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Afterschool programs & seasonal camps

PARENT HANDBOOK

Foundation4ARTS

3510 Weems Rd

Tallahassee, FL 32317

(850) 878-ARTS (2787)

Website: www.TallyARTS.com

Email: info@TallyARTS.com

Director: Carla Urena Hutchinson, PhD

Dear Parent(s),

We are delighted to welcome you and your child/children to the Foundation4ARTS family affectionately called ARTS! It is a privilege you have chosen us to be your child's enrichment program after the school day ends. We are fully committed to your child's future success!

Our goal is to provide a high quality, nurturing and safe learning environment for your child that will help him/her grow into a confident, happy, well-rounded life-long learner. At ARTS, children are exposed to a wide array of enrichment activities including dance, karate, art, music, sewing, gymnastics, sports activities, foreign languages, gardening and more. All of these classes are designed to stimulate physical, social and emotional growth in a loving, safe and comfortable environment.

As a partner in your child's care we will do everything in our power to keep the lines of communication open. Interaction with you, the parent/caregiver is as important as our interactions with your child. Feel free to come in or call to set up an appointment with us to discuss any comments, concerns, or suggestions you have regarding your child's care. Feel free to call the director at any time on her personal cell phone at 339-2768.

Please take the time to go over this parent manual to ensure your understanding of the policies put in place to help keep ARTS AfterSchool a happy environment for everyone involved.

If you have any questions, please don't hesitate to ask. We also want to know how we can make ARTS even better- your suggestions matter!

Once again, thank you for trusting us with your children!

Very best wishes,
Carla Urena Hutchinson

Mission/Vision Statement:

ARTS strives to enrich and educate school aged children by providing outstanding services. Our goal is to offer parents peace of mind knowing their children are in a safe, educational and nurturing environment, while also helping each child develop self-control and a powerful love of learning!

ARTS classes teach important life skills leading to personal, academic, and professional success. As we look to the future, we have ambitious, exciting plans for the decades ahead. We are excited to grow and change along with the families we serve, providing a warm and vibrant community of learning where children and adults experience the very best of arts, recreation, and diverse culture. We combine excellent teachers, high quality multi-disciplinary instructionally sound programs, superior facilities, and a genuine desire to make a difference.

Educational Philosophy:

ARTS develops abilities for success in school, work and personal well-being. We strengthen children's self-confidence and decision-making.

Life-skills building – Our classes are optimal for building lifelong skills and expanding your child’s cultural and personal horizons. Social skills and strong personal values are modeled by our highly trained staff.

ARTS learning is fun - We optimize student-to-teacher ratio for the best possible instructional experience. All our programs teach skills in exciting and fun ways - for children of diverse experiences and backgrounds. Learning takes place through structured activities, guided play, age-appropriate games and positive interaction between the children and the instructors.

Professional Staff:

Each staff member is trained in their respective field and all ARTS classes are approved by the director who has a PhD in Instructional Systems Design. The staff participates in regular meetings to continually improve professional performance as well as strengthen and tailor the curriculum for ARTS students.

The staff has daily interaction with the director, weekly meetings to air concerns, suggest ideas or to ask about specific situations. Additionally, the

director records monthly observations of each staff member, noting highlights in their techniques, special skills as well as areas for improvement.

You are important to us – You, as a parent/primary care giver are the expert on your child. We want to know what is working well and if/how we can improve! Please take the time to communicate with us 😊

Each person employed at ARTS is level two background checked. We always have First Aid and CPR Certified personnel on site for safety.

For the safety of the staff and students (as well as for educational purposes) there is audio and visual recording in all public spaces.

GETTING STARTED

Interview Procedures

ARTS will not accept any child without conducting a family interview first. All parties must feel comfortable and confident the ARTS program will be a good fit. The Registration forms will be completed and signed including the following items BEFORE a child will be admitted into care:

- Admission information
- Authorization for emergency medical care
- Late pick-up policy
- Emergency contact form
- Information on reporting child abuse
- Discipline and Guidance
- Open door policy
- Fee policy and payment form
- Signed Parent Handbook

OPERATIONAL PROCEDURES

Hours and Daily Schedule

ARTS is open from 3:00 pm to 6:00 pm for afterschool during the school year and from 7:30am to 6pm for camp days during school breaks. A calendar is available online at TallyARTS.com. If you have questions or advice concerning either the center schedule or your child's daily schedule, please feel free to contact the center director. We are partners in your child's life and we want to give the best care possible catering to his or her needs.

Note: Please pay close attention to the centers closing time. Late fees will apply if you are late picking your child up. (Please see attendance policy)

Open Door Policy

You are welcome to call or visit our center or your child anytime during our hours of operation. We only request that your visit does not interfere with our scheduled activities. If you are interested in observing classes, you may request to view the class on the closed circuit camera in the lobby. We have found this allows parents to truly see the teacher/student interaction without distracting participants.

Attendance Policy

You are paying for excellent care and the only way we can provide it is if your child is in attendance at ARTS for their scheduled classes.

If your child will not be attending their regularly schedule days at ARTS during the after school program, you must inform us so that we may notify our drivers and instructors. If you fail to provide notice a \$25 dollar fee will be imposed to cover the cost to ARTS for late pick up penalties to other schools.

Please Note: We staff according to registration and no make-up classes or refunds are given. If you keep your child home for any reason, payment is still due. Your tuition payment will remain the same regardless of absences in order for your child to receive care without interruption (NO EXCEPTIONS). If your child is suspended for behavioral reasons, refunds will not be issued. If payment is not received, the director has the authority to terminate enrollment.

All children must be signed in and out of the facility by staff or parents on a daily basis. Please be sure to notify all persons you authorize to bring or pick up your child in case of your absence. Furthermore, emergency contacts will need to show identification upon picking up children.

Your cooperation is deeply appreciated!

PAYMENTS AND FEE SCHEDULE

Payment Policy

All fees are due by the first of the month for after school services and will be drafted no later than the 5th of each month. Summer tuition fees are due NO

LATER THAN Monday morning of the week attended. If you do not make payments on time you will be required to pay a late fee. For each day that your tuition payment is late, a late fee of \$10 accrues. If payment is not made within five days of the due date, your child will not be able to participate in ARTS AfterSchool activities until payment and late fees are paid.

All payments are to be made on time by everyone, **NO EXCEPTIONS!** The only persons who can waive this policy is the director and owners of ARTS. If you are experiencing a financial hardship, please speak with the director as soon as possible to set up a personalized payment plan and avoid late payment penalties.

The parents of children who are receiving tuition assistance are responsible for paying their parent fee (the amount of tuition that is not paid for by the state.) If this creates special hardships please speak with the owner/director ONLY, to address the situation.

For after school, there is an annual Registration Fee of \$50.00 for the first child with a \$75 family maximum. The registration fee is due upon registering your child at ARTS.

ARTS Fee Schedule

See website for Current Pricing.

Late Pick Up Policy

ARTS AfterSchool closes promptly at 6:00 pm for both after school and day camps. If your child is not picked up by closing time there will be a late fee \$20 for the first 10 minutes and \$2.00 per minute per child for every minute after that. Please note late fees are automatically billed by the system.

We understand that emergencies occur. In case of an emergency, please call ARTS to ensure we know and can make arrangements.

Emergency Policy in Case of Failure to Pick Up Child

In the event that a child is not picked up by 6:00 pm, staff shall use all contact information in attempting to arrange for the earliest possible pick up of any child remaining at ARTS. Staff shall contact the director in the event parents are unreachable and when an alternate pick up might need to be arranged. If we have not had phone contact with a parent by 6:15 pm, we will begin calling emergency contacts. If we release a child to one of the emergency contacts and staff then leaves for the evening, the information will be left on the parent's voicemail if possible.

If a child has not been picked up by one hour after ARTS closing time or notification of emergency evacuation, and all attempts to reach parent/guardians have been unsuccessful, staff shall call the police or sheriff (depending on the jurisdiction of where the child lives) and request that they assist in locating a responsible adult to pick up the child. If the police report that they are unable to locate a responsible adult, then staff shall immediately call Department of Children and Families Protective Services and request that they arrange to have someone from Protective Services pick up the child from the center as soon as possible.

Staff will carefully and fully document all efforts, including names and times, throughout this process and provide documentation to the Director the following workday.

Sign-In, Sign-Out & Child Pick up Policies

Signing your child in and out is required by licensing, and will be enforced.

No children will be released to an unauthorized person. Each child must be signed in and out on the Daily Sign-Out system. Each child must also have a Pick-up Authorization Form on file indicating those individuals (who must be over the age of 16) authorized to remove the children from ARTS. Exceptions will only be made per the parent(s)/guardians written request. Such special authorization must be given prior to the actual pick-up time. The special authorization will be valid only for that date, therefore prohibiting continued pick-up privileges (unless his/her name has been added to the children pick-up authorization form.)

Until ARTS staff becomes familiar with authorized individuals and finger scans are set up, photo ID will be required to verify name and identity upon pick up.

Parent(s)/Guardian(s) are required to leave three (3) contact person names and telephone numbers in case of emergency.

SUSPENSIONS &/OR TERMINATIONS POLICY

The policies outlined in this handbook are strictly enforced to provide fairness to all parties that render and receive services. It is therefore important each parent/guardian carefully review the conditions listed below:

- 1. Failure to pay for services rendered (fees) or failure to pay on time**
- 2. If receiving tuition assistance, failure to maintain eligibility requirements and/or re-determination responsibilities**
- 3. Failure to abide by ARTS rules and regulations**

Will result in termination of ARTS services with no refunds given.

HEALTH AND SAFETY

CHILD ABUSE AND REPORTING:

All child care personnel are mandated by law to report their suspicions of child abuse, neglect or abandonment to the Florida Abuse Hotline in accordance with section 39.201(F.S.) of the Florida State statutes.

RILYA WILSON ACT:

The Rilya Wilson Act is explained in detail on the flyer located on the Parent Information Board. If you have any questions or concerns feel free to discuss them with the director.

Safety and Security

***Philosophy:** If staff, parents and children feel safe from harm or fear, everyone will enjoy time spent together. The most fundamental need is the need to feel safe. Children are protected in their physical, mental and emotional wellbeing by ARTS staff.*

ARTS maintains daily sign in and sign out sheets to record the dates and times that children were on the premises. A photo ID is required for pick up of

children by an adult other than the custodial parent or guardian if finger scans are not set up. Emergency numbers are called in the event of an illness, injury or other emergency.

The physical environment is maintained, clean, sanitized and secure. Children are not able to exit the building unless escorted by a parent or staff member. The program has a monitored fire alarm and a burglar alarm. The local police are nearby and are familiar with the hours and activities of the program. Monthly fire drills are conducted to train the staff and the children on how to have an orderly and quick exit from the buildings, should the situation arise.

Procedures for Environmental Emergencies

ARTS has specific procedures in place for the following environmental emergencies:

- Building Emergencies
- Severe Weather Conditions
- Threats of Violence



Building Emergencies:

In the event of a fire, after evacuating the building staff members are instructed to line the children up and take attendance. Parents will then be called to pick-up their child.

The local fire department inspects ARTS facilities annually by checking the expiration dates of all fire extinguishers, checking the fire alarm, checking the exit lights, and checking to see if the correct evacuation procedures are followed through the use of unannounced fire drills.

In the event that problems arise with the electric, heating and cooling, or plumbing systems, the parents will be called, requesting that they pick up their child (pick up procedures will be observed). Parents will be notified if the center will need to be cancelled for the following days.

Severe Weather Conditions

In the event of severe weather conditions such as tornadoes, lightning or thunderstorms, or severe winds occurring before ARTS begins, parents should use their judgment. If severe weather occurs while the children are attending ARTS, the teachers will take the children out of the classroom and walk them into the main hallway. This area has been approved by the fire department as a safe place for the children to be during severe weather conditions. Once the threat has passed, the children will then be returned to their classroom.

IN THE EVENT OF THREAT OF HURRICANE, ARTS will be closed if Leon County schools are cancelled. Please listen to one of the local radio or television stations for the announcement. An announcement regarding the program will not be made separately.

Threats of Violence

In the event of a threat of violence toward a child or the group's safety, the teachers are to follow these procedures: If the program must be evacuated, the teachers are to follow the same procedures for a fire emergency. If someone arrives (or is suspected of arriving) with the suspected intent to harm a child, children or teacher, the director of staff members will call 911. Classroom doors will be locked during the hours of operation to prevent unauthorized personnel from making entry.

Illness Policy

We are partners in your child's education, health, and well being. Therefore, we have made it a primary concern for ARTS staff and administration to ensure we maintain a safe and healthy environment for all. We have a strict policy for illness in the Center. We thank you for adhering to the policy so that we will be able to control the spread of typical childhood illnesses. In an effort to avoid sharing contagious illnesses, we ask that each family comply with the following:

- If your child has a fever of 100.5 or higher, please keep your child home for 24 HOURS AFTER the fever has subsided
- When your child has a runny nose or a cough, keep your child at home until the discharge or cough has stopped completely
- When a child has any indication of a body rash, see your doctor and do not bring the child to school until the cause and remedy are determined. Many highly contagious illnesses are accompanied by a rash
- If your child has lice, a fungal infection (including ringworm), worms or any other parasite, do not bring your child to school until the treatment is complete
- Any vomiting is an indication of a stomach or intestinal virus and the child must remain at home, as this type of illness can be extremely contagious

Young children may exhibit indications of illnesses that are associated with erupting teeth and the staff will help you determine this, since this is clearly not contagious.

We have an isolation area for your child in the event he or she becomes ill while at ARTS.

Your cooperation is deeply appreciated. We understand your child may have lower attendance during cold and flu season. If all parents or guardians adhere to the policy, we will be able to control the spread of typical childhood illnesses.

Should ARTS experience any unusual level or type of communicable disease, after notifying the proper authorities, we will inform you verbally or in writing if your child may have been exposed with information including signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that have been implemented at the center and/or measures that should be implemented at home.

Please note absences, regardless of the cause, will not entitle the parent to any of the following: refund, proration, credit, or discount on the regular monthly tuition rate. If you have any future questions after reading the policy, please contact the director.

Medication Policy

No medication shall be given by staff members without the signed permission of the parent or legal guardian. All medication must be in the original container with the child's name, name of the physician, medication name, and medication directions written on the label. In order to administer over the counter medications, we must have a written form from your physician authorizing use and dosage for your child. A medication authorization form must be filled out completely, and we require daily parent acknowledgment for the length of time that the medication is administered.

Injuries and Accidents

Staff is trained in First Aid/CPR. In the event that a child becomes ill or injured anywhere in the facility, the supervising staff member will make an immediate decision as to whether the incident is a non-emergency or an emergency situation.

In the case of a non-emergency:

1. Child is coherent and composed immediately after injury or illness.
2. Child has a small cut or scrape with little bleeding.
3. Child has little or no swelling

4. Child is able to move injured area, or does not experience pain when touched

The staff member will apply first aid measures such as stopping the bleeding, applying band aid and washing injury with soap and water. The teacher will fill out an accident/injury report, for the parent/guardian to read and sign. A copy will be provided for the parent and the original will be placed in the child's file. If the injury starts to swell, the teacher will call the parents, notifying them of the situation. If the injury continues to get worse, the parents will be asked to pick up the child and take him/her to the doctor/hospital.

Allergy Policy

The following policies and procedures regarding allergies have been developed to further protect the children in our care. These policies require the full understanding and cooperation of staff and parents.

1. Children with a history of allergies will have these problems specified by the child's health care provider on their medical information form.
2. The director will review medical forms upon enrollment with parents and if a child has a special medical need, a health plan will be developed. This plan will include written instructions from the child's physician regarding the management of his/her allergies. This written care plan must be in place within 30 days of enrollment. For children with life-threatening allergies, a care plan must be in place before the child begins attending the program.
3. All staff who work with the child will be familiar with the care plan. The plan will be posted in the classroom along with a photo of the child. The plan will be clearly marked, as well as the location of any medications or Epipens.
4. The care plan will be revised if medications change, and will be reviewed annually.
5. An allergy list is maintained by the director for all children who are enrolled. It is posted in the kitchen area. It is revised and reviewed monthly at staff meetings.
6. The person who is responsible for food service supervision will read all food labels to identify known allergens. We recognize children are very generous and often like to share but due to allergies we have a strict "no food sharing" policy. Please help your child follow this life-saving rule!

7. For children with life threatening allergies (usually peanuts) their workspace will be clearly marked to exclude that food from the area. Staff will be aware of all foods entering the facilities (including their own food) and will exclude all foods that could contain life threatening allergies. If in doubt about any food, it must be excluded from the workspace.

In center wide celebrations, such as Thanksgiving Feasts, Christmas Potlucks, etc., the center cannot ensure the safety of all of the foods that are brought into the facility for children with allergies. For these instances only, the child's parents are responsible for verifying and ensuring the safety of any foods that their child has access to or ingests during these events.

8. All staff members will be trained in the management of allergies and allergic reactions part of the orientation, including all substitutes and floaters. The topic will also be included in the staff's annual CPR/First Aid training as a refresher.

9. All parents must update their emergency medical information immediately upon any change in allergy conditions.

10. Staff will utilize a symptom record to document a child's symptoms, staff actions/responses and a child's response during episodes when medications are given, if parents and/or physician's office or 911 is called in response to symptoms or illness. A copy of the symptom record will be sent with the children if he/she seeks medical evaluation, or is taken to the hospital and a copy is kept in the child's file.

ARTS Transportation Policy

ARTS provides transportation from schools to our location. As required by the State of Florida all ARTS drivers have a valid Florida driver's license, passed a level II background check, completed an annual physical examination which grants medical approval to drive, and valid certificate for course completion for first aid and CPR. Additionally, we comply with the insurance requirements found in Section 316.615 (4), F.S. Our vehicles are maintained in proper working order and annually inspected by a mechanic. The maximum number of individuals never exceeds the manufacturer's designated seating capacity or the number of factory installed seat belts. Each child when transported is required to wear a safety belt at all times. A driver's log (including contact information and emergency care plans) is maintained for all children being transported in the vehicle.

GENERAL INFORMATION

Discipline Policy

Philosophy: A unique feature of ARTS AfterSchool is the methods employed for correcting children's unwanted behavior. While we do allow children to experience consequences to undesired behavior, punishment is NEVER used!

Our goal is to establish self-discipline within each child – to give the child rules and the encouragement to follow them. When a child breaks a rule, any of the following discipline procedures may take place:

Confirm the child knows and understands the rule.

Change his/her activity and work area.

Provide time away from the child's work area.

Contact the parent so we can work on the behavior change together.

Referrals to the office regarding inappropriate behavior are critical for communication purposes. The administrator will make notification to parents, if inappropriate behavior persists.

ARTS reserves the right to exclude any student or parent temporarily or permanently, who is deemed in the sole exclusive discretion of ARTS to be interfering with the health, safety, or education development of himself/herself or of any other students(s) in the program.

If a child has extreme disruptive behavior on a consistent basis, the Director and the parent will establish a positive intervention to change the unwanted behavior. All children will be protected at all times from extreme, destructive or dangerous behavior of another child.

Please note that if your child purposely damages ARTS property, parents/care givers will be required to replace or pay for the repairs.

Clothing and Personal Items

Since the activities planned for your child may involve paints, clay and vigorous physical activity, we suggest the following in order for your child to receive the maximum benefit from:

- Dress your child in clothes that are washable, roomy and easy for them to manage.
- Provide a change of clothing in case of spills, accidents or emergencies.
- Label all items brought to the center including outer garments with a permanent marker. The center is not responsible for lost items
- We have ample activities for children therefore children MAY NOT bring toys, game systems, tablets, or laptops to ARTS for after school. However, these items are allowed during day camps to be used during free time. Please note, ARTS is not responsible for lost, damaged, or missing personal property including electronics. If your child brings personal items they do so at their own risk with your permission.

Birthdays

Birthdays are exciting events for children! Although birthdays are special, we request that they be celebrated simply – no gifts, please. Feel free to visit. If you would like to provide a special treat at snack time, we will be glad to arrange a convenient time. For birthday parties, allergy policies must be followed precisely. Please see the allergy policy for more information.

Holidays

In planning and carrying out activities and curriculum that relate to holidays, staff will ensure that:

- Nothing will be presented that constitutes the teaching of religious belief
- Effort is made to include traditions and share the children’s experiences from home
- Sensitivity to children and families’ needs is shown to avoid information or materials that offends
- Developmentally appropriate practice is followed when planning holiday experiences

We will be closed on the following holidays:

Labor Day

Veteran’s Day

Thanksgiving Day and Friday after

Christmas Eve and Christmas Day

New Year’s Eve and New Year’s Day

Memorial Day

Independence Day

THE PARENT ROLE

Parent Conferences

Parents are invited to speak with the director at any time concerning center matters or your child's development. It is best to talk to the director about any concerns regarding your child or your child's activities, or if you have concerns about a staff member, center policy or procedure.

We strongly encourage **ALL** parents to schedule a conference at the designated times in fall, winter and spring. A parent conference **MUST** be held whenever a parent, teacher, or director feels it is necessary. Failure to meet with ARTS staff regarding your child's well-being could be grounds for dismissal.

Parent Engagement

We encourage parents to become involved with the program. ARTS honors the important role of parents. Current research shows children enjoy a more enriched learning experience when their parents take an active role in their education.

We realize that our parents are very busy working and/or going to school. We encourage your involvement but don't want to overburden you with high expectations, so it's up to you as to how involved you would like to become with the program.

Communication

We value our relationship and communication with parents, as we serve as partners in the care of your children. We encourage you to let us know anything that might help us in our work with your child – a move, developmental or medical needs, the birth of a baby, divorce or separation, death in the family, a new pet, etc.

The staff and director will share information with you about your child's activities regularly. Although we want you to be aware of certain situations and behaviors your child may be exhibiting at ARTS, the reason we are communicating it is not necessarily because they need to be "fixed" at home. We will handle the situations that arise, but just want parents to be aware of what we are doing as it pertains to your child.

To enhance parent communication, we ask that you refrain from talking on your cell phone while dropping off or picking up your child.

Grievance Procedures

If parents have any questions or have concerns, we ask the following procedures be followed.

First, go to the director. Do not address the teacher, another parent or other staff member directly. Addressing the issue in a non-accusatory manner is best when attempting to reach a resolution. It is not acceptable to discuss an issue with any persons not directly involved. We will do everything within our power to resolve issues!

Parental Responsibilities

What we expect from parents:

- Read the bulletin board, any notices and newsletters sent home or via email. Important information is shared with you on a regular basis, but you must make the effort to read it.
- Value staff members and show them common courtesy. ARTS staff are more than just babysitters. We employ teachers who have training and education in their respective area of expertise. Show respect for their position as an important part of your child's development.
- Focus on your child when you pick him/her up. Take time to greet staff and your child and see if there is anything the teacher wishes to communicate before you leave.
- Pay your tuition fees on time. We are providing a valuable service and deserve prompt payment. Don't put the director in the position of begging you for payment or having to threaten dis-enrollment.
- Make sure your child is wearing appropriate clothing. If your child is participating in dance, they must have proper dance attire. A gi, martial arts uniform, must be purchased directly from Logan's Martial Arts Academy in order for a child to participate in karate.
- Keep a sick child home. The state mandates health regulations to prevent spread of infections illness. Although it may seem inconvenient at times, these rules also keep YOUR child from being infected by others as well.
- Address concerns in a respectful way and to the appropriate person. Do not bad mouth other parents, students, or staff members – seek to resolve your problem with the help of the director.
- Communicate with teachers about what's going on at home.

- Make sure children get a good night's rest so they are ready for their busy day.
- Pick children up before the center closes. Staff need to get home too!

ARTS AfterSchool

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Receipt of Handbook

Parent(s) and Guardian(s) must sign and date this form stating they received a copy of this handbook, read and agree to the center's rules and regulations. This handbook will be issued to the enrolled child's parent/guardian and the signed copies of center policies will be held with ARTS AfterSchool in the child's file as proof of acceptance.

Parent/Guardian Signature

Date

Director Signature

Date

