. We are committed to dismantling these patterns and to a critical examination of the ways in which equity is fostered or hindered in our teaching practices, artistic production, administrative processes, and organizational culture. TRICA is an equal-opportunity employer actively working toward creating an ever more just and inclusive environment for the important work we do.

*Updated July 2023*