

Our Philosophy

KinderArt is, we believe, a unique preschool for children ages 2 to 6. We strive every day to provide a warm, wonder-filled atmosphere where your child's creativity is emphasized in safe, structured, yet diverse and imaginative ways. Children are well-supervised at all times.

KinderArt's goal is to stimulate children's innate sense of self-motivation, expand on their enthusiasm for learning, and help them acquire competence and high self-esteem through a variety of artistic expressions. Our program incorporates an integrated curriculum that promotes learning primarily through music, art, dramatic play, dance, special projects, learning centers, computer activities, field trips, and outdoor play and adventure.

A caring and supportive staff oversee classes small in size, allowing for individual attention and loving trust to develop between your child and his or her teachers.

KinderArt's curriculum is based on developmentally appropriate education that challenges and encourages but never pushes. We act as facilitators and motivators providing a stimulating environment where children learn and grow at their own individual pace.

At **KinderArt**, we believe that children who are exposed to learning in a positive and creative fashion will acquire a joy of education that will serve as a firm foundation for their future academic years.

KinderArt preschool was founded in 1992 and is fully licensed by the Rhode Island Department of Education and the Rhode Island Department of Children, Youth and Families.

The Twelve Principles of Developmentally Appropriate Education

1. All learning takes place inside the total organism of the child.
2. Learning is something the child does, not something done to the child.
3. A child learns through experiments and social interaction (often called play).
4. A child always learns more than one thing at a time: curriculum and teaching decisions reflect this.
5. The child's maturity level and readiness determines the teaching tasks and approaches used.
6. Learning tasks are oriented towards children's interests and desires. They are relevant and meaningful to the child.
7. Concrete and sensory materials are the natural learning media of children and are purposefully used in their education.
8. A variety of learning experiences using different modalities are used to teach basic skill development.
9. Thinking, problem solving, initiative, and self-reliance are promoted in an atmosphere of trust and structured freedom.
10. Each child is unique, lives in a unique environment, and will live a unique life. Teaching reflects this fact.
11. Learning is a life-long process.
12. Teachers are professional decision-makers, who observe, analyze, and facilitate children's learning while continually learning themselves.

The Griffon Ctr for Human Development.
15 S. Fair St., Guilford, CT 06437, (203) 453-8563

About the Director

Lisa Reimer co-founded **KinderArt** in 1992.

She graduated in 1986 from Roger Williams University where she majored in theater and minored in music. She spent seven years as an early childhood caregiver, as a private nanny to families and as a private tutor for math and science. Lisa served as assistant director of music at Lighthouse Nursery School and Day Care in South Portland, Maine, and was the teacher for 3-year-olds at Child & Family Services of Newport County's day care program. She received Child & Family Services' 1993 "Volunteer of the Year" Award for her work as a big sister to an adolescent girl.

Lisa has completed course work for certification in Early Childhood Education, graduating with highest honors.

Lisa has studied acting in London, and continues to work professionally as an actress, director, costume designer and costumer with theaters and dance troupes such as New York's Playwrights' Horizons, the New Jersey Ballet, The Rhode Island Shakespeare Theater, Seedling Acting Co., the Island Moving Co., and the Newport Playhouse.

As the mother of a son and daughter and stepmother to two daughters, she is sensitive to the needs of both parents and children.

Lisa serves as director and head teacher of the school, oversees the music program, and teaches in the classroom.

Programs

Preschool

KinderArt's preschool sessions are open to children ages 2 to 5. Classes are offered weekdays from 8:30 a.m. through 12:30 p.m. and 1:30 through 4:30 (which includes approximately 45 minutes for lunch) from September through early June. Children are enrolled in classes according to age. Classes are:

“Little Lambs” for 2 and 3 year olds (am only)

“Caterpillars” for 3 and 4 year olds

“Butterflies” for 4 and 5 year olds

State law requires that to be eligible for preschool enrollment, a child must have turned 2 years of age by September 1 of that school year. All children entering the **“Caterpillar”** classes **must be toilet trained.**

All groups receive a hands-on teaching approach. Children enjoy a variety of activities, learning centers, field trips, music, art, dramatic and free play, and walks (weather permitting).

Lunchtime is a time for socializing during the **KinderArt** day. Children are encouraged to bring a nutritious lunch. **KinderArt** also provides a healthy snack during the school day. In an effort to encourage healthy eating habits, we do not allow soda, candy or gum for snacks or at lunch.

Kindergarten

The kindergarten class is called the “**Buzzy Bees**” and is open to children ages 5 and 6. Kindergarten sessions are Monday through Friday from 8:30 a.m. through 3 p.m. To be eligible a child must be 5 years of age by September 1 of the school year. The kindergarten class is limited to no more than 9 students.

KinderArt’s kindergarten is a literacy-based curriculum with hands-on activities in a classroom full of interest areas. Through play as well as teacher facilitation, the “Buzzy Bees” will explore their way through reading, writing, math and science as well as poetry, cooking, and other creative forms. A variety of teachers will provide extracurricular study of Spanish, computers, yoga, music, dance and art.

As with **KinderArt** preschoolers, the kindergarteners bring their lunch each day except on Fridays. Each Friday, the “Buzzy Bees” will create their own lunches in the classroom cooking area from a recipe chosen by the class on Monday. The recipes will be compiled into a cookbook for each child at the end of the school year.

Special Programs

Among the extras offered at **KinderArt** during the school year are monthly field trips.

In the past, the **KinderArt** kids have enjoyed visits to a variety of locations including the Children's Museum; Schartner Farms and Simmons Farm for hayrides; the Haffenreffer Museum; Smith's Castle; The Nutcracker; the Norman Bird Sanctuary; Newport Hospital; the Newport Fire Department; the Newport Police Station; Island Garden Shop; Stop & Shop; the John Clarke Retirement Center; and others. Fees connected with field trips will be on your child's monthly invoice.

Another extra offered in **KinderArt's** daily curriculum is music and movement. The children showcase the fruits of their musical program at **KinderArt's** annual "Holiday Concert" in December and at Graduation Ceremonies in June. (Special arrangements with the North Pole have made it possible for Santa Claus to make an annual visit at **KinderArt's** Christmas concert and with each class before the holiday vacation break.)

After-School Care

For students who may also need afternoon care, **KinderArt** offers a daily After-School Care service following its preschool and kindergarten programs. Parents must sign up for this service in the office at least 24 hours in advance. The daily fee for the After-School Care service is \$20.00 for preschool and \$10.00 for kindergarten and is not included in the tuition.

KinderArt also offers After-School care for children attending Middletown public schools. Cost is \$10.00 per day and includes afternoon snack, homework help, activity and outdoor time.

KinderArt teachers are the designated After-School Care service providers, although additional instructors may also be brought in to teach special activities. The After-School Care service offers a rest/reading time, snack, outdoor play, and activities including art, music, cooking, walks, computer, and a weekly movie day -- with popcorn!

After-School Care service is offered Monday-Friday until 5:30 p.m. throughout the school year. Children attending the After-School Care service may be picked up any time during the afternoon.

*** Please note: All children must be picked up by 5:30 p.m.**
An additional fee of \$2.50 per minute will be charged for any child picked up after 5:30 p.m. for any reason.

Summer Camp

KinderArt offers a summer program which consists of six two-week sessions. The summer program runs Monday through Friday from 8:30 a.m. until 12:30 p.m., 1:30 p.m. until 4:30 p.m. or 8:30 a.m. until 5:30 p.m.

Each session is based on themes such as: “Life on the Farm”, “Construction Junction”, “The Circus”, “Science Rocks!”, “Storming the Castle”, and “Pirates, Mermaids and Sea Treasure”.

We will explore these themes with the help of hands on activities, field trips, stories and visiting speakers.

Registration for **KinderArt’s** summer session begins on March 1, 2010. Registration materials are available from the office beginning February 25, 2010. Please call for a brochure or visit our website, www.kinderartkids.com.

School Closings

KinderArt observes the following holidays and will be closed on: Columbus Day, Veterans Day, Thanksgiving, Martin Luther King Jr. Day, Presidents Day and Memorial Day.

In addition to these national holidays, **KinderArt** will also be closed for Christmas vacation beginning **Wednesday, December 22, 2010** through the New Year with classes resuming **Monday, January 3, 2011**. Dates for the February winter break are **February 21-25**, and the April spring break are **April 18-22**. Parent/Teacher conferences will be held **Wednesday, March 23, 2011**.

Vacation camp is now available to all **KinderArt** students during breaks!

Any other days taken off for vacations, religious holidays or any other reasons are solely the parents' responsibility and ***may not be deducted from the tuition payment.***

During inclement weather, please tune in to cancellations on NBC News Channel 10 to learn if **KinderArt** has closed school. Generally, if Middletown public schools close, **KinderArt** will also close. ***Sessions missed because of snowstorms, hurricanes or any type of bad weather may not be made up or deducted from a tuition payment.***

Scheduling

The **KinderArt** school year for 2010-2011 will run from September 8, 2010 through June 15, 2011.

Parents may choose to enroll their children in preschool two, three or five days per week, mornings or full days. Parents must adhere to the enrollment schedule they set for their child.

Kindergarten is a set five days per week.

An unscheduled preschool day may not be substituted for a scheduled day during the week.

Parents may add a day, **if space is available**. The fee for adding a day is \$30.00 for a half-day and \$50.00 for a full day, to be billed on the next billing cycle. Adding days or making any permanent changes to enrollment schedules must be arranged through the administration office with no less than a month's notice.

Children currently attending **KinderArt** preschool receive priority for enrollment registration for the next school year. Registration for enrollment for the 2011-2012 school year for children not currently enrolled at **KinderArt** will begin February 1, 2011.

Early registration is strongly recommended and encouraged, as classes and available days fill up quickly.

Discipline at KinderArt

At **KinderArt**, we believe in giving children choices. Positive reinforcement is always used while very clear boundaries are defined. If a child's behavior is unacceptable in the classroom, the child's first option is always to change the behavior. Time out is used only when a child chooses not to make behavioral changes. At no time is a child ever intentionally embarrassed, humiliated or belittled. Hitting, pushing or in any way physically harming a child is also strictly forbidden. If a time out is ever needed for a child, it will be documented in your child's daily report.

KinderArt follows a "three chances policy." For severely aggressive behavior in which a time out is not enough, the child will have a conference with director Lisa Reimer to explain why the behavior is unacceptable or dangerous, and parents will be notified. The second time the aggressive behavior occurs, parents will be notified again and asked to take action. If the behavior is shown again, the child may be expelled from **KinderArt**.

Please feel free to discuss any concerns you have with your child's teacher or with **KinderArt's** director.

Policies

Hours

Children registered for **KinderArt's** preschool sessions may be dropped off no earlier than 8:30 a.m. and picked up no later than 12:30 p.m. (unless scheduled for early or After School Care service). Kindergarten students may be dropped off no earlier than 8:30 a.m. and picked up no later than 3 p.m. (unless scheduled for early or After School Care service).

Promptness in dropping off and picking up your child is necessary and appreciated.

Early Withdrawal

If, for any reason, you withdraw your child during the school year, the initial deposit made at registration will be credited to your child's account.

We require a written notice of intention to withdraw one month in advance. If withdrawal is made without a one-month advance written notice, the deposit will be forfeited. Deposits will be credited only and not refunded.

Illness

When children are ill, we ask that you keep them home from school. A child will be considered ill if showing any sign of fever, vomiting or diarrhea. If a child develops these symptoms while at school, the child will be brought to the office, and the parents will be called to pick up the child at that time. Students must remain at home during the first 24 hours after starting an antibiotic. It is essential that all parents strictly follow these guidelines to help ensure good health among all of our children and staff.

KinderArt will administer prescription medication only with written parental approval and a doctor's written instructions. The parent must sign a written permission slip and the medication must be in its original container with the child's name clearly on the front label. Loose medication or medication not prescribed to that child will not be given at **KinderArt**. **KinderArt** does not administer over-the-counter medication of any kind, nor do we allow cough drops.

In case of a medical emergency, **KinderArt** will call 9-1-1 first and then contact parents. If an ambulance is required, **KinderArt** staff will ride to the hospital with the child and parents will be expected to meet the child there.

Substance Abuse Policy

KinderArt is prohibited by law from releasing a child to any parent or guardian, or to anyone substituting for a parent or guardian who appears to be under the influence of drugs or alcohol. If you are going to have an alcoholic drink before picking up your child, we must call a taxi for you. If you refuse to take the taxi, we are required by law to notify the police.

This policy is strictly adhered to.

Procedure for Reporting of Abuse and Neglect

Child abuse and neglect reporting laws in Rhode Island require anyone who suspects abuse and/or neglect to report their suspicions to DCYF.

Policy for Release of Children

KinderArt policy is to release a child to a parent. However, space is provided on your child's registration form for names of others authorized by you to pick up your child. If your child needs to be picked up by someone other than you, you must notify **KinderArt** in writing. Each family will be given a password and PIN # to use if calling in an emergency change in pick up. Please let the person who is picking up your child know that he or she must show picture identification. This is done to protect your child.

Seat Belt/ Safety Seat Procedure

KinderArt students go on field trips once a month or more. They ride in cars driven by staff and parents. State law requires that all children age 4 or younger be restrained in child safety seats. At **KinderArt**, no child under age 4 will be allowed to participate in field trips without a safety seat. All children are required to wear seat belts. If leaving your child's safety seat for a trip, please be sure it is clearly labeled.

Baby-sitting Policy

For legal and insurance reasons, all **KinderArt** staff are prohibited from baby-sitting **KinderArt** students or their siblings.

Separated or Divorced Parents

At **KinderArt**, our main focus is your child. While we have compassion for estranged or divorced couples and empathy for their difficult situation as parents, we will not choose sides. All **KinderArt** staff cannot and will not become involved in custody battles or personal marital problems. Our goal is to assist all parties to work together in the best interest of the child.

Parents are responsible for providing and maintaining proper records regarding current custody, visitation, restraining orders or any other documentation that **KinderArt** needs pertaining to **KinderArt** students. Parents must keep these records up to date.

Parent/Staff Relations

At **KinderArt**, we take very seriously the relationships we develop between our parents and our staff, and we work hard to foster open communication. We welcome parents' input, and will gladly meet with you to address any questions, ideas or concerns. Please feel free any time to make an appointment for a meeting. Parent/Teacher conferences are scheduled in March to discuss one-on-one, your child's individual progress. Children are evaluated based on Social/Emotional, Physical, Cognitive, and Language Development.

Peanut Free Zone

KinderArt is a peanut free school. This means that at no time should a parent send any foods containing peanuts or tree nuts into school. Any items with peanuts or tree nuts in the list of ingredients, any item that may contain traces of peanuts or tree nuts or is manufactured in a facility that also manufactures peanut or tree nut products, is considered to contain peanuts or tree nuts.

This policy is in place for the safety of our students who suffer from peanut and tree nut allergies. In many cases, this allergy may be life-threatening. It is one of the few allergies not set off by ingestion alone. If a child suffering from peanut and tree nut allergies is exposed to the oil from the nuts, it can be enough to set off a reaction as mild as a rash or as severe as anaphylactic shock.

You will receive a mailing over the summer that will give ideas for alternative snacks and lunches. If you have any questions, you may speak with any member of the staff at any time. When in doubt, please err on the side of caution.

There may be other food allergies in your child's classroom. These allergies will only need to be addressed should you decide to provide baked goods to your child's class either as a snack or to celebrate a birthday. Please be sure to check with your child's teacher to be sure there are no other restrictions in the classroom.

Payment Policies

A ***non-refundable deposit*** equal to 10% of your child's tuition is required at registration. The balance of the yearly tuition may then be paid in full by August 15, 2010.

You may choose, however, to pay tuition in monthly installments.

All monthly payments are due on the 15th of every month, beginning August 15, 2010. Any tuition payment not received by the 20th of the month automatically incurs a 10% late charge. Billing at KinderArt is done electronically. You will receive your bill as an email attachment. Payments are due regardless of receipt of invoice. (Field trips are not included in the tuition and are also added to your account.) The non-refundable deposit due at registration will be credited to your final tuition installment due in May of that school year.

The non-refundable registration deposit will be forfeited if an application is withdrawn for any reason, prior to the start of school. If you withdraw your child -- for any reason -- during the school year, the registration deposit is credited to your child's account, but there also may be a balance due on your tuition. (See **Early Withdrawal** section)

If you choose to make installments, -- ***all accounts, including any late charges, must be brought current by December 31, 2010 in order for your child to continue after the first of the year; all accounts must be paid in full by June 1, 2011 for your child to be eligible to attend Graduation Ceremonies.***

- **Please note:** Sick days, school or family vacations, religious holidays, school closings because of inclement weather, or any other absence are **not** deductible from the monthly tuition payment.

Parents' Responsibilities

- Parents are responsible for knowing and adhering to all policies and procedures established in this handbook.
- Parents are responsible for keeping up to date on all pertinent information posted or sent home in the form of newsletters, notes or any other reminders.
- Parents must supply **KinderArt** with a complete set of records for each of their enrolled children. These records consist of a registration form, emergency sheet, and an immunization form updated and signed by the child's physician. State law requires that these records be complete and on file **before** the child's first day of school.
- Parents are responsible for bringing in a healthy snack for the Snack Closet once a month. This can be fruit, veggies, crackers, milk, juice, etc.
- Parents are responsible for supplying a ready-to-eat nutritious lunch.
- Parents are expected to respect opening and closing times.
- Parents are expected to provide appropriate seasonal clothing: e.g. snow pants, hat, mittens (**NOT** gloves) and boots in the winter; and swimsuit, towel and sunscreen in the warmer months.
- Parents must notify **KinderArt** in writing if someone other than themselves will be picking up their child after school on any given day. Whoever picks up a child for a parent will be required to show proper photo identification.
- **KinderArt** requires that all full day students rest after lunch. Parents are required to purchase a "nap kit" consisting of a blanket, pillow, and sheet and may add anything else your child is comfortable resting with. These kits must be taken home weekly to be cleaned.
- Parents are asked to mail birthday or any other invitations directly to the homes of the classmates being invited. Sometimes not all classmates are invited, and hurt feelings may result.
- In striving to consistently improve our program, parents are invited to complete an evaluation of **KinderArt** each year.

Enrollment Procedures

Before enrolling your child, we suggest you and your child first visit us at **KinderArt**, and meet the director and staff. For an appointment, please call us at 847-0685.

Once you decide to enroll your child, fill out the enclosed registration form and mail it to **KinderArt**, 146 Aquidneck Avenue, Middletown, RI 02842, along with a non-refundable deposit equal to 10% of the tuition. Registrations without a full deposit will not be processed. **Before your child's first day of school, the enclosed immunization form must be completed by your child's physician and returned to KinderArt.**

We have an open door policy at **KinderArt**. Parents are invited to call by phone to check on their child, or to drop in at any time for a brief visit. Please keep in mind this may cause a child some anxiety if he or she is experiencing any separation difficulties. To avoid classroom disruption, we discourage prolonged parental involvement in classroom activities. However, in cases of extreme separation anxiety, parents may work out an appropriate and reasonable plan with the school's director and their child's teacher to help a child feel more comfortable at school.

Indoors at **KinderArt**, children find a secure, warm and home-like atmosphere, while outdoors they enjoy a wonderland of pleasure in our fully enclosed, large yard with a playground overlooking Easton's Pond. It's a grand place for learning where kids feel very much at home -- and often are reluctant to leave at the end of the day.

KinderArt is a certified DHS child-care provider. For more information, contact your local DHS field office or call **KinderArt** at 847-0685.

Tuition

Tuition may be paid in full **no later than** August 15, 2010. Otherwise tuition will be divided into 10 monthly installments, with May's installment due as a non-refundable deposit at registration. If you choose to pay your tuition on a monthly basis, a \$10 processing fee will be assessed each month. Monthly tuition installments are due on or before the fifteenth of every month beginning in August. Monthly bills for tuition installments are given each month as a courtesy and reminder. **KinderArt**, however, is not responsible for billing statements lost or in any way not received. Monthly tuition installments due the fifteenth of every month are solely the responsibility of the parent, whether a bill has been received or not. Monthly tuition installments **do not** fluctuate or change because of attendance, holidays, school or family vacation, school cancellations due to inclement weather, or for any other reason.

Monthly tuition installments for the **Half-Day Program** are as follows; the installments include an additional \$10 processing fee, assessed each month.

Days per week	Monthly Preschool Installment	Monthly Toddler Installment
2	\$249.00	\$284.50
3	\$367.90	\$421.50
5	\$605.30	\$688.60

Monthly tuition installments for the **Full-Day Program** are as follows; the installments include an additional \$10 processing fee, assessed each month.

Days per week	Monthly Preschool Installment	Monthly Toddler Installment
2	\$328.20	\$375.90
3	\$486.90	\$558.30
5	\$804.10	\$923.10

Monthly tuition installments for **Kindergarten** are \$862.30.

Should you need to add a day for the preschool program during a week, the additional charge is \$30.00 for a half day and \$50.00 for a full day.

After School Care service at **KinderArt** is \$20.00 per child for each preschool afternoon added, \$10.00 for each kindergarten afternoon added, and will be billed to your child's account.

A \$25.00 fee will be charged for each returned check.

All fees are subject to change at any time.