

**Orientation**- Arts & Smarts Preschool is located at 4499w 250n in Cedar City Utah. The preschool phone number is 435-218-9487. Mandi Klein, is the Director. There are times when I am not able to pick up the phone during preschool hours. If urgent please leave a message or send a text message and I will get back to you ASAP. Detailed calendars are included. A non-refundable registration fee of $ 50.00 must be paid to hold your child’s spot in the preschool.

**Arrival and Dismissal Procedures-** Preschool session starts approximately five minutes before scheduled start time. You may let your child out in the front driveway. We will start lining up to go home five minutes before their scheduled dismissal time for the class. We will send your child out to you. Please be on time to pick your child up. If an emergency comes up and you are going to be late, please call and let me know. Please notify me if someone other than you will be bringing/picking up your child from preschool.

**Tuition-** Tuition is due the fifth of each month. A $5 late fee needs to be added if you choose to pay after the 5th. Please make checks payable to Mandi Klein. Tuition is $125 per month for regular preschool tuition. Deductions are not made for absences.

**Health Policy-** Children should be well to attend school. If your child has a fever or an infectious illness, please keep your child home. Child should be able to take care of their own bathroom needs. We make sure hand washing is always done after each bathroom visit. If there is an accident, we will call you to come pick up your child.

**Star of the Week-** When your child is star of the week, we will put his/her star poster on the bulletin board and they will be the helper for the week. They may bring a special picture or toy that tells about them on Tuesday. They may bring their favorite book to share with the class on Wednesday. They may bring a treat to share on Thursday. The children really love this part of being the star. Treats can be inexpensive- popcorn, crackers, apples, etc.

**Home-School Communication**- Please feel free to call me anytime with questions or concerns. You may come in any time and observe your child. I also post pictures and school updates on the private school Facebook group.

**Birthdays-** If you would like to bring a birthday treat on your child’s birthday, you may do so. I will try to have the students be the star student on or around their birthday week if possible.

**Show N Tell** – Show and tell is called ‘Bring and Brag’ and is usually on Wednesday. Only 1 item should be brought.

**Discipline-** We use a positive approach to discipline. We teach the children to use their words, and teach them to solve their own problems. If the child is having a hard time and distraction, positive reinforcement, and proximity does not work, we may remove your child and have them sit in the “calming corner”. Taking them out of the situation and talking to them about what happened, what they think they could have done differently and if they can’t come up with a solution, we help guide them to one. They are then placed back into the situation so they can have success. Hitting, biting, and throwing toys are not acceptable behaviors at any time and if this happens your child will immediately be taken out of the situation and the above methods will be used. Preschool is a great place to learn pro-social behavior. Please be assured your child’s safety and happiness are top priority.

**Calendar-** We follow the Iron County School District Calendar. We do not hold preschool on major holidays.

**Inclement weather procedures**- We spend 15-25 minutes outside each day (if weather permits). Please have your child dress appropriately for the weather. It is better to send a jacket and not need it than it is to freeze. If it is raining we will do rainy day activities inside in place of outside time.

**Clothing-** We make messes, we have fun!! Dress your child for comfort. Fancy clothes and clothes you don’t want dirt or paint on should not be worn to preschool. All school clothing should be washable for those times when paint gets around the smock or spills. We take our shoes off in the preschool to help with germs. It is part of their daily goals to be able to put on and off their shoes by themselves. Please send them in shoes that are not too difficult to put on and off so that they can pass this daily goal and get their reward.

**Surveillance-** I have a camera in my preschool that will allow you, with an app, to be able to log in and observe your child during preschool, if you wish. I will provide you with the information to do that. This surveillance is nice for you and it is protection for me, to ensure the safety and wellbeing of all the children. Only the other parents and I will have the ability to log into onto the camera.

Arts & Smarts for Little Hearts Preschool is here to provide your child with a nurturing, safe, loving first school experience. We believe preschool age children can learn many things and that it should be learned in a fun, hands-on way. We teach letters, sounds, shapes, number recognition, sight words, etc. What many parents don’t realize is that learning to sit on the carpet during circle time, raising hands, lining up, taking turns, and learning pro-social behaviors are just as important as academics. Any questions or concerns, call Mandi Klein 435-218-9487.