



ARTEC ACADEMY
Art of Early Learning

ARTEC ACADEMY POLICY

Parent Hand Book

Art of Early Learning

ARTEC ACADEMY POLICIES

772 East Hallandale Beach Blvd., Hallandale FL 33009

Phone: 954-455-0440 Fax: 954-455-0470

artecacademy@gmail.com

www.artecacademy.com

<i>Philosophy</i>	<i>p.3</i>
<i>Mission Statement</i>	<i>p.4</i>
<i>Enrollment</i>	<i>p.5</i>
<i>Programs</i>	<i>p.8</i>
<i>Transition</i>	<i>p.10</i>
<i>Parent Communication</i>	<i>p.12</i>
<i>Safety</i>	<i>p.13</i>
<i>Referral Plan</i>	<i>p.15</i>
<i>Termination</i>	<i>p.15</i>
<i>Meals</i>	<i>p.20</i>
<i>Health</i>	<i>p.20</i>
<i>Handwashing</i>	<i>p.26</i>
<i>Discipline</i>	<i>p.27</i>
<i>Confidentiality</i>	<i>p. 28</i>

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Our Philosophy

ARTEC ACADEMY teachers and staff make every effort to provide a secure, happy, enriching and loving environment for children. We work to make each day a happy learning experience for your child by setting a balance of individual and group activities, which help the children develop their self-esteem, cognitive skills, creativity, and awareness of the environment. *ARTEC ACADEMY* also takes into account the cultures and ethnicities of the children. The primary language of the children is the base for any new language for a child; therefore, the primary (Russian language) will be welcomed and reinforced among children. The main scheme is that each child has a unique personality with his or her own needs, strengths, and interests. Teachers manifest their respect for children by encouraging them to think for themselves, make their own decisions, work toward their own solutions, and express their own ideas and feelings. Parents are encouraged to participate in a variety of center activities including birthday and holiday celebrations, parent-child open lessons, fundraising events, and social activities. Parents may drop in at any time to visit their child and take part in classroom activities and special events. We are proud to provide an open-door policy for the parents.

The administration and staff at Artec Academy are highly qualified to work with children and their families. Years of education and experience in the fields of Early Childhood Education, Psychology, Child Development, Languages and Family Studies provide a solid foundation for our model early childhood program.

The program at Artec Academy becomes a valuable extension of each family by recognizing the parent's goals and making them an important part of each individual child experience. Staff members value the importance of strong communication between the families and staff and work to build positive relationships with every family in the program.

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Mission Statement

ARTEC ACADEMY's goal is to give each child a home-feel environment that encourages the development of socialization skills, academics, independence, esthetics and a positive self-image. We support families' values and culture.

Artec Academy, Corp. is certified by the following agencies:

- *Florida Department of Children and Families
 - * Broward County Human Services Department
- TOUCH Transforming Community Health Program
License number is 46604

Operating Hours

Monday – Friday

7:00am – 6:00pm

After Care 6:00pm-11:00pm

Year-round

Saturday School - 9:00 am-1:30pm -6:00pm

Sunday 9:00am – 6:00pm

Overnight

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Enrollment Policy

Registration forms must be completed online before the child's first day of school. The forms, which can be found on our website at www.artecacademy.com, include the emergency information sheet, physician's report including immunization records, parent's report, and consent for treatment, parent's rights, and admission agreement. State law requires that all forms be on file before your child may be admitted to the school. It is essential that we have this information about your child. In the event of illness or accident the school must be able to contact you and/or someone on your emergency card.

Applications will be received and reviewed by our staff. These applications must include the following: a completed application form, a release medical form, and a medical examination form filled out by your family doctor on the child being enrolled. There is a \$300 registration fee per child. This fee is non-refundable. Checks should be made payable to ARTEC ACADEMY Corp. If there is no available room in our center for your child, his/her name will be placed on a waiting list. If there is any change, please contact the center immediately: 954-455-0440. We are open from 7 a.m. to 6 p.m., Monday through Friday or send an e-mail to artecacademy@gmail.com.

Initial Visit & Tour of the School

Families are encouraged to bring their children in prior to enrollment for an "introduction day". This time allows children and family members to become more familiar with the staff, other children, and the daily classroom schedule. During the introductory session families may come for a few hours on one day or come a few different times for shorter periods. The child and family members may participate in any of the activities taking place throughout the classroom and are encouraged to explore the classroom and ask questions of the Director and staff.

Within the first month of a child's enrollment, a brief meeting between the Director or primary teacher and the family takes place to discuss the "Enrollment Interview Questionnaire".

Enrollment Packet

The following forms are included in the enrollment packet:

Emergency contact/parental consent form

Financial agreement

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Sunscreen/diaper cream form

Intake interview (toddlers only)

Food plan

Child Health assessment

Notes: The initial health form MUST be signed and dated by a doctor and returned within 30 days enrollment

Health forms are required as per FDCF regulations and the American Academy of Pediatrics at the following ages:

*** At least every 6 months until the child is 2 years of age.

*** At least every 12 months for a child 2 years of age and up.

If your child currently has an IEP or IFSP, please give a copy to the director if possible.

Immunization Records

It is the responsibility of the parent to make sure a child's immunizations are up to date prior to and throughout enrollment at the center.

Tuition and Payment:

Tuition payments are due in advance on the first day of each month. A non-refundable registration fee \$300.00 and school supply fee \$300.00 is due at the time of registration. A 10% discount is given to additional children of one family when paid in advance. A 10 % discount is given to a second child. A late fee of \$50.00 is charged on payments not made by the fifth day of the month. If the account is two weeks late, the child will be unable to attend until the account is current. Statements are not issued; parents/guardians are responsible for regular payments. Tuition is based on hours / days of the week that you are contracted for. There are no refunds or make-up days. **There are no refunds for the missing hours, days, weeks, or months.** Any exceptions will be up to the discretion of the director and by **check only** regardless of how or when the payment was made prior. School vacation days have already been considered in tuition amounts. There will be a \$50.00 service charge on returned checks. After additional returned checks we will only accept money orders or cashier's checks.

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Attendance

HOURS: We are open Monday through Friday from 7:00 am – 6:00 pm. Drop-in days, extra time, or night care is available, if space permits, at an additional fee of \$20.00 per hour payable in quarter hour increments of \$5.00 per quarter hour from 6:00pm till 7:00pm and every other hour is full payment of \$20.00. The full payment shall be made when *ARTEC ACADEMY* is closed for following holidays: New Year's Day, Memorial Day, Presidents' Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and Christmas Day. Same rules are applied if *ARTEC ACADEMY* closes due to severe weather conditions. Parents must sign the child in and out daily and initial the correct times written. Parents whose children participate in the VPK program must also sign in and out daily as well as initial the times written at drop-off and pick-up. VPK program obligates all parents to sign a monthly child attendance form no later than 10 business days upon the end of each month.

Illness:

When your child is unable to attend due to illness, please call the preschool as early as possible as to the nature of the illness. Teachers can better plan for the day if they know a child will be absent or will be late. Messages can be left on the answering machine. If there is a malfunction you can call the school office at 954-455-0440.

Unreported Preschool Absence:

Parents are requested to inform the preschool in advance, whenever possible, if a child will not be attending. Unreported absence of one calendar week will be considered withdrawal and another child may be accepted in that spot.

Withdrawal:

Notice of dismissal or withdrawal of children must be given in writing two weeks in advance. Parents will be charged for two weeks of their regular rate if the child leaves without the two-week notification. The Director may require the exclusion of a child if, in the opinion of the Director, he/she is not making a satisfactory adjustment or if the preschool is unable to meet his/her specific needs.

Late Pick-Up Fees:

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There is a \$20 charge for each hour after your child's scheduled pick up time. This charge will be prorated at \$5 per quarter for first hour only. The preschool closes promptly at 6:00 pm. If there is an emergency or planed late pick up, please call the preschool 954-455-0440.

Leaving & Calling for Children:

The adult who brings the child to school must walk the child to the door and sign-in. The teacher must accept the child at the room and visually check for health-related issues. Children must be signed in and out daily. Your child will be released only to you or persons authorized by you on the child's emergency card. Please make sure you list anyone who may possibly be picking up your child on the emergency card. The person designated to pick up the child will be required to show a valid driver's license before the preschool will release your child. If there are changes in regular routine, such as picking your child up at a different time, or if you will be available at a different phone number, please write this on the emergency card.

DAILY PROGRAM: Programs

Toddler Program (12 months to 36months)

Children learn by actively exploring their environment. The Toddler Program at Artec Academy offers children ways to become actively involved in discovery, investigation, and play with a variety of learning materials. Our toddler classrooms are well-organized and well equipped to provide experiences for toddlers in building blocks, literacy, creative arts, dramatic play, active physical play (indoor and outdoor), sensory development, and social interaction. Each child is assigned a primary teacher to care for his/her individual needs and to develop a positive relationship with his/her family. Daily communication between the parents and staff is an essential part of the program for staff to become an extension of the child's family.

Preschool Program (36months to 48 months)

The Preschool program brings an exciting range of learning experiences to preschool-age children. The program offers and encourages opportunities for cooperative play, positive peer interactions, the development of self-esteem, and a wide array of planned activities that spark imagination and curiosity in young learners. Artec Academy Preschool program uses The Creative Curriculum as a guide for planning activities for the children. The preschool classroom is equipped to accommodate children's needs and is divided into interest areas including blocks, dramatic play, science/discovery, language arts/library,

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math/manipulatives, and outdoor play. An art studio within the classroom allows children to create with different art media and learn to enjoy the process of art. Our Preschool staff is educated and experienced in the field of Early Childhood Education. The preschool staff promotes the development of each child as an individual by offering “freedom within limits” in order to enhance each child’s ability to problem-solve, achieve goals, and develop self-esteem. Throughout the day children have the opportunity to participate in group activities, partner play, and individual work.

Pre-Kindergarten Program (48 months to 60months)

Artec Academy Pre-K programs provide families with a licensed, high-quality program. The curriculum of these programs includes project work; individual journals; authors of the month; math concepts such as numbers, counting, adding, and sorting; reading; language arts; science; art; physical fitness; yoga; music; musical literature, dance, fitness, drama and much more. The full day programs allow more time for the children to ask questions, make discoveries, and encourages independence.

VPK Program (48 months to 60months)

At Artec Academy, we offer the Florida Voluntary Pre-Kindergarten program. This is a state-free kindergarten program that offers many benefits including preparation for kindergarten, development of language and social skills, minimalization of behavioral issues and growth of pre-math and pre-reading skills. We offer both Summer and Fall terms for children aged 4-5 that are qualified for the VPK program. To qualify, you must visit floridaearlylearning.com/vpk and apply for a VPK certificate for the term your child is eligible. During the Summer, the program schedule runs from 8am-2pm Monday through Friday with the option of an extended-day in which the applicant will pay a pro-rated Artec Academy fee for the child to maintain a full-time schedule. During the Fall term, the VPK program runs from 9am-12pm with the same extended-day option available. Please be aware, spots are limited and attendance is imperative. Children in the VPK program are not allowed to miss more than a certain amount of days for either Summer or Fall terms. Excessive absences will result in termination of VPK contract. Please visit vpkhelp.org or view our attached brochure for additional information.

After Care Program at SPORTACademy

The SPORTACademy is a year-round program that serves elementary students up to 12 years of age with daily transportation services, homework assistance, tutoring sessions, fun after school activities and Camp Weeks with field trips and enrichment activities for the times Broward and Dade County schools are not in session. SPORTACademy provides a comfortable and safe environment for students to learn Ballroom Dance, Hip Hop, Swimming, Arts and Crafts, and Languages (Russian, Spanish, Chinese, French) after

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school. Our program provides transportation from your child's elementary school to our facility Monday through Friday, each day Broward/Dade County are open.

***Please note: All extracurricular teachers and enrichment program personnel are background checked and fingerprinted through Clearinghouse.**

Monthly Themes

Each month we have two different themes, a general theme, such as "seasons" or "animals," and a curriculum theme. We invite parents to come in for a volunteer lesson/day which might pertain to the theme of the month. The month's themes are posted on the bulletin board and listed in the monthly newsletter. We also invite parents to join us at each of our Family Festivals we conduct once every 2 months at a specified location.

Parent Volunteers

If you are interested in volunteering occasionally in the preschool, please let us know. We would be happy to have your help!

Special Guests

Occasionally we have special guests come in to share something interesting with the children. If you would like to share with the children about your work, your hobby, or any activity that you like to do, please let one of the teachers know and we will book a convenient time for you to come in and do this!

Transition Policy

You're nervous. Your child might even be a little nervous. A child's first 30 days at Artec Academy within a new classroom can be a challenging time for both parents and children. We invite you to stop by any time during this period of transition to observe your child's classroom and to help make his/her transition as easy as possible. We have many great tools on hand to help make this new child care education experience a positive one including the addition of our HiMama! application which enables all parents to receive real-time photos, activities and information directly to their emails at all times of the day. In addition to face-to-face communication and the use of HiMama!, you'll receive:

An Introductory Conference

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A director of Artec Academy will meet with you during the first week to make sure you've met your child's teacher and that you're informed about our processes and procedures, your child's schedule and where to locate things in the classroom.

Courtesy Phone Call

To ease the anxiety many new parents feel on their child's first day, our Director will be happy to call you (by request) to let you know how things are going.

Welcome to Our Classroom

You will get a letter from the teacher on the first Friday of your child's first week at Artec Academy. The letter is an opportunity for teachers to introduce themselves, give you an overview of the daily schedule and highlight some of the activities your child will be working on.

Meet New Parent Party

A great opportunity to meet other new parents, this event is held three times a year.

Procedure for Completing Observations and Sharing Information with Parents.

Artec Academy's program focuses on preparing your child for success in elementary school. One important aspect of our program is the assessment process. The reason we assess your child is to make sure the learning opportunities we provide at Artec Academy are responsive to your child's level of development, interests and learning pace. The more we understand your child, the more we can support your child's growth and development. That is our goal. Tools like Creative Curriculum (an outside assessment tool that we use in addition to our own assessments) provide extremely valuable information for planning learning opportunities that help us reach this goal. The results of the assessments are used by teachers to create and make corrections in their daily lesson planning. The daily lesson plans are created according to the individual child assessment and Florida Early Learning and Developmental Standards.

Transfer to Another Educational Setting

In case of the child being transferred to another educational setting, the parent will receive the following documents:

1. Child progress report;
2. Child health assessment forms;

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3. As soon as the parents register the children in another school, they should sign the consent form which gives the permission to the school administration to contact Artec Academy Director and request the necessary documentation about the child.
4. Upon receiving the consent form by Artec Academy Director, the requested individual child records will be sent to the school.

Parent Communication Policies

Facebook and Instagram

Want to quickly learn about what your child has been doing, daily preschool news, upcoming events and school information? Just take a look at our social media platforms! Follow us on Facebook at Artec Academy Art of Early Learning and Instagram at [artecacademy](https://www.instagram.com/artecacademy).

HiMama

HiMama is a downloadable application and communication service that we offer to all children and parents. Upon registering your child and starting school, your child will be added into our HiMama system where you will receive daily reports about your child's mood, activities, diaper changes, food schedule and more! HiMama sends photos of your child throughout the day in real-time and can be used to communicate with your child's classroom directly through "notices".

Assessments

Our teachers perform assessments three times per year on each child. This information is used to help teachers determine where children need more development so they can create effective lesson plans.

Family Communications Centers

Each Artec Academy classroom has a Family Communications Center at the door front that contains posted lesson plans, menus, daily schedule and any current newsletters from the classroom. This is an easy place for you to go in order to glance at the highlights of your child's day.

Customer Surveys

Your children aren't the only ones who get assessed at Artec Academy. Periodically, we ask for parent feedback so we can continue to improve our service to you and your child. Parents are asked to rate:

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- Our relationship with your child
- Availability of the Academy Director
- Communication
- Policies
- The aesthetics of the center and the teachers
- Availability of the teachers
- Curriculum

Activity/Lesson Plans

Weekly lesson plans are developed for each group of children, including activities, themes, projects, and special events. Copies of lesson plans are posted each week in every group so that parents can discuss what the children are learning in school and have the opportunity to work at home on skills which are also being worked on at school. If parents wish to have a copy at home, please ask one of the teachers.

Monthly Newsletter

A monthly newsletter is compiled by the Director with input from the staff, children, and families. The newsletter includes center news, reminders, and events. Please be sure to also check our Facebook page at Artec Academy to get a look at events, photos and information on a weekly basis.

Parent- Teacher Conferences

Every family is given the opportunity to have a conference within 30 days of enrollment to discuss goals, progress, observations, and/or concerns. Parent- Teacher Conferences are held twice a year for all age-groups in October and April/May. Developmental assessments are completed based on the teacher's recorded observations of each child. The parents are given a questionnaire prior to the conference to let the teacher know about their questions and concerns. The parent's, as well as the teacher's, concerns are addressed at the conferences. A written progress report is given to parents at each conference. Meetings between parents and staff regarding specific incidences, behaviors, and concerns can occur at any time throughout the year. Appointments are recommended and may be requested by the parent and/or the teacher.

Safety

Our primary concern with our facility is safety. We will constantly ponder the question "Is the center as safe as it can be?" All of our staff members have been trained in first aid and CPR. We are constantly

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updating our first-aid kits as well as our rescue techniques for times that may require first aid. Our facility will also be updated daily with new and improved safety measures as they become available. In case of an emergency, the child will be cared for in the appropriate way. An injury report form will be sent home to the parents and one will be placed in the child's file. If hospital care is required, your child will be hospitalized to the nearest hospital along with his file and emergency release forms. The caregiver will notify the parent immediately and inform the parent of the emergency.

Fire Drills and Earthquake Drills

Regular fire drills and periodic lockdown practice drills will be held. These are carried out in a calm manner. Please talk to your children at home about these practices. You may want to have your own family fire drills. In the event of a serious earthquake, the children will be cared for by preschool staff until a parent, guardian, or other authorized person collects the child.

Unauthorized Pick-Up

1. Parents must list on the registration form the names of all persons who are permitted to pick up their child. We require parents to notify Artec Academy staff in writing if someone else will be picking up the child.
2. In a rare emergency situation, arrangements can be made verbally.
3. If the person picking up the child is not known to the teacher, information about the person must be provided, including the following: name, phone number, and physical description. This person will be required to show picture ID as well as know the password listed in the child's file.
4. If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the teacher at the preschool. The teacher will speak to the individual and explain the policy that no child will be released without written authorization from the parent or guardian.
5. If difficulties arise, all reasonable efforts will be made by Artec Academy staff to ensure the safety of the child and the other children. If necessary the police will be called for assistance.

Alleged Impaired Pick-Up

The teachers at Artec Academy will not release a child to an authorized person who is unable to adequately care for the child. The staff will offer to call a relative or friend to pick up the person and child, or offer to call a taxi to pick them up.

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If the person is driving a vehicle the teacher will explain that driving under the influence of drugs or alcohol is against the law and that the teacher is obligated to ensure the safety of the child. If this person chooses to get in the car (with or without the child) the teacher will immediately notify police and provide a description of the car and location headed. If the teacher believes that the child is in need of protection, the Department for Children and Families will be notified.

Custody and Related Court Orders

If a custody or court order exists, a copy of the order must be placed in the child's file at Artec Academy. The guardian is responsible for providing accurate and up-to-date information concerning the legal guardianship of the child. Without a custody or court order on file, the teacher cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick up list, the policy of unauthorized persons will be implemented. The guardian will provide all consents.

NO SMOKING IS PERMITTED ON THE PREMISES AS PER STATE LAW; THIS INCLUDED PARENTS AND STAFF.

Referral Plan for Services

The following procedure is followed to refer a child for mental health, social, developmental, educational, behavioral, and/or health/medical services.

1. A letter is given to the parent/guardian regarding the staff member's and Director's concerns about the child's behavior, development, and/or progress.
2. A conference/cooperative meeting is scheduled with the parent(s)/guardian(s) to discuss these concerns.
3. Parents/Guardians are provided with phone numbers and contact information for the appropriate services (mental health, social development, educational, behavioral, health/medical) at the time of the cooperative meeting.
4. Follow-up cooperative meeting are scheduled as necessary throughout the process of evaluation, diagnosis, and obtaining services.
5. Staff members from Artec Academy, Corp. participate in meetings with family and referral agencies as much as possible. If possible, meetings occur at the center to involve more staff and to be able to incorporate the school environment/resources into the plan for the child.
6. The individualized plan/IFSP/IEP for the child is shared with the staff members who care for the child. A copy of the plan becomes a part of the child's file.

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7. Artec Academy staff complete reports/observation logs as required by the agencies or at the request of the family or Director to monitor the child's progress within the classroom.

Termination

We require that you give the center a written two-week notice (intent to quit form) before withdrawing your child in order to apply the security deposit to your account. We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child
- Constant friction/disagreement over care

Anyone who terminates or is terminated from the daycare and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will be turned over to a collections agency regardless of amount owed. All accounts turned over to collections will have a \$20 per week late fee plus 35% collections fee added to amount due.

Holidays

Days the center will be closed for holidays will be posted in advance. The holidays we will be closed are as follows: New Year's Day, Memorial Day, Independence Day, Presidents' Day, Labor Day, Veterans Day, Thanksgiving, and Christmas Day. When severe weather occurs, you will be notified by telephone if the center is to be closed. If you are not notified, the center will be open.

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We are unable to “switch days” due to scheduling reasons. If you cannot attend on your scheduled day tuition is still due. You may add days if necessary anytime, providing there is room for your child in his or her classroom.

Transportation

Transportation is available by Artec Academy school bus for those wishing to be picked up from and/or transported to home or school. Transportation is available Monday-Friday from 8:00am to 7:00pm and offers the Optimus GPS Tracking system for those that utilize our transportation services.

Transportation requires authorization and signed documentation which includes:

Authorization to transport minor child in a company Bus or Van, driven by an individual authorized by Artec Academy. Parents fully understand the child is expected to follow all applicable laws regarding riding in a motor vehicle and is expected to follow the directions provided by the driver and/or staff or volunteer and participation in the identified event is not a requirement for participation in the program.

The parent is fully responsible for reading, understanding, and discussing with the child: (1) Child will travel in a motor vehicle driven by an adult and child is to wear their safety belt during travel; (2) Child is expected to listen to supervising staff/driver, respect staff and other children, the vehicles they ride in, and the people they travel with during the trip; (3) Riding in a motor vehicle may result in personal injuries or death from wrecks, collisions or acts by riders, other drivers, or objects; and, (4) Child is to remain in their seat and not be disruptive to the driver of the vehicle.

The parent recognizes participation in this activity, as with any activity involving motor vehicle transportation, the child may risk personal injury or permanent loss. The parent attests and verifies having been advised of the potential risks, and fully acknowledges the risks involved in this activity, and assumes any expenses incurred in the event of an accident, illness, or other incapacity, regardless of whether they have authorized such expenses.

The parent has read this entire waiver and authorization form and fully understands its terms and conditions, and agrees to be legally bound by its terms.

Authorization for Artec Academy staff to accompany child to SPORT Academy for enrichment programs; Make necessary decisions regarding enrichment classes; Accompany child for classes; Discuss finances (class charges, account balances, future charges) with SPORT Academy staff; Discuss child's future needs and any of my child's personal information.

You must present to the office, in person, to sign any agreements and/or consents before any classes which are not included in Artec Academy's daily program for my child. It is your responsibility to provide on time payment for all enrichment classes you chose for your child.

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Otherwise, transportation for all children is the responsibility of the parents. **Parents may assign alternate authorized pick-up persons** for their children on the “Emergency Contact/Parental Consent” form. Parents and authorized pick-up persons must follow the “**Safe Drop-off / Pick-up Procedure**” posted at the front entrance. If a person other than the parent is picking up a child, the center **MUST HAVE VERBAL OR WRITTEN PERMISSION FROM THE PARENT.**

Clothing

Always think of your child when dressing him/her for school. Dress him/her in loose comfortable clothing that he/she does not have to be afraid of getting dirty. Your child will be given a cubby to keep his/her belongings. Always keep a change of clothes, stored in a zip-lock bag, in your child's cubby. If we use the change of clothes on your child that day, please bring in another change of clothes the following day. Remember to label everything that belongs to your child with his/her first and last names. Please bring child ready to play and have fun each day.

For safety, children cannot wear open-toe shoes, sandals or flip-flops. Children cannot have long articles of jewelry or sharp-edged accessories such as hair clips and rubber bands which can be a choking hazard. In the cool season here in Florida, please provide a jacket. In the summer, provide light clothing, a hat and sunscreen. **Artec Academy will not be responsible for lost items!**

It is our expectation that children will go outside every day. If you feel your child is too sick to go outside then he/she is too sick to be at the preschool. Artec Academy requests that you keep him/her at home until the child is well enough to go outside. A medical note is to accompany all children after an illness if returning the next school day, otherwise 48 hours must be awaited prior to returning to school.

Personal Belongings

Personal belongings for a child should be limited to four extra sets of clothes, backpack, blanket, pillow and toddler side sheet or bedroll for nap time, and if **necessary** ONE security item to sleep with during naptime. Toys from home should not be brought in to school except for “Show and Share” days. (Sensory toys are allowed for nap time)

For Show and Share, educational toys or toys based on the monthly or weekly themes of the classroom are preferred.

BOOKS FROM HOME ARE ALWAYS WELCOME ANY DAY!

Toys with weapons or toys which promote violence in any form will NOT be permitted at Artec Academy. **NO EXCEPTIONS.** At the teacher or Director’s discretion, unsuitable toys will be taken to

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the Director's office to be picked up by the parent at the end of the day or locked in a closet until pick-up time.

No item which is not suitable for ages fewer than three should ever be brought in to the infant or toddler classrooms, even if it is a "security" item for a child. Toys with small parts (for example, small cars, and dolls with small accessories or parts, etc.) pose a choking hazard for all the children. These toys may not even be kept in the child's cubby. If unsafe toys are brought in, the parent will be asked to take them with them at drop-off time or the toy will be locked up in a closet for safety reasons.

One of the goals in all of our classrooms is to teach a sense of "community". Artec Academy is well-equipped with an array of toys which are shared by our school community. There is no need for additional toys from home to be brought in on "non-'show and share' days". This policy is to prevent a child's personal toys from being broken or "claimed" by another child.

Electronic Media/ Television

Smart phones. Tablets. E-books, and more. The explosion of new screen devices offers both possibilities and challenges for families today. When should children be introduced to screens? How much time should be spending with screens? Is screen time helpful or harmful for the brain development of children? Does content matter? There is not much research about new technologies and children but there are some things we do know.

There is no evidence that screen time helps children under 2. Some studies show that it can even delay learning new words and upset the patterns of babies. For children over 3, limited use of thoughtfully produced screen media can contribute to learning, especially when a caring adult is involved.

A. Electronic media shall refer to electronic devices which information of programming, including, but not limited to, computers, televisions, radios. Smart phones and other hand-held devices. The limitations on use of electronic media set forth in this subsection shall not apply when children are listening to music during planned activities.

B. Electronic media use shall be limited to instructional physical activity educational purposes, including but not limited to academics, character development, life skills, health education, critical thinking, and conflict resolution, as provided in this subsection.

C. Electronic media use shall be limited in accordance with the ages of the children as follows:

1. Children younger than (2) years of age. Electronic media use is prohibited for children younger than (2) years of age, including during inclement weather.

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2. Children two (2) years of age and up to enrollment in kindergarten. Electronic media use shall be limited as provided for Rule 65C-22.001 (A) (2) and (3), Florida Administrative Code, which states that children ages two(2) will not have more than 1 to 2 hours of television hours per week.

3. School-age children (kindergarten through 5 grade),

a) After-school programs. Electronic media use after- school child care programs shall be limited to ninety (90) minutes per week, for educational purposes, and ninety (90) minutes per week for instructional physical activity, except computer use solely for school- related assignments and educational e-books.

b) Electronic Games are Permitted unless solely for entertainment.

c) Out-of-school time child programs. Electronic media use for school-age children (kindergarten through 5th grade) enrolled in out-of-school time child care programs, shall be limited to (90) minutes per week for educational purposes, and (90) minutes per week for instructional physical activity, except computer use solely for school related assignments and educational e-books.

4. Notwithstanding the time limitations on electronic media use set forth in this subsection, children (20 years of age and older shall be permitted to use electronic media for instructional physical indoor activity during inclement weather for a maximum of two (2) hours a day.

Pets

Dogs and cats are welcome to be visitors on special occasions ONLY if they are accompanied by the child's parent and the veterinarian's certificate of the pet's current vaccinations. The permission from parents is required for a child to participate in some events with animals.

Birthday /Special Celebrations

Children are welcome to celebrate their birthdays at Artec Academy by bringing in a special healthy snack and/or game to share with their friends. Parents should talk to the child's teacher about any allergies in the child's group before bringing in a snack. (NO HOMEMADE FOOD) Every effort must be made to bring in a healthy snack like pretzels, veggies and dip, fruit tray, muffins, etc. No foods containing chocolate, large amounts of sugar, nuts or peanut butter may be brought in due to the possibility of allergies.

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Meals

PLEASE KEEP IN MIND WE ARE A PEANUT FREE FACILITY. ABSOLUTELY NO PEANUT PRODUCTS WILL BE GIVEN TO THE CHILDREN. IF YOUR CHILD IS SENT TO SCHOOL WITH PEANUT PRODUCTS IN LUNCH, PRODUCTS WILL BE SENT BACK HOME AND PARENTS WILL BE NOTIFIED.

Artec Academy provides the following meals and snacks:

Four meals will be served a day. Breakfast will be served at 9:00 am. If your child arrives after 9:30 am, please be sure he/she has eaten, or let us know and we will provide a late breakfast. Lunch will be served at 12:30 p.m., and Dinner will be served at approximately 4:00 p.m.

The Pre-School is a **nut-free environment** due to the large number of Pre-School children who have life threatening allergic reactions when exposed to nuts or nut products.

Please check with the director on classroom allergies. Peanut products are BANNED at the center due to the large amount of children with the peanut allergy.

All items requiring refrigeration should be given to staff and placed in the refrigerator located in the kitchen. **It is the responsibility of the parent to make sure every item is labeled with the child's name/ initials and refrigerated as necessary. Items placed in the refrigeration bin should be limited to dairy foods, meats, and perishables.**

Naptime

At naptime, your child will be given a comfortable cot to sleep on with his/her name on it. Your child will use only one bed throughout each school year. Bring a fitted crib sheet and a small pillow in a bag that includes a zipper to the center to put on the bed. Your child will be spending a good portion of his/her time on the bed, so please supply a comfortable blanket so your child can be as happy as possible when he/she is in our care. Please bring home the sheet, the pillowcase and the blanket at the end of each week to be washed. Remember to label everything that belongs to your child with his/her first and last names. Your child is not required to nap. If he/she does not nap please let your child's teacher be aware of it and she will prepare other arrangements.

Health

Upon enrollment, the child must have on file the following:

1. A preadmission physical.
2. A copy of a current immunization record.

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Please note: documentation of a scheduled appointment to receive immunizations is required if immunizations expire.

To protect the health of the other children and the staff, please keep your child home from school if he/she has a temperature, a serious cold, an undetermined rash, diarrhea, or any kind of infection. If your child becomes ill while under our supervision, the child will be kept as comfortable as possible and the parent will be called to take the child home as soon as possible. Please, notify us if your child has come down with anything that can be transmitted so our parents can be on the alert for the same symptoms in their children. Children who are taking antibiotics, who do not have a fever and otherwise seem well, need not be excluded from preschool.

Please note that if your child is too sick to go outside to play, they are too sick to be at preschool.

Upon arrival, each child is checked by a staff member to screen for early signs of illness. The adult who brings the child must wait until the child has been accepted. This is for your child's protection. If your child becomes ill during the day, you will be notified immediately and be asked to come for the child at once. An ill child must be picked up at once for the protection of the sick child and the other children. Your child must be symptom free for 24 hours before returning to school.

Lice Clinique (a professional lice removal company) comes to Artec Academy upon request of the center. All students present in their class have their heads checked for lice and nits. We are a "nit free" preschool. Lice checks are mandatory. We offer this service with the best interest of all our students in mind. If your child has mid length or long hair, please remember to put it in a ponytail or braid daily. Wash your child daily. Continue to check your children's hair daily and please inform the preschool if you find any nits or lice. Remember...together we can keep our preschool healthy and safe for all our children.

Notification School

Teachers are concerned when a child is out and would appreciate knowing if your child is sick. If a communicable disease is diagnosed, we need the information for the sake of other children who may have been exposed.

Sick Policy

Artec Academy facility shall temporarily exclude a child or send the child home as soon as possible if one or more of the following conditions exist:

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- a) The illness prevents the child from participating comfortably in activities as determined by the child care provider;
- b) The illness results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children as determined by the child care provider;
- c) The child has any of the following conditions:

1) Fever (101 degrees or higher), accompanied by behavior changes or other signs or symptoms of illness until medical professional evaluation finds the child able to be included at the facility;

CHILD MUST BE FEVER FREE WITHOUT MEDICATION FOR 24 HOURS.

2) Symptoms and signs of possible severe illness, until medical professional evaluation finds the child able to be included at the facility, include:

- lethargy that is more than expected tiredness;
- uncontrolled coughing;
- inexplicable irritability or persistent crying;
- difficulty breathing;
- wheezing, or other unusual signs for the child;

3) Diarrhea, defined by more watery stools, decreased form of stool that is not associated with changes of diet, and increased frequency of passing stool, that is not contained by the child's ability to use the toilet. Two watery stools will result in a phone call from the teacher;

4) Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines that the cause of the vomiting is not contagious and the child is not in danger of dehydration;

5) Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs or symptoms;

6) Mouth sores with drooling, unless a health care provider or health department official determines that the child is noninfectious;

7) Rash with fever or behavior change, until a physician determines that these symptoms do not indicate a communicable disease;

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8) Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until after treatment has been initiated. In epidemics of no purulent pink eye, exclusion shall be required only if the health authority recommends it;

9) Pediculosis (head lice), from the end of the day until after the first treatment.

(We suggest keeping child home for multiple days);

10) Scabies, until after treatment has been completed;

11) Tuberculosis, until a health care provider or health official states that the child is on appropriate therapy and can attend childcare;

12) Impetigo, until 24 hours after treatment has been initiated;

13) Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever;

14) Varicella-Zoster (Chickenpox), until all sores have dried and crusted (usually 6 days);

15) Pertussis, until 5 days of appropriate antibiotic treatment (currently, erythromycin, which is given for 14 consecutive days);

16) Mumps, until 9 days after onset of parotid gland swelling;

17) Hepatitis A virus, until 1 week after onset of illness, jaundice, or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff members;

18) Measles, until 4 days after onset of rash;

19) Rubella, until 6 days after onset of rash;

20) Unspecified respiratory tract illness;

21) Shingles (herpes zoster);

22) Hand, foot, & mouth virus;

Or any other medical conditions that arise.....

Throughout the years as an illness is diagnosed in a child at the center, “fact sheets” about the specific illness are copied and distributed to each family to add to the health folder. Family members should refer

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to the health folders for information if their child exhibits symptoms or if the child needs medication during the child care hours or if the family member has a question about a health-related topic or policy.

Illness and Injury Tracking

An illness and injury log is kept in the Director's office to track the spread of illness and the frequency of injuries at the center.

Incident Reports

If a child is injured at school, an "Incident Report Form" is completed by the child's teacher or by the teacher who cared for the injured child.

At pick-up time the parent signs the incident report and receives a copy for the child's records at home. Another copy of the report becomes part of the child's file at school.

Biting Policy for Toddlers

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a preschool, we understand that biting, unfortunately, is a part of a day care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Record of Unusual Incidents and Accidents" (#4) form is filled out documenting the incident.

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For the child that bit:

1. The child will be removed from the situation and redirected.
2. The parents are notified.
3. The “Toddler Gram” is filled out documenting the incident.

When Biting Continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

When Biting Becomes Excessive:

1. If a child inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child’s behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
3. If a child once again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements.

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

If a child bites twice in a 4-hour period, the child will be required to be picked up from day care for the remainder of the day. This will not count towards the 2-day suspension.

***This policy is effective May 15th, 2013. All past experiences of biting are not included in this policy, as this policy was not in effect at the time of biting. All biting occurrences from today forward will be counted towards a child’s total biting incidents.

Emergencies

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If a child is injured while at school, you will be contacted immediately. In an extreme emergency, your child will be transported to the emergency room at Aventura Hospital Emergency Center.

Hand washing

Hand washing is the most important way to limit the spread of illness and infection in the child care and school setting.

Artec Academy staff and children are trained to follow this procedure for hand washing:

ALWAYS:

Wash your hands with soap and water in between your fingers, and under your nails and on the tops and palms, to make germs disappear!

Wash hands at these times...

- ✓ Upon arrival and after breaks
- ✓ After toileting /diapers
- ✓ Before serving food or eating
- ✓ Before & after administering medication
- ✓ After wiping bodily fluids
- ✓ After being outside
- ✓ When moving to another classroom
- ✓ After removing used gloves

Medication Administration

Medication must be directly handed to the teacher in the room followed by a medication log form (#5) filled out by the parent. Please do not leave medications in your child's lunch bags or back packs. All medication must be in its original container, have written instructions (i.e. label), labels must have the child's name and the name of medication, and not be expired.

Physical Activity Inside and Outdoors

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Artec Academy RECOGNIZES THE IMPORTANCE OF PHYSICAL ACTIVITY FOR YOUNG CHILDREN. Implementation of appropriate physical activity practices supports the health and development of children in care, as well as assisting positive lifestyle habits for the future.

The purpose of this policy is to ensure that children in care are supported and encouraged to engage in active play; develop fundamental movement skills and have limited screen time. Our center encourages all children to participate in a variety of daily physical activity opportunities that are appropriate for their age and are fun. In order to promote physical activity and provide all children with numerous opportunities for physical activity throughout the day Artec Academy will:

Daily Outdoor Play:

1. Encourage a least restrictive, safe environment for infants and toddlers at all times.
2. Provide a designated safe outdoor area for infants (ages 0-12 months) for daily outdoor play.
3. Provide toddlers (ages 1 to 2 year olds) daily outdoor active play opportunities across 2 to 3 separate occasions.
4. Provide preschoolers and school age children with at least 90-120 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
5. Increase indoor active play time so the total amount of active play remains the same if weather limits outdoor time.
6. Provide a variety of play materials (both indoors and outdoors) that promote physical activity.

Role of Staff in Physical Activity

1. Will encourage children to be physically active indoors and outdoors at appropriate times.
2. Will provide 5-10 minutes of planned physical activities at least 2 times daily for children age 3 and older.

Discipline

Children who are harming other children or harming an aspect of his/her environment will be removed from the situation and returned only after the problem has been resolved. Positive behavior will be rewarded with a smile, a touch, or a positive statement while negative behavior will be ignored as long as it is unharmed to the children and their settings. Our center strives to help each child learn and use appropriate behavior. Guidance will be appropriate, respectful, not tied to food or toileting, and within appropriate developmental expectations. Teachers will try to help the child understand that certain behaviors are inappropriate. We appreciate your help and ideas in dealing with your child. Absolutely no physical punishment will be used with any child.

If a discipline problem arises that does not respond to the above-mentioned techniques, we will hold a conference with the parents. Together, we will try to find a solution. You may be called to remove your

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child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and wellbeing of all.

Physical Activity and Punishment

Staff members do not withhold opportunities for physical activity (e.g., not being permitted to play with the rest of the class or being kept from play time), except when the behavior of the child is dangerous to himself or others. Staff members never use physical punishment or exercise as punishment, e. g., doing push-ups or running laps. Play time or other opportunities for physical activity are never withheld to enforce the completion of learning activities or academic work. Our center uses appropriate alternative strategies as consequences for negative or undesirable behaviors such as individualized attention towards the child, a time for the teacher to have a one-on-one session with the child and differentiation activities to allow the child to focus on a different action during a time of attention –seeking behavior in class.

Confidentiality

Upon receipt of all the necessary information, the documents will be placed in a file and kept confidential. Our professional staff will not discuss situations of a sensitive nature with children, parents, uninvolved staff, or the general community. Upon submission of documentation, parents give full authorization for child care personnel to have access to child's records.

Addressing Disagreement

It is common and normal for the adults, parents of the children who attend the same school and the same classroom, to have different ideas, opinions, values, and priorities. Part of being successful in a relationship with another person is being able to use appropriate communication skills so that ideas and opinions can be expressed and received with respect and differences of opinion can be worked out using healthy conflict resolution strategies. Disagreements with any teacher, staff, administration or any parent in the school can be resolved in several ways.

- **TALK DIRECTLY WITH THE TEACHER ABOUT THE PROBLEM.** The best approach is to address complaints at first directly to the teacher, either in person or by telephone, and then to other school personnel in the order specified by school policy. It is important to check the facts directly with the teacher before drawing conclusions or allocating blame. Direct contact is

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necessary to define the problem accurately and to develop an agreement about how best to proceed.

- TALK DIRECTLY WITH THE ADMINISTRATOR ABOUT THE PROBLEM if the discussion with the teacher did not help in resolving the issue or the conflict.
- AVOID CRITICIZING IN FRONT OF CHILDREN. Criticizing teachers or a child and schools in front of children may confuse them. Even very young children can pick up disdain or frustration that parents express about their children's school experiences.
- CHOOSE AN APPROPRIATE TIME AND PLACE TO DISCUSS THE DISAGREEMENT. Parents should keep in mind that the end of the day, when both teachers and parents are tired, is probably not the best time for a discussion involving strong feelings. If an extended discussion is needed, make an appointment with the teacher or administrator. There is no parent to parent conflict resolution to take place inside of the preschool.
- **DO NOT ADDRESS ANY PROBLEMS (related to the conflicts between children) TO OTHER PARENTS.**

Center Rules

There are certain center rules that all children will be taught and expected to follow. This is for the safety and wellbeing of everyone. In addition, we realize that we must expect a certain amount of wear and tear where children are concerned, we do not want to have our center "demolished".

There will be no running permitted in the center. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults will NOT be allowed. No standing or climbing on chairs or tables. There will be no use of obscene, derogatory or disrespectful language.

Respectful treatment of other people and all property, toys, and furniture is expected. Willful destruction of property will be charged to the parent at the cost to replace the item. Please support us in the enforcement of these rules to create a better environment for all. **Additional policy reminders and changes will be sent home in the form of a letter to each family on an as needed basis.**

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Art of Early Learning

Thank you for helping us to maintain our policies. They were developed to keep you child safe and healthy within the school environment.

For general information, you may call 954-455-0440, send an email to artecacademy@gmail.com, or visit our blog at www.artecacademy.com. When sending an email, please let us know the best way to contact you.

We welcome you to Artec Academy Family!

Name of the child _____

I have read and understand the Policy and Procedure Manual for Families.

Name of Parent

Signature of Parent

Date

-Toddler

- Preschool

- Pre K