

## Our Purpose

- Providing an environment of love, security, acceptance and success.
- Planning and directing a wide variety of stimulating, age appropriate activities in an enriching environment.
- Assisting each child in developing a positive self-image and positive attitude toward school.
- Assisting children in developing expressive and receptive language skills, sensory-perception skills, gross and fine motor skills, and effective interpersonal skills.
- Promoting in each child a healthy independence.

## Our Program

The philosophy of the Early Arts Center is that “School is Fun!” We want to teach children to love school. Our main teaching methods are creative “arts” consisting of constructive play, art projects, music, literature, cooking, drama, and creative movement.

### Two Year Olds

The two year old program is a “learning through play” experience, involving guided play and emergent academic and social skills. Primary teaching tools include music, creative movement, rhyme and rhythm, as well as, literature. The two year old program is very informal with light structure. We will teach in the Early Arts style of learning through experience.

### Three Year Olds

The three year old program is slightly more formal and structured. Our main teaching methods are the same, but we add language enrichment, introduction to letter recognition, and numbers. A strong emphasis is again placed on learning through play. Students entering the three year old program **MUST** be potty trained by the first day of school.

## From the Directors

Dear Parents,

Children are so wonderful and fun to be with. We and the Early Arts Staff consider it a delight and privilege to teach your children. Our greatest desire is to create a safe and happy environment where your child will thrive emotionally, academically and socially.

We welcome you, and are excited about getting to know your child as we grow together at Early Arts.

Sincerely,

Laura Gorham  
Renee Schneider  
Directors

[www.earlyarts.org](http://www.earlyarts.org)

## Four Year Olds

The four year old program is designed to prepare children for kindergarten. Our main teaching methods will revolve around the arts, but we will emphasize language enrichment, letter recognition, and numbers while adding fine motor, listening, and pre-readiness skills. Our four year old program builds on those language art skills introduced in the three year old program, expanding the alphabet into both the written and spoken word, introducing phonemic awareness and beginning handwriting. Math skills are also extended to incorporate sorting, patterning, adding, subtracting, and other age-appropriate concepts.

Teachers will strive to:

- Help the child develop self-confidence and self-worth
- Encourage interest and awareness of the world and all there is to learn about it
- Teach children to share and take care of toys and equipment
- Encourage the use of common courtesies and manners
- Help the children to develop coordination and basic motor skills

## No Repeat Policy

It is the policy of Early Arts to not allow children to repeat a class for the next school year. Any exceptions to this policy would need to be presented to the Directors of Early Arts and the Board of Early Arts Center.

## Withdrawals

A month's written notice is required when a child is withdrawn from the program-*for any reason*. A family is responsible for the full year's tuition except in the event of moving out of town.

If, after 15 days of attendance, a child does not appear to be adjusting to the program, the Early Arts Center reserves the right to remove the child from enrollment, at the Early Arts Center sole discretion upon two weeks written notice.

## Registration

Registration for the upcoming school year is held in November. Priority for registration is given first to students and siblings of students presently enrolled. Second priority is given to families **returning** to Early Arts, followed by open registration to the community.

A child must be 2 years of age by September 1<sup>st</sup> of the enrolling class year to be registered for the class.

## Fees and Tuition

Early Arts operates solely on the income provided through fees and tuition. Therefore, we request promptness in tuition and fee payments.

**Tuition is due the first program day of each month.** A \$20.00 late fee will be charged to accounts which are not paid by the 10<sup>th</sup> of that month. Checks should be made payable to Early Arts.

Please put your **child's name on the check** and denote items you are paying for (art fees, tuition fee, etc.). A bill that is 30 days delinquent will be presented to the Early Arts Board for review.

### 2007-2008 Tuition

2 Days a week	\$165 a month
3 Days a week	\$195 a month
5 Days a week	\$255 a month

## School Arrival and Drop Off

The hours for Early Arts Center are 9:00 a.m. until 1:00 p.m. Drop off will begin at 8:55 a.m. and conclude at 9:10 a.m. A teacher will assist your child out of the car and into the building. If you are late, please walk your child into the building and lock all gates when exiting.

**Please note:** Our two year olds are dropped off in front of the school. Three and four year olds will be dropped off behind the school in the alley.

## School Departure

The school day ends promptly at 1:00 p.m. Please be prompt and allow enough time to pick up your child so that a late fee will not be incurred. A late fee of \$5.00 will be charged if a child is picked up after 1:10 p.m. Chronic tardiness cannot be allowed. Please pay the teacher when you are late.

Children will not be released to anyone other than those persons listed on the Student Information form unless prior written permission is sent to school or a call has been made to inform the Director of the change. Proper identification will be checked.

If you need to pick up your child early from school, please send a written note to your child's teacher that day. If you arrive early, please come in the school and get them from their class.

## Health Policies

A physician's immunization certificate is required by Alabama State Law from each child enrolled and is due by the first day of school.

Sick children must be kept at home. If your child becomes ill at school, we will notify you immediately to come and pick up your child, so that a parent can oversee any medical treatment. If parents are unable to be contacted within a reasonable amount of time, emergency contacts listed on the child's information form will be called.

Do not bring your child to school if he/she has:

- A severe cold, flu or chronic cough
- Undetermined rash or spots
- Ear ache
- Lice
- Sore Throat
- Colored discharge from nose or eyes
- In the previous 24 hours had fever, diarrhea or vomiting
- Staff may not administer medication of any nature to any child

## Emergency Procedures

The standard procedure for fire and tornado drills is one drill per month. Emergency evacuation procedures are provided to each staff member and posted on the wall closest to the exit door of each classroom.

### Inclement Weather

In case of inclement weather, Early Arts will follow the action taken by the Homewood School System. Please listen to the local weather reports on television and radio for school closings. During tornado warnings, children will be held inside an interior room of the school until the warning has been officially canceled.

## Clothing and Personal Items

Please mark all removable clothing with your child's name. We cannot be responsible for items that are not labeled. Our program encourages outdoor activity and artistic exploration. We recommend that your child wear comfortable "play clothes" and tennis shoes. **No cowboy boots or clogs unless especially requested for a particular activity or event.** Overalls and belts are not recommended for younger children.

Please send a change of clothes for your child, including underwear and socks. All articles should be labeled and placed in a plastic bag to be kept in your child's classroom during the year.

Toys or items from home are allowed only on assigned **Show and Tell Days**, or if requested by the teacher.

## Lunches

Please send a nutritious lunch and drink in a labeled container or lunchbox each day. Due to limited time and space, we do not heat or refrigerate any food. As a consideration to the teacher, please send foods and containers which require a minimal amount of adult assistance and are easy for your child to open, eat, and dispose.

- No aluminum "pop-top" fruit cans

## Birthdays

We love to celebrate birthdays with your children. Please inform your child's teacher of the date you wish to send a birthday snack to school for your child and his/her class. We ask that you send an easy snack (cupcakes, cookies, etc.) and napkins for each child. Drinks are optional, but are not required. *Please do not distribute birthday invitations or thank you notes at school, please mail these from home.*

- Please - No balloons for parties

## Discipline

### Behavior Calling For Dismissal

Early Arts Center reserves the right to suspend or dismiss any child should such suspension or dismissal be:

- (1) Necessary to protect the safety of other children, or
- (2) Behavior problems that disrupt the classroom environment that cannot be resolved.

Every effort will be made by the Directors and staff to address behavioral problems to bring about corrected, appropriate behavior.

### Biting

If a child bites another child or staff member, the child will immediately be brought to the Director to discuss the behavior and a note sent home with the child. If the child bites a second time at any time during the year, the child will be brought to the Director's Office, the parent called and asked to remove the child from the program for the remainder of the day. If the child bites a third time at any time during the year, the child will be brought to the Director's Office, the parent called to pick up the child, and the child will be suspended from school for one week. If the problem persists, the child will be removed from the program for the safety of the other students.

## Parent-Teacher Conferences

Parents are welcome to ask for a conference at any time. Please call the school or your teacher for an appointment.

Scheduled conferences are held for the 4 year old class in January. All other conferences are by Appointment Only.

Teachers are instructed to be totally attentive to the students as they arrive, during the school day and at departure. Therefore, "chats" and personal conversations with the staff should take place beyond school hours.

## School Calendar 2007-2008

September 26/27	Speech & Hearing Tests for 3's/4K Wednesday and Thursday
October 3/4	Individual School Pictures (Wed/Thurs)
October 5	4K to Old Baker Farm(Friday)
October 12	4K to Children's Theater 10:15 (Friday)
November 12	No School - Monday -Veteran's Day
November 21-23	No School - Wednesday - Friday Thanksgiving Holidays
December 12/13	Holiday Parties
December 14	3's Parties/4K Holiday Program
Dec. 17 - Jan. 4	Winter Holidays
January 7	School Resumes-Monday
January 21	No School - Monday, MLK, Jr. Day
February 5	4K to Children's Theater (Tues)
February 18	No School - Monday -President's Day
February 20/21	3's to Children's Theater (Wed/Thurs)
March 17-21	Spring Break Monday-Friday
May 14 *	Art Show-2's Wednesday
May 15 *	Art Show-2's Thursday
May 15 *	4K Graduation and Art Show Thursday
May 16 *	Art Show (3's) Friday

\* Not a full day of school