



Parent Handbook

2024 - 2025



MISSION STATEMENT

At Blossom & Grow Fine Arts Preschool, we believe children blossom best when participating in the arts. Through dance, music, art, and theater, our students develop creativity while learning academics to prepare them for kindergarten and beyond. At Blossom & Grow, your child will be welcomed into a positive and nurturing environment with skilled and dedicated teachers. We passionately embrace our responsibility to guide your child to Blossom & Grow into a capable, confident, creative, and caring human being.

OUR GOALS

Our goal is to create enriching experiences for each child in a safe, supportive, and respectful environment. At Blossom & Grow, we create developmentally appropriate activities daily through the Arts to promote intellectual, social, emotional, and physical development. We believe that each child will learn and develop in their own way. Opportunities are created for each child to observe, learn, explore, and discover, all while promoting their development. We are committed to ensuring each child has a positive experience at Blossom & Grow Fine Arts Preschool.

Contact Us!

208-821-1518

Blossomgrowprek@gmail.com



Drop-Off / Pick-Up Procedure

School drop-off begins at 8:55 am on Mon/Wed/Fri for session 1, 9:40 am for session 2, and 10:40 am for session 3. Drop-off begins at 8:55 am on Tues/Thurs for session 1, 9:40 am for session 2, and 10:40 am for session 3. Parents or caregivers must sign their child in on the provided sign-in sheet each day. This sheet will include contact information and the person picking up the child for that day. At the end of the school day when parents sign the sign-out portion of the sheet, children will be released to the person(s) who have been listed in writing on the sign-in sheet. If someone different will be picking up your student, please notify Blossom & Grow office staff as soon as possible. We will require the person picking up your child to show identification if our staff is unfamiliar with them. All students must be picked up by 12:35 pm on Mon/Wed/Fri for session 1, 1:20 pm for session 2, and by 2:20 for session 3. On Tues/Thurs, students must be picked up by 11:35 am for session 1, by 12:20 pm for session 2, and by 2:20 pm for session 3. Students who are not picked up within the allotted time frame will be subjected to the following late fee policy:

- 5 minutes late = grace period
- \$1 per minute after the grace period - up to 10 minutes or \$10
- An additional \$10 for every 5 minutes past that

Example:

- If you are late and pick your child up at 1:00 for the Mon/Wed/Fri session 1, you would incur a \$40 late fee = 12:30 – 12:35 (grace period), 12:35-12:45 (\$10), 12:45-1:00 (\$30)

If you accrue 3 late pick-up fees, our Blossom & Grow office administrator will be in contact with you to determine a plan forward. It is imperative that students are picked up on time each school day. Our teachers have very tight schedules and need to leave promptly when school ends each day.

We understand that unforeseen circumstances may occur when picking up your child, and appropriate consideration will be given in these situations. Once a child is signed out, the person picking up the child is responsible for the child, even if they remain on the property.

Please make every effort to have your child to school on time. We jump right into the day, and the first 30 minutes of school is when we introduce the theme, have circle time, and gear up for a fun learning day. Arriving late can be a huge distraction for the other students. Whenever possible, please let your teacher or the office staff know you will be late, that will help the teachers to be ready to watch and receive your child.



Building Camera System & Phone App

Our building is equipped with a state-of-the-art camera system. Each classroom, as well as the hallways and lobby, have a fully operational camera that plays and records to a secure drive. These cameras provide security and peace of mind to our staff and preschool families. We have a secure phone app that we provide to our preschool families that will give them the ability to watch the preschool cameras from wherever they are during preschool hours. This app is private, and we provide a secure QR code and password to install the app. Directions will be displayed and posted in the lobby to install this on your phone, and our administration staff are also happy to help as well.

Snack/Lunch/Water Bottles

Please send your child to school with a nutritious snack each school day. Their snack should be in a separate reusable snack bag that will be provided to you with their name on it. Your child's snack should not include candy; it should be something that can easily be eaten in a 10-minute timeframe and fits in the provided snack bag. Please do not send multiple snacks with your child. One nutritious snack that can be eaten in 10 minutes is perfect.

All M/W/F classes and the Tu/Th Session 3 class will also need to bring a nutritious lunch to school each day. Please make sure their lunch is in a separate container from their snack and labeled with their name. We do not have a fridge at preschool big enough to hold any school lunches for the students, so please make sure this is not needed when packing lunches. We also cannot warm things up for the students, as the temperature of foods can vary and pose a risk to the students. A thermos is a good option for keeping foods warm and will easily fit into a lunch box.

All students should also bring a water bottle, clearly labeled with their name, **and already FILLED** with water. Please don't bring soda or colored juices to school.

Nut-Free Foods

Blossom & Grow Preschool is a completely nut-free facility. Please do not send your child any snacks, lunches, or class treats that include nuts in any form. This is non-negotiable. If a child is found to have a food item that has nuts in it, we will dispose of it outside immediately and we will either give your child something we have on hand or call a parent to bring something else. A great alternative to peanut butter is sunflower butter! If you do send your child with a nut alternative, please label it or send a note of what it is so we don't dispose of something safe. If you are ever unsure of what can be brought, please contact your child's teacher.



Birthdays and Holidays

We love to celebrate birthdays, and we want it to be special for your child. Blossom & Grow Preschool does allow parents to bring in special treats for the class! If you plan to bring a special birthday treat, make sure it is store-bought and does not contain nuts in any form. Please also notify your teacher one day in advance. If you plan to provide cupcakes for the class, we ask that you purchase the smaller size mini cupcakes, as the children rarely can finish the bigger ones. Birthday invitations may only be handed out in school if every student is receiving one.

We will have holiday parties throughout the year. There are no obligations to help, but our teachers will provide a sign-up sheet in advance if you would like to donate items or volunteer for the parties.

Personal Belongings

Label all your child's belongings with their first and last name. Please refrain from having your child bring toys or special things from home. Teachers cannot be responsible for items being lost, stolen, or broken.

Play guns and weapons are not allowed at any time at Blossom & Grow Fine Arts Preschool.

Dress Code

Dress is left up to the discretion of parents. However, school is a place for exploring and learning, so we suggest that you dress your child in clothing that is suitable for school. Suitable clothing consists of play clothes that promote freedom for movement and freedom from worry about spills, splatters, and dirt. Some of the projects that your child will be doing can and will get messy at times. Clothing should also be simple enough for your child to get in and out of easily to use the bathroom. Please avoid sending your child to school in an outfit that may leave them uncomfortable if a teacher needs to help them when using the restroom. If your child is wearing a dress or skirt to school, please have them wear a pair of shorts underneath so they are comfortable doing our movement activities.

EACH child is required to pack a complete change of clothes in their backpack, including socks and underwear. Accidents or spills happen at preschool, and we want to make sure students can quickly change into clean clothes discreetly and continue their day. Please place these in a Ziploc bag that is labeled with your child's name.



Newsletters

Your teacher will provide a monthly newsletter to communicate important information, topics, or upcoming events to provide as much information as we can to keep you informed about what goes on in our classes! These newsletters will be posted on your class Facebook group.

Fine Arts Celebrations

Blossom & Grow is a fine arts preschool, and we love to celebrate several times a year with our preschool families. Please refer to the Important Dates document on when these celebrations will occur. At these celebrations, you will be invited to attend a special fine arts-based presentation by our amazing preschoolers. These celebrations might include a play, song, dance, art show, etc. These celebrations are typically centered around major holidays and end-of-year celebrations.

Community Days

Field trips are a fun and essential part of the development of preschoolers and a wonderful way for them to explore the communities they live in. At Blossom & Grow Fine Arts Preschool, we endeavor to provide these enriching opportunities for our students in a unique way. Your child will participate in several community day activities that will be 100% held at the preschool. We engage and work with many members of the community to bring them into our school where we can safely learn and explore the world and community around us. Some of the wonderful community days our students have experienced include farm animal day, mini horse riding, dentist visits, firefighter visits, aquarium visits, florist visits, baker visits, musician visits, and many more!

Health and Medical Information

Your child must have a completed registration form on file, as well as their current immunization record or a signed immunization waiver by August 15th, 2024. If your child is not fully vaccinated or on an alternate immunization schedule, we will also need the immunization waiver filled out describing the reason they are not on the typical immunization schedule. This is a requirement for our state licensing. If a child requires specialized medical assistance, parents will be requested to provide a copy of directions from their healthcare professional. Teachers and staff will familiarize themselves and fully understand the child's needs, as well as follow the directions given by the healthcare professional. A copy will remain on the child's file.



Medication

Teachers may not administer medications to any child without written instructions from parents that are signed by the child's doctor. A medication authorization form must be completed for any medication. Medication must be clearly labeled with the child's full name. It must be in the original container with the date it was brought into the school. Medication will only be given as stated on the label directions unless otherwise noted by the child's healthcare professional.

EPI Pens are included as medication and must have an Allergy Emergency Care Plan form. All forms must be updated annually. An Allergy Emergency Care Plan form can be provided by our administration team or by your child's doctor and must be given to the school if your child has any type of diagnosed allergy.

Separation Anxiety

Separation anxiety can occur at any time during the preschool age and is completely normal. Our staff is trained to deal with these situations, and we understand that this can be difficult for parents. Teachers will work with each child to the best of their ability to see that any situation is resolved. Teachers ask parents for patience during this process, as it can take a few weeks for children to adjust to preschool and sometimes even longer. Each child is unique in their process of getting used to preschool drop-offs. We will use a case-by-case approach for every child to help them acclimate in the best way for them so preschool can continue to be a safe and loving environment for them.

Bathroom Policy

Students must be able to care for their own bathroom needs. We recommend you dress them in clothes that are easy for them to use (elastic waistbands are easier than belts, buckles, and zippers). When you arrive at school, we recommend you take your child to the bathroom. During the school day, there are times when the whole class will walk to the bathroom to use it. Other times, they may ask to go outside these times and students are always escorted to the bathroom by a teacher or a Blossom & Grow staff member.

We adhere to the following bathroom policy:

- The preschooler will be escorted to the bathroom and sent in on their own
- The bathroom door will not be locked for safety purposes
- If the preschooler needs help cleaning themselves, the teachers or approved staff member will help instruct the child vocally from outside the bathroom
- Preschool staff will not help a child wipe



- Preschool staff may need to enter the bathroom to help a preschooler get on the toilet, reach the toilet paper dispenser, or help a preschooler finish pulling up their underwear and pants, etc.
- If preschool staff enters the bathroom to help with toilet paper or clothes, the door will be propped open just enough to still allow privacy to the preschooler, but so the preschool staff member can still be seen by another preschool staff member
- Preschoolers needing help with buttons or zippers will receive help from staff outside the bathroom door in the hallway
- If a preschooler has a bathroom accident at school, preschool staff will collect their change of clothes and instruct them how to clean themselves and change
 - If needed or appropriate, a parent may be called to come and assist the child in cleaning up and changing
- Occasionally, a preschooler may refuse to help themselves in the bathroom. In this situation, preschool staff will do everything they can to help the preschooler except wipe. Parents may be called in this situation if the preschool staff feels the call would be warranted and in the best interest of the preschooler.

Special Circumstances

We would appreciate your letting us know of any significant changes in living arrangements or other circumstances in your home. Our knowledge of these circumstances will allow us to better assist your child in dealing with these changes.

Student Evaluations & Parent Teacher Conferences

Blossom & Grow Fine Arts Preschool recognizes the importance of a continuing evaluation system that assesses and reviews the progress, performance, and development of the children. Our teachers will conduct informal assessments throughout the entirety of the school year, as well as 2 formal evaluations that will be formally recorded and tracked. These assessments help our teachers to develop our program and each child's individual goals as they progress toward Kindergarten readiness.

Blossom & Grow staff and parents need an open door of communication in order to provide the best possible school experience for each child. Therefore, conferences to discuss the progress of your child will be scheduled and held after both formal evaluations are conducted. Parents are also encouraged to schedule a conference outside of these scheduled times if they need to discuss any concerns or questions regarding their child's progress.



Illness Policy

Colds, flu, and other contagious diseases are common in preschoolers. We do our very best to keep all items in the classroom clean, and we encourage hand washing throughout the day. The preschool is also cleaned each evening by an outside cleaning staff. However, there are times a child may get sick.

We request you to keep your child home if he/she shows any of the following:

- Signs of sinus infection
- Conjunctivitis (pink eye)
- Complaints of ongoing ear pain
- Temperature over 100.4 degrees
- Diarrhea
- Vomiting
- Infestation (lice)
- Impetigo
- Rash WITH a fever
- Severe sore throat or barking cough
- Discharge from eyes or ears

Regarding infectious/contagious diseases (hand/foot/mouth disease, chicken pox, fifth disease, strep throat, etc.), we ask that you please contact your teacher so that other parents can be informed if needed.

Your child may return to school after he/she has had no temperature, vomiting, or diarrhea for 24 hrs **WITHOUT** medication.

If your child shows any symptoms from the list above while they are at school, you will be called to come and pick up your child immediately.

Injury Policy

There is a standard first aid kit in the classroom that is updated and maintained. For minor injuries, first aid will be administered (band-aids or ice packs for example). Injuries will be recorded on an Accident/Injury report. The original report will be given to the parent to sign. We will then make a copy to send home and also keep a copy in our files. We will verbally speak with you at pick-up or by phone call or email to make sure you are aware of the situation.



For major injuries, we will call 911. Staff will apply first aid as appropriate or as directed by 911 dispatch. Parents and/or other authorized persons will be contacted as soon as possible. All staff members are CPR & first aid certified.

Guidance Policy

Guidance is best achieved through respect and positive reinforcement. Each child is unique and handles guidance differently. It is our goal to find a variety of solutions to work with children including redirection, think spaces, extrinsic and intrinsic rewards, etc. Teachers will not use corporal punishment under any circumstances.

Guidance must be:

1. Individualized and consistent for each child.
2. Appropriate to the child's level of understanding.
3. Directed toward teaching the child acceptable behavior and self-control.

A teacher will only use positive methods of guidance that encourage self-esteem, self-control, and self-direction. This may include some of the following:

1. Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior.
2. Reminding a child of the behavior expectations daily by using clear and positive statements.
3. Redirecting behavior using positive statements.

There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited at Blossom & Grow Fine Arts Preschool:

1. Corporal punishment or threats of corporal punishment.
2. Punishments associated with food or toilet training.
3. Pinching, hitting, or shaking a child.
4. Humiliating, ridiculing, rejecting, or yelling at a child.
5. Subjecting a child to harsh, abusive, or profane language.
6. Placing a child alone in another room, bathroom, or closet with the door closed.
7. Requiring a child to remain silent or inactive.

Teachers will make every effort to handle guidance situations appropriately. When unacceptable behavior occurs repeatedly, a conference will be scheduled with parents, and/or the child could be sent home for the day.



Parent conferences will be made in consultation with the teachers and will never be held at the door during drop-off or pick-up times. Blossom & Grow Preschool administration reserves the right to dismiss a child for serious behavior problems and/or aggressive behaviors. All necessary means will be pursued to resolve the behavioral issues before any child is dismissed from the program.

School Closure Policy

Blossom & Grow Fine Arts Preschool follows the District 93 holiday schedule. We will take off the same "typical" holidays as they have scheduled. Please refer to the Important Dates document for details on all holiday closures.

Blossom & Grow will also follow their inclement weather closures. This means that if District 93 cancels classes due to inclement weather, the preschool will also close for the day to ensure our families and staff are safe. If an event like this occurs, a text, email, and Facebook post in the class Facebook group will be issued immediately. These closures will not change the monthly tuition rates.

If Blossom & Grow needs to close for any other reason including power outages, building damage, infectious illness, etc., immediate notice will be given via text, email, and a post on the class Facebook group. In these types of instances, your monthly tuition may be prorated to reflect the closure dates.

Emergency Procedures Plan

Children's safety is of the utmost importance at Blossom & Grow. The first priority and responsibility of teachers and staff is to move children to a designated safe area or alternate shelter in an emergency situation. Severe weather drills, fire drills, and lockdown drills are performed regularly. Emergency maps and emergency information are posted in the classroom. In the event of an emergency, please follow the procedures described below:

For any emergency, always call 911.

FIRE

There is an emergency flashlight in the preschool cabinet. Class rolls and emergency numbers are stored in a binder in the preschool cabinet and kept in the same place each day so they can be quickly taken with the teacher during fire drill practice or an emergency evacuation. These records include emergency contact information and authorization for pick up. However, in case of an extreme emergency, no attempt should be made to obtain the record binder since the most important thing is to get the children out of the building as quickly and safely as possible. Contact information and emergency numbers are also stored online and can be



accessed digitally. Each classroom should follow the evacuation map labeled in their classroom. Teachers will make evacuation accommodations as needed for any child with special needs or limited mobility. The designated meeting place will be approximately 50 feet straight out of the emergency exit door. It is important that all occupants meet at this location to make sure every person is accounted for. Each teacher will do a face-to-name recognition using their informational binder or stored document to account for each child. Once each child, teacher, and class are accounted for, everyone will be moved to a safe meeting point for parent pickup. Children will again be accounted for via face-to-name recognition and then will be released to an authorized guardian.

SEVERE WEATHER

In case of severe weather, children and teachers will move to a designated building safe area away from windows or as conditions permit. If the weather causes structural problems and the building is unsafe, we will follow the relocation plans listed above.

LOCKDOWN

If a lockdown is initiated, we will sweep students in the hallways into the room, lock all doors in all forms, place door stoppers, and turn off the lights. Students will be instructed to stay calm, quiet, low, and out of sight. We will not open doors until an “all clear” is received from law enforcement. If evacuation of the building is necessary, we will follow the relocation plans as listed above or as instructed by law enforcement.

Blossom & Grow Fine Arts Preschool is required by the state to conduct monthly fire and intruder drills. These drills are kept very age-appropriate for our students but they can sometimes be scary for the children. We will notify parents when drills are going to be conducted and we encourage communication at home regarding the drills. Our staff is required to stay current on the best practices for conducting these drills and an outside service also conducts training and observations to help us improve whenever possible.

Tuition Fees & Billing Policy

The following monthly tuition rates apply for the 2024 - 2025 school year:

- Monday/Wednesday/Friday - Sessions 1,2, and 3 = \$160
- Tuesday/Thursday - Sessions 1 and 2 = \$135
- Tuesday/Thursday - Session 3 = \$145

Tuition will be posted the month prior to it being due and will subsequently be due on the 1st of each month. There is a 5-day grace period, however, a \$15 late fee will automatically be posted to your account on the 5th of the month.

For Example: October tuition will be posted to your account around September 15th. October tuition will be due October 1st. If unpaid by October 5th, a \$15 late fee will be posted to your account.



You can make cash, card or check tuition payments in the office with our front-desk representative or by placing a cash or check payment in an envelope with your child's name on it and putting it in the gray payment box by the front door of the building. For your convenience, you can also make card or ACH payments online via your online Parent Portal account.

All billing questions should be addressed with our Blossom & Grow Administrator by calling 208-821-1518 or emailing blossomgrowprekbilling@gmail.com. Please do not address billing questions or concerns with your child's teachers.

Program Withdrawal

In the event that you choose to withdraw your student from Blossom & Grow Fine Arts Preschool, please provide a 30-day written notice to the office administrator by emailing blossomgrowprek@gmail.com. We will prorate and cancel tuition based on the date of the withdrawal request. If you have paid tuition in full, we will prorate and issue a refund for the remaining months of the school year.

Program Removal

Occasionally, there are situations that result in the removal of a child from our program either on a short-term or permanent basis. These situations are always unfortunate. We want you to know we will do everything possible to work with you in order to prevent this policy from being enforced.

IMMEDIATE Cause for Removal:

- A child who is a safety threat to themselves or others
- A parent threatens physical or intimidating action toward staff members, other students, or parents
- A parent engages in verbal abuse toward staff members, other students, or parents
- Unsuccessful resolution of an issue
- Unsuccessful resolution of an issue where a parent develops an expressed or apparent lack of confidence in the staff

Parent Actions That **MAY** Lead To A Child's Removal:

- Failure to pay and/or habitual lateness in tuition payments
- Failure to complete required forms including the child's updated immunization records
- Habitual tardiness when picking up your child

Child's Actions that **MAY** Lead to Child's Removal:

- The child is a threat to himself or others
- Dangerous or inappropriate behavior
- Failure of the child to adjust after a reasonable amount of time
- Uncontrollable angry outbursts



- Ongoing physical or verbal abuse to staff or other children

Student Items Needed Each Day For School

- Full-size backpack
- Labeled ziplock bag with a full change of clothes inside your child's backpack
- Filled water bottle with child's name
- Provided reusable snack bag with a proper snack inside - **ALL CLASS SESSIONS**
- Lunch labeled with child's name - **ALL M/W/F CLASSES & TU/TH SESSION 3 CLASS**

Ways Parents Can Help

- Check your child's backpack after each school day
- Ask about your child's day at preschool
- Read emails and important class Facebook group messages
- Label everything -- coats, hats, sweaters, shoes, etc. with full name.
- Do not allow children to bring toys.
- Dress children appropriately for messy play and weather.
- Keep sick children at home based on illness policy.
- Be on time at drop-off and pick-up.
- Notify teachers when someone other than yourself or approved people on the list will be picking up your child
- Pay tuition on time
- Notify the preschool office immediately of any contagious disease or other illness
- Communicate what's going on at home, including social, emotional, or developmental changes
- Become active in preschool celebrations and activities