

THE MUSIC SETTLEMENT

EARLY CHILDHOOD

This handbook is designed to help families understand the policies and the daily operation of our program. We believe that good communication and understanding between home and school promote the best possible care for your child. We encourage you to take the time to read the information in this handbook, the supplemental materials and the newsletters that you will receive periodically.

If you find that you have questions or concerns not covered in the handbook, please feel free to discuss them with your child's teacher or with me. We consider you to be an important part of the school and we value your suggestions, comments, and constructive criticisms, as well as your support.

Sincerely,



Karen Heitlinger
Chair, Center for Early Childhood
kheitlinger@themusicsettlement.org

History, Mission and Goals of the Center for Early Childhood

The Music Settlement Center for Early Childhood has been an important part of The Music Settlement education program for over 60 years. During that time, the Preschool has earned a reputation for excellence in all aspects of early childhood education. The Day School program was developed to provide full-time care for families and continue along the course established by the Preschool program.

Preschool aged children are natural learners. Our Early Childhood programs support that learning with an interactive, process-oriented approach. Through developmentally appropriate activities, the children extend their curiosity and seek solutions to their questions.

Mission: The mission of The Cleveland Music School Settlement Center for Early Childhood is to provide a high quality early childhood experience for children ages 3 to 5 that nurtures the individual, supports the family and enhances a child's development through involvement with the Arts. The Day School was opened in response to the need to provide a full-day program to serve the families in the community.

- Goals:**
1. To make the transition from home to school one of security and confidence.
In this transition, the child would:
 - o develop an ability to see adults as respectful, nurturing, supportive, responsible and helpful resources.
 - o build trust and relationships with individuals outside of the family.
 2. To provide an integrated program that enhances and facilitates development in all domains: cognitive, social, language, affective and physical.
In this program the child would:
 - o develop attitudes that encourage life-long learning, such as curiosity, initiative, persistence and self-control as a learner.
 - o develop an aesthetic appreciation.
 3. To allow children an opportunity to identify and organize their evolving knowledge.
In this structuring, the child would:
 - o develop thinking and problem solving abilities.
 - o develop an ability to relate body to objects and events in the environment.
 - o develop an ability to express their own identity and identify others' perspectives.
 - o develop knowledge of self, others and the physical and social world, reflecting social and cultural diversity.

Licensing

The Preschool & Day School is licensed to operate by the Ohio Department of Jobs and Family Services (ODJFS). The maximum number of children in each age group is specified on our license, which is posted in the Early Childhood Office. The laws and regulations governing day care in the State of Ohio are available in the Early Childhood Office. The licensing record of The Music Settlement Preschool & Day School is available upon request from ODJFS. The toll-free number for ODJFS is 1-866-635-3748. This number may also be used to report a suspected violation of State regulations by the school.

Staffing

We believe that the most important component in achieving our goals for children is a qualified, professional teaching staff, committed to working with young children. In addition, teachers maintain supportive open communication and build relationships with parents through:

- o posted weekly objectives and lesson plans
- o direct contact and conversation
- o e-mail communication
- o monthly newsletters
- o parent/teacher conferences (twice a year)
- o classroom opportunities involving the parents

We maintain high professionalism by fostering our staff member’s growth in current early childhood practices through in-service training, visitations to other schools and early childhood programs, and continuing education opportunities.

All licensed schools must follow the standards set forth in the State code regarding the child-to-staff ratio. Our Preschool classes have two teachers in each classroom. We provide a low child/adult classroom ratio of 14:2 for 3-year old, and 18:2 for 4 & 5 year old children. Our Day School classes have a maximum capacity of three teachers for each classroom of 16 students, providing a low child/adult ratio of 16:3 which is more favorable than the minimum standards specified by the State code and the ratios identified by Step-Up To Quality.

STATE MANDATED GROUP SIZE & TEACHER/ CHILD RATIOS

AGE	MINIMUM RATIO	OUR RATIO	MAXIMUM SIZE	OUR MAXIMUM
30 – 36 months	1:8	1:6	Group 16	Group 10
3 years	1:12	1:10	Group 24	Group 16
4 years	1:14	1:10	Group 28	Group 18
5 years	1:14	1:11	Group 28	Group 18
K/School Age	1:18	1:12	Group 36	Group 18

ACCREDITATIONS

Step Up To Quality (SUTQ)

Step Up To Quality (SUTQ) is a voluntary rating system for early care and education centers 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. The rating system, available to parents since 2004, also provides a useful tool for selecting quality early childhood programs. These benchmarks include low child-to-staff ratios, classroom environment, group size, curriculum, accreditation, staff education, specialized training, improved workplace characteristics and early learning standards.

The Music Settlement is one of the few 5 star rated centers in Northeast Ohio. The Step Up To Quality program 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. The goals of Step Up To Quality are to improve the quality of early care and education settings in order to support children’s optimal development and learning, and to provide parents with an easy-to-use tool to assist them in selecting quality early care and education programs for their children. You can find more information about Step Up To Quality and search for star-rated programs by visiting www.StepUpToQuality.org.

Universal Pre-Kindergarten (UPK)

Universal Pre-Kindergarten (UPK) in Cuyahoga County, was initiated in 2007, and makes high quality early care and education more affordable for families. Although states and communities across the country are implementing similar programs, Cuyahoga County’s UPK program is the first such program in the state of Ohio. The program aligns with the recently unveiled Western Reserve Plan of county government that states in the fifth of its twelve principles: “Identifying education, from early childhood forward, as the central factor in individual and community success.”

All UPK sites licensed by the Ohio Department of Job and Family Services (ODJFS) must be highly accredited by Step Up To Quality.

All UPK sites 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 support services.

The UPK Fact Sheet and UPK Frequently Asked Questions document is sent home in the information packet at the start of the school year. Please inquire in the Early Childhood Office for these materials and/or to apply for tuition assistance.

Data collected as part of these accreditations is reported to Starting Point, OEC and their business associate at CWRU. Additional details are available in the Notice of Privacy Practices page that accompanies this handbook.

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.*

Child Abuse Reporting and Prevention

The school's staff has completed a required course in child abuse reporting and prevention. The staff will, as required by Ohio law, report any suspected child abuse or neglect to the Child Abuse Hotline, 216-696-5437 (KIDS)

Parent Roster Information

The Early Childhood Department will prepare a parent directory for the Preschool & Day School families. You will have the option of omitting your phone number and address from this booklet. This directory will be sent home with every child enrolled in the school.

Hours/Operations

The Preschool offers ½ day morning programs from 8:45 AM - 11:30 AM and operates Sept. - early June. We offer 2-day morning (M&T) 3-day morning (W-F), 4-day morning (T-F), and 5-day morning programs (M-F). Programs are based on children's age and preference, for frequency of days. Afternoon programs from 12:45-3:30 PM are offered as supported by enrollment.

Early Drop Off is available from 8:00 AM - 8:35 AM each day for all Preschool programs. Registration is not required for this program; it may be used on an as needed basis, a \$5 dollar fee per day will be included in the next tuition statement.

The Day School offers a full-day program from 6:30 AM to 5:45 PM, Monday through Friday. The center operates from mid-August through the end of June. You also have the option to enroll in the Day School program ending in July. Day School is closed in early August.

The center's Tax ID number is available upon request from the Early Childhood Office or Enrollment and Customer Service Office.

School Calendar

The Center is officially closed on:

- Labor Day September 4, 2017
- Fall Conference Day - Preschool, Day School & Kindergarten October 27, 2017
- Thanksgiving Weekend (Wednesday through Friday) November 22 - 24, 2017
- Day School - winter break December 22, 2017 – January 2, 2018
- Day School Resumes January 3, 2018
- Preschool - winter break December 20, 2017 - January 2, 2018
- Preschool Resumes January 3, 2018
- Dr. Martin Luther King Day January 15, 2018
- President's Day February 19, 2018
- Spring Conference Day - Preschool, Day School & Kindergarten March 23, 2018
- Spring Break - Preschool & Kindergarten March 26 – March 30, 2018
- Spring Vacation Day - Day School March 30, 2018
- School Resumes April 2, 2018
- Staff Professional Day May 11, 2018
- Memorial Day May 28, 2018
- Last Day - Lunch Bunch May 31, 2018

○	Last Day - Preschool, 3 & 4 Day Programs	June 1, 2018
○	Last Day - Kindergarten	June 1, 2018
○	Last Day - Preschool 2 & 5 Day Programs & Extended Day	June 5, 2018
○	Last Day - Day School (45 weeks)	June 29, 2018
○	Fourth of July	July 4, 2018
○	Last Day - Day School July option (49 weeks)	July 26, 2018
○	Day School Summer Break	July 27 - August 15, 2018

If bad weather forces The Music Settlement to close, the announcement will be made on local radio and TV stations (Channel 5/ WEWS.com). Your child’s teacher will call or email you. Closings will also be listed on our website, www.themusicsettlement.org and an e-blast will be sent to your e-mail.

According to state licensing, the school must close if the temperature in the school building falls below 65 or above 85 degrees for an extended period of time. If this occurs, parents will be notified to pick up their child from school.

Building Access:

We currently issue an individual security code per enrolled family for access to The Music Settlement buildings. An intercom is located just to the left, outside the main entrance to Early Childhood, for those who forget their access code. Security codes allow registered families access to the Early Childhood building every Monday through Friday from 6:30 a.m. to 6:00 p.m. Parents who arrive later than 6:00 p.m. may use the intercom to gain access and may be assessed a late fee for delayed pick up.

Parents are asked to NOT permit ANYONE to enter the building with them when they use their access code. Parents are asked not to give their security code to another person for purposes of picking up a child. Alternate pick up persons should report to the office to be identified by a photo I.D.

If you are a **returning family** and had received an access card previously, your card will continue to be activated for the school year. If cards have been misplaced, parents should notify the office so the card can be deactivated and a code issued to your family.

Access codes will be available on the evening of parent orientation. Individuals without access codes may not enter the Early Childhood building independently and will need to use the intercom.

How to Use Your Code:

- Only one code will be issued per family. If there is more than one registrant in a family, both registrants will have access with the same code.
- Type your code into the key pad #, located at the entrance, and the door will unlock. You may hear a “click” signifying that the door has opened.
- Repeated/Regular use of the doorbell is discouraged as each family has been provided a secure access code.
- Please refrain from allowing others to enter with you, as that may compromise security. Visitors are requested to visit the Early Childhood office to sign in.
- Security measures and policies are covered in the safety policies section of this handbook.

Early Childhood Program Features and Schedules

Our Early Childhood programs are designed to foster a child’s development across physical, social, emotional, cognitive and creative dimensions. This includes hands-on experiences in the arts, science, math and literature as well as work with perceptual and motor skills. Daily indoor and outdoor play for all classes and a supervised rest/nap for Day School are also integral parts of the school day. The school’s curriculum is presented in the various learning and activity centers and extended in special programs and related field trips. Curriculum objectives and opportunities are developed in relationship to the interests and abilities of each child.

A typical day (see sample schedule) provides for both individual and group experiences. The program is geared toward helping the child develop habits of observation, questioning, listening and cooperation. Each child, developing at his/her own rate, is free to make choices within the limits of consideration for people and materials.

PRESCHOOL (morning only) CLASSROOM SAMPLE SCHEDULE

8:45 - 9:00 am	Arrival
9:00 - 9:15 am	Large Group Time Welcome and discussion of the day's activities and choices.
9:15 - 10:30 am	Play Choice Time/Specials Children make work/play choices in the various classroom centers. Music, Science, Drama and Library are also scheduled during this time.
10:30 - 10:45 am	Cleanup and Snack
10:45 - 11:00 am	Large Group/Story Group story, songs, etc.
11:00 - 11:25 am	Gross Motor Play Weather permitting children will go outside to play. On inclement days, classrooms are scheduled for time in the Large Muscle Room.
11:30 am	Dismissal

DAY SCHOOL CLASSROOM SAMPLE SCHEDULE

6:30 - 9:00 am	Arrival Breakfast is available until 8:20 AM Children engage in limited choice activities in the classroom.
9:00 - 9:30 am	Large Group Time Welcome and discussion of the day's activities and choices.
9:30 - 11:30 am	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.
11:30 - 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.
12:00 - 1:00 am	Lunch/Story Children and teachers eat lunch together in the classroom. This is followed by cleanup, children using the restroom and a story.
1:00 - 3:00 pm	Naptime Relaxing music or stories are played and teachers circulate among the children, helping children to become 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.
3:00 - 4:00 pm	Transition Time/Snack/Playtime After waking, children use the restroom, and put their cots away. Learning centers are open for play. Snack is available.
4:00 - 4:30 pm	Group Time Group story, songs, etc., and prepares to go outdoors.
4:30 - 5:15 pm	Gross Motor Play Weather permitting children will go outside to play. On inclement days, classrooms are scheduled for time in the Large Muscle Room.
5:15 - 5:45 pm	Table Time Remaining children work with table toys or read stories until all children are picked up.

CURRICULUM AND INSTRUCTION

The Music Settlement encourages students the freedom to experiment, explore and experience the world around them. While our daily curriculum aligns to the Ohio State Standards for Early Childhood we have a child centered approach and have adopted *The Creative Curriculum* for use in planning individualized lessons. Learning centers are carefully designed to allow the children to develop at their own pace. Academic learning about shapes, colors, numbers, letters, cultures, and oneself is incorporated into daily activities.

Our primary focus is each child's social-emotional confidence and development. As the children grow more familiar with school routines, more time can spent on academic readiness activities. Preschool children learn by doing, all activities are engaging and focus on hands-on involvement.

A parent can keep informed of curriculum themes and activities by reading posted lesson plans, regular e-mails specific to classrooms from teachers, and monthly calendars.

The goals we have in mind when we plan our activities include:

- Offering children positive experiences in a classroom setting; i.e., providing opportunities for learning in a group, taking turns, sharing classroom materials and following directions.
- Encouraging children in self-expression with adults and in peer groups.
- Providing children with a variety of learning experiences through art, music, language, science, and dramatic play.
- Guiding children in the discovery of their strengths and interests and provide a full foundation for learning.

Music Program

Children will meet with the music specialist twice each week. The basis of the instruction is:

- Dalcroze Eurhythmics: emphasis on rhythmic body movement
- Orff: emphasis on discovery with percussion instruments (Pre-K year)
- Emphasis on creative singing

Due to the nature of our musical experiences, we encourage you to be aware of the days your child will be enjoying the music room. You can be helpful to your child and his/her teacher, if on those days you dress your child in comfortable clothing such as pants or shorts with **socks**. We move in our bare feet so that we can feel the floor with our toes and be safe. **No footed tights, please!** The easier it is to get ready, the more time we have for music.

The class is structured on the following:

- Singing familiar folk tunes with added body movement
- Rhythmic movement
- Drum exercises exploring loud and soft, fast and slow
- Stories and games which encourage creative movement and ensemble

Cooking

Cooking will be offered as part of the weekly curriculum to all students. Children will explore different foods and preparation as they work with Chef Kellee in the classroom. This program encourages a healthy approach to eating and engages children in experimenting with basic cooking techniques in a social setting, as well as trying new flavors. This is a true sensory adventure as the children will sample the product of their efforts.

Science/Discovery Program

The science program offers students numerous opportunities for hands-on science activities, as well as time to share ideas, experiment and reflect. Children will have opportunities to explore in the Science/Discovery Room. The science specialist involves the children in guided group and individual experiences, as well as in various learning centers connected to the theme of study. In this environment, children play, document, make inferences and test hypotheses.

Drama Program

Classes participate in a drama class once a week. With the exception of the 2 day Preschool program, due to limited time. This experience includes an opportunity for the children to discover their creative potential as they explore self-expression through stories, games, and creative play. We focus on feelings, actions, use of listening and verbal skills, eye contact, problem solving, social interaction, waiting turns, collaborating, and having fun! The objectives of this class are to develop each child's awareness of their imagination, to increase each child's sense of uniqueness and most importantly to promote self-esteem and self-expression.

Field Trips (Pre-K only)

- The Early Learning Initiative (ELI) operated under the auspices of University Circle Inc., has been in operation since 1997. Its primary mission is to provide young children with cultural experiences that increase cultural awareness, build background knowledge and develop school readiness concepts and skills.
- Parents must sign a permission slip for all trips off campus. If there is no signed parental permission, the child will not be allowed to accompany the class.
- Each class travels, in the company of the classroom teachers, by University Circle Incorporated bus to trip locations.
- Each child must be restrained in a car seat when transported by private vehicle away from the school.

- The emergency transportation authorization form and health record for each child will accompany the teachers.
- A first aid box and a person trained in first aid shall be available on each excursion.
- Each child on the trip shall have identification attached to him/her containing the name, address and telephone number of The Music Settlement.
- Children will not participate in swimming activities. If a trip location has access to water that is 2 feet or more in depth (a pond or pool), a waiver explaining this is will accompany the permission slip to be signed by the parent.

SUPPLEMENTAL PROGRAMS (Preschool Only)

In addition to the Preschool Program, we offer additional opportunities in the morning and afternoon. Day School students are not eligible to participate on these offerings as they conflict with the regular Day School program schedule.

Early Drop-Off

Children enrolled in the Preschool may be dropped off as early as 8:00 a.m. This program is on an as-needed option and does not require pre-registration. A \$5 fee will be charged on your next tuition statement. This does not include a breakfast option.

Extended Day

Offered for children enrolled in our Preschool morning classes, Extended Day gives children the opportunity to enjoy lunch, creative play and additional arts and language programming. Healthy me is the curricular focus incorporating healthy habits in nutrition, physical activity, play, cooking and gardening .The program meets from 11:30 a.m. until 3:30 p.m. Registration for Extended Day begins in the spring and may be added throughout the year as a child or family is ready for a longer day, and space is available.

Drop In Option are available for Extended Day with advance notice and if space is available, for \$30.00 per day fee.

Lunch Bunch

Children enrolled in the morning or afternoon Preschool program can register to have lunch with their friends Tuesday, Wednesday or Thursday. This program meets from 11:30 a.m. until 12:30 p.m. Lunch Bunch registration takes place in September at the start of the school year. Registration will be done on-line/or in the EC office. Lunch Bunch days can be added, as space is available, throughout the school year.

Occasional Drop In options are available for \$10.00 per day. as space is available.

ArtSNPlay Group

A special needs inclusion program, co-led by an Early Childhood teacher and a Board Certified Music Therapist, offers participation in fun-filled, arts-infused, literacy-based group play experiences designed to provide developmentally appropriate opportunities to strengthen social and communication skills. Circle time, stories, music therapy, arts & crafts, dance, large muscle activities, free play, and snack included. Criteria for acceptance include identification of a special need, provision of an IEP or professional evaluation(s), and completion of an initial assessment. Opportunities to bridge with peers who are “typically developing” are included. ArtSNPlay meets Tuesdays & Thursdays 1:00-3:00 pm.

PARENT PARTICIPATION/VISITATION

The Music Settlement staff recognizes that the parent/guardian is a child’s most important caregiver. The parent & teacher relationship is one of a cooperative partnership working for the fullest benefit of the child. We have an “open door” policy which means custodial parents, custodians and guardians of children enrolled in our program are welcome to visit their child at any time. Parents are encouraged to be active in their child’s school experience through daily communication, visitations, classroom participation, social functions, evening parent functions or involvement with the school’s Parent Committee. Parents planning a special classroom activity should make arrangements with the classroom teacher to avoid any scheduling conflicts. **Please remember for safety reasons all visitors are asked to sign in at the Early Childhood Office before proceeding to the classroom.**

Conferences

Parent/Teacher conferences are scheduled twice a year. Additional conferences to discuss children’s progress or difficulties can be arranged upon request by parent or teacher. These are not to take the place of daily communication and anecdotal records, but to allow time for in-depth discussion. We do ask that you arrange these conferences in advance so that we can schedule a mutually convenient time to discuss concerns. The Early Childhood Administration is also available to answer questions or address classroom concerns.

Child Assessment Requirements

All SUTQ and UPK providers are required to assess all preschool aged children (3 - 5 years) using a series of standardized tests, specified by SUTQ and UPK. These tests are selected to provide developmental and academic information to families. Many have a parent participation component in addition to the classroom piece to provide a more comprehensive view. The assessments include:

- Ages and Stages Questionnaire (ASQ) – social/emotional focus, Fall assessment, parent component
- Devereux Early Childhood Assessment (DECA)- behavioral focus, Fall assessment, parent component
- Teaching Strategies Gold-developmental continuum
- Early Learning Assessment (ELA) the State of Ohio’s new Early Childhood Comprehensive Tool.

Parents may “opt out” of these assessments with a written statement or signed consent form, include in the enrollment packet. The Early Childhood Office will notify parents of any additional assessments and results.

Parental Concerns

Parents are encouraged to share any questions or concerns about their child or the program with their child’s teacher. We value your ideas and believe open communication is important. Should any further assistance be needed, parents may request a consultation with the Early Childhood Administrative team.

Admissions

The Center for Early Childhood admits children on a non-discriminatory basis, ages 3 to 5 years of age by September 30 of the year they begin (with extended birth date eligibility for the 2-Day Preschool program of December 31). ***All children are required to have achieved toilet mastery and be toilet-trained. *(see general policies for more details)***

The 2-Day Preschool class must be 3 years of age by December 31st of the year they begin. The 3-Day Preschool and 3 year old Day School children must be 3 years old by September 30th of the year they begin. All Pre-K students, 4-Day and 5-Day Preschool and Day School, are required to be 4 years old by September 30th of the year that they begin.

Open House events are held in mid-November and January for parents interested in learning about our programs. Visits are then scheduled for parents to observe during the school day while classes are in session. Group visits for children are scheduled as required by licensing, as part of the application process. The child's visit allows the child to be introduced to our programs before being enrolled.

Admissions, the provision of services and referrals shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age or sex. In admission decisions, the school gives priority to children of The Music Settlement employees, and to returning students and siblings of former students.

Required Forms

Current, completed copies of the following forms are required for each child **before** attending:

- Enrollment Form
- Personal History
- Child’s Medical Statement
- **The Ohio Department of Jobs and Family Services and UPK require each child have a physical examination before attending the school. This examination must be done annually thereafter, and the Child’s Medical Statement, signed by a physician and including a record of immunizations and detailed health history, must be included in each child’s file. You will need to update this form every 13 months, calculated from the most recent medical exam.**
- The City of Cleveland requires that children under 6 years of age must have a blood lead test results on file within one year of enrollment in a child care center, in addition to all necessary immunizations that are required by law. This applies to all new admissions, or children who have not previously been tested for lead, enrolled in child care in the City of Cleveland. Test results should be communicated in writing to The Music Settlement by the doctor. Anyone found with a Lead Level 5 or above will be required to contact the Health Department for assistance and will repeat the blood test to determine that lead levels have decreased.
- Medical Care Plan, as needed
- The Music Settlement Pick-up Release Form
- Emergency Transportation Authorization

In addition, the following screenings must be facilitated and completed for all children in UPK centers:

- Vision
- Hearing
- Dental (optional)
- Hematocrit and/or Hemoglobin
- A copy of the Health Screening Requirement Acknowledgement Form is used to document that health screenings were facilitated and parents informed of resources.
- UPK Assessment form

A list of health screening resources for families can be found on the Early Childhood Office and included and is included in the enrollment packet.

- UPK/PRE4CLE consent forms

Parent/Child Day School Orientation Period

The orientation period is an extremely important time for parents, as well as children. Parent Orientation is held each fall the evening prior to the first day of school.

In the fall, the separation process begins as each child makes the transition from home to school. At The Music Settlement we recognize that this experience is unique for each child. If your child is uneasy about a parent/caregiver’s departure, we ask that you stay and slowly withdraw from the classroom. We believe that this gradual adjustment to a new setting will lead to successful

transitions in later school experiences and a feeling of comfort and security. Separation difficulties that last over a long period of time may be an indication that a child needs more time in a home environment before attending school. A shorter day for the first few days at school may be suggested as all children and families are developing new routines with school.

Day School children begin with a required staggered schedule to aid them in their gradual adjustment to a new setting. This gives parents an opportunity to observe the daily program. It also gives the teachers time to become acquainted with parents and children, and to answer any questions they may have. It is crucial that parents or parent substitutes make the necessary arrangements to be with their children during the first few days they are in school. Parent/Teacher meetings are optional during the gradual entry process to share more information together at the start of the school year.

Guidance and Management Policies

Our philosophy of discipline is one of guidance. We do not use shaming or physical force (nor will we permit others to do so in our facility). Expressing one's own hopes, fears, happiness, frustration, and needs, without embarrassment or fear is vital to each child's maturity and sound mental health. Thus, our program is designed to reinforce the positive characteristics of the child's self-worth and self-confidence. Our goal for your child is to help him/her to be able to take responsibility for his/her own behavior and be able to exercise self-control. We believe children must first understand what behavior or activities are appropriate and acceptable. A part of the school experience is to help children develop the skills to manage their frustrations and behavior appropriately. We do this by communicating feelings, by problem solving and by encouraging cooperation. Staff members are responsible for the discipline of the children who are assigned to them. The use of corporal punishment is not allowed under any circumstance.

Specific methods practiced in Early Childhood include:

- Clear expectations and open communication between Early Childhood faculty, staff, children, and families.
- Staff evaluation of the situation.
- Re-direction of activities when appropriate.
- Modeling appropriate behavior and interaction/mediation.
- Supervised breaks of a few minutes, possibly with a limited choice of activities when the child rejoins the group or class activity to lessen frustration.

Please note that the school faculty and staff take great care in planning individualized activities and experiences. It is our practice to provide as many successes as possible for each child, to work through frustrations, and to prevent and avoid situations which could stimulate or encourage unacceptable behavior.

Intervention

If a child has behavior which is extremely disruptive or is physically or emotionally harmful to the child, other children, or the Early Childhood staff, a plan of intervention will be initiated. Likewise, children who exhibit behavior outside of normative development, such as undiagnosed or pronounced developmental delays, social withdrawal, or isolation, the following steps may be taken.

- Positive guidance and redirection will be used by the Early Childhood staff, according to The Music Settlement's discipline policy and good early childhood practice.
- A parent/teacher conference will be scheduled to discuss cooperative strategies to assist the child in successfully managing the classroom setting and routines, as is age appropriate for all children, and specific to the concerns of the individual child. A time line for monitoring progress will be established between the staff and parents to be implemented immediately.

Strategies may include, but not be limited to:

- ✓ Shortened number of days, or hours per day a child is in attendance.
 - ✓ Parent may be asked to spend time with the child in the classroom.
 - ✓ Parent may be asked to take the child home if behavior is particularly disruptive or harmful.
 - ✓ Assessment or formal evaluation by a professional agency may also be requested to learn more about a child's development.
- The consulting child psychologist for The Music Settlement may also be included in the process to provide additional support and insight.
 - A second conference will be scheduled with the administrator, parents, and teachers to communicate and follow up any changes in the agreed upon length of time.
 - If the above methods and procedures are unsuccessful in the agreed upon time frame and the behavior or development of the child continues to be of concern and affect the safety and/or successful classroom experience, professional consultation will be recommended. The Early Childhood Administration will assist in referrals.
 - During the time the family is receiving professional consultation, regular discussion between staff and parents will continue to collaborate and support the child's development and consistently communicate strategies and progress.
 - If the parent does not seek professional assistance or there is no significant improvement within an agreed upon period of time, withdrawal of the child may be recommended to best support the child. A conference with parents will be held to make a final decision based on the needs of the child.

Referral Procedures

Families who are in need of special services may consult with the Early Childhood Administration, who will work with the family to find the appropriate community resources or agency to assist the family.

Special Needs

Children who may have extra needs in cognitive, dietary, physical or social-emotional areas will be considered on a case-by-case basis. The Early Childhood Administration, taking into account each child's individual needs, staffing ability and support from outside agencies and/or public schools, will make evaluation for acceptance to provide an optimal experience for each child.

DAILY PRACTICES

Day School Daily Sign-in Sheet

Children must be escorted at all times. The parent or other adult escort is not to leave until the Day School child has been signed in at the classroom and has transitioned the child into the care of his/her teacher. At pick up, the parent must check in with the teacher and sign the child out. The sign-in sheet is located near the classroom entry. Only a responsible adult, as indicated on the child's Pick Up Release form, is to sign a child in or out of the school. Minors (e.g., older sibling or relative under 18 years of age) cannot sign a child in or out, and an enrolled child will not be released to a minor. Parents are responsible for the child once they have signed out for the day. Please inform the teacher, and your child, if you intend to leave for a few moments (i.e. to use the restroom). ***At no time should a child be left unattended.***

Day School Daily Parent Folders

Please check your child's file each day for notes, finished projects to be taken home, newsletters, permission slips and other announcements from The Music Settlement, as this is one of our main ways we will communicate with you. Information will be put in your child's folder near the classroom sign-in area. E-mail communication will also be used. Please be sure your correct contact information is on file in the Early Childhood Office and with your classroom teachers.

Releasing a Child to a Person Other Than a Parent

Children will not be released to anyone other than their parents or individuals identified by the parents on the Pick-up Release form, unless the parent notifies the school of the change ***in writing***. The alternative adult must be noted on the daily sign-in and sign-out at time of pick up. An enrolled child will not be released to a minor (e.g., sibling or relative under 18 years of age).

Pick-up by Custodial and Non-Custodial Parent

Any custodial parent or guardian of a child enrolled in a child care center shall be permitted unlimited access to the center, during hours of operation for the purposes of contacting their child(ren), or evaluating the care or the premises. A parent of a child enrolled at the center who is not the child's residential parent shall be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there is court documentation limiting access and conditions of the nonresidential parent. A copy of these documents should be on file in the Early Childhood Office.

PRESCHOOL PICK-UP/DROP-OFF INSTRUCTIONS

This plan has been developed for the safety and convenience of the children who attend The Music Settlement Preschool. Because of the limited parking available, we urge parents to use this plan whenever possible, and once your child has successfully separated. Please read ALL the instructions very carefully. Once the children have settled into the school routine, we will begin this service (generally 2 or 3 weeks after the start of school).

You do **NOT** have to participate in a carpool to use this service. Children in the same carpool will have identical numbers. Pick-Up/Drop-Off uses the Early Childhood Building side entrance, with the steps and the awning. This door is for use by children participating in the Preschool Drop-Off and Pick-Up **ONLY**. When not in use this door is locked and alarmed. At no time may a parent use the area designated for Drop-Off and Pick-Up to park their car and come into the building. ***If you leave your car you must be parked in a regular parking slot.*** Once you are in the line for Drop-Off and Pick-Up, you **must** stay with your car at all times. Please do not attempt to pass other cars that are using the pick-up/drop-off service.

Drop-Off

This option will be available at the start of the morning (8:35-8:50 AM) and afternoon (12:35- 12:50 PM) for Preschool programs. Drop-Off works well for the children who have adjusted to school and have no problem with separation. You may begin to use the drop-off at any time during the school year as your child becomes comfortable in school. You do not have to use it each day, though it will be available.

The children are to be driven to the drop-off location at the bottom of the steps at the side entrance. Children **must** remain in the car until a staff member opens the car door. ***Please have children unbuckled from car seats when it is your child's turn in the drop-off line. Drivers should remain in the car at all times.*** A staff member will open the door, and assist the children with exiting the car. Other staff members will then escort the children to their individual classrooms.

Drop-Off time for Preschool morning classes is **8:35 AM to 8:50 AM**. Afternoon classes will have Drop-Off from **12:35-12:50 PM**. After **8:50 AM/12:00 PM** Drop-Off will end, as the staff members are needed in the classrooms at this time. When the doors are closed, it means the Drop-Off is over and you must park and walk your child into their classroom. Please make sure to deliver your child into the care of his/her teacher in the classroom. A child may **never** be allowed to enter the building alone nor walk alone to the classroom, or ride alone in the elevator.

Parents are reminded that they are always welcome to come into the school at any time. We suggest that you use Drop-Off for the children, then park your car and come into the building.

Pick-Up

Please display your pick-up number on your rearview mirror when entering the parking lot for Pick-Up. The children are escorted to their cars by The Music Settlement staff. We will begin dismissing the children at 11:30 AM for Preschool classes, 12:35 PM for Lunch Bunch and 3:30 PM for Extended Day/ Afternoon classes. **We will operate the Pick-Up dismissal until 11:50AM, 12:50PM and 3:50PM.** If you arrive after the Pick-Up is finished, you will have to park and walk into the building. **DRIVERS MUST REMAIN IN THEIR CARS WHILE IN THE LINE!** Teachers will bring the children to the cars. Parent/Driver is responsible for securing the children in car seats or seat belts; please pull forward to do this to allow the Pick-Up line to continue. **Staff members will only place children in cars with the appropriate safety seats.** If no seat is available, alternate arrangements must be made.

IMPORTANT PRESCHOOL PICK-UP & DROP-OFF INSTRUCTIONS

The Music Settlement has initiated a parking lot policy that directly affects our Preschool Pick-Up system. **Cars in the Pick-Up line may not enter the parking lot prior to 8:30 AM., 11:30 AM., 12:30AM or 3:30 PM. If you pull into the parking lot prior to 8:30, 11:30, 12:30 or 3:30, you will be directed to exit the lot and get back in line along Mistletoe Dr.** You must approach the entrance to the parking lot from Wade Park Blvd. Parents should line up along the curb on Mistletoe Drive (in front of Gries House) and, if necessary, around the corner onto Wade Park. You may want to go around the block (left on Magnolia, right on 108th, right on Wade Park, right on Mistletoe Dr.) in order to safely get into the waiting line of cars. The first car to arrive must wait on Mistletoe Dr. in front of Gries House. At 8:30 AM., 11:30 AM., 12:30PM and 3:30 PM. **you may enter the parking lot** and approach the Preschool Pick-Up/Drop-Off area. Please do not block traffic by trying to make a left-turn from Mistletoe into the line of waiting cars. **Through traffic must be maintained at all times on Mistletoe Dr.** Caution must be used in leaving the Drop-Off/Pick-Up area as you will be exiting through the parking lot with a lot of pedestrian traffic including many small children. **AT NO TIME SHOULD YOU TRY TO SQUEEZE PAST THE CARS IN FRONT OF YOU WHO ARE WAITING IN LINE TO PICK-UP OR DROP-OFF CHILDREN.** Please be patient and wait until the car in front of you finishes Pick-Up or Drop-Off and moves on.

Additional Information:

- Children in Early Drop-Off are not able to use the curbside Drop-Off in the morning.
- Children in Lunch Bunch **will** be able to use Pick-Up plan after the Lunch Bunch program at 12:35 PM.
- Children in the Extended Day program **will** be able to use Pick-Up at 3:30 PM. with your regular number.
- Staff members are not able to carry car seats in or out of the building. You must make arrangements for the drivers of your carpool to do this. Parents are allowed to store car seats in the lobby. Please make sure your child's name is on the seat.
- When using the Drop-Off, it is very helpful if the child is ready to depart the car as soon as you pull up to the Drop-Off point. Gather his/her belongings, say your "good-byes", and give your kisses, etc. before you reach the Drop-Off point. **Be sure to put your car in PARK as you help your child get ready to depart!**
- If you have a large carpool at pick-up time, drivers should pull forward in the lot, pull slightly over to the right (behind the parked cars) and buckle the children. This way we can continue to load the cars behind you as you secure the children.

Parking

Parking is available in the parking lot near the entrance of the school for parents dropping off and picking up their children. Additional parking is available in the lot across the street. Please do not leave your car unattended in the driveway or fire lane; this prohibits cars from exiting the parking lot. Parking on the grass or in reserved handicapped, without a tag, or in employee of the month spaces may result in a ticket.

- At no time may a parent use the Preschool Drop-Off and Pick-Up lane to park their car and come into the building. If you leave your car you must be parked in a regular parking slot. Please use the auxiliary lot across the street, if the lot adjacent to the building is full.
- Unless you display a "**Handicapped Parking Permit**" on your vehicle, you may not use the designated places even for a minute! The Music Settlement has many clients who must use these parking places.
- You may **NEVER** enter the parking lot through the **EXIT** driveway.
- The parking lot is 1 lane. **Please do not attempt to pass another car during Preschool Drop-Off/Pick-Up times: 8:35 - 8:50AM, 11:30 - 11:50AM, 12:35 - 12:50PM, and 3:30 - 3:50PM. Children are entering and exiting cars from both sides.**
- The **Employee of the Month** designated parking place is only for that person, and not to be used as a spot for dropping off or picking up children for school.

Late Pick-up

Late pick-up is difficult for both children and staff. The primary objective of a late pick-up policy is to avoid undue stress on a child in the transition process from school to home. Late situations will occur and staff will handle these situations in a professional manner with understanding and empathy. If a parent/caregiver finds that they are running late or has a change in schedule, a call should be placed to the Early Childhood Office to inform the teachers and reassure the child. If no call has been received and the parent/caregiver doesn't arrive within 15 minutes of dismissal time, the teacher will begin calling the contacts listed on the Emergency Transportation Authorization form. The child will remain with the teacher until a parent/caregiver arrives to reassure the child and to help the day end more smoothly.

The following policy has been implemented regarding late pick-up fees. When a parent arrives after grace period (Preschool 11:50 AM, 12:50PM, or 3:50 PM and Day School 6:00PM), a fine of \$1.00 for each minute that the parent is late is charged from dismissal time (Preschool: 11:30 AM/12:30PM/3:30 PM and Day School 5:45PM). For instance, if a Preschool parent arrives at 3:51PM, the late fee is \$21.00. Likewise, for a Day School parent that arrives at 6:01PM, the late fee is \$16.00. A late notice form will be signed by the parent at time of pick-up, acknowledging the time. **Late fees are included in the monthly billing statement and are paid with your regular tuition. Each family will be provided 1 warning before late pick-up fees are charged, in order to reinforce the importance of timely arrival and the late fee policy.**

NUTRITION POLICY AND GUIDELINES

The Music Settlement seeks to promote good nutrition both in the daily snacks we offer and in the lunches parents provide. Accordingly, snacks include food from at least two of the "four basic food groups." Lunch must meet the requirement of 1/3 of a child's daily nutritional requirements. ***It is the parents' responsibility to provide a balance and nutritious lunch each day for their child.*** Children age 1 to 3 need 1300 calories per day; children who are 4 to 6 years old require 1700 calories per day, as a guideline. The law requires us to provide parents with the following nutritional information and to keep supplements at school to fulfill these nutritional requirements.

A light breakfast is available in Day School from 6:30 AM to 8:20 AM for those children who were unable to have breakfast at home. Mid-morning and afternoon snacks such as crackers or pretzels accompanied by four ounces of 100% fruit juice, diluted with water, are served to each class. Milk will be provided for lunch. Children with allergies are carefully monitored, and acceptable foods are posted for the individual child. If a child has a food allergy, a written note from the child's doctor identifying such an allergy and doctor's approved nutritional alternative that will be provided by the child's family, must be in the child's file. Children with pronounced food allergies will provide their own snacks for the classroom and parents will review the ingredient lists of school snacks before a child is served.

NO NUT POLICY

The Music Settlement does not serve nuts or any nut products in school. As food allergies become more common, but no less threatening, we are taking precautions to protect the health of all enrolled children. **We do not serve peanut butter, nuts, or any nut products at school. We also do not serve products that are processed on the same equipment as nut products (This is not limited to peanuts; we are considering all nuts: both tree and shrub nuts).** We request that all classroom treats be discussed with your child's teacher before being served. Store bought items will require review of the food labels before serving them to our students. Individuals with food allergies may have reactions when exposed to such products whether by ingestion, inhalation, or contact. We are making every effort to provide a safe environment for children and appreciate your efforts to comply with this policy. If a nut product is sent to school, it will be returned home with a note. Sun butter and soy butter are permitted, as are sesame seeds and coconut.

LUNCH INFORMATION:

Children are to bring their lunch each day they attend Day School, Lunch Bunch and Extended Day. The Music Settlement will provide milk during lunchtime. It is important that your child's lunch box and all food containers be clearly marked with his/her name. Unfortunately, we cannot refrigerate each child's lunch nor can we heat up lunch foods for the children. There are wonderful small thermos containers that will keep hot foods hot and cold foods cold. Insulated lunch bags or a reusable cold pack are required by parents to keep foods cool. Be sure to keep your child's lunch a reasonable size, yet offer a balanced meal. The teachers will send home the uneaten portion of a meal so that you may see how much (or little) your child has consumed. Parents are required to provide a well-balanced lunch that includes 1 protein, 1 grain and 2 fruit/vegetables. On occasion, a lunch may be forgotten. We will provide your child a lunch while at school and call or send home a note. If failure to provide a lunch for your child becomes regular, a \$5.00 lunch fee will be added to your tuition statement for each lunch provided by school. The Music Settlement has a policy that gum, candy, and soda pop are not acceptable items for children to bring for lunch. The following lists are some ideas for lunches. These items are suggestions that give you some alternatives to sandwiches, fruit, cookies, chips, etc. that are frequently seen in the lunches.

Remember, the children do well with small servings!

- *cut up carrots/celery with a dip
- *pudding or jello
- *dry cereal (we have the milk)
- *soup, macaroni & cheese, ravioli, etc.
- *yogurt
- *edamame

- *hard-boiled egg
- *cheese & crackers
- *pizza
- *leftovers from dinner
- *bagel with cream cheese
- *hummus

- *string cheese
- *pickles
- *raisins/craisins
- *muffin
- *fruit snacks
- *fruit cup

Again, because of severe nut allergies, children are not to bring foods that contain any nuts or nut products.

An adequate amount of food from the following four food groups must be present in each child's lunch according to state licensing. If the lunch prepared by the parents does not meet these requirements, we will provide supplemental items and parents will be notified.

One food item must be served from each of the following food groups:

PROTEIN GROUP	1-2 years	3-5 years	6 – 12 years
Age:			
	Amount	Amount	Amount
Beef, pork, veal, Lamb, poultry, fish, tofu	1 oz.	1 ½ oz.	2 oz.
Protein Content:	7 g.	11 g.	14 g.
Cheese	1 oz.	1 ½ oz.	2 oz.
Egg	1 med. or ½ large	1 ½ med. or ¾ large	1 large
Cooked dried beans, peas	¼ cup	¾ cup	1 cup
Cottage cheese	¼ cup (2 oz)	3/8 cup (3 oz)	½ cup (4 oz)

GRAIN GROUP	1-2 years	6-12 years
Age:		
	Amount	Amount
Bread	½ slice	1 slice
Bread Alternatives		
Cooked pastas, rice, corn, grits	¼ cup	½ cup
Crackers	2 to 3 small	3 to 5 small
Biscuit, roll, muffin	½ regular size	1 regular size
Pancake, 4" diameter	1	2
Waffle, 7" diameter	¼	½
Bun, bagel, English muffin	½ regular size	1 regular size

MILK GROUP	1-3 years	3-6 years	6 years & up
Age:			
	Amount	Amount	Amount
Milk	½ cup (4 oz)	¾ cup (6 oz)	1 cup (8 oz)
Calcium Equivalents			
Cheese	½ oz.	¾ oz.	1 oz.

Two food items must be served from this food group:

VEGETABLE/FRUIT GROUP	1-2 years	3-5 years	6-12 years
Age:			
	Amount	Amount	Amount
	1/8 cup total	¼ cup total	½ cup total

SAFETY POLICIES

General:

- No child will be left unsupervised, at any time.
- A parent/guardian must bring the child into the classroom and into the care of the classroom teachers. Children can only be released to the parent or guardian or designated adult identified by the parent on the Pick-Up Release form.
- There is a telephone in each classroom or area of the building for immediate access at all times.
- Please inform the teachers, and your child, if you intend to leave the classroom for a few moments (i.e. to use the restroom). At no time should a child be left unattended. Children can remain with the teacher until the parent returns.
- Children must be accompanied by an adult when riding the elevator.** During the school day, children are to use the stairs unless there is a physical limitation requiring the use of the elevator.
- The automatic assist button at the main entrance is for use by individuals that require assistance. This is not a button that children are to activate or to use with frequency. Parents should also refrain from using the button out of convenience.**
- There is a plan for medical, dental, fire and weather emergencies posted in each room, which explains action to be taken and staff responsibilities in case of fire, emergency and weather alerts. Diagrams showing evacuation routes are also posted.
- There will be a monthly fire drill at varying times each month. A record of fire drills is available in the office. Tornado, severe weather, and lock down drills are also practiced regularly throughout the school year.
- Emergency responsiveness training, lock down and evacuation plans are also in the place for all programs at The Music Settlement.
- All staff members are trained in CPR, First Aid, child abuse prevention, and communicable disease prevention in accordance with state licensing rules.
- No spray aerosols will be used when children are present.
- Our cell phone policy prohibits use of phones by teachers when supervising children. We ask that parents refrain from cell phone use in the building to be able to attend to the children during transition times and to receive your undivided attention.
- Locations identified for breast-feeding are the Director's office or the Teachers' Lounge on the second floor.

Emergency and Accident Policy

In the case of an emergency and/or incident or accident, The Music Settlement will follow the posted medical and dental emergency plan and complete an incident report form. You will be given two copies of this report: one copy should be signed and returned to school for our files and the other is the parent's copy. The Early Childhood staff will administer First Aid. In the case of an emergency, the staff will summon emergency transportation and contact the parents. Each child must have an "Emergency Transportation Authorization" form on file, which must be signed by the parent or legal guardian.

Evacuation

In the event that The Music Settlement has to be evacuated, a sign will be posted on the door indicating the location and time that we were evacuated. The Music Settlement has secured harbor at a neighborhood institution. Parents will be contacted in the event that our building or campus is evacuated, and provided details on reuniting with children.

Extreme Situations

In the event of an extreme situation or immediate threat, we will call 9-1-1 and take necessary steps from the authorities to ensure the safety of children and teachers. Each classroom has a notification system that can be used to inform the main office of a problem. Classrooms will have locked doors. The Early Childhood Office will secure all vital information and files. We will continue activities and routines as normal, as possible. If disturbance is outside, teachers and children will stay away from doors and windows. Parents will be notified as soon as it is safe to do so and in the event of evacuation or lockdown for safety. The Music Settlement is served by University Circle Police Department and receives regular alerts and monitoring.

CHILDREN'S HEALTH

In order to contain illness, the following policies have been developed by the state as a way to protect the health of all children enrolled, as well as the staff. **Since it is likely that every child will become ill at some time and be unable to attend school, we encourage parents to have an alternative sick care arrangement in place before it is needed.**

- The Early Childhood Administration will review with all faculty and staff members the Signs and Symptoms of Illness, and proper hand washing and disinfecting procedures. This review will be given to each new employee and discussed periodically at staff meetings.
- Staff members will not attend work if they exhibit any of Signs or Symptoms of Illness.
- A staff member will be available to greet and observe all children as they enter the classroom. The school will notify the parent or guardian when a child has been observed with any of the Signs or Symptoms of Illness listed below.
- The child will be readmitted to school **no sooner than being free of symptoms for 24 hours.**
- The Communicable Disease Chart is posted in the kitchen for staff and parent information.

- Parents of other children in the school will be notified of exposure to communicable disease by a written memo.
- TMS allows non-immunized children to enroll in programs as long as the appropriate forms are completed and on file.

General Health Information

- Please notify the Early Childhood Office when your child is absent due to illness. Please state the number of days he/she is expected to be out and if it is a communicable disease.
- A child experiencing **minor** common cold symptoms will be allowed to remain in school provided she/he is not exhibiting any of the ill child symptoms.
- Please notify the teacher of any medications your child is taking that may affect their mood or energy level.
- Do not send medications in a child's backpack or lunch bag. Please hand these directly to the teacher with the required forms completed.**
- Licensing views medication as anything other than soap and water.** If you wish your child to have hand lotion, sunscreen, lip balm, non-prescription or prescription medication administered while at school, a Medication Administration form is available in the Early Childhood office to complete and review by the Administrator, prior to leaving medication at school.

Please keep your child home if they exhibit any of the following Signs or Symptoms of Illness:

- Temperature of 100° Fahrenheit when in combination with any other sign or symptom of illness. Temperature shall be taken by the axillary (armpit) method with a digital thermometer. The thermometer shall be sanitized after each use.
- Diarrhea (two or more abnormally loose stools within a twenty-four hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Open sores or wounds.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with an elevated temperature.
- Evidence of active lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.
- A runny nose that is continuous and cannot be managed by the child (not allergies)

If a child is not feeling well enough to take part in regularly scheduled activities, cannot control their own bodily fluid and functions, or becomes ill at school with any of these symptoms, they will be given a cot and blanket in their classroom. The child will be in sight and hearing of an adult at all times. A parent, guardian or person designated on the Emergency Form will be called to pick up the child as soon as possible. The adult picking up the child will be required to sign an Ill Child Release form indicating when the child was dismissed due to illness. **Twenty four (24) hours, symptom free, are required before an ill child may return to school.** This may be longer than 24 hrs from the time they were dismissed from school due to symptoms.

Medication

- In order to administer prescription medications, food supplements or modified diets, Early Childhood staff must have the written instructions of a licensed physician, and advanced practice nurse certified to prescribe medication, or a licensed dentist.
- Early Childhood staff may only apply nonprescription topical products or lotions, with completed paperwork per licensing. Anything other than soap and water is considered "medication" by licensing. This includes sunscreen, lip balm, hand lotion, or other topical products.
- A Medication Form must be completed in full before a staff member can administer any medication, whether prescription or non-prescription. Please speak with your child's teacher or the Early Childhood office to obtain a form.
- All medications, in the original container with the original label attached, prescribed to the child and not expired are to be given to the teacher to store out of the reach of children, never left in a backpack or lunchbox.
- Early Childhood staff follows the specific written instructions from the parent as indicated on the prescribed form.
- If medication is to remain at school longer than three days, a Medical Care Plan form may be required, completely filled out and signed by parent, teacher and Early Childhood Administration.

The Music Settlement Early Childhood Parent Committee

The Parent Committee is an integral part of The Music Settlement. All parents of enrolled students are considered members of the Parent Committee. Regular meetings are scheduled, and a list of dates will be sent home with your child. All parents are welcome to attend. Parents are encouraged to volunteer their time to be active in areas of consultation, program development, fundraising and special family events at The Music Settlement. Individuals interested in providing this kind of support to the school should contact the Parent Committee President or the Early Childhood Office. The Parent Committee e-mails event information and a newsletter to all parents throughout the course of the school year.

FINANCIAL POLICIES

Tuition and Fees

There is an initial down-payment/of \$300.00 for Preschool programs and \$500.00 for Day School programs, due at time of acceptance, to guarantee your child's enrollment. This is non-refundable and payable when a child is admitted into the program. It is the policy of The Music Settlement to allow no refunds for days missed for illness, personal vacation or school closings due to weather, emergencies or loss of utilities. Monthly tuition payments will be due on the first day of each month, beginning August 1 and ending April 1 for Preschool and June 1 for Day School of the following year. A late fee of \$10.00 will be added to your account after the 10th of the month. Any child whose account is not current by the first of the following month will not be able to attend the school. There will be a \$30.00 charge for checks returned for non-sufficient funds. Two checks returned within a 90-day period will require payments in cash, money order or certified check. Preschool programs follow the academic school calendar and end the last week of May or the first week of June, depending on program. Day School children will be enrolled for either the entire year ending in June or the July option program ending in July.

You may choose "Request for Automated Charge Enrollment" form. We must have a waiver signed on file for all students that you understand TMS policies and procedures.

Remember: A portion of your fees is tax deductible. The school does not give out year-end statements. Your canceled check is your receipt. Your tuition information can also be obtained on your on-line account. However, we will supply the necessary information for Corporate Reimbursement Accounts upon request by parent.

An annual registration fee of \$35 is required for all individuals, in all programs at The Music Settlement. This registration fee is paid at the time of acceptance into the Center for Early Childhood, along with the down payment.

An activity fee is requested, separate from tuition, from all students at the start of the school year. This onetime fee supports classroom allowances, specialist programming and supplies, class photos and guest performances for all students. Pre-K students have a higher activity fee that includes participation in the Early Learning Initiative program. ELI is the field trip program. This fee is payable to the Parent Committee by check or cash. Additional details regarding activity fees and the program enrichment they support is provided by Parent Committee.

***Your child or family may not register for additional programs for the following school year until current tuition is satisfied.**

Withdrawal Policy

The Music Settlement enrolls the children for the year beginning for Preschool in September and ending the first week of June. Day School begins mid-August and ends the last week of June or the end of July. The Early Childhood Office must be notified in writing 30 days in advance if the child is going to withdraw from the program for any reason. Parents are financially responsible for all tuition and fees for the 30 days from the date of your letter or e-mail. If asked to leave, parents are responsible for fees up to the last day of attendance. The *Down-payment will appear on the tuition statement to be satisfied for any child that withdraws before the end of the school year. **At the time of registration, a non-refundable down payment is paid to secure your enrollment. The down payment is applied to the overall cost of tuition. Each month, a portion of the down payment is deducted from the monthly tuition bill. Any withdrawal prior to the end of the school year alters the monthly tuition payments and calculation, as the original payment schedule is being altered. An early withdrawal will reflect this change on account.*

Center Termination

The Music Settlement reserves the right to terminate child care services for reasons such as, but not limited to: accounts three months past due, our inability to adequately care for a child, or offensive parent behavior. The Early Childhood Administration may give little or no notice, based on the best interest for the overall well-being of the school and other children and families in attendance, as well as staff.

Sibling Discount

The Music Settlement will decrease the annual registration fee when families have more than one child enrolled at The Music Settlement. Registration fee is \$35 per child, \$50 for two children. No additional sibling discount is offered in Early Childhood.

Financial Assistance/Tuition Support

Early Childhood has limited funding available for eligible families. Eligibility is need based, calculated by income and family size and circumstance. Financial Aid applications are available from the Early Childhood Office or on-line and are based on the previous year's tax information. A maximum amount of TMS aid offer is applied, based on need and program enrolled, per family.

UPK Tuition Support

Families that live in Cuyahoga County and whose income is at or below 400% of the federal poverty level will be eligible to have 1/3 of their Preschool & Day School tuition subsidized by UPK . Family income that is below 200% of the federal poverty level is eligible for 1/2 tuition support by UPK. A copy of the Federal Poverty Guidelines is available from the Early Childhood office. Eligibility for the UPK Parent Scholarship is based on information obtained from:

- Two most recent check stubs **OR**
- Form W-2 **OR**
- Last year's tax return **OR**

Income and residency documentation must be submitted by all families requesting UPK Tuition support and must be maintained on file at the UPK site for monitoring and auditing purposes. UPK support is independent from The Music Settlement Financial Aid and is verification awarded as funds are available.

GENERAL POLICIES

Toilet Mastery

The Music Settlement requires all students to have achieved toilet mastery and be toilet-trained. We are not licensed for diapers or pull-ups; therefore, any child that attends wearing these will be required to be changed into underwear by his/her parent in order to remain in school. We understand this important skill of independence requires support and reminders, and will provide these throughout the day. Personal hygiene and dressing skills are also expectations of all children attending The Music Settlement. An extra change of clothing, including underwear, is requested for each child.

Clothing

All clothing, especially outer garments, should be marked with the child's name. When purchasing new clothing, please keep in mind that zippers, fasteners and buttons that are easily managed will add to the child's growing sense of independence. Pants and leggings are appropriate for school, since children spend much of their time on the floor. Children's outdoor clothing should be appropriate for the season. Boots are required during snowy and rainy seasons. Boots and shoes should be large enough for your child to manage easily and walk comfortably.

Every child must have a complete change of clothing kept at the school, to be used when needed. Clothing should be appropriate for the current season and be sent in a Ziploc type bag labeled with the child's name.

We request that each child bring a marked tote bag or backpack to school with him/her daily. This bag will help the child keep his/her personal possessions together and will transport classroom communication and information. Please check backpacks regularly for school notes. A separate tote for bedding is also helpful for Day School students.

Naps and Bedding

State law requires that all children attending a full-day program have a nap/rest period. All children will be provided with individually assigned cots for their use while attending the Day School. Preschool students do not nap as part of their daily schedule.

Cots are cleaned regularly and sanitized after any illness. Cot sheets are available to purchase in the Early Childhood Office. You may bring a cot-size (small) blanket for your child's cot (no large blankets or sleeping bags). Bedding which is oversized for the cot or which hangs over the sides of a cot is not permitted by licensing. Bedding will be sent home on Fridays to be laundered at home and returned on Monday. If children have a special soft snuggle toy they like to sleep with (no metal toy cars, etc.), it can be kept with their things for naptime or in the inside cubby. Since some children need an extended nap, some a short snooze and others only a rest, the rooms will be arranged to accommodate these differences at naptime. Children that are not sleeping will still be expected to remain on their cot to rest and not be moving about the classroom for play while others are asleep for safety reasons.

Outdoor Play

As required by our licensing, children must be provided the opportunity for outdoor play each day. Our Large Muscle Room may be used for gross motor activities if the following weather conditions exist: rain, high/low temperature, extreme humidity, elevated O-Zone level, high pollen count and when severe weather warnings have been issued. Classes will not go outside when the temperature is below 20 degrees or above 92 degrees. Children should not attend school if he/she is unable to participate in routine school activities, including outdoor play. We do not have facilities or staff to permit children to remain indoors during this daily play period, while their class is outside. Families may send a water bottle and sunscreen with their child, particularly during summer months to keep active children hydrated during extended outdoor play.

Birthdays

We recognize each child's birthday during the course of the school year. Parents who would like to celebrate their child's birthday at school are welcome. If you choose, you may have an "unbirthday" during the year if your child's birthday falls during the time when school is not in session. You are welcome to share or send a special treat or story or favorite activity with the class on your child's birthday, but we encourage you to keep it simple, keeping our candy and **No Nut** policies in mind. Arrangements should be discussed with your child's teacher one week prior to the celebration.

Holiday Celebrations

The Music Settlement is proud of the many and diverse backgrounds of the children participating in our programs. Therefore, we feel the religious meaning of many holidays is best left for families to discuss at home and are not included into our curriculum.

Using general themes, common observances, discussions and sharing customs of others, we focus on those holidays relevant to the children in our program. Because our holiday celebrations have a family focus, we encourage and rely on family members to come into the classroom during the year and during the holidays to share family traditions, recipes, songs and stories. In doing so we hope to build the children's awareness and a respect for others' cultural experiences, as well as building good self concepts of who we are.

The 4 Seasonal Class parties during school year:

Fall Celebration - last week of October

Winter Holiday - a day during the month of December or January

Valentine's Day - week of February 14th, or close date

End of the School Year - June or July

Holidays can be very stimulating for children. Because of this, and because we realize that each of you will be celebrating in your own special way, it is our policy to keep celebrations and activities during the holidays to a modest and child-friendly level. As an example, the October party is a Harvest/Fall themed celebration and does not focus on Halloween. The Music Settlement does not celebrate Halloween, due to the potentially frightening aspects of some seasonal characters and costumes. We encourage themed dress up days, such as Wear Your Favorite Color Days, Wacky Hat Day, Community Helpers, or other themed ideas. Commercial costumes can be challenging to wear and navigate a typical school day. We prohibit the wearing of costumes to school, particularly those with masks, capes, or weapons for safety reasons. Again, arrangements should be discussed with classroom teachers in advance of your visit and to arrange for space for the celebration.