

PROGRAM AND POLICIES



Revised February 17, 2020

PROGRAM DIRECTOR & LEAD ACADEMY INSTRUCTOR:

Valorie Veld

517-902-5887

art@lenaweesheartandsoul.com

EDUCATION AND CERTIFICATION:

~20 Years of Experience in Early Childhood Education~

Bachelor of Arts, Child Development, 2002, Siena Heights University, Adrian, MI

American Montessori Certification Ages 3-6 years (New York, NY), 1997, Chaminade University, Honolulu, HI

Associate of Science, Early Childhood Education, 1997, Chaminade University, Honolulu, HI

OWNER, MUSIC TOGETHER IN SCHOOL SPECIALIST:

Caryn Sieler

517-605-0143

caryn@lenaweesheartandsoul.com

EDUCATION AND CERTIFICATION:

Successfully completed the Music Together® Teaching Workshop developed by the Center for Music and Young Children, Princeton, New Jersey, 2010

Bachelor of Fine Arts (Music Minor), Adrian College, 1999

MISSION

Lenawee's Heart & Soul's Creative Arts Academy is a nurturing and respect oriented preschool program focused on developing the whole child through creative arts opportunities designed to allow children to participate at their own level through exposure and experimentation. We are process-focused and encourage a collaborative and cooperative spirit among our students, families, and educators. Our intent is to support every child's developmental process in a safe and judgment free space.

PHILOSOPHY

WE BELIEVE THE CREATIVE ARTS ARE THE HEART AND SOUL OF A CHILD'S DEVELOPMENT!

As a loving and nurturing organization, our desire and focus is...

- ♥ to ignite the power of creation inherent in every human soul.
- ♥ to build self-confidence in children by giving them opportunities to successfully manifest their creativity from thought to form.
- ♥ to strengthen the inner guidance of each child by supporting the natural tendency to listen to and connect to his inner voice.
- ♥ to allow every child an opportunity to let her inner light shine in an emotionally safe environment free of judgment.
- ♥ to develop an awareness that the creation process is an integral part of who we are and not just something that we do.
- ♥ to develop a sense of oneness which leads to a cooperative spirit, rather than a competitive spirit, as children are able to recognize and acknowledge their own gifts and the gifts of others as coming from the same source.
- ♥ to support each child's innate abilities by providing an environment of exposure and experimentation to encourage the child's most fulfilling self-expression as his full potential is reached and stretched and enjoyed.
- ♥ to give each child opportunities to connect and resonate with the feeling of joy that comes from simply being in the creative process; fostering a love of the "journey" and not just the end result.

PROGRAM SCHEDULE

September 2020 – May 2021 • Tuesday, Wednesday, Thursday • 9:00 –11:30 a.m.

WELCOME CIRCLE

9:00-9:25 AM

(Hello Song, Calendar and Weather, Daily Lesson)

MUSIC & MOVEMENT

9:25-9:45 AM

(Music Together In School)

ART

9:45-10:15 AM

(Art Experience)

SNACK & POTTY BREAK

10:15-10:30 AM

(Parent Provided Snack)

OPEN STUDIO INDEPENDENT WORK TIME

10:30-11:10 AM

(Child-Selected Options: Imaginative/Dramatic Play, Music Play, Academic Work (Language, Math, Science), Fine Motor Development, Open-ended Art, Sensory Awareness, Constructive Design, etc.)

CREATIVE MOVEMENT

11:10-11:20 AM

(Daily Content Will Rotate: Yoga, Movement with Scarves, Bean Bag Activities, Focus Exercises, Gross Motor Development, Etc.)

GOODBYE CIRCLE

11:20-11:30 AM

(Lullaby, Daily Reflection, Wrap-Up, Goodbye Song)

♥ HEART WORK & GRACE AND COURTESY ♥

Monthly focus topics will be introduced to the class in lesson format and then integrated daily.

••• MUSIC •••

Our program includes the complete Music Together® In School curriculum. Children will experience over 50 songs and chants over the course of the program period during both our scheduled music time and daily integration. Songbook/CD sets will be sent home.

Music Together is the leading music curriculum for early-learning settings. It is a comprehensive, research-based program with the primary goal of supporting children's music development so they can achieve tonal and rhythmic competence. Yet the rich, play-based learning environment created by Music Together's developmentally appropriate approach to music-learning also fosters children's growth in other domains essential to school and life success. The Music Together curriculum and program model support:

- Music Learning and Development
- Language Development and Emergent Literacy
- Social and Emotional Development
- Cognition and General Knowledge

- Physical and Motor Development
- Approaches to Learning

The Music Together curriculum includes a mix of original songs and traditional tunes from the folk, jazz, and world music traditions in a variety of tonalities and meters. By presenting a range of musical styles from lyrical to blues, from folk to boogie, Music Together provides children with a rich music experience that stimulates and supports their growing music skills and understanding.

Family involvement is an integral component of Music Together. Each child brings home materials including professionally recorded CD's and illustrated songbooks, which encourage family music-making at home, support engagement in our class setting, and encourage positive parent-child interactions and family bonding through music. And, in addition to these benefits, bringing the music home is simply great fun for everyone!

••• **ART** •••

Our comprehensive, process-focused art curriculum will provide a variety of creative experiences that naturally cultivate important skills benefiting a child's development. The art program will support:

- Cognitive Growth
- Fine and Gross Motor Muscle Development
- Numeracy Connections
- Early Literacy Connections
- Problem Solving and Analytical Skills
- Art Integration

Children will explore and create with a variety of mediums and methods such as oil pastels, colored pencils, paint, recycled materials, collage, emergent drawing, sculpting, and many more. The program will foster a sense of order, independence, coordination, and concentration. Open-ended art opportunities will be available during open studio time. This allows the child to explore the use of various materials and processes and experiment in his/her own way. Instructor led activities are designed to help the children develop their creativity and the use of specific skills. Please keep in mind that "perfect" projects are not to be expected from children of this age. They are in the process of learning and what doesn't work is as valuable to their growth as what does. Our focus is on the process and not the end product. Each creation is a masterpiece in its contribution to the child's development as it is the process of exploring, discovering, and experimenting that is so valuable. We provide a judgment free environment making it safe for children to play with their ideas.

••• **SNACK AND POTTY BREAK** •••

Please provide a small, nutritious, non-perishable snack in a labeled bag for your child to eat during this time. We do not allow nuts of any kind in our studio. Please read all ingredients contained in the snacks you provide to ensure the safety of those children with nut allergies. Water will be available at all times.

••• **OPEN STUDIO INDEPENDENT WORK TIME** •••

Children teach themselves through the magical process of play. Open studio independent work time allows children to freely choose from the opportunities presented. A variety of activities will be available throughout the studio including options for imaginative/dramatic play, music play, academic work (language, math, science), fine motor development, open-ended art, sensory

awareness, constructive design, and more. Open studio time will enhance creativity, develop imagination, and build confidence through independent choice.

••• CREATIVE MOVEMENT •••

The creative movement portion of our schedule will incorporate a variety of activities including yoga, movement with scarves, bean bag activities, focus exercises, and more. Our creative movement time is designed to increase body and spatial awareness, build confidence, improve muscle development and coordination, develop problem solving skills, enrich interpretation skills, promote effective communication skills, allow healthy self-expression, enhance a positive self-esteem, develop storytelling skills, build self-control, reduce stress through relaxation, increase concentration and focus through kinetic exercises, and enhance music and art interpretation.

••• HEART WORK & GRACE AND COURTESY •••

Monthly focus topics will be introduced to the class in lesson format and then integrated daily.

HEART WORK

Heart Work is an exploration of feelings, concepts and strategies intended to help our preschoolers become morally sound individuals as they begin to:

- a. understand their big emotions and safe ways to express them
- b. discover a sense of belonging and purpose
- c. find inner peace and practice mindfulness
- d. awaken their spirit and imagination
- e. develop an intrinsic sense of kindness, courtesy and self-discipline necessary to become a positive member of society

GRACE AND COURTESY

Montessori introduced Exercises in Grace and Courtesy in reaction to the young child's need for order. The child has a need to know and to absorb the social structures in order to be more at ease in his environment. Grace and Courtesy lessons give the child the vocabulary, actions and steps required for him to build his awareness and responsiveness of those around him. This in turn gives the child a better sense of orientation in his social structure.

The three to six year age class is the perfect place to begin these Exercises in Graces and Courtesy because the child at the end of the First Plane of Development is not yet self-conscious. The child is, therefore, willing to try anything new and will then incorporate it more easily into his person.

Grace and Courtesy lessons are given to each child in the environment and usually in a group. This allows the child to have a clear understanding as well as a place to perfect himself with others. It is the teacher's role to give the children the correct words and the precise movements and steps. The child then fully absorbs the how, the when and the vocabulary used in his environment to make life more pleasant for others and for him.

In the end, the child will have incorporated these graces and courtesies into his everyday life, which will allow for a more pleasant classroom as well as a more pleasant environment wherever the child may go.

ADMISSIONS POLICY

Children must be three to six years of age at the start date of the program year and toilet trained. Class size is a maximum of sixteen students.

Lenawee's Heart & Soul's Creative Arts Academy welcomes students of any race, color, and ethnic origin. The Creative Arts Academy makes every effort to educate within the limits of the program and instructors. A child presenting special needs that cannot be serviced by the program may be denied admission for safety and legal reasons.

Prior to the program start date, all children entering the Creative Arts Academy must present a copy of their official birth certificate, a completed emergency card, a signed photo/recording release form (or a signed statement requesting photos/recordings not be used), and a health appraisal/physical including immunizations record.

ENROLLMENT

Enrollment forms are available on www.lenaweesheartandsoul.com under the Creative Arts Academy heading. A non-refundable enrollment fee is required with each new or renewed registration. You may register and pay via www.lenaweesheartandsoul.com and then print and mail the required enrollment form. If you prefer to pay by check, please still register online and mail the check with your enrollment form. Currently enrolled families are encouraged to renew their child's enrollment for the following year by the end of March each spring to hold their spot.

Enrollment Fee (Non-Refundable):

- \$60 **Early Enrollment** (by March 31, 2020)
- OR
- \$75 **Standard Enrollment** (as of April 1, 2020)

TUITION/MATERIALS FEE AND PAYMENT

Materials Fee:

- \$195 **Materials Fee** (paid in full by August 31, 2020)

Tuition:

- \$220 **Per Month for 9 Months** (September through May by the first of each month)
- OR
- \$1,935 **Full Program Tuition** (paid in full via cash or check by August 31, 2020)

Payment:

Monthly tuition payments are due by the first of the month for nine months (September through May). Monthly payments are to be paid directly to the program via cash or check made out to *Lenawee's Heart & Soul* or by selecting the *Make A Payment* option at www.lenaweesheartandsoul.com (PayPal and credit cards accepted via the website only).

Full year tuition payments are due in full via cash or check by August 31, 2020 to receive the discounted price. We are unable to accept PayPal and credit cards for this reduced price.

The tuition amount is based on the entire program period and not determined hourly, daily, weekly, or monthly. Therefore, Lenawee's Heart & Soul is unable to reimburse for Acts of God requiring program closure, illness of child, vacation days, or voluntary withdrawal from the program.

ABSENCE

To report an absence, please call 517-902-5887 and leave a message by **8:30 a.m.**

ILLNESS

Children/adults with coughs, colds, or contagious illnesses should remain at home. A child/adult experiencing a fever above normal should remain at home. Children/adults may not return to the program until fever, vomiting, and diarrhea symptoms have ceased for twenty-four hours. Parents will be contacted to pick up their child if they have an above normal temperature, vomiting, or diarrhea. Staff will go home if they have an above normal temperature, vomiting, or diarrhea.

COMMUNICABLE DISEASES

Cases of communicable diseases must be reported to the program immediately. If your child is diagnosed with scarlet fever, head lice, strep, H1N1 virus or any other communicable disease, please notify the program. Confidentiality will be observed, but other program participants will be notified of the illness.

MEDICATION

A signed medication permission form is necessary if medication administration is necessary during the program hours. Medication will be given to the teacher rather than being stored in a back pack or coat pocket. Medication will be placed in a refrigerator if needed. Over the counter medications are not offered by the program.

EXTRA CLOTHING

Please provide an extra set of clothing to keep at the studio in case of an accident. The clothing should be in a labeled ZipLoc bag.

ACCIDENTS

The program takes all precautions possible to prevent accidents/injuries on the property. Please be advised that accidents/injuries may occur.

Accident procedure:

1. Injury evaluated by staff
2. In case of serious injury, parents will be notified immediately (suspected broken bone or sprain, laceration, head injury, etc.)
3. 911 Emergency contacted if needed
4. An accident/injury form will be kept on file

EMERGENCY CARDS

Emergency cards will be filed for each child. Cards must be completed by the program start date and updated throughout the program year as needed.

EMERGENCY DRILLS AND RELOCATION

As preparation for emergencies, Lenawee's Heart & Soul will follow the listed policies and procedures as crisis management for the following:

1. Fire Drills: Students will be accompanied by adult teachers and are to move out and away from the building by posted evacuation routes.
2. Tornado Drills: Students will be accompanied by adult teachers and are to move to the basement area of the building and wait for instructions.
3. Lock Down Drills: Doors will be locked, and lights turned off. Students will be accompanied by adult teachers and should go immediately to the designated area and sit and wait for further instructions.
4. Natural/Man-made Disasters: Students will be accompanied by adult teachers and are to move out and away from the building by posted evacuation routes.
5. Bomb Threats: Students will be accompanied by adult teachers and immediately evacuated to move out and away from the building by posted evacuation routes or by the instruction of emergency personnel.

RELOCATION DIRECTIONS:

1. Designated safe site:
Adrian District Library (just across the street and down the sidewalk)
143 E. Maumee St.
Adrian, MI 49221
2. Everyone will be directed to walk down the sidewalk, across the crosswalk, and into the library.
3. Staff/students/volunteers/visitors will remain at the evacuation site until directed by the director of Lenawee's Heart & Soul Creative Arts Academy.
4. Parents will be notified by the Creative Arts Academy Director of the evacuation and relocations of students due to the particular incident/occurrence as soon as possible.

CLOSINGS

The program may be closed due to unforeseen circumstances, inclement conditions and/or extreme negative wind chill readings. Announcements will be made on **WLEN** radio station, posted on Facebook, and sent via text. The program will follow Adrian Public School's closings. The Creative Arts Academy will NOT have delays.

EARLY RELEASE

If a child must leave the program early on any given day, staff must be notified directly from the parent verbally or by a signed note. A child will not be released to anyone other than the parent/guardian without permission from the parent/guardian (emergency card). The program will release the child to either parent unless a court order indicates that one parent has exclusive custody. This information will be kept in the child's file.

CONFERENCES

Conferences will be scheduled once in the middle and once at the end of the program period. If a parent wishes to view their child's record or portfolio at a time other than conferences, an appointment may be requested to meet at the studio outside of program hours.

CODE OF CONDUCT

It is expected that all individuals that are a part of the program respect themselves, others, and the program property at all times. If a child exhibits disrespectful or aggressive behavior, or bullying,

the staff will assist to correct the situation. A parent/student/teacher conference will be requested as needed by the situation. Dismissal from the program may be warranted if repeated poor behavior occurs. Parents will receive notification if this is considered necessary.

DISCIPLINE POLICY

1. Classroom ground rules and expectations discussed and modeled
2. Redirection and reminders
3. Repeated redirection and reminders and documentation of behavior
4. Behavior discussion, documentation, and email to parent with suggestions to support positive reinforcement
5. Behavior discussion, documentation, phone call to parent
6. Conference with teacher/parent/child

NOT PERMITTED

Video/audio/electronic equipment and devices, gum, candy, food (except for parent provided food for snack time), and toys from home are not allowed. Our studio is weapon, smoke, and drug and alcohol free. The program prohibits sexual harassment in any form.

WITHDRAWAL POLICY

If Lenawee's Heart & Soul's Creative Arts Academy staff feels a child is experiencing difficulties within the program that have not been successfully addressed through previous suggested solutions, a conference between the parents and the Creative Arts Academy staff will be arranged. Lenawee's Heart & Soul's Creative Arts Academy reserves the right to terminate enrollment of a child, if, in the opinion of the staff, it is not beneficial for the child to continue in the program or if the child's enrollment is detrimental to the well-being of other children.

Due to our low child/teacher ratio, program enrollment is limited and our budget is highly dependent on each "spot" that is filled. Therefore, we plan on each child's enrollment for the entire program period. As a result, tuition will not be refunded because of voluntary withdrawal. If withdrawal from the program becomes necessary due to significant life/family changes, requests must be made in writing and a month's prior notice is required.

DROP OFF & PICK UP

Please use the Church street entrance (back door) to walk your child into school. The door will be unlocked at 8:50 a.m. Please sign in on the provided form before leaving.

Our door will remain locked until the program end time to limit distractions as we wrap up our day and sing goodbye. Please pick up your child using the Church street entrance no later than five minutes past the program end time. If you are late picking up your child, you will receive a bill the next day reflecting \$5 per minute you are late.