



# Art & Soul

School of Creative & Performing Arts

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## Preschool Parent Handbook 2026-2027



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## Welcome to Art & Soul

At Art & Soul, we believe in fostering a love of learning through exploration, creativity, and collaboration. Our program is inspired by the Reggio Emilia approach, which means we see children as capable and curious individuals who are driven to discover the world around them.

Each morning is filled with wonderful opportunities for your child to grow and learn at their own pace. Our mornings are designed to spark their imagination and encourage them to express their unique thoughts and ideas. We encourage this through self-directed activities such as art, building, and small group play. We've carefully set up our classroom to nurture this curiosity, ensuring our materials are accessible, open-ended, and ready for exploration.

What makes our school unique is our ARTS curriculum. We showcase our students' talents with special recitals in the Winter and Spring, as well as an Art show in February!





## Hours of Operation

9:00am - 12:00pm; Monday - Thursday

## Holidays

- First Day of School ..... Aug. 17
- Labor Day .....Sept. 7
- Thanksgiving .....Nov. 24-28
- Winter Break .....Dec. 19-Jan.3
- MLK Day .....Jan. 18
- Presidents Day .....Feb. 15
- Spring Break .....Mar. 21-27
- Last Day of School ....May 27
- Graduation.....May 27



## Admission & Enrollment

Our preschool program is open to children ages 3 - 5 yrs old. Please complete the registration form. You will be able to choose between 2 and 4 days per week, depending on availability.

[Registration form here.](#)

## Non-Discrimination

Art & Soul School admits children of any race, religion, color, national and ethnic origin to all our programs. Art & Soul offers a multicultural, anti-biased curriculum to all.



## Fees & Payments

- Tuition for 2026-20267 school year is \$52 per day.  
For example: if you are signed up for Tues/Thurs and there are 4 Tues and 4 Thurs in a month, then tuition would be \$416 for that month (8x\$52). If there are only 2 Tues and 2 Thurs, tuition would be \$208 for that month. Tuition is charged monthly on the first of each month. A valid credit card must be on file. See page 3 for school year closures.
- One(1) and Two (2) day per week options are available.
- There is a \$100 non refundable membership fee upon registration.

## Written Notice

Two weeks notice is required to adjust your schedule. Any changes in schedule is dependent on space and availability. One month notice is required when you want to unenroll from the program.

## Potty Trained

All students must be potty trained to attend our Performing Arts for Preschoolers Program. No exeptions.



## Typical Daily Schedule

**Morning Activities** - children engage in self-directed exploration & play

**Twinkle Star Dance** - our dance program introduces ballet, jazz, and hip-hop fundamentals while prioritizing proper technique, personal growth, and having fun!

**Snack and Recess** - a time for children to relax, refuel and strengthen their bonds with new friends.

**Art FUNDamentals** - students explore various mediums like clay, painting, and chalk while learning art fundamentals and drawing inspiration from Master Artists such as Pablo Picasso and Georgia O'Keeffe.

**Music Time** - Singing, rhythms, and musical exploration.

## Snacks

We emphasize healthy foods! Please remember to pack your child's snack and water bottle daily. We always encourage the students to eat their protein first. We love to eat together in a family style setting.

## Health & Safety Practices

Handwashing will take place before and after eating, bathroom use, nose blowing or wiping, outside time and art lessons. Toys and equipment will be sterilized as needed. Evacuation procedures are posted next to all exits. First aid will be given when needed. Parents will always be notified by staff of any injury or incident.





## Sick Policies

Please keep your child home if they are sick. If a staff member notices a child has sick-like symptoms, you will be called to pick up your child. This includes a fever of over 99.9 degrees, vomiting, pinkeye or lice/nits. Your child will not be allowed back to until they have been fever free for 24 hours. Our goal is to make sure we are not spreading any illness to other students or staff.

## Medical Emergencies

If there is a medical emergency, we will call 911 first, then the parent/guardian. If we need to transport a student to the hospital, it will be Kaiser in Santa Rosa.

We will not give ANY medications without written approval from the parent/guardian or at the direction of Emergency Medical Services.



## School Safety

We take safety very seriously at Art & Soul School. Teachers and staff go through a safety training including basic CPR as well as emergency procedures (including fire, earthquake and active shooter drills). We are located just across the street from the Santa Rosa Administration buildings that include the Santa Rosa police. Our local Fire Station 11 is just two blocks from us. We have security cameras inside and outside the building to monitor any activity.

Students can only be released to an adult who is listed on your Emergency Form. If anyone else needs to pick up your child, that must be submitted in writing or a phone call if they are not on your pre-authorized Emergency Form.

California State Law and Licensing requirements state that child care facilities are required to report immediately to the police or Child Protective Services any reason to suspect child abuse, neglect, or exploitation. We are not obligated to inform parents/guardians of this report.



## Behavior Management & Discipline



When a child is having a difficult time following directions or treating others or equipment with respect, developmentally appropriate guidance techniques are used. With Positive Reinforcement, the child will be encouraged when they are demonstrating acceptable behavior. They may be redirected to another activity and given an opportunity to try again at another time. The child may also be separated from the group for a child-regulated period of time. When the child shows that they are ready to demonstrate acceptable behavior, they are then encouraged to join the rest of the group and try again.

If there is a conflict between two children, a teacher will talk with both children using conflict resolution and friendship language to resolve the situation.

We are unable to accept students who hit, kick, bite, push, use harmful language, or harm other students or teachers in any way. Our policy when children exhibit this behavior is as follows. When concerning behavior is observed, parents will be contacted by the preschool director and given the teacher's full account of the incident. A behavior modification plan will be put in place, expecting improvement within two weeks. If behavior does not improve or worsens, Early Learning Academy will be contacted for an observation during preschool, and parents must approve to continue working with us. We will then work based on ELA's recommendations as best as we can accommodate. If behavior does not improve within a reasonable amount of time, we will ask that another preschool is considered for your child.

Progress Reports will be completed and sent home twice a year, first in December and lastly in May. These progress reports are given to provide insight and information into how your child is developing within our preschool setting.

## Children's Supplies

Parents are requested to label and supply the following items in a zip lock bag: a family photo (3x5 or 4x6), a change of clothes including underwear, socks, pants and a t-shirt. Please have these in your child's cubby throughout the whole school year.



## Separation

It is normal for your child to have some fears and misgivings about being away from you. Children, like adults, need time to get used to new situations. Try to prepare your child for the changes as far in advance as possible.

Discuss any concerns. Talk about some of the new people your child will meet and the new things your child will do. If you are enthusiastic, soon your child will be too. If this is the first time your child has been separated from you, it is natural for them to be hesitant. A cheerful goodbye kiss, a smile, and a reassuring word that you will be back after work are all you need to do. Our caring staff will take it from there. Please do not sneak out when your child is not looking. Usually, the child will settle down shortly after you leave.

If your child is having a hard time, we will work with you and allow for a slower transition with you staying in the lobby or parking lot until your child is comfortable.

Feel free to call us at anytime with any concerns or questions. You can reach the front desk at 707.575.6858. For emergencies you can reach us during preschool hours (9-12pm, Mon-Thurs) @ 707.909.2380.

- A great way to help with transition is to attend one of our art, music or dance classes that our studio offers during the week. [Class Schedule is here.](#)

## Sign In & Out

Please sign your child in/out at the front desk daily. If a guest will be picking your child up, please make sure the staff is aware ahead of time.





## Visitations

Family is always welcome to sit in the lobby and view the program from our cameras. If a family member would like to volunteer, please let our preschool director know. We have monthly themes in our curriculum and we would love to have you join us when appropriate.

## Message

At our Art & Soul preschool program, we treat each child with love and kindness. We strive to provide a safe, fun, family like environment where children can grow, explore and be nurtured. We introduce them to an Arts program with an Reggio Emilio philosophy where each child can explore at their own pace. Our ultimate goal is for each child to feel loved and safe while building friendships and independence during these formative years.



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