

WELCOME to TESSERA ARTS PRESCHOOL!

2008/2009

Philosophy

TESSERA is a Greek word describing one of the small tiles used to create a mosaic. We chose this name because we see each child as unique and individual, and as an integral part of our larger community.

Our goal is to furnish a place for children to grow and flourish emotionally, intellectually, physically, socially, and artistically. We provide a lot of opportunity for each child's success through a range of hands-on activities, and by using non-judgmental language when communicating with each child. We honor and nurture each child's sense of self by listening to what they need and creatively providing it for them, and by emphasizing the importance of self-expression. We are prepared to change the environment as directed by the children's interests, and to provide the next academic challenge for them involving that interest. We encourage each child to be actively involved in order to become able to make choices about and become responsible for their own behavior.

Tessera provides a supportive, unhurried, and non-judgmental environment, with focus on the arts and self-expression. With a process-oriented approach, we hope children will begin to comfortably use different media to articulate themselves, their emotions, and ideas. We provide a variety of materials for preschooler's free use- and celebrate creativity!

Groups are at least somewhat mixed age, to allow some latitude for individual behaviors. A range of activities is offered to both comfort and challenge children in the class. We are a process-oriented school, and offer a lot of sensory activities. Children learn about the world through their senses and we hope to cultivate that involvement, in order that they may build upon it. Activities are dictated as much as possible by the perceived needs of children in the group. Themes are used loosely in the curriculum plan.

EACH DAY your child will enjoy a SUPPORTIVE, UNHURRIED ENVIRONMENT with

circle time songs and stories
dramatic play areas sensory activities
indoor and/or outdoor gross motor play
time to socialize and develop friendships
a range of intellectual activities reflecting different learning styles, interests, and abilities
and plenty of time for hands-on exploration of their school

Individual creation and exploration are coupled with collaborative projects such as group painting and large sculpture. Children work together to mix plaster, paint and decorate a wall hanging, or cover a large armature. Works may be exhibited in the community.

TESSERA ARTS PRESCHOOL 816 NE 190th St SHORELINE WA 98155
206 362 8484 tesseraarts.com

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Policies and Procedures

ENROLLING

Families are asked to fill out registration forms and an immunization history, and to sign emergency care and photography release forms. Before enrolling, families must visit, speak with a staff member, and read Tessera's Philosophy, Policies, and Procedures. Please schedule a visit, and feel free to bring your child with you.

Enrollment is ongoing throughout the year.

A registration fee of \$125, plus the first and last month's tuition are due at the time of registration.

These are non-refundable. The last month of tuition will be credited to your June, 2009 payment.

SIGN-IN

Please sign your child in and out each day and note any special instructions for the day on the sign-in sheet.

SNACK

Tessera provides a healthy snack each day. Filtered water is available anytime.

LUNCH

Families provide a lunch and drink from home. Tessera has a microwave to heat food if needed. Lunch is a fun social time and the children may share with one another. PLEASE DO NOT SEND JUNK FOODS OR TREATS TO SCHOOL.

CLOTHING

Send your child in clothes to 'get creative' in. Every day there are messy materials available and we do not stop to change! Paints, food color, inks, etc. may not wash out and Tessera will not be responsible for damaged clothing.

Please keep at least two complete changes of clothing (more for potty-training children) at school at all times. |

POTTY TRAINING

Your child does not have to be potty trained to attend preschool. Changing place and little potties and seats are available. Since it is more difficult for a child to reach the bathroom in time at preschool than at home, please keep at least four changes of clothing at school for your potty-transitioning child.

Families are responsible for providing diapers.

BODIES

Students at Tessera are allowed to use their bodies as 'first canvasses'. They may write on their fingers, or paint their legs, or stamp their tummies or...Sometimes a color may be apparent on hair or skin even after a bath at home.

DISCIPLINE

Tessera staff try to redirect children in a positive manner. Boundaries are clearly set and only age-appropriate behavior is expected. We do not focus on unwanted behavior, label children, or put children in 'time out'.

MEDICATIONS

Tessera staff does not administer medications. Please do not send medications, cough drops, vitamins etc. with your child.

ILLNESS

Please do not bring your child to preschool if they are ill. (Fever; vomiting; diarrhea; draining rash; eye discharge or pink eye; lice or nits; communicable disease.) PLEASE CALL TO LET US KNOW YOUR CHILD WILL BE ABSENT.

CLEANING

Parents will be asked to sign up to help with major cleaning (windows, the gym, laundry, etc.) during the school year.

SCHEDULING

Tessera's preschool year (Sept. -June) program is based on the Shoreline School District calendar. Preschool class is Monday through Thursday, with some breaks throughout the year. We ask families to commit to a schedule of at least three days a week for the preschool year. Changes can be made if space allows and with the approval of the director.

PHONE AND ADDRESS LIST

Tessera hands out a list of telephone numbers and addresses to preschool families. Let us know if you do not want to be included in this list.

WEATHER CLOSURES

Tessera follows the Shoreline School District in the event of school closure or delay:

District delayed start= Tessera will open at 10:30 and end at 1:30

District closed = Tessera will be closed

Tessera will attempt to make up 50% of closures; ie 2 hours at no charge for a closed day
Should a closure be announced in the middle of preschool, please pick up your child as soon as possible.
Shoreline school district posts closures/delays after 5 am at www.shorelineschools.org.

BIRTHDAYS

Let us know if you would like to bring a special treat or otherwise celebrate your child's birthday.

VACATIONS OR EXTENDED LEAVE

There is no credit for absence of one week or less. We will hold your child's space for up to two weeks (after the first no-credit week) at half price. We hope families schedule vacations during preschool breaks.

ENDING PRESCHOOL CONTRACT

Should you decide to remove your child from Tessera we ask for at least two weeks advance notice and for you to state your reason for leaving in writing. There will be no refund of tuition or other fees.

LOST OR STOLEN ITEMS

Tessera and its staff will not be responsible for lost, stolen, or damaged items.

PRESCHOOL RATES include regular subcontracted programs and all materials.

- THREE DAYS PER WEEK \$315. per month
- FOUR DAYS PER WEEK \$385. per month
- REGISTRATION/APPLICATION FEE IS NONREFUNDABLE AND DUE UPON REGISTRATION: \$125. per school year (Sept-June) per child
- FIRST AND LAST MONTH TUITION ARE DUE UPON REGISTRATION. THESE ARE NONREFUNDABLE. LAST MONTH TUITION WILL BE CREDITED TO JUNE 2009.

"ADDED" DAYS: SINGLE CONTRACT DAYS MAY BE ADDED AT \$25. PER DAY

ADDED DAYS must be arranged in advance, and are encouraged as space allows.

SIBLINGS: School-age siblings of preschoolers currently enrolled may join the contract classes for a fee of \$25 per day. Siblings must be registered and space reserved in advance.

OUTSIDE OF PRESCHOOL CONTRACT: Tessera may offer extra classes or camps over school holidays, on weekends, or evenings. These are separate of the preschool contract, and are registered and charged at different rates.

FIELD TRIPS, OTHER PROGRAMS, ETC. MAY BE OFFERED AT EXTRA COST

- PRESCHOOL CONTRACT COMMITMENT BEGINS SEPTEMBER 08 AND EXTENDS INTO THE MONTH OF JUNE 09 IN ACCORDANCE WITH THE SHORELINE SCHOOL DISTRICT CALENDAR.
- THE ABOVE PRORATED TUITION AMOUNT IS CHARGED EACH MONTH EVEN THOUGH THERE MAY BE A BREAK DURING THE MONTH.

TWO DAYS PER WEEK: A SPECIAL CONTRACT MAY BE ARRANGED IF YOU WISH TO ENROLL A CHILD FOR ONLY TWO DAYS PER WEEK. THE COST IS \$275 PER MONTH. SCHEDULING PRIORITY WILL BE GIVEN TO CHILDREN ENROLLED FOR AT LEAST THREE DAYS.

- **BILLING:** YOU WILL NOT RECEIVE A STATEMENT EACH MONTH UNLESS AMOUNT OWED INCLUDES EXTRA OR ADDED DAYS, OR OTHER FEES, OR UNLESS YOU REQUEST ONE.
- TUITION IS DUE ON THE FIRST OF EACH MONTH (SEPT-JUNE). THERE IS A FIVE-DAY GRACE PERIOD FOR PAYMENT. IF TUITION IS NOT RECEIVED BY THE LAST DAY OF THE GRACE PERIOD A \$50. LATE FEE WILL BE ADDED TO TUITION. A \$50. FEE WILL BE CHARGED FOR RETURNED CHECKS.

THERE IS A 10% DISCOUNT ON TUITION OF A SECOND CHILD.

- THERE ARE NO CREDITS FOR MISSED DAYS
- WE CANNOT TRADE MISSED DAYS FOR ADDED DAYS--NO SUBSTITUTIONS.
- TESSERA WILL ATTEMPT TO MAKE UP 50% OF WEATHER CLOSURE HOURS

MAKE CHECKS PAYABLE TO "TESSERA ARTS PRESCHOOL".

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