



PreS.M.A.R.T.I.E.S.

Social Studies/Science.Math.Art.Reading.Together.In an.Educational.Surrounding.

Enrollment Packet

2022—2023

Class Schedule:

Tuesday and Thursday

10 am –Noon



General Information

This is a 2 days a week educational, recreational and nature program for children ages 3 - 4. Child must turn 3 by December 31, 2022 and also be potty-trained. Through hands- on activities ,your child will get the academic, motor and social skills he/she needs to excel in kindergarten. The first day of school will be September 6, 2022 and the last day will be May 18, 2023. Starting and ending dates may change. You will be notified if either one changes.

About the Program

Kids will be taught with hands- on learning techniques, in addition to developing social and motor skills. Nature-based education is interweaved within weekly classes to support multiple development domains (emotional, social, etc.).

Transportation

You are responsible to have your child here at the Community Arts Center, ready to start learning at 10:00 am. Please take your child to the restroom before class begins.



Cost and Availability

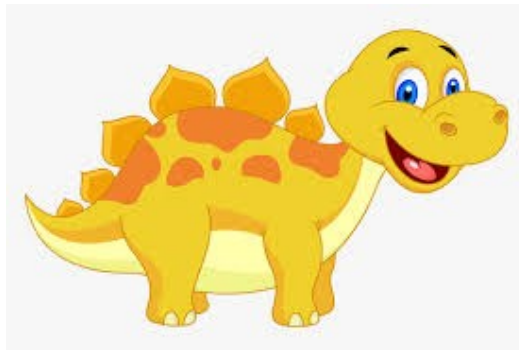
This program runs for an entire school year from September - May (a list of closings is attached). Each week is designed to be a building block for the next week. The registration rates are \$125/month for residents or \$140/month for non-residents. Please see the form in this packet as to when payments are due. Registration and/or payments are taken by calling Fairfield Parks and Recreation Department at 867-5348 or in person at the Fairfield Community Arts Center.

Thank you for your interest in PreS.M.A.R.T.I.E.S. We look forward to having a great school year. If you have any questions, I can be reached at 896-8410 or by email at lhaven@fairfield-city.org.

Sincerely,

Lori Haven

Recreational Programmer



PreS.M.A.R.T.I.E.S.

PreSocial Studies/Science. Math. Art. Reading.

Together. In an. Educational. Surrounding

Fairfield Community Arts Center

Fairfield, Ohio

(513) 867-5348

No PreS.M.A.R.T.I.E.S.

November 8, 2022

November 22-24 2022

December 20—22, 2022

Dec 27—29, 2022

Mar 28—30, 2023

If the Fairfield City schools close due to inclement weather, PreSMARTIES will be cancelled.



ADDITIONAL INFORMATION

Refund and Transfer Policy

--Reserving your child a place in the program requires a registration fee of \$65/\$70. This fee will be used towards the last two weeks of the program. If you decide that your child will not attend the program before the beginning of the class, the registration fee is NOT refundable. Once the program begins and you choose for your child not attend the program any longer, a 2 week notice must be given in writing and the fee will be used towards the remaining 2 weeks.

--Unfortunately: Even if you have a vacation scheduled during the school year, payment for that week or weeks is still required.

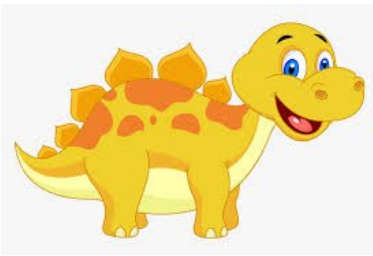
-- Refunds for the class will not be given except for the reasons listed below. A two week written notice is still required at which time your registration fee will be applied. The registration fee is not refundable for any reason.

---Participant moves out of the state

---Participant becomes ill and will be out the entire week. (A doctor's statement must be present along with a note from the parent requesting a reimbursement).

---We do not refund or make up classes for snow/weather closings.

---Exceptions: Exceptions are still subject to a processing fee.



Parent Participation Policy

The first week or so of class, parent/guardians will be advised of the opportunities to participate in our activities (unless restrictions are still in place due to Covid). Parents do not have to wait for an invitation; they can volunteer at any time. Some of the activities are as follows:

---Halloween Party- October 27, 2022

---Christmas Party- December 15, 2022

---Valentine Party- February 14, 2023

---Easter– April 6, 2023

Supply List

---Healthy snack every day

---Backpack (large enough for a folder) to be brought every day

---Change of clothes (left in the back pack). Make sure you include a change of underwear and socks. Please make sure the change of clothes is appropriate for the season.

—See attached additional supply list

Gifts

Please keep in mind that as city employees, our teachers are not permitted to accept money (e.g. tips) or other consideration or favors from anyone other than the City for the performance of an act which they would be required or expected to perform in the regular course of their duties. Employees may not accept any form of extra compensation such as cash tips, gifts, services, etc. whether it is for use by themselves, family and/or friends.



Management of Illness

Please do not bring your child to class if they have any of the following symptoms. If your child comes with any of the following symptoms, we reserve the right to send your child home. We want to protect the other children as well as your child.

---Temperature of one hundred degrees Fahrenheit or more.

---Diarrhea—three or more loose stools within twenty-four hour period

---Severe coughing causing the child to become red or blue in the face or to make a whooping sound

---Difficult rapid breathing

---Yellowish skin or eyes

---Redness of the eye, obvious discharge, matted eyelashes, burning or itching

---Untreated infected skin patches, unusual spots or rashes

---Unusually dark urine or gray or white stool

---Stiff neck with an elevated temperature

---Evidence of untreated lice, scabies, or other parasitic infestations

---Sore throat or difficulty in swallowing

---Vomiting more than one time or when accompanied by any other sign or symptom of illness



2022-2023

Payment Schedule for PreS.M.A.R.T.I.E.S
(Fairfield Resident/Fairfield Non-Resident)

<u>Due Date</u>	<u>Amount Charged</u>
September 1	\$125/\$140
October 1	\$125/\$140
November 1	\$125/\$140
December 1	\$125/\$140
January 1	\$125/\$140
February 1	\$125/\$140
March 1	\$125/\$140
April 1	\$125/\$140

Weeks 5/8 and 5/15

registration fee applied



Late Pick UP

If you are continually late picking your child up, the listed fees below will be enforced. A letter will be given to you regarding the amount owed and payment must be made immediately following pick-up.

5 minutes = \$5.00 per child

6-20 minutes = \$10.00 per child

21-30 minutes = \$15.00 per child

31-45 minutes = \$20.00 per child

Forms

Attached forms need to be filled out and turned into the Community Arts Center by the first day of class.

Health Information

Rules and Regulations

Parent/Child Information Sheet



To: Parents and Students

From: Fairfield Parks and Recreation/Community Arts Center Staff

Re: Behavior Policy and Procedures

We sincerely hope you will enjoy our program. We have established the following rules that should be reviewed with your child.

---Cooperation is needed at all times, especially when the instructor is talking.

---Running is not permitted in the Community Arts Center.

---Please keep hands to yourself (i.e. No pushing, shoving, smacking, etc.).

---Please treat others with respect. We will not tolerate put -downs, back- talk or foul language.

---No throwing of objects.

---No fighting.

---Bring your child to the restroom before class.

---All medications must be administered by staff.

---Please wait outside until the instructor opens the door.



If time-outs are not effective, children will be sent to sit with management. If necessary, management will call the parents. And if the situation warrants it, parents could be asked to pick up their child early. If parents are called, the child will be put on probation for one week. Any further incidents will prohibit the child from returning to our program for five days. We certainly hope not to be in these situations, but we must have a plan for discipline. The Parks and Recreation department/Community Arts Center reserve the right to change or amend these rules as necessary.

It is our intent to make our programs the best experience possible for everyone. If you have any questions or concerns, please do not hesitate to contact me.

Detach and return bottom portion



PreS.M.A.R.T.I.E.S.

**Please sign and return this form indicating you have reviewed our Behavior Policy-
and Procedures with your child.**

Signature: _____



Fairfield Parks and Recreation

Health Information Form

Child's Name _____

Birthdate: _____ Age: _____ Sex: _____

Address: _____ City: _____ State: _____

Mother's Name: _____ Cell Number: _____

Email: _____

Address: _____ City: _____ State: _____

Workplace: _____ Work Phone Number _____

Father's Name: _____ Cell Number: _____

Email: _____

Address: _____ City: _____ State: _____

Workplace _____ Work Phone Number _____

Caregiver/ Babysitter: _____ Cell Number: _____

Address: _____ City: _____ State: _____

Email: _____



Other Family Members in Household with Birthdates:

_____	_____	_____
_____	_____	_____

Family Physician: _____ **Phone:** _____

Family Dentist: _____ **Phone:** _____

Medical Insurance Carrier: _____ **Policy Group #:** _____

Medical History of Child

Medical Information past or present (Please Circle): Please explain each yes

Asthma Yes No

Allergies Yes No

Diabetes Yes No

Hemophilia Yes No

Seizures Yes No

Ulcers Yes No

ADD/ADHD Yes No

High Blood Pressure Yes No

Psychiatric Treatment Yes No

Other Conditions/Diseases Yes No

Please explain yes circles here: (if need to write on back) _____



Child Information Sheet

What are 3 words you would use to describe your child?

Has there been any major/minor “life interruptions” (divorce, move etc...) ?

Are there any concerns you may have about your child that we should know

What motivates your child?

What special interests does your child have?

What is one thing that your child would want us to know about him/her?



Please list Person(s) allowed to pick up child:

Please list Person(s) NOT allowed to pick up child:



Supply List

2 folders	Colored pencils
16 pack of crayons	dry erase markers
8 pack of wide markers	pencils
Scissors	2 packs of playdoh
Glue sticks	Elmer's glue

Class donations: Volunteer bases

Quart and gallon size zip-lock bags

Kleenex Paper plates (dessert and dinner size)

Shaving cream

Salt

Flour

Baby wipes and Clorox wipes

Finger paint

Glue Sticks