



# Policies & Procedures Parent Handbook

Updated: December 2017



*"It is vital that when educating our children's brains that we do not neglect to educate their hearts."*

*-Dalai Lama*

Thank you for choosing The Whole Child Nature School and Atelier. The mission of The Whole Child is to provide children with stimulating nature-centered opportunities to encourage artistic self-expression, independent problem solving, and a never-ending curiosity towards life. Children will freely explore their natural world, therefore inviting new experiences every day and allowing the child to become a leader on their own learning path. Through these experiences, children will learn compassion not only towards their friends, but also towards the Earth and themselves.

The Whole Child encompasses all aspects of a child's well-being – mind, body, heart, and soul.

Inspired by Reggio, Steiner, and Warden philosophies, children will spend a majority of their time outdoors in Earth's classroom. Our daily rhythm will include time for creative play, loose parts invitations, yoga, stories, art discovery, and more. Our commitment in viewing children as competent and capable learners promotes a comfortable and encouraging atmosphere where children can recognize and reach their full potential.

This booklet includes detailed information outlining the procedures and policies involved in our program. Please keep it for future reference, and feel free to consult with our staff listed below about any questions you may have.

Excited to partner with you,

**Kim Frazier-Pirog**

Executive Director &

Lead Community Instructor

[Director@SideBySideStudio.com](mailto:Director@SideBySideStudio.com)

## **HOURS OF OPERATION**

The Whole Child will meet from 9:00 AM until 12:00 PM on designated program days. Children may not be dropped off until 8:55AM. Please make every effort to arrive on time to pick up your child from the studio at 12:00PM. If a parent is consistently late, his/her child is subject to be removed from the program.

## **ENROLLMENT**

The Whole Child program is for children ages 3-5 (must be potty trained). Children must be 3-5 by September 1, 2018 for the 2018-2019 enrollment year.

Enrollment is for the entire 2018-2019 program year.

A Child Enrollment packet must be filled out at the time of enrollment for each child.

Your child's spot is not reserved until you have completed the following:

- Child Enrollment Packet for each child
- Paid your 10% tuition deposit

Upon enrollment, you must complete the following within the first 2 weeks of the start of the program year, by September 19, 2018:

- Read and sign Policies & Procedures Parent Handbook
- Submit a copy of child's immunization records (KY State Immunization Certificate) & a copy of insurance card

Enrollment options for the 2018-2019 year are for the following day(s)

- Monday, Wednesday, Friday
- Monday & Wednesday OR Wednesday & Friday
- Fridays only (Please note there are limited spots for this option open only to 3 year olds. Please inquire with the Director regarding openings).

## **TUITION**

Tuition reserves a permanent spot for your child on the day(s) in which you enroll. If your child is unable to attend on their scheduled day, you may not "switch" days (i.e.—Wednesday for Friday, etc.), and you will be charged the full amount of tuition regardless of any absence.

Tuition is due by the 5th of each month, a \$10 per day late fee will be applied to each day payment that is late. No exceptions will be made. If a family becomes more than one month behind in their payments, the child/children will not be accepted to the program until payment has been made in full. Please make your checks payable to Side by Side Studio or you may pay via credit card through our secure online Square payment system. Please note that if you choose to pay via credit card you will pay an additional 3.5% processing fee per payment.

Tuition payment is based on a per day rate of \$30.

**2018-2019 Tuition Rates:**

<b>Tuition</b>				
<b>ENROLLED DAYS</b>	<b>TUITION TOTAL</b>	<b>DEPOSIT AMOUNT 10%</b> (Due upon enrollment)	<b>9 MONTHLY PAYMENTS</b> (Due by the 5th of each month June 2018-February 2019)	<b>3 EQUAL PAYMENTS</b> (Due June 5th, Oct. 5th, February 5th)
Monday, Wednesday, Friday	\$3,030	\$303	\$303	\$909
Monday, Wednesday or Wednesday, Friday	\$2,010	\$201	\$201	\$603
Fridays	\$1,020	\$102	\$102	\$306

**\*If you pay via credit card, payment will include an additional 3.5% processing fee.**

**WITHDRAWAL OR SUSPENSION**

If Side by Side Staff is concerned that your child’s/children’s needs are not being met in our program, we will involve you in the process of identifying the issues and working toward resolution. However, if after reasonable and appropriate interventions have been tried, Side by Side staff determines that the program is not in the best interest of you, your child(ren), or the Studio, we may require that your child(ren) be suspended from the program. Suspension procedures will be implemented in the time frame that is deemed appropriate by Side by Side Studio. If Side by Side believes, in its sole discretion, that the actions of a parent or guardian are disruptive, inappropriate or inconsistent with the Studio’s best interests, it may elect to end a child’s enrollment. In the event of suspension, you will not be refunded the remainder of the month’s enrollment that has been paid.

In the event that you need to withdraw your child(ren) from the program, you must provide written notification to Studio Staff at least 30 days prior to your child’s last day. If your last day falls during the middle of a month, you will pay the pro-rated tuition payment of \$30 per day for each day your child attends that month.

## **SIGN IN/SIGN OUT PROCEDURE**

Each day your child(ren) attends The Whole Child, they must be signed-in. When your child(ren) is picked up, they MUST be signed out.

Children will only be released to guardians or individuals who have been listed as approved persons for pickup in the student's file. Any person picking up your child may also be required to show proper I.D. (driver's license, etc.) Please notify staff UPON ARRIVAL if your child will be picked up by another individual so they can be added to the approved list. If someone attempts to pick up your child and is not on the list, we will require verbal confirmation from the parent before allowing your child to leave.

## **FOOD AND SNACKS**

We will provide a snack and water each day for your child. If your child has any dietary restrictions (i.e. gluten free, vegan, etc.) you must send a snack each day with your child. If class allergies are present, communication will be sent home and snacks will be adjusted accordingly.

## **INJURY**

If your child is injured while in our care, proper medical attention will be given and the injury documented. Documentation shall include time of injury, description of event, and a detailed description of treatment/ attention given. A copy will be given to parent or guardian and one copy will be kept on file.

In case of emergency, your child will receive attention first— parents will then be called for further instructions. It is your responsibility to keep all emergency telephone numbers current.

## **ILLNESSES**

A child who is ill may NOT be brought to programming. If your child is ill, they should remain at home until they have been on medication for 24 hours or is symptom-free for 24 hours.

DO NOT bring your child if they have the following symptoms:

1. Fever of 100 degrees or higher. Your child must be fever-free (without the use of medication) for 24 hours before returning to programming.
2. Vomiting or diarrhea (within 24 hours)
3. Contagious or unexplainable rash
4. Colored discharge from eyes
5. Unusual irritability or fatigue

Should your child develop any of these symptoms during program hours, you will be contacted and required to pick-up your child as soon as possible.

### **INCLEMENT WEATHER POLICY**

In the event of inclement weather, closing information will be posted on our Facebook page and parents/guardians will be notified via text message. After two “snow days,” we will add make up days to the calendar and notify parents of the modified schedule.

### **WEATHER CONDITIONS**

Please note as a part of our program mission, we will plan to be outside in a variety of weather conditions, so please dress for appropriate weather conditions each day. If you would like to bring a pair of rain boots, raincoat, or other alternative weather gear to leave at the studio you may do so.

Staff will be aware of weather conditions to make a decision about outside play and exploration. This may include but is not limited to extremely high heat index , lightning, extreme cold and air quality index level.

- If the heat index is above 90, the children will play outdoors for a maximum of 20 minutes.
- Children are not permitted to explore outdoors when it is thundering and/or lightning.

# 2018-2019 Whole Child Schedule

SEPTEMBER 2018

Su	M	T	W	R	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018

Su	M	T	W	R	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018

Su	M	T	W	R	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2018

Su	M	T	W	R	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2019

Su	M	T	W	R	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2019

Su	M	T	W	R	F	Sa
				1	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2019

Su	M	T	W	R	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2019

Su	M	T	W	R	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2019

Su	M	T	W	R	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## NOTES

Fall Semester: Wednesday, September 5, 2018-Friday, December 21, 2018

Spring Semester: Monday, January 7, 2019-Friday, May 24, 2019

Thanksgiving-CLOSED-November 21-23, 2018

Holiday Break-CLOSED- December 24, 2018-January 4, 2019

Monday, January 21, 2019- CLOSED-MLK, Jr. Day

Monday, April 1-Friday April 5, 2019-CLOSED Spring Break



The Whole Child Nature School & Atelier  
Policies & Procedures Parent Handbook

Policy Agreement

**I/We have read, understood and agreed with the policies and procedures set forth in the Enrollment Packet and in the Policies and Procedures Parent Handbook. I/We agree to pay all fees with the knowledge that if my/our account becomes delinquent, my/our child(ren) will not be permitted to attend until payment is made in full.**

**(Please return this form only with your Child Enrollment Packet (if not already submitted) and copy of KY state immunization certificate and insurance card by September 19, 2018).**

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_