



Preschool for the Arts
at St. Anne's
School Handbook
2023-2024

YOUR CHILD'S DAY AT PASA

Drop-Off and Pick-Up Policies

Please make every effort to see that your child arrives on time and is picked up from school on time. Drop-off and pick-up times are as follows:

All 2's Classes 8:45-9:00 a.m. and 11:30 - 11:45a.m.

All 3's Classes 8:45-9:00 a.m. and 12:00-12:15p.m.

All 4's Classes 8:45-9:00 a.m. and 12:00-12:15p.m.

2's Siblings may stay until the oldest sibling's pick up time.

Parents may either use the carpool line or walk their children into the building and drop their students off at the door of their classroom at drop-off. We ask that you please make this transition quickly in order for a smooth transition for all students. Parents will not enter the building at pick-up. However, parents may wait outside to receive their student or use the carpool line.

Please do not drop off your child prior to the starting time for his/her class, as our teachers will not be ready for them yet. Also, please note that each class has been given a 15-minute window for pick-up. You will be assessed a late fee if you do not pick up your child at or before the end of the window of time built into the schedule.

Also, please try to avoid dropping your child off after his/her class day begins. Late arrivals are disruptive to the learning process and interfere with the classroom schedule.

Please do not park in or block the entrance to the parking lot at any time. This includes all morning, afternoon, extended care and Pre-K Plus drop off/pickups. The lot is reserved for church/school staff. **Non-compliance with this policy poses a safety risk to your children, as well as all of the members of our preschool and church community.** It also impedes the work of our church/school staff and volunteers. Please follow this policy to ensure the safety of our entire school community. **Failure to comply with this policy will put your child's enrollment in jeopardy.**

In order to keep our drop-off/pick-up routine as smooth as possible, please observe the following policies, and share them with anyone who will be responsible for picking up your child from PASA.

Carpool Policies and Procedures

All carpool policies and procedures are designed to keep our children and staff safe,

keep traffic flowing and minimize congestion on Charles Street. If you are not comfortable with the policies/procedures of PASA carpool, we encourage you to park and walk your child to and from school. Thank you so much for your cooperation in keeping our carpool safe and efficient.

Always exercise courtesy with our neighbors; never idle in any part of their driveways or the middle of the road while waiting for carpool begin. If you do arrive early, we ask that you legally park or drive around the block until carpool begins. Carpool drop off times are listed above for each grade level.

Drop Off:

- Once you are in the carpool line, please wait your turn and do **NOT** try to bypass the line.
- Please do **NOT** pull into the Charles Street parking lot. Parking spaces are reserved for Church Staff at all times. This is not a parking lot for our school or drop off/pickup.
- Place your child (and all of their belongings) on the **driver's side** of the car. Children will only be unloaded curbside, never on the street side. If you only have one child to drop off, please be sure they are positioned directly behind the driver. Otherwise, you will be asked to park and walk your child into school.
- Once you are in a designated drop-off area, a PASA staff member will open the car door.
- A PASA staff member will ask you to check-in using the Brightwheel App.
- Upon completion of a successful check-in, a PASA staff member will remove your child from the car.
- Please do **NOT** get out of your car. If you have to exit your car to retrieve something, please park and walk your child in rather than participating in carpool line.
- Once your child has exited and the car door is closed, please vacate the loading zone promptly, yet safely, for the next car. Be sure to look to your right, to ensure other cars are not passing through.
- Please do **NOT** bypass the line and attempt to unload your child in the middle of Charles Street. If you do so, you will be asked to circle back around or walk your child in.
- Parents are always welcome to find a parking spot on the street and walk their child into school. Main Street tends to have many free spaces open in

the morning.

Pick Up:

- Please note the designated carpool time for your child(ren). Do not block the street prior to your designated time.
- PASA will provide you with a car tag, in order for us to easily identify each car.
- Please place your car tag on the driver side dashboard so it is clearly visible. Attaching it to your visor and lowering your visor, also offers good car tag visibility.
- Please do **NOT** pull into the Charles Street parking lot. Parking spaces are reserved for Church Staff at all times. This is not a parking lot for our school or drop off/pickup.

Once you are in a designated loading zone, a PASA staff member will place your child in his/her seat via the curbside door **and** buckle your child. Please allow for staff to buckle your child. Although many students can do this, carpool is not the time for practicing this skill.

- Children will not be placed into cars in the middle of Charles Street, **only curbside**. If your child can only be loaded from the street side, you will need to walk in to pick up your child, or relocate the car seat to accommodate curbside loading. ***Neither staff nor family member will be permitted to load students street side during carpool operations.***
- If you have one child, please make sure his/her car seat is positioned directly behind the driver. *Unless you have a large carpool and it cannot be avoided, please avoid having students who need to be buckled in the 3rd row of your vehicle, as it is extremely time consuming and cumbersome for faculty to facilitate this.*
- Please do NOT get out of your car.
- If your child is not out front when you pull up, please drive around the block to avoid traffic congestion.
- A teacher on Charles/Cathedral Street will alert the staff to your arrival via walkie-talkie, so that your child will be waiting for you. Every attempt will be made to ensure your child is there when you pull up.
- Please do NOT pull your car into the carpool loading zone and park it there to walk in and retrieve your child. The loading zone is off limits for parking from 8:30-9:30 and 11:30-12:30.
- Please do NOT bypass the line and attempt to load your child in the middle of Charles Street. If you do so, you will be asked to circle back around.

Thank you in advance for your cooperation. Please contact the office with any questions or concerns regarding carpool policies and procedures.

Walking Drop-Off and Pick-Up / Hand-In-Hand Policy

Safety is our top priority at PASA. If you are walking your child in, please always hold your child's hand during pick-up and drop-off. We ask that you please hold your child's hand all the way from your parked car until you hand them to a teacher. This Hand-In-Hand policy will keep your child safe in the busy street, the church parking lot and on the sidewalks. We ask for this Hand-In-Hand procedure during all drop-off and pick-up times, which includes Extended Care, *Pre-K Plus*, and whenever you are outside of the school with your child, especially in the church/school parking lot.

- For walking drop-off, check in using the QR codes located on the ramp, front door of PASA, or playground fence.
- For walking drop-off, please hold your child's hand until you want them into their classroom. Our carpool operation and parking lot are very busy in the mornings. You are responsible for your child's safety when walking them into school. Please ensure that your child's teacher has seen and greeted your child before leaving them in the classroom.
- Please keep your drop-off transition quick. A quick transition is best for all students and allows for children to start their day.
- For Pick-up, please wait outside in the parking lot for your child's name to be called. We will walk your child out to you. When we release your child to you, we ask you to hold their hand while on PASA property to ensure their safety.

Clothing

- Please dress your child comfortably for school and understand clothing may become dirty while at school.
- Sneakers are required for all students on days they have Movement. Every day of school, all shoes must be close-toed (no crocs, flip flops, or open-toed sandals) to promote safe play inside and outside.
- Elastic waistbands, large buttons or simple fasteners that can be worked easily, and zippers that slide smoothly will make your child's life at PASA easier. *Please*

do not send your child to school wearing a belt.

- Your child will go outside almost daily, weather permitting. We recommend that children have rain gear available for the school year, and a warm hat and coat in the cold months.
- Every child must have a complete change of clothing at PASA in a Ziploc bag labeled with his/her name and class. Please remember to change your child's change of clothing in accordance with the weather.
- All outerwear must be labeled with the child's first and last names.

Inclement Weather Policy

- PASA will always defer to AACPS when making decisions about closures. If AACPS is still operating virtually at the time where inclement weather can pose a threat, we will collaborate with local private schools to make our decision.
- In the event that AACPS are opening one hour late, PASA will open one hour late and close at the normal time.
- **If AACPS are opening 2 hours late, PASA will follow a modified schedule and PASA staff will open from 10:00 a.m.-1:00 p.m.** There is no Breakfast Club. Afternoon Adventure and *Pre-K Plus* will go until their scheduled time at 3:00pm.
- **If AACPS are closed, PASA will be closed.**
- You will receive a notification in Brightwheel regarding any delays or closures.
- Please check www.preschoolforthearts.org for updated school delay or closing information.
- In the event that AACPS calls for an early dismissal due to inclement weather, Afternoon Adventure and Pre-K Plus will be cancelled.

Communication between Home and School

- PASA has partnered with Brightwheel in order to share communication to and from school. Parents are required to download the app in order to receive parent communication from the office and teachers. Special events, calendar changes and school closings will be announced via the app. We will also use the app to communicate with you in the event of an immediate emergency or closure.
- Effective and constructive communication between parents and PASA staff is essential for the well-being of the children and the smooth functioning of the school.
- Please feel free to contact your child's teacher whenever you have an issue you

would like to discuss. Brightwheel is the best way to connect with your teacher. Emailing your teacher is also effective way to facilitate efficient communication.

- In addition, the Director welcomes the opportunity to address your concerns or answer questions. She may also be reached via email or work telephone to initiate a discussion or meeting.
- Teachers will send reminders home via email with upcoming classroom events, learning themes and pertinent school information.
- PASA A will have tote bags and red folders for each student. This is an additional means of communication with your child's teachers. We will also send home artwork, crafts and other student work in this bag. Please bring it each day.
- Other school-wide announcements or important reminders may be sent home via email or posted on the school website. Every Sunday, a weekly e-blast is sent to all families with news and updates for the coming week.

Birthdays and Class Parties

- Birthdays are special days and PASA wants to share in the fun! PASA will provide a treat for birthday parties. Please note that this treat will be simple, such as a chocolate or vanilla, or cupcake vs. popsicle.
- Class parties happen throughout the school year to celebrate various holidays. The school celebrates Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter. Children dress in costume for Halloween, but are not permitted to bring props, toy weapons, or wear costume masks.
- Class parties are very stimulating for young children. This is particularly true for our 2-year-old friends. We will celebrate in a way that benefits all members of our classes.
- Parents will be invited to class celebrations. When the weather permits, PASA will host outdoor celebrations. PASA will find ways to incorporate family participation through donations of items such as plates, cups, decorations and treats.

Discipline

- PASA believes that the best method of discipline in a school setting is through clearly identifying expectations, thoughtful guidance and patience. PASA's discipline methods will be enforced consistently, calmly, and compassionately.
- The PASA staff will work toward building a positive and trusting rapport with students in the belief that this will foster positive behavior. Teachers will reward positive behavior with praise, gratitude and special attention.
- Disciplinary action cannot be confined to a hard and fast list of rules, for every situation is different. Our staff has the expertise and experience to recognize

warning signals of potential problems, and they will not hesitate to intercede when necessary. In addition, PASA's small class size permits our staff a degree of knowledge about their students that leads to very individualized responses to discipline issues.

- If a child's negative behavior becomes disruptive or harmful to other students, he/she will be separated from the group until he/she regains the composure necessary to rejoin the class. PASA staff will then work with the child to foster more effective means of communicating and interacting with classmates and teachers.
- Teachers will communicate with the child's parents if negative behavior is a problem, so that parents and PASA staff may work together to support the child and recommend outside support services if appropriate. Behavioral problems will be documented via an Incident Report, which is sent home to parents and kept on file in the office. Parents are encouraged to follow up with PASA staff after contacting any external referrals, to keep the school updated on the child's progress.
- When a PASA teacher feels that stronger disciplinary action is necessary to resolve a particular behavioral issue, that child may be sent to the Director for further assistance in resolving the problem. Parents will be asked to have a meeting with the child's teacher and the Director if the problematic behavior persists. At the Director's discretion, a child may also be sent home for the day if the behavioral problem cannot be resolved.
- If necessary, a child may be suspended or permanently dismissed from the program when the health, safety, welfare, and/or daily educational experience of the child, other children, and/or PASA staff are compromised by the child or child's caregiver. The Director will make such a determination with the support of the Rector. A child's tuition for all days attended will be due in such a circumstance.

Important Snack Guidelines

- PASA will provide snack for all students. PASA will help organize nutritious and well-balanced snacks. PASA will aim to serve a protein, fruit/veggie, and something crunchy/savory at each snack. Children may choose to eat what they wish from what is served each day.
- To help insure the safety of children who have food allergies, PASA also asks that families of children who participate in extended care/Pre-K Plus do not pack nut products in their child's meal. If a child has had a nut product for breakfast before arriving at school, PASA asks that parents make sure their child's hands and face are nut free upon arrival at school.
- **Despite these measures, PASA cannot guarantee that our campus will be completely nut free at all times.**

- PASA does not serve juice. PASA serves water with snack. However, parents are welcome to provide their child with a beverage (no soda) in their packed lunch.

Walking Field Trips

- PASA students occasionally walk to the St. Anne's churchyard or in the neighborhood on walking field trips. Enjoying the beauty and history of downtown Annapolis is an important part of school culture. All walking field trips are properly staffed by adults.
- Parents must sign the Walking Field Trip Permission Form before school begins in order for their child to participate in walking field trips.
- Teachers will notify parents in advance of any upcoming walking field trips.
- Teachers leading walking field trips take a first aid kit, a cell phone, and any necessary allergy medications. PASA follows normal emergency protocols if necessary while students are off campus.
- Children who do not have permission to attend walking field trips will be supervised in the office *or a neighboring classroom* for the duration of the outing.

Off Campus Field Trips

- PASA may hold enrichment events and field trips off campus throughout the year.
- Field trips may include but are not limited to a trip to the Pumpkin Farm, Quiet Waters Park or local museums.
- You will be notified in advance of any field trip or enrichment events.
- These field trips and events are not mandatory.
- PASA **will not** provide transportation to these events.
- Parents/guardians will be required to transport and monitor their children at all times. Children **may not** be dropped off at these events without supervision.
- Teachers will be in attendance at these events; **HOWEVER**, they will be staffing the event and **NOT** supervising children.
- PASA follows normal emergency protocols if necessary while off campus.

Assessments, Conferences and Progress Reporting

- PASA provides two progress reports per year to parents of students, which assess a range of pre-academic, socio-emotional, and developmental milestones.
- Parents are strongly encouraged to discuss your child's progress reports at fall and spring Parent-Teacher Conferences

- Throughout the school year, teachers and the Director conduct informal assessments of students' progress to discern curricular quality and individual progress.

Extended Care at PASA

- PASA offers a limited number of spaces for children in our afternoon programs via our *online flexible extended care program, our Block Care by semester program, and our Pre- K Plus annual program*. The preschool may also offer afternoon enrichment programs at the discretion of the Director.
- Spaces in *Pre-K Plus and Block Care programs* are non-transferable and non-refundable for the full semester once a child has begun his/her enrollment.
- Exceptions will be considered by the Director and Rector on a case-by-case basis.
- Parents are responsible for picking their child up on time from these program or late fees will be applied. All afterschool programs must conclude no later than 3 p.m.
- The Office will maintain and oversee waitlist for all programs when applicable.
- No carpool service is offered for extended care programs. The Hand-in-Hand Pick-Up/Drop-Off policy is in place for these programs.

HEALTH AND SAFETY POLICIES

Accident or Injury:

- **At the beginning of each school year, parents must complete an emergency data form.** No child can be allowed to attend class until the school has received this form, along with accompanying immunization and allergy information. These forms provide the PASA staff with the necessary information to contact parents or approved friends or family members in the case of an emergency.
- PASA asks that Parents update all contact and emergency information in the Brightwheel App at the time of download. This will be our fastest means of contact with you.
- If your child sustains an injury while at PASA, the injury or accident will be documented on an incident report. A copy of the Incident Report will be sent home.
- In case of an accident or sudden onset of illness, the school will not hesitate to seek proper care for your child. If necessary, your child will be transported to the hospital by ambulance. **It is vital for parents to keep the information on the emergency data form current at all times.** PASA staff should be promptly notified of any temporary or permanent changes of address, phone number,

emergency contact people and immunizations.

Visiting and Volunteering at PASA

- All visitors and volunteers must enter through PASA's front doors, unless attending a special event in Parish Hall. Once buzzed in, all visitors must check in at the office, and receive a name badge before continuing onto the classroom (when visitors are allowed to in the building).

Illness

A healthy environment is critically important to the Preschool for the Arts at St. Anne's. Children are happier and more open to learning when they feel alert and energetic. The Director and PASA Office have the final authority on whether or not a child is well enough for school.

To maintain this standard of health, parents may not bring children to PASA with any of the following conditions:

- Temperature over 100.4°F
- Unexplained rash
- Persistent cough, shortness of breath, wheezing or difficulty breathing
- Persistent runny nose with green/colored discharge
- Diarrhea
- Reddened eyes not seen by a physician
- Conjunctivitis
- Flu-like symptoms such as headache, nausea, stomachache, chills and/or body aches
- Sore throat
- Head lice
- Vomiting
- Any contagious illness/condition

Children who develop any of the above symptoms during the school day will be brought to the Office and evaluated by the office staff. Parents or an emergency contact person will be contacted and asked to pick up the child as soon as possible.

Children who are sent home from school due to illness will require a doctor's note to return. Please email doctor's notes to office@preschoolforthearts.org notify the school of your child's illness.

Parents of children with a diagnosed, contagious condition (Covid-19, Influenza A or B, strep throat, head lice, chicken pox, etc.) are asked to notify the staff, so that parents and staff can be alerted for symptoms in other children.

The following is the school policy, as recommended by the Anne Arundel County Department of Health, for children returning to school after illness. Parental cooperation is expected and appreciated.

In all cases described below, child(ren) must always be fever free WITHOUT MEDICATION for 24 hours before returning to school.

Chicken pox: Child may return with a doctor's note and if all scabs are dry. Other school- age family members may attend school as well. Observe siblings each morning for symptoms.

Covid-19: Child may return to school 5 days *after* the first full day of symptoms or date of positive test – Day 6. Symptoms must be vastly improved or completely resolved for students to return to school. Documentation of first positive test date should be sent to school, in order for office staff to provide you with the appropriate timeline. Masks are encouraged (but not required) from day 6-10 when child is returning after a positive test.

Fifth Disease: Child may return after diagnosis and when fever free for 24 hours without fever reducing medication.

Conjunctivitis(pinkeye): Appropriate treatment in effect for 24 hours and no colored eye drainage is present.

Hand, Foot and Mouth: May return to school once fever free for 24 hours and blisters have dried.

Head lice: Child must be treated with lotion shampoo prescribed by physician or over the counter treatment recommended by pharmacist. Child must be free of lice and nits, and cleared by the school's nurse or director before returning to the classroom.

Illnesses requiring antibiotics (ear infection, urinary tract infection, etc): Child may return 24 hours after beginning prescribed antibiotic.

Impetigo: Child may return with a doctor's note and lesions have begun to heal. Lesions must be covered with bandage while at school.

Infectious hepatitis: Doctor's note is required to attend and participate in school. Child may

return when released by a physician, but not before seven consecutive days from the onset of jaundice.

Influenza: Once child is fever free for 24 hours without fever reducing medication, feels well enough to participate in activities and a doctor's note stating diagnosis is provided.

Mononucleosis: Child may return once fever free for 24 hours, can swallow normally and a doctor's note is provided. Doctor's note will need to explicitly state if child is cleared for physical activity.

Ringworm: Your child may return once treatment has begun.

Scabies: Child may return once treatment has been in effect for 24 hours and a doctor's note is provided clearing child to return to school.

Scarlet fever, scarletina, strep throat: Child may return to school 24 hours after beginning antibiotics and 24 hours fever free without fever reducing medication.

Vomiting: 24 hours without vomiting and fever free for 24 hours without fever reducing medication.

Fever: Child must be fever free for 24 hours without fever reducing medication and feel well enough to participate in school. For fever lasting >3 days a doctor's note will be required for child to return.

Dental procedures: Child may return after undergoing treatment if all bleeding has stopped and any numbing agent has completely worn off.

Child must always be fever free WITHOUT MEDICATION for 24 hours before returning to school.

Finally, we ask that students, faculty and staff recognize that there is no school project, performance or special day that is more important than your child's health, your own health and the health of our community. Abiding by the above policies is not only mandatory, but also the most effective means to ensure the safety and health of our community. The above policies and procedures have been designated as best practices in preventing the spread of infectious diseases in schools and child care settings. These practices are subject to change with AACHD/CDC recommendations.

Medication

- **We cannot administer any medication (prescribed or over-the-counter) without written authorization.** A doctor's note and signed parental release form/instructions must accompany any medication (prescription or over-the-counter) that accompanies any child to school.
- For prescription medications, the PASA staff must have the original container bearing the child's name, dosage, and frequency on the label, along with a signed authorization from the parent.
- Parents must hand-deliver any and all medications to the office with the appropriate written directions, permission form, and physician's note. Expired medication will not be administered. All medication is kept in the office and expired medication is discarded at the end of the school year.

Suspected Child Abuse

- Staff members will report any suspected child abuse according to Maryland law. The oral report to the Department of Social Services will be followed (within 24 hours) by a written report to:
 - 1) Department of Social Services
 - 2) Anne Arundel County Police
 - 3) State's Attorney for Anne Arundel County

Removal Policy

- All children are accepted to PASA on a trial basis.
- Removal of any child from the Preschool for the Arts at St. Anne's is at the sole discretion of the Director with support from the Rector.
- Failure of parents to comply with the policies and procedures established by the Preschool for the Arts at St. Anne's may result in the termination of your child's enrollment in the program.

ADDITIONAL RULES AND POLICIES

Potty Training Policy

- Children enrolled in the Two-Year-Old programs do not need to be potty trained in order to attend school. Proper changing supplies (including diapers and wipes, which should be labeled with your child's name) and extra sets of clothes must accompany each child. You will be notified when extra supplies for your child are required.
- If you are in the process of potty training your child, please be considerate of

the other students in class and dress your child in a diaper or absorbent training pants. Also, dress your child in clothing that can be removed easily (e.g. stretch pants, elastic waist-bands, or dresses). Keep teachers informed about your potty training process so they may partner with you.

- By November 1 of the school year, all students enrolled in our Three-Year-Old programs must be fully potty trained, and wear underwear (not pull-ups) to school. Children who have persistent accidents will be asked to be kept home from the program, until they are potty trained. Parents are still responsible for tuition while your child is not in school due to being potty trained.

Tuition Payment/Finances

- Monthly tuition payment amounts will be invoiced in the middle of the month for the following month. Invoices will be emailed and located on the Brightwheel App. Tuition payments are due to the PASA office no later than the 10th day of the month. Late payments will be assessed a \$20 late fee after this date. *Outstanding balances of greater than 30 days will result in your child being ineligible to attend extended care and enrichment activities unless extenuating circumstances are brought, in advance, to the attention of the Director. Outstanding balances greater than 60 days will result in your child being ineligible to attend classes at PASA.*
- All payments for tuition, fees and aftercare must be made via Brightwheel or by check.
- A student may not return to PASA for the new school year until all accounts are settled.
- Parents will be charged a \$35 returned check fee for any returned checks. A certified check or money order will then be required to cover the amount of the dishonored check and attendant fee. If more than two checks are returned during the school year, remaining tuition or other payments will be accepted only in the form of certified check or money order.

Withdrawal

- A 30-day written notice of intention to withdraw a student is required to avoid losing tuition.
- If less than a 30-day notice is given, there will be a tuition obligation for 30 days, beginning the date the written notice is received by the school.
- Exceptions will be considered by the Director and Rector on a case-by-case basis.
- Under no circumstances will the tuition deposit and materials fees be refunded.
- Per diem charges are not available. If tuition has been prepaid for multiple months in which the child will not be attending PASA, it will be returned by mail following a written request from the parent/guardian.

Leave of Absence

- Tuition payments are due regardless of a child's attendance at school, unless the parent applies for a leave of absence. Parents who wish to withdraw their child for a temporary leave of absence of **more than four weeks** have two options:
 - 1) Parents may stop sending the child, but continue to pay the child's tuition. This will guarantee the child's re-enrollment on a specified date.
 - 2) After giving the Director two week's written notice of their intent to temporarily withdraw their child, parents may discontinue payment (although payment through the last day of the month that the child attends is due). The child's space will be offered to another family, but the child's name will be placed at the top of the waiting list for re-enrollment when an opening occurs.

Late Pick-Up

- Parents who are late to pick up their child beyond the scheduled closing time will be assessed a late charge of \$15, for any part of the first fifteen minutes the child remains at PASA. Subsequent charges will be assessed at a rate of \$1.00 per minute, following the first 15 minutes you are late. **Please note that a 15-minute grace period has already been built into the daily schedule to accommodate our drop-off and pick-up procedures. If you are going to be late due to traffic conditions or unforeseen circumstances, please call the school. This late fee also applies to children who are in Extended Care/Pre-K Plus and picked up after 3:00 p.m.**
- All late-fee determinations will be based upon the PASA office clock.

Insurance

- PASA is fully insured. Each child is covered with a student accident policy for injuries received at school.

Absenteeism

- Parents are asked to notify school via Brightwheel by 9:00 AM on the day(s) their child will not attend. Parents are still responsible for payment even if their child is absent; no per diem charges are available.

PRESCHOOL FOR THE ARTS ACKNOWLEDGEMENTS/WAIVERS

PLEASE SUBMIT THIS FORM TO THE OFFICE NO LATER THAN July 31st 2023. YOUR CHILD MAY NOT START SCHOOL WITHOUT THIS WAIVER PLEASE READ EVERY PROMPT CAREFULLY AND SEE BOTH SIDES OF FORM.

Child's Name (one per child): _____ Today's date: _____

Field Trip Permission Form – Walking

We give our child permission to participate in walking field trips at PASA. Walking Fieldtrips include but are not limited to walking to the church yard, the duck park at Acton's Landing, the post office and the ice cream parlor. We understand that field trips are properly staffed by adults and that PASA follows normal emergency protocols if necessary while off campus. Teachers are required to bring a first aid kit, any relevant allergy medications, and a cell phone on all walking field trips. *Field trips will always be announced in advance.*

Parent signature: _____

Field Trip Permission Form – Off Campus

We give our child permission to participate in off campus field trips at PASA. Off Campus Fieldtrips may include but are not limited to a trip to the Pumpkin Farm, Quiet Waters Park or local museums. We understand that PASA will not provide transportation to these events and parents/guardians will be required to stay with and monitor their children at all times. Children may not be dropped off at these events without supervision. Teachers will be in attendance at these events and are required to bring a first aid kit, any relevant allergy medications, and a cell phone on all field trips. We understand that PASA follows normal emergency protocols if necessary while off campus. *Field trips will always be announced in advance.*

Parent signature: _____

Photo Release – SELECT ONE OPTION

We give PASA permission to use our child's photograph on promotional materials including the website and print ads and local media.

Parent signature: _____

OR, We DO NOT want our child's photograph to be used in any promotional materials for PASA.

Parent signature: _____

Social Media Release – SELECT ONE OPTION

We give PASA permission to use our child's image on the PASA social media accounts such as Facebook and Instagram. The social media accounts are administered solely by the School Director. Parent signature: _____

OR, We do not want our child's image to be used on PASA social

media. Parent signature: _____

Carpool/Parking Agreement

I agree to follow all PASA carpool and parking lot policies as designated in this handbook. I agree to share these policies with everyone responsible for picking up my child. I agree that I, or anyone responsible for picking up my child(ren), will not park in the PASA/St. Anne's parking lot or block the driveway at any time. I understand that violating these policies will put my child's enrollment in jeopardy.

Parent signature: _____

Acknowledgment of Handbook

I have read and understand the Preschool for the Arts at St. Anne's Handbook. We agree to follow all policies in this handbook. We understand that not abiding by school policies and procedures may affect our child's enrollment at PASA.

Parent signature: _____