

***The Children's Garden***  
A Community Preschool Program

*Parent Handbook*  
*2023-2024*

# Welcome

We welcome you as a family to our preschool community and look forward to a strong partnership with you. This handbook will be your guide to our school policies and procedures, as well as in regard to some general information. It's intended for making your family's experience here a warm and successful one. We are pleased that you have chosen to send your child to our program. We kindly request all new families read this booklet completely, during the enrollment process; and we strongly encourage re-enrolling families to review the content before each school year.

## Mission & Philosophy

### **Mission**

Our goal is to provide a safe, nourishing and nurturing environment in which children are guided in exploring their intellectual, emotional, social and creative capacities. Our mission is to meet the young child in their place of wonder; to honor each child's sense of self and to help them foster their confidence in the world; to cultivate understanding, cooperation and communication by way of the learning through living-arts approach.

### **Philosophy**

The Children's Garden is a natural, living-arts learning environment. We preserve the gifts of childhood while preparing children to meet life with joy, enthusiasm and confidence. We encourage children to satisfy their natural curiosity and immersion into lifelong learning and discovery.

Our program fosters natural learning-through-living in creative play, singing, movement, story, joyful work, outside play and nature walks. The magic and wonder of childhood is honored through an approach that nurtures the young child's healthy physical, emotional and intellectual development. We believe children naturally learn about themselves and the world around them through their observation and **imitation** of the surrounding adults and their environment. In a deeply heart-felt and committed practice, our teachers and directors hold this awareness, mindfully modeling the behavior we wish to foster in the children – kindness, compassion, confidence, good work ethic and respect. We hold a confidence in the flow of our daily, weekly and monthly rhythms along with the warm natural environment, allowing the children to feel security and certainty throughout their experience in our school.

# Tuition & Fee Payments

## Tuition Schedule

TCG tuition is paid in ten (10) monthly payments from July to April. Starting with the 10% enrollment fee, at the time a family accepts the placement offered for the upcoming year, this fee secures a child's placement for the year. Then ten monthly payments remain, from July 1, 2023 through April 1, 2024. TCG offers an annual tuition discount: A 5% tuition discount is available for those families paying the full annual tuition by July 1, 2023. The tuition discount applies only to the remaining tuition balance, but **does not** apply to the application, enrollment, program-supply or service alternative fees.

**All tuition payments and other fees are invoiced online, via Quickbooks, with each family having an account set up this way.**

## Cancellation of Enrollment Policy

TCG requires that any cancellation of enrollment be received in writing and 30 days (minimum) before the planned final day. Failure to notify TCG as required will result in the family's account being invoiced for an additional month of tuition.

Below is the tuition schedule for 2023-2024.

<b>Mornings Enrolled Per Week (Tu-Th or M-F)</b>	<b>Year Total (Tuition &amp; Enrollment Fee)</b>	<b>10% Enrollment Fee (non-refundable)</b>	<b>Remaining Tuition</b>	<b>Monthly Tuition (Ten Payments, July – April)</b>	<b>With 5% Discount Applied after enrollment fee (if paying full tuition in advance)*</b>
child enrolled 3 mornings per week	\$6,490	\$590	\$5,900	\$590	\$5,605
child enrolled 5 mornings per week	\$8,140	\$740	\$7,400	\$740	\$7,030

# Health, Illness & Safety Policies

## Wellness

We request that your child be well and rested, having eaten a nutritious breakfast, when you bring them to preschool.

It's necessary to understand how important it is for your child, their classmates, our staff and community that everyone adheres to the school's health, illness and safety policies below. TCGP is authorized to use its discretion to determine if a child should be at school, based on information that is available. If your child simply seems under the weather or has been given any medications within 24 hours, children should most likely NOT be at school. ***We kindly request direct communication from you when your child must stay home due to illness. Please notify your child's teacher directly via cell phone/text message.***

Your child is REQUIRED to STAY HOME when he/she:

- Has a fever (children are REQUIRED to be fever-free for a MINIMUM of 24 hours before returning to school).
- Has any viral/respiratory symptoms such as body aches, cold congestion, cough, nasal discharge of any color (even clear and profuse discharge)
- Has any eye discharge (anything other than tears)
- Has a rash or hives
- Has had a loose bowel movement within the last 24 hours
- Has been awake for a long period of time during the night
- Has vomited within the last 24 hours

In the event of trauma or injury (occurring away from school) requiring medical treatment, a physician's note will be needed by the school for your child to return.

### **Additionally:**

Prior to your child's return to school, parents are required to contact the director by phone, to advise the school of your child's condition, specific needs and information about the injury or trauma. To best understand how to care for your child at school in our outdoor setting, meet his/her needs both physically and emotionally, and consider the individual and class needs as a whole, this is imperative.

First-aid will be administered for all minor injuries at the school, and parents will be notified. Our teachers are CPR-certified and have basic knowledge of first aid. Teachers carry their own cell phones for safety and direct means of contact.

**Serious contagions and school communications:** Please **immediately notify the preschool director** about positive cases of cases of “Covid-19”, Influenza B, H1N1, Rubella, Pertussis, Mumps, Varicella, Pinworms, Ringworm, Head lice, Strep, any easily contagious virus or any other communicable disease. Our policy is to communicate with classroom families immediately and at any time urgent communication is warranted and/or required under public health guidelines, the whole-school community shall be notified. In our effort to accurately disseminate information affecting preschool families, we follow a protocol involving communication with the family reporting the illness and await a clinical diagnosis/test result before sharing information with the school community. Should there ever be a time when this kind of information must be shared with you, we shall respond immediately. Communications regarding any serious contagion shall always come from the director.

# Health, Illness & Safety Policies

## Child Arrival/Drop-Off & Parent Pick-Up

### DROP-OFF:

- Morning drop-off is done outside for all children, unless there is inclement weather\*
- **Drop-off times:** Owls & Robins arrive first - 9am, then our Starlings arrive - 9:15am.
- TCGP requires parents/caregivers to bring and remain with their child whether walking up to drop-off, waiting on the sidewalk to be met by your child's teacher who greets your child and you at the bottom of the steps to our play yard. This is the first step of morning arrival/drop off; parent or designated caregiver is to remain with their child until the child is *met and received into care*.
- TCGP requires parents/caregivers use designated curbside parking areas on Park Ave and crosswalks on Park Avenue and/or Sydney Street, to safely walk with your child to and from the car or to the drop off and pick up areas.
- TCGP requests parents/caregivers bring your child to school on time, completely rested, well and nourished. This allows each child to have the full benefit of being received and included in class and mixed age play as well as for the child's benefit in experiencing the whole morning.
- **Late arrivals happen sometimes:** If you are A FEW MINUTES behind, please send your child's teacher a text if you are running **more than 10 minutes late any morning**.
- **If you have a doctor's appointment or significant delay** please be aware - a late arrival past 9:45am is too far into the morning rhythms and can pose a challenge or disruption (IE: some classes will have left for the park or be already painting, baking, etc - teachers may not be in a position to leave the class to greet and help settle your child in at such a late time). And early pick up for appointments can create the same challenge. Therefore, we request that you arrange your appointments around school hours and not during the school day. Late arrivals should just be a matter of a few minutes only.
- **Teachers request properly packed backpacks** (3 year olds +) **and carry-all bags** (2 year olds) **every single day, at drop-off**. Changes of clothing, underwear/pull-ups, raingear and water bottles are always in the pack. This gives such a feeling of comfort and certainty to your child. Seasonal hats and accessories should be worn or in the pack/bag, ready for daily use. This sets a tone of ease, calm and feeling ready for each young child to never question that they have everything with them as needed.
- **All toys, special treasures, jewelry and uneaten breakfast foods should stay home and not come to school**.

- **On days children are bringing something to the class basket** (IE: apple on applesauce day, veggie on soup day, gift of nature for class friend's birthday, etc) - please be sure to allow your child the experience of carrying the item themselves, finding the basket (in the same place always) and placing items in the basket, at morning drop-off.

### **PICK-UP:**

- Parent Pick-up is done **outside for all children**, most days (inclement weather or class activity might alter pick-up place to main school entrance)
- **Pick-up times:** Starlings depart first at 12:45pm, then our Owls & Robins go home at 1pm
- TCGP requires parents/ caregivers **arrive on time for pickup, ready to receive your child.** Children shall have the joyful and all-important "Good-bye Circle" with their teachers and friends, . **Parents shall wait on the sidewalk, for a teacher to bring your child to you.** Parents/caregivers shall always remain at sidewalk areas for arrival and pick up and shall not come up to the play yard or outdoor classroom space during the school day.
- TCGP requires **parental consent in writing, in advance, if someone other than you or already-designated caregiver, is picking up your child.** Written consent must be emailed to the school. **Any changes to your family's authorization-to-pick up your child are 100% parent responsibility.**
- TCGP requests **parent communication directly with your child's teacher, in advance, if you need to pick up early for an appointment or other circumstance.**
- TCGP requires a **new caregiver provide photo ID to the on-duty director, when picking up for the first time.** Even in cases of this being a relative or someone you have authorized on child forms as a back-up or emergency pick up person – if we have not met this individual – ID is required for your child's safety.
- TCGP requests parents/caregivers **support your child in carrying their own backpack (3 years and up) or carry-all cloth bag (2 year olds) to school in the morning, and upon leaving for the day to head home.** This fosters a sense of "I can" and nourishes the will of the child.
- **LATE PICK-UP Fees:** If your child is picked up more than 5 minutes late than the end of class pick-up time (after 12:50pm for Starlings, after 1:05pm for Owls/Robins), you will incur a \$10 late pick-up fee to your account. Please always pick up your child on time.

# Health, Illness & Safety Policies

## *Inclement Weather*

- **The school will close in times of inclement weather if the public school system (Atlanta Public Schools) decides to close due to weather conditions.** However, there are times TCG is *able to remain open* even though APS might elect to close. This is unusual - but from time to time, TCG will independently decide. Parents are notified via direct school communications and from their class teacher, should a closure ever be necessary.
- If the school is to close due to inclement weather, **parents shall be notified** via email and class Band.
- **If there is constant or heavy rain, storms, threatening conditions such as high winds, or if temperatures/wind-chills at morning drop-off that are less than 22 degrees F, the school will call for inside drop-off.** Parents will meet their child's teacher at the main entrance hallway on Sydney Street. Parents will be informed prior to the start of the day.
- **Should weather conditions change DURING the school day,** requiring us to move inside and change our pick-up location, parents will be notified via class Band communication from their child's teacher directly.



# *Your Child's Personal Supply List for the Seasons*

~~~~~

***To immerse ourselves in the wondrous outdoors, everyone comes dressed and ready for the day, based on the season and the weather.***

It is important to have all items ready for your child as he or she begins at The Children's Garden. Whether your child is newly starting with us, returning in the fall or will attend summer camp, every season requires gear and supplies! As we are a mostly outdoor program, it is even more imperative that parents are sure their child's items are consistently kept in one place so that there's a sense of organized calm for your child and so that you know they are truly ready for the day with everything they need. Whether your child is a Starling, Robin or Owl, each child carries their own pack/bag to and from school.

REQUIRED items are listed for each age group here:

## **Owls & Robins (M-F 3's to 5's)**

### EVERYDAY:

child size backpack with a  
seasonal clothing change, undies & socks  
reusable full water bottle/s

### APRIL-JULY & AUGUST-early OCT:

brimmed sun hat  
hooded rain jacket

### OCTOBER-MARCH/APRIL:

merino wool hat for chilly/cold weather  
Oakiwear one-piece rain suit  
lined rain cold weather boots  
waterproof mittens  
cold weather COAT that covers the bum  
merino wool socks  
long thermal base layer, tops & bottoms  
ski-style bib pants to stay warm & dry

## **Starlings (T/W/Th 2's)**

### EVERYDAY:

small, child size cloth/canvas carry-all bag  
with a seasonal clothing change  
reusable water bottle/s  
diapers, pull-ups, small pkg wipes

### APRIL-JULY & AUGUST-early OCT:

brimmed sun hat  
hooded rain jacket

### OCTOBER-MARCH/APRIL:

merino wool hat for chilly/cold weather  
Oakiwear one-piece rain suit  
lined rain cold weather boots  
waterproof mittens  
cold weather COAT that covers the bum  
merino wool socks  
long thermal base layers, tops & bottoms  
ski-style bib pants to stay warm & dry (optional)

Please SEE BELOW for specific details about Oakiwear rain suits, rain boots, properly-sized child backpacks, cloth carry-all bags, hats & mittens.

NOTE ON ORDERING OAKIWEAR RAIN GEAR: We are registered in Oaki's Partnership Program for outdoor schools. They have created a special promo code (see details below) for parents to use that gives you 25% off list price.

~~~~~

### Rain Gear for TCG Outdoor Program



A rain suit and rain boots are for rainy days, just as they're also essential after the rain has ended and it's still wet and muddy (a wonderful time for play). **Teachers request each child keeps their set of rain gear in their backpack (Owls & Robins) or cloth bag (Starlings).** To avoid confusion or unnecessary worry, keeping the required gear in the same place, ready to use, eases concerns about your child having what's needed day to day.

Your child's rain suit will come from **Oakiwear**. They are the makers of the best quality rain suits - durable, easy-to-manage, roomy enough to add layers, with hoods that stay up, cuffed sleeves and legs. Take a few moments to look at Oakiwear's page. Use this link to view & order - [oaki.com/collections/rainwear](http://oaki.com/collections/rainwear) Remember to use our **\*promo code\* childrengarden** for your 25% discount and free shipping (free if purchase is \$29.99 +)

REQUIRED rain gear needed for each child:

- A **hooded rain suit from Oakiwear** (please **\*\*buy 2 sizes up\*\*** from your child's current size, to fit cozy *LAYERS* & for growing into; the arms, legs and waist of the rainsuits all cinch, so it will not hang too big on your child's body)
- A **pair of slip on rain boots from Bogs Footwear OR Oakiwear** (Media-Free; or similar durable boots to Bogs)
- A **simple lined short rain jacket**. Oaki also has button or zipper rain coats, if you are interested. In August or September & May to July, the one-piece suits are not as likely to be used - it's just too warm and the children get much too hot in the full suits.

**Oakiwear boots, BogsFootWear.com, LandsEnd.com, REI.com and Amazon.com** are all good sources for rain boots, with Bogs being the ones the school recommends as most durable, keeping feet warm and dry. Children are able to pull these off and on with more

success and comfort. Like Oakiwear, Bogs hold up a long time and have great resale value. Bogs Footwear offers both lined AND insulated rain boots for kids. The ones below are highly recommended. (Note that Bogs Footwear has a sale section, too).



## Hats & Clothing

### Daily Wear

- Children dressed in **easy-to-manage and seasonally appropriate clothing and shoes** each day feel at ease, ready for play and activity. It's important that children come to preschool in clothing that allows them to be completely comfortable to engage in and explore their environment. Fancy dress outfits and dress costumes need to remain at home.

- Footwear should **always be close-toed** as we walk & hike so much and there are wood chips on the yard. Keens and good solid athletic shoes are good for temperate weather. No open-toed sandals, please. And certainly no dress-up shoes or flip-flops!

- When the really chilly or cold months arrive, each **child should wear warm, easy to manage layers under their clothing to give warmth and comfort**



Brimmed hats for warm/hot days

Wool hats, H2O-proof mittens, long undies, long coats, snow bib-pants in the cold

### School recommended sources

**Brimmed children's hats:** REI.com Cabelas.com Swimoutlet.com Weeones.com

Sundayafternoons.com Puffingear.com Amazon.com Target.com

**Soft (no-itch) Merino children's wool hats/Fleece hats:** buffusa.com Amazon.com etsy.com  
REI.com landsend.com

**Children's Merino wool socks:** farmtofeet.com/collections/kids Amazon.com REI.com

**Waterproof, lined children's mittens:** landsend.com Amazon.com REI.com

**Children's warm base layers (long underwear) for cold weather:** landsend.com

ellaswool.com smartwool.com ridgemerino.com Amazon.com

## Backpacks and Cloth Bags for Carry-All Each Day

Outdoors, we keep things simple, manageable AND still foster autonomy in our children, each child carrying an easy to use/developmentally appropriate carry-all for their water bottle, simple change of seasonal clothing (and diapers or pull ups if a Starling). This is also a required item. Child-size backpacks allow each Robin and Owls to carry, care for and manage their belongings, while having hands free to keep safe as we walk.

### OWLS & ROBINS CLASS (mixed age, 3 to 5 year olds)

A child-size backpack that is MEDIA/character-free. Packs more comfortably AND reliably STAY up on shoulders, without slipping -- IF they have -- a fastening strap that goes across the chest. **Please ONLY buy a pack for your child, with a buckle OR velcro chest strap.** You'll see in the examples below, they are designed for child comfort and safety.

- We welcome the colorful and/or animal themed packs. Backpacks should be sized so the fit is right for your child's preschool-age body. They do need to be big enough for a water bottle or two, a change of clothes and rolled up rain gear. **Please note:** Large "book bag" styles are too big for preschoolers and only suited for elementary age children.
- The backpack is needed for practicality and safety as well as a sense of ease - knowing belongings are in the same place - without question. This allows children to feel the certainty and calm of consistency and familiarity.

### Recommended backpacks for young children - these are excellent, durable & fit well:



REI.com



thenorthface.com



landsend.com



fjallraven.com

### STARLINGS CLASS (young two's and two-year old class)

A child-size cloth bag or canvas bag that is MEDIA free (animals or child friendly designs are completely fine). Cloth or canvas bags with shorter straps will allow your child to carry their little bag and feel the sense of success and joy that comes with our wee ones being able to hang their bag on their cubby hook and leave the yard each day with it when going home. Straps will need to be shorter and be able fit over a regular cubby hook. Recommendations are below - your child's bag needs to be sized to fit daily items and have a strap length that is easy to manage and not drag - very important.



landsend.com - small natural tote bag  
[open-or-zip-top-natural-canvas-tote-bag](#)



amazon.com 100% Cotton Reusable bag (color choice)  
[Simply-Green-Solutions-Cotton-Reusable](#)

## Water Bottles for School Everyday

Everyday, a full water bottle (**MEDIA/character-free**), with pull-up top, straw or simple lid that turns (see example below) needs to be in your child's backpack (Owl or Robin), cloth bag (Starling).

In the warm months of the year, we request TWO bottles of water, unless your child is able to manage one large bottle. Most important note about water bottle choice: your child feels able to open it and drink easily.

The school strongly recommends STAINLESS Steel insulated bottles. Plastic bottles that are BPA-free are completely fine too (they just don't hold up as long).



mothernature.com



parentsfavorite.com



target.com



Amazon.com

# Parent Communication

- TCGP requests **parents communicate openly and directly with their child's teacher regarding your child's development, daily experiences or in regard to cases of minor injury or incident (at school)**. Daily morning and afternoon parent-teacher contact is usually very brief. Advising your child's teacher of anything to know ahead of the day (IE: difficult night of sleep, late nights during the weekend, changes in routine due or illness, etc., new baby news, and so on..) will allow us to best meet your child's needs and hold awareness of anything different your child has been experiencing. This is helpful for all and best shared outside the presence of your child (**a text before school** is always best for this type of thing). Phoning or messaging teachers after school is an excellent way to check in should you ever have a question or any kind of concern related to your child.
- TCGP requests **parents engage in their child's experience at school** by opening and reading all class communications sent by your child's teacher, attending any parent-teacher conferences and curriculum/enrichment nights offered.
- If there is ever a time that teachers and/or directors wish to address any developmental challenges or concerns, we will call for a meeting with a parent. At times, it may be necessary to develop a plan that involves continued, longer observation periods, additional feedback between home and school, and occasionally, a referral for outside support services for the child. **Parents should be aware that the school maintains a consistent practice of dedicated child and family support, a strict policy of 100% confidentiality and a professional commitment to every child's development.**
- TCGP requests that **parents communicate with the director regarding any concerns about the school's practices and policies, or in regard to further developmental concerns or challenges of any kind that may be occurring.** We believe open, candid and compassionate communication and sharing of information is a path to understanding, growth and truth.
- TCGP **requests parents handle all administrative and financial questions or interactions through the school office email only - [office@thechildrensgardenpreschool.org](mailto:office@thechildrensgardenpreschool.org)**
- When parents are applying to private schools for their child entering the elementary grades, schools often require **teacher evaluations** to be submitted. Our pre-K to K teaching staff are quite familiar with AAAIS forms and others. Please understand that these forms take considerable time to complete and will need to be requested well in advance of the due date. When several requests arrive at the same time, more time will be needed to complete forms. Teachers complete evaluations in their personal time.



## *Child Separation*

We expect and understand that young children may *initially* have a hard time separating from their parents (and vice-versa). Our teachers are sensitive and aware of “meeting the child” in warmth, wonder and support. Through the connection and trust fostered in relationship-based care, we know difficulty with separation is usually a brief and temporary part of the transition to school. We will help make this transition as easy as possible for both child and parent. We kindly request that parents say a short, cheerful goodbye at the morning drop-off to help children make an easier separation. Teachers can gladly check in via text message later in the morning, to reassure you your child has settled in and is doing well. If you have any concerns about separation, please feel free to discuss them with us.

## *Birthdays at School*

Birthdays are very special, auspicious days of celebration. We revere each child and the simple, sweet celebration that takes place with the child, their teachers and classmates. Your child’s teacher shall communicate with you directly to plan the date as near the actual birthday as possible. As is the tradition, birthday celebrations include the telling of the birthday story about the child, a special birthday circle, “gifts of nature” from peers and teachers, and the special birthday snack. Birthday celebrations will occur inside your child’s classroom and will last from 40-50 minutes that day.

Parents are invited to attend birthday celebrations for this very special day for your child and you. Your child’s teacher shall communicate with you about this in advance. Parents shall be involved with sharing elements of their child’s life for the teacher to include in the birthday story and provide the special snack, with details and directions given by the teacher (as sent in advance, via teacher to parent email).

## *Media*

Waldorf-inspired, holistic education empowers the development of imagination and memory and the ability to entertain oneself, starting in the early years of a child’s life. This helps set the stage for problem solving and creativity in the academic years and beyond. We encourage families to significantly limit (or eliminate) a child’s exposure to media sources. Specifically, during the school week, we kindly request families practice an approach to media in a child’s younger years as a special, “once a week” or “a little on the weekends” type of activity. We are here to support you in finding alternate ways to engage your child at home and can offer many suggestions to help.

# *Parent Annual Service Policy*

## *Service Hours & Opportunities*

The school requests parents (per family) sign up for a MINIMUM of three events, projects or school community needs each year. We provide options for parents to sign up, based on individual time and talents. There is no fee alternative for this. Every family is involved and we have many opportunities for everyone.

### **Buildings & Grounds SUMMER Community Workday**

- Each summer, before the school year begins, an **OUTDOOR community workday** - is scheduled. Maintenance work is done on this special workday at the school, each year. The 4-hour Saturday workday offers a variety of tasks for volunteers. It's easy to complete 3 hours of the annual service tally by attending the summer work day.
- Can't attend the workday? Other maintenance projects or improvements need to be completed throughout the year and can be scheduled around parent availability and school hours.

### **Community Fundraising**

- **Our Collective Annual Fundraising** - there are two seasonal sales for bulbs and seeds, a holiday-faire event in early December and a spring benefit auction, held each year. The latter two are community-wide events and our main fundraisers. Our fall bulb & spring seed and bulb sales are passive fundraisers within our school community.
- **Each family is required to participate in the online BENEFIT AUCTION, held in spring.** Every family donates goods or services of \$120 in value or more. And of course, we kindly request parents, family members and staff to engage in the bidding!
- **We need to raise around an average of around \$300 per child through our annual collective fundraising efforts to meet those requirements.** We are a non-profit 501(c)(3), and must raise funds each year, as part of our annual budget, as well as our commitment to being an inclusive community. We share this in advance, so that everyone understands the importance and need for 100% support and involvement.
- **What are fundraising dollars used for?** From year to year the needs and projects vary. Typically, the FR revenue is used for specific repairs or major improvements to the school spaces (indoor and/or outdoor) or curriculum items and equipment for the children.



## Community Events

Each year it is a tradition in the school to hold a couple of lovely family events (seasonal “festivals”) that are designed to strengthen our school community, while sharing the beauty of The Children’s Garden with families, friends, relatives and neighbors.

Two of our events involve parent help via our school’s Crafter’s Guild (making crafts and handmade treasures for the Holiday Mini-Market and the spring May Faire’s craft show).

- **The Children’s Garden Crafter’s Guild** (behind-the-scenes handwork and crafts in the late summer to late November for the holiday market)
- **The Children’s Garden Lantern Walk - outdoor event** (held the second Saturday in November - parent volunteers help to assemble luminaries, set up and cleanup for the lantern walk through Grant Park, the night of the event)
- **The Children’s Garden Preschool Holiday Faire (held in early December is an indoor and outdoor event)** - shares the magic of the holiday season with a Faerie Shoppe for families and children to do holiday shopping, the Elve’s Treats Snack Cafe, games, craft making, and special vendors who sell their wares. Many helpers are needed behind the scenes and the day of the event with set up, break down and shift work.
- **The Children’s Garden Spring Festival & Picnic - outdoor event** (held in the last week of March - parent volunteers help with clean up after the event)

## Teacher Appreciation

There are a few small scale events held for the teachers each year that parents who would like to help, are able to sign up. Preparing food for delivery is the primary task, if you are inclined:

- **Two Teacher Breakfast & Coffee on staff training days, one in fall and one in spring** (parents volunteer to prepare food items/coffee, etc for delivery to the preschool)
- **Covered Dish Luncheon – Teacher Appreciation Day Lunch, right after school** (held in May each year, one afternoon after dismissal)

## Pro-Bono Services

Whenever there is a need for these services, the school will reach out to parents to discuss needs and determine when to meet. Pro bono services count as service hours each year. However, there is no guarantee that any professional services will be required in any given school year. Some examples:

- Interior sanding and painting
- Window cleaning - interior and exterior
- Construction/Carpentry/Repairs/Electric/Plumbing, etc.
- Graphic Design/IT/Website or Web Developer
- Landscaping

# Parental Responsibilities Agreement & Media Release

Parents receive a parental agreement containing the school policies listed in this handbook and a media release for the year, in advance of the school year commencing. The agreement requires parental signature after policies are read and for each section to be initialed. Below is a copy of both the agreement and release.

## **PARENT RESPONSIBILITIES Agreement**

I, \_\_\_\_\_, (please print name) agree that I am responsible to pay tuition and all other fees by the due date, as ***outlined in this Parental Responsibilities Agreement.***

I understand that the information contained in this contract is accurate to the best of TCGP's knowledge, but that TCGP reserves the right to make program or financial adjustments, if necessary, to best serve the families and program at TCGP.

I understand that by paying the application, enrollment, and program supply fees, I am reserving a place for my child at TCGP and that these fees are strictly **non-refundable.**

Name/s of the responsible party who will be invoiced for monthly tuition and other fees, along with email address/es where invoices are to be sent. Please print clearly:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Parent/Legal Guardian

Date

\_\_\_\_\_

\_\_\_\_\_

## THE CHILDREN'S GARDEN MEDIA RELEASE Form

The preschool is continuing to develop new publicity and training materials each year, for the school. We need your consent to use your or your child's photograph, recordings, and/or class work in these various media projects.

Please check one of the following, date and sign where indicated.

\_\_\_\_\_ Yes, I give my consent for The Children's Garden Preschool (TCGP) the right to record my child's likeness and/or voice (Media). This is limited to internal class newsletters, social media posts or our website and children are never identified. I authorize the use of such Media on any materials published by TCGP. I understand that this Media shall become the property of TCGP, may be edited by TCGP, and may be used by TCGP for educational, instructional, or promotional purposes.

\_\_\_\_\_ No, I do not give my consent.

Child's Name: \_\_\_\_\_

Parent/Guardian

Signature: \_\_\_\_\_

Date: \_\_\_\_\_