



## CENTER FOR **early childhood**

### Prospective Parents Guidebook

#### UNIVERSITY CIRCLE (UC)

11125 Magnolia Drive, Cleveland, Ohio 44106

#### OHIO CITY (OC)

2610 Detroit Avenue, Cleveland, Ohio 44113



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## WELCOME TO THE MUSIC SETTLEMENT (TMS)

Since 1955, TMS's **Center for Early Childhood** has been committed to providing a high-quality early childhood experience for children ages three to five that nurtures the individual, supports the family, and enhances a child's development through involvement in the arts.

- 5-Star Award from Ohio's Step Up to Quality rating program
- Licensed provider for Ohio Department of Job & Family Services (ODJFS)
- Universal Pre-Kindergarten (UPK) site of Cuyahoga County's Invest in Children
- Partner of Cleveland's PRE4CLE initiative

## ABOUT TMS

Our Center for Early Childhood is part of The Music Settlement, a century-plus old community music school in Cleveland's University Circle neighborhood, forged out of the Settlement Movement, with the goal of bringing the rich and the poor of society together in both physical proximity and social interconnectedness. Built on the ideals of inclusiveness and opportunity for all using music as the common language, TMS has grown from our foundation of music instruction (1912), to also offering early childhood education (1955) and music therapy services (1966).

In 2018, we expanded our mission with the construction of a second campus in Cleveland's near west side Ohio City neighborhood. We are literally and figuratively bridging our past to our future while connecting Cleveland's east and west sides. Providing life-enhancing experiences to all members of our community through music and the arts has been, and continues to be, our guiding mission. Through our three Centers - Music, Early Childhood, and Music Therapy - and our Bop Stop performance venue, TMS caters to a diverse clientele that spans a lifetime. From children as young as three-weeks-old to retired adults and seniors, TMS is improving the quality of life for all those we serve.

For more information, visit [www.TheMusicSettlement.org](http://www.TheMusicSettlement.org).



# OUR PHILOSOPHY

We believe young children learn best by doing. Our programs encourage and promote students' freedom to experiment, explore, and experience the world around them. While our daily curriculum aligns to the Ohio state standards for early childhood, we use a child-centered approach to learning built on *The Creative Curriculum*. For preschoolers, Creative Curriculum promotes exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills.

The Creative Curriculum includes developmentally appropriate goals and objectives for children within four main categories of interest: social/emotional, physical, cognitive, and language. Learning centers are carefully designed to allow children to develop at their own pace. With Creative Curriculum, teachers are engaged in an ongoing cycle of observing, guiding learning, and assessing children's progress. Teachers interact with children continuously and make decisions about when and how to respond to meet individual and group needs.

## OUR GOALS INCLUDE...

- Making the transition from home to school one of security and confidence
- Providing an integrated program that enhances and facilitates development in all domains: cognitive, social, language, emotional, and physical
- Allowing children an opportunity to identify and organize their evolving knowledge

## THE TMS DIFFERENCE

We give your child all the vital learning experiences for educational success, including the richness of music and the arts. For more than half a century, TMS faculty and staff have made a sincere commitment to help each child appreciate his/her uniqueness and self-worth, and to interact successfully with his/her peers and adults in the school environment. Our focus on the individual, engagement of the family, and the play-based, creative arts curriculum make TMS special.



# CURRICULUM

A creative curriculum is one that incorporates big ideas, varied and engaging activities, and a sense of continuity as a way to stimulate students, teachers, and even families. In a warm, nurturing environment that encourages natural curiosity, collaboration, exploration, and discovery, academic learning about shapes, colors, numbers, letters, cultures, and oneself is incorporated into our daily schedule. Our curriculum includes creative specials like music, science, drama, social and emotional learning, and more. We provide diverse, multi-cultural experiences through student participation in cooking exercises, stories, and discussion. Our courses foster brain and social development, inspire and encourage creative expression, and strengthen parent-child bonds as parents are invited and encouraged to participate in classroom activities.



## OUR TEACHERS

Our expertly-trained and experienced teachers and staff blend the highest standards in early childhood education and development with nurturing care to help your child have fun while growing physically, intellectually, emotionally and socially.



**Our faculty exceed educational standards as established by the Ohio Department of Jobs and Family Services (ODJFS).**



**The majority of our educators have earned a Bachelor's or Master's Degree in Education or related fields.**



**The average tenure of our faculty is eight years.**



**Our educators are lifelong learners, always engaging in professional development.**

"Both of our kids' educational journeys got off to a wonderful start at TMS in a highly sensory, diverse, and creative place. It set Carly on the path that will take her to Harvard next year, and we are truly grateful to the teachers and staff at the school."

- Julie & Matt Lehman  
*Former Center for Early Childhood Parents*



# ENROLLMENT OPTIONS

We offer multiple programs at both campuses to accommodate families' lifestyles. The following information outlines tuition and programs for the **2024-2025 school year**, and are dependent on minimum enrollment levels. Any changes in programming will be communicated as early as possible .

## PRESCHOOL

Morning and full-day programs with a child-centered, comprehensive curriculum of creative specials including music, science, social and emotional learning (SEL), and more.

### MORNING PROGRAMS

\$300 deposit + \$75 registration fee

OPTION	DAYS	DATES	TIME	AGE	TUITION
2-DAY	M/Tu	9/9/24 - 5/27/25	8:30am - 11:30am	3 years old by 12/31/24	\$2,730
3-DAY	W/Th/F	9/5/24 - 5/30/25	8:30am - 12:40pm	3 years old by 9/30/24	\$5,250
4-DAY	Tu - F	9/5/24 - 5/30/25	8:30am - 12:30pm	4 years old by 9/30/24	\$6,465
5-DAY	M - F	9/5/24 - 5/30/25	8:30am - 12:30pm	4 years old by 9/30/24	\$7,770

### FULL-DAY, FULL-WEEK, YEAR-ROUND PROGRAM

\$500 deposit + \$75 registration fee

OPTION	DAYS	DATES	TIME	AGE	TUITION
FULL-DAY	M - F	8/19/24 - 6/27/25	7:00am - 5:45pm	3 years old by 9/30/24	\$16,780
JULY CAMP	M - F	7/1/25 - 7/24/25	7:00am - 5:45pm	3 years old by 9/30/24	\$1,550



# ENROLLMENT OPTIONS

We offer multiple programs at both campuses to accommodate families' lifestyles. The following information outlines tuition and programs for the **2024-2025 school year**, and are dependent on minimum enrollment levels. Any changes in programming will be communicated as early as possible.

## KINDERGARTEN

A creative, arts-infused full-day program academically aligned to meet state standards for kindergarten. Children receive a socially supportive and enriching classroom experience and enjoy music, drama, and field trips to enhance individualized learning.

This program is licensed by the Ohio Department of Jobs and Family Services (ODJFS).



\$500 deposit + \$75 registration fee

OPTION	DAYS	DATES	TIME	AGE	TUITION
Kindergarten	M - F	8/19/24 - 5/30/25	8:30am - 3:30pm	5 years old by 9/30/24	\$13,400
Kindergarten +	M - F	8/26/24 - 5/30/25	7:00am - 5:30pm	5 years old by 9/30/24	+\$3,450

*Kindergarten + provides wrap around care (before/after school) for TMS Kindergarten students.*

## ENRICHMENT OPTIONS

### EARLY DROP-OFF

Children enrolled in Preschool programs have the option to begin their school day early.

**Time:** 8:00am - 8:30am    **Days:** M-F    **Fee:** \$5 per child / day

### EXTENDED DAY

This afternoon enrichment option gives children the opportunity to enjoy lunch, creative play, cooking, and additional STEAM programming featuring early childhood specialists and faculty. Open enrollment in this program is available throughout the year as days and space allow. Drop-in / occasional attendance is available as space allows and with advance notice. (\$50 deposit / day)

**Time:** 12:30pm - 3:30pm    **Days:** T-F    **Fee:** \$1,330 (1 day / week for the school year)  
\$2,660 (2 days / week for the school year)





# SAMPLE DAILY SCHEDULE

## FULL-DAY PRESCHOOL

(times are approximate)

**7:00am - 9:00am**

### Arrival

Breakfast is available until 8:15 am.  
Children engage in select personal choice activities in the classroom.

**9:00am - 9:30am**

### Large Group Time

Welcome and discussion of the day's activities and choices.

**9:30am - 11:30am**

### Play Choice Time/Specials/Snack

Children make work/play choices in the various classroom centers.  
Music, Science, Drama, and Library are also scheduled during this time.  
Open snack is available.

**11:30am - Noon**

### Gross Motor Play

Weather permitting children will go outside to play.  
On inclement days, classrooms are scheduled for time in the Large Muscle Room.

**Noon - 1:00pm**

### Lunch/Story

Children and teachers eat lunch together in the classroom.  
This is followed by clean-up, bathroom breaks, and a story.

**1:00pm - 3:00pm**

### Naptime

Relaxing music or stories are played and teachers circulate among the children, helping children get comfortable and rest from the morning's activities. *(Children who do not fall asleep are given a book after relaxing on their cots for a period of time.)* Children will remain on their cots for the duration of rest time for classroom safety.

**3:00pm- 4:00pm**

### Transition Time/Snack/Playtime

After waking, children use the restroom and put their cots away. Learning centers are open for play. Snack is available.

**4:00pm - 4:30pm**

### Group Time

Group story and songs, then preparation to go outdoors.

**4:30pm - 5:15pm**

### Gross Motor Play

Weather permitting, children will play outside. On inclement days, classrooms are scheduled for time in the Large Muscle Room.

**5:15pm - 5:45pm**

### Table Time

Remaining children work with table toys or read stories until all children are picked up.

# FINANCIAL ASSISTANCE



## OUR EARLY CHILDHOOD PROGRAMS ARE ACCESSIBLE TO ALL

One of the founding principles of The Music Settlement was to ensure that our programs and services are available to everyone, regardless of personal circumstances. We are proud to offer financial assistance options that help make TMS affordable to all families. We work with qualifying families to provide the financial support option that best fits their needs.

### ABOUT FINANCIAL ASSISTANCE:

- Any family participating in one of our early childhood programs may apply.
- Eligible families may receive up to 50% in tuition support.
- Need-based assistance is funded by TMS and through Ohio Department of Education (Early Childhood Education Expansion (ECEE)) and Invest in Children (Universal Pre-Kindergarten (UPK)).
- Attendance of 85% monthly is required to maintain all tuition support options.
- The Music Settlement Early Childhood is not an approved provider for Jon Peterson Scholarship.

For more information about our financial assistance program, or to apply visit [www.TheMusicSettlement.org/aid](http://www.TheMusicSettlement.org/aid). For questions, contact our Center for Early Childhood offices at:

- **University Circle:** Email [kgrau@themusicsettlement.org](mailto:kgrau@themusicsettlement.org)
- **Ohio City:** Email [draynovak@themusicsettlement.org](mailto:draynovak@themusicsettlement.org)

"The Music Settlement has been, and continues to be, an anchor for my family."

- Maureen M.  
*Center for Early Childhood Parent*



# ADMISSIONS PROCESS (CHECK LIST)

We have created a comprehensive admissions process that provides prospective families the opportunity to learn our program, philosophy, and values before joining our community. To speak to someone about admission and enrollment, please call (216) 421-5806 ext. 160.

## ☐ **STEP ONE: ATTEND AN OPEN HOUSE** *(optional)*

Prior to, or after submitting an online application, families are encouraged to register for and attend a virtual open house or one of our scheduled open house events offered on-site. Our open houses include a tour of our classrooms and facilities, a detailed overview of our programs and services, and introductions to our teachers. While attending an open house is not required prior to enrollment, it is strongly encouraged.

Please email [earlychildhood@themusicsettlement.org](mailto:earlychildhood@themusicsettlement.org) to register for an upcoming open house.

## ☐ **STEP TWO: SUBMIT YOUR APPLICATION**

Applications are available online. Submitting an application requires a non-refundable \$25 processing fee. To access the application, please visit [www.themusicsettlement.org/apply](http://www.themusicsettlement.org/apply).

## ☐ **STEP THREE: ATTEND A PARENT AND CHILD VISIT**

After submitting an application, schedule and attend a **required** Parent and Child Visit. To schedule a visit at our University Circle campus, please email [kgrau@themusicsettlement.org](mailto:kgrau@themusicsettlement.org). To schedule a visit at our Ohio City campus, please email [draynovak@themusicsettlement.org](mailto:draynovak@themusicsettlement.org).

## ☐ **STEP FOUR: SELECTION CONFIRMATION**

If an immediate opening is available, our Center will make an enrollment offer (by mail). Within two (2) weeks, families must notify TMS by mail of their decision to either to (A) continue with enrollment, or (B) withdraw their application. Once an application has been withdrawn, the space and application processing fee is forfeited.

## ☐ **STEP FIVE: OFFICIAL ENROLLMENT**

If accepting our enrollment offer, parents have two (2) weeks to respond by mail to secure their placement for the school year. Along with acceptance of enrollment, parents must also provide the annual registration fee and initial down payment. These payments are non-refundable or transferrable, as they guarantee placement for the contracted period. Once all of the above are provided, your student is considered officially enrolled.

### **ADMISSIONS ELIGIBILITY, REQUIREMENTS, AND FEES:**

- Children must be toilet-trained\*. \*See FAQs for more.
- All programs are dependent on minimum enrollment levels. Any changes to programming will be communicated as early as possible.
- Deposits and registration fees apply. Registration fees are non-refundable. A one-time Activity Fee applies to confirmed enrollees.

# Frequently Asked Questions

## 1. WHAT IS THE MISSION/VISION OF THE MUSIC SETTLEMENT?

Our Mission: To inspire and welcome all to our music and arts community to learn, create, celebrate and heal.

Our Vision: To unlock the potential in everyone.

## 2. WHAT MAKES OUR SCHOOL UNIQUE?

Center for Early Childhood at The Music Settlement, founded in 1955, developed with the idea of providing a quality preschool experience with a commitment to creative arts and individual development.

Children involved in our programs participate in regularly scheduled Specials of music, science, drama, SEL literacy courses, in addition to classroom learning. All developed in a process-based approach. Dalcroze-inspired classes, which introduce children to musical concepts and theory through a variety of movement activities. Pre-Kindergarten students are also involved in additional experiences which encourages music composition and provides ensemble experience through the playing of pitched and unpitched percussive instruments. Drama is another creative component that classes experience. Children participate in weekly drama classes, where they have an opportunity to discover their creative potential using elements of storytelling and movement. In class they explore self-expression through familiar tales and original works. Another unique feature of our school is the Science program. In addition to the science experiences, which occur daily in the classroom learning center, children are provided the opportunity to explore science concepts in a dedicated Science Room (Discovery Room).

The focus on the individual, the engagement of the family, and the play based creative arts curriculum all make TMS unique. Our Center for Early Childhood is enhanced by our accessibility to the University Circle, Ohio City and the Cleveland community, as well as by the strong involvement of our parents. Visit us to see our programs in action!

## 3. IS MY CHILD REQUIRED TO BE TOILET-TRAINED?

Yes, for all Early Children education programs children are required to be toilet trained. Toilet- trained/mastery is being responsible for one's own fluids, functions, and hygiene, as well as dressing and undressing to use the toilet. We believe that successful mastery of this self-care skill allows children to be more able to connect with the group.

## 4. WHAT MAKES UP A TYPICAL DAY?

Morning and Full day options are available. A typical day is made up of the following components: classroom activity/learning centers, group and story times, Specials, snack and gross motor play. Each classroom's routines vary due to the times they are scheduled for Specials.

## 5. WHAT ARE TMS STUDENT/TEACHER RATIOS?

Below is the Ohio Department of Job and Family Services (ODJFS) licensing ratio guidelines. The Music Settlement exceeds these guidelines, and adheres to those set by Step Up to Quality and maintains lower classroom ratios.

Toddlers 30 - 36 months - 1:8

Preschoolers 3 - 4 years - 1:12

Preschoolers 4 years - Kindergarten eligibility - 1:14

Kindergarten - 11 years - 1:18

## 6. WHAT IS THE GENERAL EDUCATIONAL BACKGROUND OF YOUR STAFF? WHAT IS THE TURNOVER RATE?

Our teaching staff meet educational standards as established by ODJFS and align to accreditation guidelines of Step Up to Quality and Universal Pre-Kindergarten, with a majority of staff holding a Bachelor's or Master's degree in Education or related fields. As per state licensing requirements, our staff is also trained in First Aid, CPR, Child Abuse Recognition, and Communicable Disease Prevention. Staff annually attend professional development trainings and workshops, and may observe other early childhood programs as part of ongoing professional development. Staff turnover is very low; the average tenure of our dedicated staff is 8 years.



# FAQs (continued)

## 7. ARE THERE ANY OTHER EXPENSES DURING THE YEAR OTHER THAN TUITION?

The registration fee and deposit are the initial payments to secure your enrollment. Tuition is billed monthly, in equal amounts throughout the school year. There is a one-time Activity Fee assessed by the Parent Team. The activity fee pays for a variety of classroom enrichment aspects, such as allowances for classrooms and specialists, field trips (for PreK & K), health screenings, Guest artists, musicians and/or onsite unique performances.

## 8. WHAT ABOUT DISCIPLINE?

TMS's philosophy regarding discipline is one of guidance. Part of the early childhood school experience is to help children understand what behaviors and activities are appropriate and acceptable. This is done by communicating feelings, problem solving and encouraging cooperation. Redirection to another activity for a short time or a one-on-one activity with a teacher may be used when a child experiences difficulty during play or transitions. Teachers and parents work together to resolve problems and support each child. We use Conscious Discipline as our guidance style in the classrooms. TMS partners with community resources to provide additional assistance, as necessary.

## 9. WHAT IS YOUR POLICY ON SEPARATION?

Each child is an individual and, depending on your child's and your family's needs, we address each transition individually. Separation sequence gradually begins each year. We feel it is very important and fundamental that you and your child feel comfortable and secure in making the transition from home to school.

## 10. DIVERSITY/EQUITY EXPERIENCES FOR CHILDREN?

TMS Early Childhood is proud of the diverse backgrounds of the children and families engaged in our programs. It is in keeping with our educational goals to involve all children to explore diversity through discussion, dance, music, stories, cooking, art, etc. We also invite and encourage parent participation in our school community.

## 11. WHAT IS YOUR POLICY ON VACCINATIONS?

As of 2020, TMS does not allow non-immunized children to enroll in Early Childhood programs. Medical and religious exemptions are considered on a case by case basis for new students. At this time there are no requirements regarding a COVID vaccine.

## 12. HOW CAN I BE INVOLVED IN MY CHILD'S EXPERIENCE?

The Music Settlement recognizes that the parent/guardian is the child's most important caregiver. The parent/teacher relationship should be that of a cooperative partnership working for the fullest benefit of the child. Parents are encouraged to be active in their child's experience through regular communication, social functions, classroom engagement opportunities and school events. Read a story, share a recipe, tell us about your work, dance with us! We believe our parent's involvement to be one of the strengths of our school and welcome you to join us.



# FAQs (continued)

## 13. WHAT ACCREDITATIONS DOES THE SCHOOL MAINTAIN?

**Step Up To Quality (SUTQ)** is a voluntary rating system for early care and education centers in Ohio. SUTQ was created by the Ohio Department of Job & Family Services - Bureau of Child Care and Development to improve the quality of child care in Ohio. Participating centers earn a one to five-star rating by meeting an extensive list of quality benchmarks that exceed licensing standards. Experts say these benchmarks improve the growth and development potential of children. These benchmarks include low child-to-staff ratios, group size, accreditation, staff education, specialized training, improved workplace characteristics and early learning standards. SUTQ assists parents in making more informed choices on behalf of their children in center-based programs licensed by the Ohio Department of Job and Family Services. Visit [www.stepuptoquality.org](http://www.stepuptoquality.org)

**Universal Pre-Kindergarten (UPK)**, unique to Cuyahoga County, was initiated in 2007, and makes high quality early care and education more affordable for families. All UPK sites licensed by the Ohio Department of Job and Family Services (ODJFS) must be enrolled in Step Up To Quality and meet a series of standards, proven through vast research to be the hallmarks of quality that result in improved school readiness. These standards include teacher qualifications, formal assessment, lower staff to child ratios, use of approved curricula, engagement of families, and family linkages to necessary supportive services.

Visit We believe young children learn best by doing. Our programs encourage and promote students' freedom to experiment, explore, and experience the world around them. While our daily curriculum aligns to the Ohio state standards for early childhood, we use a child-centered approach to learning built on The Creative Curriculum. For preschoolers, Creative Curriculum promotes exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills.

The Creative Curriculum includes developmentally appropriate goals and objectives for children within four main categories of interest: social/emotional, physical, cognitive, and language. Learning centers are carefully designed to allow children to develop at their own pace. With Creative Curriculum, teachers are engaged in an ongoing cycle of observing, guiding learning, and assessing children's progress. Teachers interact with children continuously and make decisions about when and how to respond to meet individual and group needs.

**PRE4CLE**, PRE4CLE is Cleveland's plan to expand access to high-quality preschool in community-based and school-based Pre- Kindergarten programs for Cleveland families who are seeking an excellent preschool experience for their children. PRE4CLE's success will fulfill a key goal of the Cleveland Plan, a plan to ensure that every child in Cleveland attends a high-quality school and that every neighborhood has a multitude of great schools from which families can choose. PRE4CLE embraces the vision that every child in Cleveland will enter kindergarten ready to succeed in school. Visit We believe young children learn best by doing. Our programs encourage and promote students' freedom to experiment, explore, and experience the world around them. While our daily curriculum aligns to the Ohio state standards for early childhood, we use a child-centered approach to learning built on The Creative Curriculum. For preschoolers, Creative Curriculum promotes exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills.

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*All changes & updates implemented by ODJFS licensing or TMS, reflecting best practices will be communicated promptly.*





# The Music Settlement

OHIO CITY • UNIVERSITY CIRCLE

## UNIVERSITY CIRCLE

11125 Magnolia Drive, Cleveland, Ohio 44106  
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## OHIO CITY

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## THEMUSICSETTLEMENT.ORG

earlychildhood@themusicsettlement.org

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Our Vision:

**To unlock the potential in everyone.**

Our programs are  
generously funded by:



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