



# Parent Handbook

# Last Updated: March 2021

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# Welcome Letter

Dear Parents,

Welcome to the Little Stars Arts Academy program at Prep Academy Dance Studio. We are pleased that you have chosen our program. We hope that your association with us will be a delightful experience for your family. Thank you for sharing your precious gift with us.

This parent handbook contains the philosophy and policies of our program. Please keep this handbook as a handy reference. If you have any questions after reading the handbook, please call the owner at 325-315-2284.

Thank you,

Little Stars Arts Academy Staff

[prepacademysanangelo@gmail.com](mailto:prepacademysanangelo@gmail.com)

prepacademysanangelo.com

# Our Philosophy

Little Stars Arts Academy offers a program where children learn and grow in a safe, nurturing environment.

Children are unique and at different stages in their developmental process. We will work to assess and meet the needs of our students on an individual basis in order to optimize their experience in our program.

Our curriculum reflects many types of activities including music, art, crafts, games, dance and other experiences to stimulate all types of learning. There is a balance between free and structured play, group and individual experiences, quiet and active times.

Our desire is that each child will become an enthusiastic learner. We will encourage children to imagine, to explore, to be curious, and to express themselves in positive ways.

We encourage teamwork among our staff and parents. It is our hope that your family will experience love and joy as you encounter all aspects of our program with arts and learning.

# Program and Hours of Operation

The LSAA program is a yearlong program. Our school year begins in September after Labor Day and ends in May. We are open on Mondays and Wednesdays 9:00 am – 1:30 pm.

## Enrollment

The LSAA program does not discriminate against any child or family member because of race, color, sex, creed, or political beliefs. ***Child MUST be potty trained before attending.***

Children are enrolled in classes as space permits. Priority placements are as follows:

1. Owners and employees of Prep Academy Dance Studio, LLC
2. Currently enrolled students of LSAA or Prep Academy Dance Studio
3. Siblings of currently enrolled students of LSAA or Prep Academy Dance Studio
4. General Public

We do maintain a waiting list. Prior to registration each year, parents on the waiting list are notified of upcoming registration dates. The waiting list does not carry over from one year to the next.

## School Year Enrollment

Enrollment for the fall season will begin each year in April. Currently enrolled families have two weeks to enroll before classes are opened to the public. The number of spaces in each class is limited to ensure a quality program, so please register early. Classes are filled on a first come first served basis.

There is a non-refundable \$75 enrollment fee per child or \$100 per family. This is due at the time of registration. This fee is charged once a year to help cover costs for the program.

## Holidays

- Sept. 6<sup>th</sup> - Labor Day

- Nov. 22<sup>nd</sup>-27<sup>th</sup> -Thanksgiving
- Dec.20<sup>th</sup>-January 2<sup>nd</sup> -Christmas Break
- March 14<sup>th</sup>- March 20<sup>th</sup> - Spring Break
- April 15<sup>th</sup>- April 17<sup>th</sup> Easter Weekend

## Documentation Requirements

The enrollment form must be filled out in full. In order to participate in the program each child must have a current copy of immunization that will be kept on file. Parents must update the record as needed.

## Tuition

Tuition is calculated on an annual basis and is paid in equal monthly installments. Installments remain constant regardless of the number of classroom days, holidays, or absences in any given month. Therefore, no reductions or refunds are given.

The current tuition rates for fall and summer is \$150.00 a month for all ages.

All tuition must be paid by via the online Studio Director system. You will be charged the registration fee automatically at time of registration and then you will be automatically charged the full monthly fee each month for nine consecutive months for the school year season beginning in September 1, 2020 ending May 1, 2021

It is your responsibility to ensure that credit lines and funds are available for these tuition charges each month. All financial transactions are subject to the rules and regulations of the cardholder's bank or credit card issuer. Prep Academy Dance Studio, LLC assumes no responsibility for fees assessed by these institutions for overdrafts, insufficient funds or credit card fees or charges as a result of the transactions authorized through this website.

Like any other financial transaction, the day for which it is scheduled cannot be changed, nor can the transaction be stopped on our end except as specified. In the event Prep Academy Dance Studio, LLC incurs any bank fees or charges as a result of your submission of a payment that is rejected due to insufficient funds or for other reasons, the parent, guardian or cardholder will be responsible for reimbursing Prep Academy Dance Studio, LLC for these fees or charges.

There are no partial tuition months, even if there is a holiday or your child is not in attendance that month, you are still responsible for paying tuition in full for that month. Some months may have five weeks of classes while months with holidays may have two or three weeks of class; however, monthly tuition will remain the same amount.

A service charge of \$20.00 for any payments 30 days past due will be added to your account. Your card on file will be attempted for payments multiple times if declined.

After 50 days of non-payment, student will receive a written notice and have 10 days to comply or be removed from classes.

## Withdraws

Should you decide to end your child's participation in Little Stars Arts Academy and discontinue this transaction, please submit notice by e-mail to [prepacademysanangelo@gmail.com](mailto:prepacademysanangelo@gmail.com). No other communication channels (including verbal communication, social media, or SMS texting) are a valid form of requesting cancellation. Such notice must be received 15 days prior to the date of the next transaction or payment due date. If notice is given less than 15 days prior to the date of the next transaction, you will be billed for the entire cost of the next monthly payment.

## Child Arrival and Release Policies

Updated July 2020 with COVID 19 Procedures

**ARRIVAL:** Children are walked into their classroom an adult and are to left only with a LSAA staff member. Class begins at 9:00 am. We encourage you to bring your child promptly at 9:00 am in order to experience the full day's activities. We request that you do not enter the classroom until 9:00 am. Teachers use the time beforehand to prepare their rooms for the day.

**DEPARTURE:** LASS ends at 1:30 pm. Children are to be picked up in their classroom by an authorized adult. Please make every effort to pick up your child promptly. If you have more than one child in the program, please allow enough time to pick up both children by 2:00 pm. A \$5.00 late fee per child will be charged after 1:10 p.m. and then \$1.00 per minute late fee will be charged after that. This fee will be charged on your card on Studio Director. We recognize that emergencies arise, so please notify the office before 1:15 pm if extended supervision is required.

For the safety of your child, we ask that you inform us if you are not picking up your child. For any adult not listed on the enrollment form as an authorized person, you must email us at [prepacademysanangelo@gmail.com](mailto:prepacademysanangelo@gmail.com) with the person's name, phone number and DL's #. In the event of an emergency, you may call and give verbal pick-up authorization. However, in this case, you will be asked to verify your identity by your Texas driver's license number or another piece of personal information. Any individual picking up your child will be asked to verify their identity with a driver's license. We will not release your child to an individual that has not been previously authorized. Please understand that these precautions are for the protection of your child.

If a parent has legal custody of a child and does not want the other parent to pick up the child, the owner must have the request in writing and a copy of legal custody papers.



If you would like to speak with your child's teacher, please schedule a parent/teacher conference by emailing us at [prepacademysanangelo@gmail.com](mailto:prepacademysanangelo@gmail.com). Please avoid using arrival and departure times as a conference time.

#### **COVID-19 PRECAUTIONS:**

1. Students will be dropped off curbside and enter through the front door, receive hand sanitizer, have their temperature taken and be asked a few questions about how they are feeling. Parents or caregiver will not be allowed to enter, and if they must, they must be wearing a mask.
2. Props, toys, and anything else that can be physically touched will be sanitized after use. For these ages, this will be followed to the best of our ability, although we do realize that younger kids can only social distance so much.
3. There will be time in between each activity and bathroom breaks to allow for proper sanitization of the classroom floor, doors, bathroom, student's hands and etc.
4. Masks will be highly encouraged but not required. Breathing becomes difficult for some in a mask and I respect each family's decision to wear a mask. I will also be asking my instructors to wear a mask while teaching. This is something you may want to chat with your student about. I do not want anyone to be scared or worried by the sight of their teacher in a mask.
5. Families are to self-screen before coming to class and are not to come to class if they are feeling ill or anyone else in their family is feeling ill.

#### What to Bring Daily

- Food- Send a lunch that does not need to be refrigerated or heated. Please send foods that your child can eat and drink without assistance. Send any utensils needed to eat the items in the lunch.
- Sippy cup or cups (spill proof)
- Change of clothes (for mishaps)
- Dance shoes
- PLEASE LABEL EVERYTHING INCLUDING ITEMS IN THE LUNCHBOX

#### What Not to Bring Daily

- Toys from home
- Money
- Candy/gum
- Pretend weapons

## Morning Snack

A mid-morning snack will be served daily. Please be sure your child's teacher is notified of any allergies and list them on the registration sheet. Notify the office as soon as you are aware of any allergies not previously disclosed.

## Dress Code

Children are urged to wear play clothes in order to comfortably participate in all sorts of creative and sometimes messy (painting, markers, colors, glue, etc) activities during each day. We do ask that sandals, cowboy boots, and cleats not be worn to school. Tennis shoes and socks are recommended and encouraged. Don't forget to send an extra change of clothing in your child's bag each day in case of an accident and dance shoes!

## Health Policies

We have a "good health" policy at LSAA. The teachers assess your child's health each morning. A child is not admitted to if he/she has any of the following symptoms:

- Cold (runny nose, green drainage, cough/congestion)
- Fever (100 degrees or more)
- Sore throat, earache, or headache
- Reddened eyes with discharge or crusted eyelids
- Upset stomach (vomiting or diarrhea)
- Rash of any form (small pinpoint or large blisters)
- Any signs or symptoms of COVID-19
- Has been around anyone or has or is being tested for COVID-19
- Lice- immediately removed and classes will be notified of a student infected.

If your child has had any of these symptoms, please wait 24 hours after symptoms have ceased before returning. If your child is being tested or around anyone being tested for COVID-19, the child must wait until there are negative test results. If the child or anyone they have been around has tested positive for COVID-19, they will not be allowed to come back to LSAA until 2 weeks after the positive date with a doctor's note with approval.

If your child becomes ill while at LSAA, you will be called immediately, and your child will be separated from the other children. Any child with a temperature of 100 degrees or higher will be sent home or showing signs and symptoms of COVID-19. Please ensure the names and phone numbers provided on the enrollment form is accurate in case you are unavailable for pick up in this situation.

In the event of an emergency situation, we will obtain emergency medical care and then notify the parents or an emergency contact. The owner or staff member will accompany a child to the

hospital if parents are not present. If a child sustains a minor injury while in the care of LSAA (eq. scraped knee or elbow), the teacher will inform the parents when the child is picked up.

## Extenuating Circumstances (ex. COVID-19)

If we have to close the Little Stars Arts Academy for any reason, tuition payments will be halted immediately, and we will pick up in person classes when it is deemed safe by local, state or federal health authorities and governments.

## Medication Policy

Medications and special medical procedures are administered only with written, dated, and signed request from a licensed physician and/or parent or guardian of the child. The staff will administer medications. A second staff member will supervise the administering of any medications. All medications should be kept in the original container. Prescribed and over-the-counter medications should bear the original pharmacy or manufacturer's label with dosage instructions. We are required by law to follow these instructions. All medicines to be administered to the child are to be turned into the staff.

## Allergies

Be sure to complete the allergies and medical condition section of the enrollment form.

## Bad Weather Policy

For bad weather, we follow the SAISD's decisions. We will also remain apprised of changing weather through the National Weather Service Radio. Please tune in to one of the local radio or television stations for current school information should bad weather occur. Should SAISD close school due to bad weather then LSAA will close.

Should SAISD start 2 hours late on a bad weather day, we will remain closed for the day. We will NOT open 2 hours late. If SAISD dismisses early due to bad weather, we will close early as well. Bad weather days are not included in our calendar and will not be made up if a day(s) is missed, nor will a refund on tuition be given for missed day(s).

## Celebrations

Celebrating is fun! If you would like us to help you celebrate a child's birthday, we'd love to! Birthday invitations must be distributed to the entire class or mailed individually. If you would like to bring a birthday cookie, etc. to celebrate in the classroom, please coordinate this with your child's teacher at least one class day in advance regarding what you would like to bring.

## Classroom Management

Preschool age children are continuously experimenting with behavior as they learn to distinguish between what is acceptable and unacceptable in various situations. Knowing this, our staff patiently and lovingly works with children to teach them acceptable social behavior. Teachers are committed to provide a safe environment where activities are thoughtfully planned.

Effective classroom management ensures that children are actively involved and on task. When children follow a routine, stay on schedule, and are involved in stimulating activities, inappropriate behavior is less likely to occur.

Positive reinforcement methods are used to encourage self-esteem, self-control, and self-direction. Teachers will seek to redirect aggressive, problem behavior and teach the child to respect authority and the rights of others.

While children are entrusted to TSAA, no corporal punishment or verbal abuse will be used. In the event that a child is unruly, the following forms of discipline will be administered:

1. Give a verbal request to the child to stop the unruly behavior and provide an explanation as to the appropriate/inappropriate behavior.
2. Redirect the child's focus.
3. Brief, supervised separating from the group may be used, if necessary. The owner may require removal of a child if he/she becomes a disciplinary problem that other children should not be subjected to, or that we are not capable of handling.
4. If these efforts have been exhausted and the child's behavior is totally unacceptable, then the parents may be asked to pick up the child.
5. Unruly behavior by a child includes hitting, kicking, biting, spitting, foul language, disrespect of other children or teachers, or disruption in the class. If a child has special needs, the parents should discuss them with the child's teacher and the owner.

## Curriculum

Our aim is to help lay a foundation for understanding of learning, arts, self, and family. As part of this foundation and understanding, we strive to develop "kindergarten ready" children in the areas of language development, reading, writing, and math skills. Our curriculum provides a range of activities designed to meet these needs.

Teachers select materials and activities developed around themes that provide opportunities for children to learn about the world and how to live in it. The work that is planned is intended to emphasize the process rather than the product. Each child's daily routine will incorporate a

balance of free and structured play, group, and individual experiences, quiet and active times, arts and dance.

Classrooms include learning centers appropriate for each age level. Examples of these centers include art, books and listening, home living, music, nature and science, and puzzles and manipulative. Learning centers allow children to choose experiences that interest them. Children are able to play, talk, move around, and engage in meaningful activities.

## Spring Recital

Little Stars Arts Academy students will perform 2 dances in recital. Although recital is not mandatory, participation is highly encouraged and is a great way for families to see what dancers have learned throughout the year. If your dancer is unable to participate in recital, or will only participate in certain classes, you must send a RECITAL OPT-OUT form must be filled out by November 1<sup>st</sup> at <https://forms.gle/CbpZhZ9eXobPAAZ18> .

- **Rehearsal: Friday, May 21, 2021 time TBD**
- **Recital: Saturday, May 22, 2021 time TBD**

There are two fees involved in the recital: recital fee (\$50 per family) and costume fee (\$50 per dance). The costume payment will be broken up into two equal payments of \$25 per costume (\$50 total per costume). Dancer's in combo classes will have two costumes. The first payment will automatically be charged along with monthly tuition on October 1, 2020 and the second payment will automatically be charged on November 1, 2020. The recital fee of \$50 per family will be automatically charged along with monthly tuition on March 1, 2021.

The costume fee covers costume, accessories and shipping cost of the costume. The recital fee goes to costs relating to the recital such as light, sound, venue, décor, employee time and volunteer costs.

All recital fees are non-refundable.

We do not sell tickets, this event is open to the public and you can invite as many or little people as you want.

If a dancer is unable to be in the recital, then they are still able to pick up their costume before summer. After summer, the costume is forfeited to Prep Academy.

Recital dates are subject to change!!

## Parent Participation

**Parent Communications:** Teachers will send home a daily activity report. Please check your child's backpack/bag daily and emails for important communication.

**Parent Involvement:** Parents are encouraged to participate in the program. Examples of opportunities to participate are: helping with class parties or special days, helping with special projects, sending goodies for parties or special days, and substituting when a teacher is out.

## Meet the Teacher

Back to school night is held before MDO begins. Both the parents and children are invited to attend. This is a good opportunity for everyone to meet the staff and visit classrooms.

## Praise, Suggestions and Concerns

We encourage input from parents! Please express your praises and suggestions to any staff member. The owner is available if you have a concern.