

Welcome to The Little Artist Colony at Acro Dance Express!

The Little Artist Colony Parent's Day Out (PDO) program is created to give your child a safe place to grow spiritually, physically, and socially, laying a foundation that will guide your child into a love for God, a love for others, and a love for learning.

PDO is every Tuesday and Thursday from 9:00 a.m. to 1:00 p.m.

The Little Artist Colony PDO program offers:

- A Christian atmosphere
- A safe learning environment
- Loving and experienced teachers
- Fun age-appropriate activities promoting art, music and creative movement

Mission Statement

Our Parent's Day Out Program was created to give your child a safe place to grow spiritually, socially, and physically. We want to lay a solid foundation that will lead to a love for God, for others, and for learning. We believe children are a blessing from the Lord and treat each child as a special gift from Him.

Admissions

- All children must be enrolled by a parent or legal guardian who agrees to be responsible for their behavior and financial obligation.
- No child will be denied entrance into the PDO program on the basis of race, color, gender, or creed.

Classes

- Potty Trained 2.5 to 5 years old

Monthly Tuition

- Two day a week program: Tuesdays and Thursdays 9:00 a.m. to 1:00 p.m. \$135 per month
- One day a week program: Tuesdays OR Thursdays 9:00 a.m. to 1:00 p.m. \$80 per month

Registration fee

- \$40 NON-REFUNDABLE registration fee. This is required to hold a place for your child. Enrollment is based on availability. This fee also funds supplies and snacks for PDO classes.

Tuition is due on the 5th of each month. If payment does not process for any reason, a \$25 insufficient fund fee will be charged.

If you pay with credit/debit card, a 3.5% fee is added to your payment. There is no charge to pay by bank draft.

ACCOUNTS MUST BE KEPT CURRENT TO CONTINUE ATTENDING PDO.

Tuition payments must be paid through the Jackrabbit portal. Please do not give payments to teachers to ensure there are no lost payments or miscommunications.

Arrival and Departure

Children must be walked into the building. Please wait with your child in the lobby until the teacher gets them.

****We want PDO to be a happy time for your child. It is best to offer your child a quick hug or goodbye, rather than a prolonged farewell. Remember—your child is in good hands...go and have a great day!!!**

At dismissal, you must come to the lobby to pick up your child. Please be prompt in picking up your child from PDO. A \$10 fee will be charged for any child remaining after 1:15.

Children will only be released to the child's parents or those listed on your child's emergency contact list.

If a child is to be picked up by someone other than his/her parent or emergency contacts, please submit that in writing to your classroom teacher! A child will NOT be released to someone else unless the classroom teacher has received permission in writing prior to dismissal.

NO RUNNING VEHICLE MAY BE LEFT UNATTENDED ON THE PREMISES.

A Note About Your Child & Separation Anxiety

During these preschool years, it is normal for children to show signs of separation anxiety, which is the most common fear in children. Some children begin to exhibit signs of separation anxiety if left for any period of time with others or even another parent. Some children, who have not been exposed to the full-time care environment, may become anxious, cry, or be upset when left. This is common for the first couple of days a child attends a PDO program. We assure you that we will care, love, and reassure your child. You will be notified if your child does not calm down within 20 minutes.

The following are just suggestions that could help.

- Stand your ground. Make sure your child knows they will be all right while you are gone. Try to settle them in the environment with the teacher before leaving, and then leave.

- Leave after reassuring and goodbyes. (Lingering around and/or staying in the classroom will only prolong the situation). Hand your child over to the teacher and know he or she is in good hands.

- Compliment your child's brave behavior.

- Talk to your child about what is going to happen beforehand. Spend some time talking to your child about what to expect, assuring them that you will return.

- Establish a ritual. When leaving, try to do the same things every day such as a hug, kiss, and saying, "See you later, alligator!"

- Push the positives. Talk to your child about the fun things that happen at PDO such as story time, fun with friends, recess, snack time, art, etc.

- Make sure your child gets enough rest. If tired, your child may be cranky and even clingy.

- Know the crying will stop. Most of the crying stops within minutes of the parent leaving, so take comfort in that reality. Teachers are trained to engage your child in a fun activity or to begin playing with friends.

- Take perspective. Give your newly established routine two weeks. Most children will have adjusted in that amount of time and find they love playing with new friends, new activities and love their teacher. The separation can be harder on you than on your child, but short periods away from your child will leave you feeling more refreshed and balanced. Enjoy your time!

Staff

Our certified and professional instructors are committed to sharing God's love with each child in our care and exhibit His love and devotion to Him in all areas of life. As our program grows, additional instructors may be hired or moved into different classrooms to accommodate changing needs. Parents will be kept up to date on all changes and should know with confidence that only the very best are placed in instructing positions.

Calendar

Our program will follow Montgomery County School calendar with the exception of the beginning and end of the school year. When the Montgomery County schools are closed due to inclement weather or professional development, we are also closed. If the county schools dismiss early, we dismiss early as well. You may tune into our website or check our FB or Instagram page.

First Day – September 3, 2019

PDO closed for Fall Break: Tuesday October 15th, Thursday October 17th

PDO closed for Thanksgiving: Thursday November 28th

PDO closed for Winter Break: Tuesday December 24th through Thursday January 2nd

PDO closed for Spring Break: Tuesday March 24th, Thursday March 26th

Last Day — Thursday, May 21st, 2020

Communication

We strive to work with your family to love and teach your child. Staff members may not be able to meet after our program dismisses, however, you can always email us with any questions or information at littleartistcolony@gmail.com. We are happy to help and encourage good communication always.

Discipline

Our main objective is to love your child as Jesus does. Our discipline will be positive and will encourage children to make good choices and learn self-control. If there are issues of behavior, we will work with the children and parents to find an understandable method to solve the behavior.

Pets and Other Animals

In order to maintain a safe environment for all children, we do not allow animals of any kind in our building.

Schedule

Each class will maintain a guideline of daily activities so the day runs smoothly. Your child will grow to appreciate the routine and predictability.

Quiet Time

All classes will have quiet time. Please send a blanket with your child for the class. The blanket must be able to fit in your child's backpack/bag and travel home with your child each day. Please ensure each item is clearly marked with your child's name.

Snacks

A small snack will be provided in the morning to our classes. ***Please let your classroom teacher know of any allergies!!***

Lunch

Children are to bring their own nutritious lunch. It should be finger foods or easy to eat items that do not need to be microwaved or refrigerated. If your child drinks everything you've sent with them for the day, water will refill their cup, unless otherwise noted. Please label lunch boxes, sacks, and thermoses / cups. Please provide milk, juice, or water for your child (no carbonated beverages please). Send required utensils or plastic disposable when necessary. Candy is not allowed! This applies to all age

groups.

If your child has a food allergy, please inform his/her teacher!

Clothing

Please send your child in comfortable, washable, and season appropriate clothing. Please dress your child in easy to pull up and down pants. Please label all of your child's items. *A change of clothing including underwear and socks will be needed in case of any accidents. This extra set of clothing should be sent in your child's backpack each day.*

Potty Training

All students must be 100% potty-trained.

Personal Items

Please keep your child's personal toys at home. This will prevent items that might become lost or broken. Please also label all items brought to PDO.

Backpacks/Bag

Each child should bring a standard-size backpack or bag with them to class.

Each backpack/bag should have:

- The child's name printed on the outside top or front. (Either directly on the backpack or on tape).
 - Full change of seasonal appropriate clothes at all times, including socks and underwear. Please place these items in a clear plastic zip lock bag with the child's name clearly labeled.
 - Lunchbox
 - Anything your child might need throughout the day.
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I, _____, whose child _____
(print your name) (print child's name)

is enrolled in the 2019-2020 month-month of Acro Dance Express, LLC, The Little Artist Colony Parent's Day Out Program,
have received a copy of the Parent's Handbook. I have read and understand the policies and guidelines as described in the handbook, and I agree to abide by them.

(Date)

(Signature of Parent/Guardian)

Photograph/Video Release and Authorization

The undersigned hereby authorize The Little Artist Colony PDO program, its staff/or employees, to photograph and/or film me and/or my child, and consent to the use of my and/or my child's likeness in any and all publications and/or materials, including, but not limited to, advertising, news media, video and website materials. I further release Acro Dance Express LLC, The Little Artist Colony PDO program from and waive any rights that I and/or my child might have to any revenue payment or fee for said photography and/or film.

(Sign and Date)