

Child's name: _____

Treasure Tree Academy
Preschool Policies and Consent Form
2017-2018

-Fieldtrips-

At Treasure Tree Academy, we believe fieldtrips can heighten children's interest in related topics and give children the opportunity to visit places and people in the community which inspire and benefit our world around us.

We rely on parents to carpool and help take children on our fieldtrips. Please make us aware if you are interested in attending and if you would be available to carpool. Parents will be informed of upcoming fieldtrips through the monthly calendar.

I give permission for my child to attend fieldtrips with Treasure Tree Academy, be they walking or driving fieldtrips.

***Parent Signature:** _____ **Date:** _____

-Medical Emergency-

In case of an emergency, we will attempt to call the parents. If we cannot get in contact with a parent, we will call the emergency contact provided. In case we cannot get in contact with either of these individuals, we will take the necessary steps for hospitalizing the child in order for the child to receive the medical attention he/she may need. In the case of a life-threatening emergency, we will call emergency services first, immediately followed by a call to parents and/or emergency contact.

In the case of injury incurred on the premises or during a fieldtrip, I hereby release Treasure Tree Academy and its personnel from any and all legal liability.

***Parent Signature:** _____ **Date:** _____

-Child Abuse-

At Treasure Tree Academy, we have a zero tolerance policy for child abuse in any form (verbal, emotional, physical, sexual, psychological, etc.). We wish to make it ardently clear that anyone who works in the preschool with your children has passed a background check and rigorous screening including numerous reference checks, professional and personal, as well as psychological and personality type testing before being allowed to ever work with or around your children. We consider child abuse to be the most heinous of crimes and are committed to your children's utmost safety, security and well-being while in the preschool as well as in their lives at home. It should be well noted that our staff are trained annually in recognizing the signs of child abuse and neglect and are required by law, as well as by Treasure Tree Academy policy, to report any and all suspicions of child abuse either by other staff members or by parents. We can and will report child abuse and neglect and will not tolerate it in our preschool. Should you ever have a concern about any student regarding abuse or neglect, please contact the preschool director Stephanie Cooper

Child's name: _____

immediately on her personal cell phone: **801-309-0908**, come into the preschool to speak with her in person, or contact Child Protective Services. Thank you for helping us protect our students!

-Discipline-

While abuse is certainly not tolerated in any form at Treasure Tree Academy, appropriate disciplinary action can be taken in regard to a student or students exhibiting inappropriate, dangerous, or disruptive behaviors during class instruction. WE NEVER USE CORPORAL PUNISHMENT! (That is: spanking, slapping, hitting or any other form of discipline that involves physical contact with the child's body.) Our student disciplinary system consists of simple, calm, verbal warnings called strikes. The children are all taught and reminded regularly that if a child is verbally given 3 verbal warning (strikes) and asked to correct or improve their behavior in any given situation, then they will spend no more than 10 minutes in time out. Time out consists of simply having to sit in a chair apart from the classroom activities, think about their actions, and decide when they are ready to rejoin the class. Should our "3 strikes then time-out" system repeatedly fail to correct any given students behavioral issues, then the students parents will be contacted and a meeting will be arranged to discuss further options and incentives for helping the student improve their behavior.

-Drop-off and Pick-up -

In order to help ensure the safety of your child, we require that your child is accompanied into the preschool when they are being dropped-off and picked-up. *Please* be sure to sign-in when you are dropping off and picking up your student. If more than one person is authorized to pick-up your child, please indicate below those you will allow your child to go home with. Photo ID is required if an individual other than the parent is picking-up your child.

1. Name _____ Relationship _____ Phone _____

2. Name _____ Relationship _____ Phone _____

3. Name _____ Relationship _____ Phone _____

4. Name _____ Relationship _____ Phone _____

Please do not drop-off your child earlier than 10 minutes before their class starts.

Punctuality when picking up your child allows the teacher and aides to prepare for the next class. A \$5.00 late pick-up fee will be charged to your account at the beginning of each 10-minute increment the child remains at school, beginning 15 minutes after the class has ended.

-School Calendar-

Our preschool follows the Nebo School District calendar for kindergarten. The regular school year classes will begin August 29, 2017 and end May 18, 2018.

-Change of Clothing-

Please send a change of clothing (underwear, shirt, pants, and socks) for your child in a gallon sized Ziploc bag with your child's first and last name on it to have on hand at school. This will be helpful for your child to be able to change into their own clothes and rejoin the class as quickly as possible in case of an emergency.

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-When Your Child is Sick-

For the health of your child and other students please keep your child home if he or she has had a fever, diarrhea, or throwing up within the last 24 hours. In the event that a child becomes ill at school, parents will be called immediately to come pick-up their child.

-Dressing for the Weather-

Preschool students should wear clothing that is appropriate for the season. Please ensure that your child brings a coat or jacket to school when it is cold outside. When appropriate, please send them with snow boots, a hat, gloves, and snow pants so your child can enjoy their time outside. We will be having outside time each day unless it is raining or there are extreme weather conditions.

-Birthdays-

Some parents like to bring treats for the class when their child has a birthday. This is certainly not required. However, if you do decide that you would like to do this, please let us know ahead of time to make arrangements. Often this pre-packaged snack replaces or supplements the snack that would be served to the children that day.

-Lending Library-

Each student enrolled in the regular school year will receive a lending library bag to use during the duration of the school year. This bag will be used to keep track of and protect the books your child selects to bring home. Your child may check out **one** book at a time. When this book is returned, they may choose another book to borrow. Please assist your child in "checking-out" these books. A \$5.00 fee will be charged for any lending library books that are not returned, as well as any library bags that are not returned.

-Photo Consent -

At the end of each week, we will post pictures and information on our blog about the things we did that week. Please be sure to check out the blog: treasuretreeacademy.blogspot.com

I give permission for Treasure Tree Academy to use photos of my child on their blog and their Facebook page.

I **do not** give permission for Treasure Tree Academy to use photos of my child on their blog and their Facebook page.

I have read, understand, and consent to the above information.

*Parent signature: _____ Date: _____

Printed name: _____