



Dear Parents,

Welcome to Dominelli School of Music Fine Arts Preschool Program! We would like to thank you for choosing us as the first place for your child to develop a love for education. Our commitment is that the children will receive quality and loving care. We will also build up the children's self-confidence and self esteem with praise and positive redirections. It is our goal to provide a variety of exciting, stimulating activities each day so that your child can develop socially, emotionally, physically and mentally to the very best of his/her ability.

This handbook has been prepared especially for you, the parent/guardian, of the child enrolled in our program. You will find many of our policies and operating procedures explained here. By reading this handbook you will feel more confident in your family's adjustment into our program. We suggest that you keep this handbook for reference throughout the year. Whenever you have questions, please feel free to call or stop by the office. My staff and I look forward to working with you and your child.

Thank you,

Brandy Dominelli
Owner
Dominelli School of Music



PRESCHOOL PARENT HANDBOOK

Philosophy and Objectives

The Dominelli School of Music provides a clean, safe, healthy environment where every child can develop emotionally, physically, intellectually, and socially. We are committed to providing safety and security for all children. Our preschool program encourages learning and growth through engaged activities, academic experiences, and play. Our environment is designed so that children may strengthen their emotional and physical well being, build coordination, stretch their imaginations, and have fun. We believe that children should be inspired to grow at their own pace and to learn in ways that help them become confident in themselves as learners. Our goal is to provide all of the children with a clean, safe, comfortable, and nurturing environment. Respect toward self, others and the environment will be emphasized. We believe in the value of both structured and unstructured activities. Structured activities will include the use of a preschool curriculum, regular reading times, circle times, arts and crafts, and musical activities. Creative art time, open inspired play, and outdoor opportunities are some of the more flexible activities we have. It is our goal to create an environment and program where the child's natural desire to learn is stimulated through meaningful, appropriate, and playful learning experiences, one that meets the needs of each child as an individual.

Safety and Security

Your child's safety is a top priority at The Dominelli School of Music. Children must be signed in and out upon arrival and departure. Children may be released only to those persons authorized in writing by the parent/guardian. Identification will be required when someone other than the parent or guardian will be picking up your child.

Enrollment/Registration Information

Enrollment is open to all children ages 3-5 years. The proper paperwork must be completed and submitted for enrollment. Medical reports and emergency contact information must be current at all times. The registration fee and first month's tuition is due upon enrollment in the Dominelli School of Music Preschool Program.



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Waitlist Policy

Applicants who wish to have their name placed on the Dominelli School of Music Preschool Program waiting list must submit a completed enrollment form. No registration fee is required at this time. Admission will be granted on the basis of availability. Parents/Guardians will be notified by phone when space becomes available.

Scheduled Classes

All classes are scheduled on a first-come, first serve basis. Once you are enrolled in a time slot, you are guaranteed a spot in that class for as long as you wish to be enrolled. Of course, we are also aware that personal schedules may change, and you are welcome to choose a different available class time, at any point. **NOTE:** Switching classes is subject to availability.

Speech Pathologist

The Dominelli School of Music preschool has a registered speech pathologist on staff who will meet with the parent's in a workshop to discuss developmental milestones, activities to work on at home, and ways to improve your child's language development. All students will have the option of an assessment to find out the current status of your child's speech development, and identify what we, at the school, and the parent at home can work on with each individual child.

Tuition Explanation

All tuition payments will be processed automatically on the 1st of each month by credit card or visa debit. Should you wish to pay by debit or cash, your payment must be made **before** your first class of the month. If payment is not received before your first class, your class time will not be guaranteed. Tuition amounts are based on the number of classes in the month. Dominelli School of Music will automatically adjust your tuition if your class falls on a statutory holiday, in which we are closed.

Refunds

There are **no** refunds for missed classes.



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Attendance

Parents should notify Dominelli School of Music if a child will not be attending or will be late on a particular day.

Cancellation

In the case that your enrollment must be canceled, for any reason, you must provide written notice to the Dominelli School of Music **prior** to the 1st of the month. There is a **\$100 withdrawal fee** that will be charged upon receiving the written withdrawal notice.

Teacher Substitutes

Dominelli School of Music reserves the right to provide another qualified teacher, should the regularly scheduled teacher be unable to teach the class.

Change of Personal Information

You are responsible of informing the Dominelli School of Music of any changes to your personal information, such as but not limited to, your address, phone number and email.

Child Abuse and Neglect Policy

All staff are mandated reporters of child abuse and neglect. They are required by law to report suspected abuse and neglect.

Termination

Dominelli School of Music reserves the right to discontinue service to a family if financial commitments are not met or if it becomes apparent that the program is not equipped to meet the psychological or developmental needs of the child. Written notification will be given to the parents to allow for ample time to find alternative care. Dominelli staff will make every effort possible to resolve any problems prior to termination.



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ARRIVAL AND DEPARTURE

The Dominelli School of Music has a comfortable waiting area where parents can relax when dropping off their children or picking them up.

Separation can be stressful for both the parent and the child, especially in the early days. Please help us to make this time less stressful by attempting the following strategies:

- Please do not attempt to sneak out without saying goodbye to your child.
- Give your child a goodbye kiss and explain that it is time for you to leave and you will return later. As difficult as it may be, try to make your goodbye short and sweet, even if your child is crying. The longer the goodbye, the longer the child will cry.
- Dominelli School of Music Teachers and admin staff are trained to handle these difficult, but normal occurrences. We will comfort your child and involve him/her in an activity. Ninety percent of the time, your child will have stopped crying before you get out of the parking lot of the facility. If they do not stop crying after 5 minutes, we will contact you, and may request that you stay in the waiting room to support your child through their transition.
- If your child was struggling, or you are worried about them at all, please call Barb or Brandy at 780-488-8515 to check in anytime! We will provide pictures, videos, and updates to you on how your child is doing. We are Moms too and are here for you through this transition as well.

Authorization to Release

Children will be released only to those persons listed on the Authorization and Consent Form. Identification will be required of any person picking up the child. The Director/Lead Teacher should be notified in advance, in writing, if someone other than the parent is to pick up your child. If there are changes to the child's home life and there are court documents, they must be provided to the school for us to follow. Please inform and update all your paperwork and provide of a copy of the court document.



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Health Policy

Children who are ill cannot be appropriately cared for in preschool setting. Parents need to have alternate care available for when this occurs. Examples of health symptoms that require exclusion from the program include (but are not limited to): If your child has had a fever, vomiting or diarrhea within the last 24 hours, please do not bring your child to preschool. Should your child become sick at Preschool we will make every effort to contact you or your emergency contact to pick up your child.

Administering Medication:

Whenever possible, we ask that all medication be given to children at home. We understand that this is not always possible. If medicine must be administered during Preschool, the following policy applies:

- Prescription and orally administered over-the-counter medication may be administered only upon written permission of the parent and written instructions from a health care provider stating that the provider may administer such medication or prescription and specifying the circumstances, if any, that the medication must not be administered.
- Medication must be in the original container labeled with the child's complete name, the medication name, recommended dosage, time intervals for administration, method of administration, expiration date and, for prescription medication, the prescriber's name and license number.
- Medication must be stored according to the instructions on the label in a place that is inaccessible to children.
- Medication must be returned to the parent when no longer needed.
- If a child develops symptoms which indicate a need for over-the-counter medication, including topical ointments, while in care, such medication may be given under the verbal consent from the parent for that day only. The provider must document that verbal instructions were and approval were given by the parent.
- Staff must document the dosages and time that the medication was given to the child.



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Emergency Procedures

If an emergency arises, a qualified staff administers first aid care, calls the parent, and if necessary emergency medical personnel. Staff will accompany the child to the nearest hospital where emergency treatment is administered. The staff will remain with the child until the parent arrives. In the event neither parent can be reached, the child's physician will be contacted.

It is essential for parents to provide information on where you can be reached, physician name and phone number, signed emergency waivers, and updated emergency contacts and waivers.

All Dominelli School of Music staff are certified in Child Care First Aid and CPR.

An accident report log is kept at the front desk with detailed information on any injury to a child. An incident report is kept in the log, in the child's file, and a copy given to the parent within 24 hours of any injury.

Medical Emergency

Unless written notice is given, permission is granted for Dominelli School of Music staff to seek medical treatment for the participant in the event we are not able to reach a parent or guardian in the case of a Medical Emergency. Dominelli School of Music should be made known of any medical conditions and be provided with all contact information to reach emergency contacts.

Release of Liability

Parents, legal guardians of minor students and adult students fully waive and relinquish any and all claims against Dominelli School of Music and it's owners, teachers and other staff from injuries or damages, as a result of participating in any activities or classes, in any way associated with Dominelli School of Music.



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Behaviour Management

All teachers at the Dominelli School of Music manage behavior in their classrooms in a non-punitive, age appropriate manner. All staff receive ongoing training in the areas of behavior management. They are trained in the process of positive reinforcement, which instructs children as to what they should do rather than telling them what not to do. For example "We walk inside the building" rather than "No running".

Teachers will quickly intervene if a problem does occur and redirect the child to a more appropriate activity. Language is utilized to help the children begin to identify their feelings and learn to deal with them in a healthy and safe environment.

Children will be encouraged to learn problem-solving skills. Staff will assist children in creative problem solving by helping children to choose alternatives that will enable them to participate in a classroom appropriate manner without reinforcing their negative behavior. Teachers will assist in pointing out logical consequences to both positive and negative behavior, and give children choices in solving problems.

Staff will use positive reinforcement while supervising children, encouraging them to cooperate and continue using appropriate behaviors. Children will be redirected to an alternate activity if their behavior continues to be inappropriate. An example is when a child is doing something that could hurt others, themselves, or destroying property and choosing not to use problem-solving techniques. Teachers will continue to be an active listener and support the child with conflict resolution. Parents will be notified of the behavior management strategies used and receive an incident report. Individual behavior management plans will be implemented. If a child's behavior is unmanageable within a group setting, parents will be consulted and an individual plan shall be implemented.

No child shall be subject to physical corporal punishment, humiliated, frightened, verbally abused, or denied food, rest or bathroom facilities. Children will never be disciplined for toileting accidents, sleep habits, or food consumption. Any violation of this discipline policy should be reported to the Director immediately.



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Meals and Snacks

Dominelli School of Music realizes that children have different eating habits and tend to be finicky eaters. Parents are asked to pack a nutritious snack every day in a lunchbox clearly labeled with your child's name. Try to make the snack from one of our food groups as we discuss our healthy eating during snack time! Please refrain from sending juice boxes. We recommend water bottles that they can use throughout class. Please label all water bottles with your child's name.

NOTE: We are a NUT FREE school due to allergies. Please DO NOT send a snack with nuts.

What To Bring

Please provide your child with a backpack to carry his/her belongings. It makes for a much easier arrival and departure. They will only need their spare clothes, lunch and water bottle. We ask that you do not bring toys from home. Toy guns and weapons are prohibited.

Clothing Suggestions

Daily programs are conducted outside whenever weather permits. In order for your child to enjoy participation in the program, please have him/her dress for the weather. If it has just rained, please send boots for the puddles; if it is raining lightly, waterproof outer clothing is needed; if it snows, please send snow suit, hat, gloves, and boots. In general, durable clothing that can withstand the energetic activity of young children is the best bet. If the day is extremely cold, we will refrain from going outdoors. When we go outside, we will probably be outside for a brief time. We ask that you leave a complete set of extra clothing, especially socks, in their backpack at all times. Also, if a child is newly toilet trained, it is helpful to keep an extra set of underwear on hand. Please replace the items when they become soiled. If you are using shoe boots, please send slippers or sneakers so that your child won't have to keep his/her boots on indoors. You are welcome to provide indoor shoes, or if your child prefers, they are welcome to wear their socks inside. **PLEASE LABEL ALL CLOTHING WITH YOUR CHILD'S NAME.** The teachers are not responsible for lost or damaged articles.

Field Trips

As part of the Dominelli School of Music Preschool, field trips will be planned occasionally. Prior to each trip, information will be sent home detailing the date, time, location, chaperones, etc. The permission slip must be signed and returned to the teacher in order for the child to attend. We welcome parents to join us for trips.



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Birthday Parties

Birthdays are a special time and we like to celebrate them by holding birthday parties for each child. You are welcome to bring a special snack for your child to share at school. Please ensure they are NUT FREE. You are welcome to join your child during his/her birthday party. If you choose to send party bags to school, please make sure there is one for every child in the class.

Communication

Communication between home and school is extremely important in order to ensure the success of your child. Please feel free to discuss any concerns you have with your child's teacher or the Dominelli School of Music Owner. It may not be possible for you to have a long conversation with your child's teacher at drop-off or pick-up times as the teachers are responsible for supervising all of the children in their care. If you have a special concern, a meeting or phone conference may be arranged. Dominelli School of Music Preschool provides many opportunities for parents to receive information on the progress of their child as well as the activities and events at our school.

The following details the types of communication that parents will receive:

- Information Board: Information about upcoming activities and events will be posted on the information board in the waiting area. Please check the boards regularly to keep informed about our upcoming events.
- 2 newsletters will go out each month via email. One at the beginning, informing everyone of any events that are happening and things you child may need to bring in for craft. The second one at the end of the month explaining everything we did this month and things you can do at home to help continue their education from that month.
- With your child: We will pass along any other information sheets to them or in their backpack upon pick-up!



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PARENTAL INVOLVEMENT

There will be many times and ways you can get involved in your child's preschool experience. You are welcomed and encouraged to participate in any or all of these.

Some examples of ways to be involved include:

- Chaperoning on field trips
- Lending objects for units of study
- Coming and talking about your job (please speak with the teacher to arrange this)
- Helping your child at home with the concepts we are studying here (see monthly newsletters)
 - Helping to provide treats or other items for our parties

Please speak to your child's teacher about becoming involved and he/she will set up a schedule for you

Please feel free to contact Dominelli School of Music if you have any questions or concerns.

780.488.8515

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