

General:

Studio Address: 47 Tamal Vista Boulevard, Corte Madera, CA 94925
(near Book Passage and Izzy's Steakhouse)

Studio Phone Number: 415-927-2616

Stretch website: www.stretchtheimagination.com

2009-2010 School Year Dates (Holiday camps available during certain weeks)

All classes start the week of September 14th, 2009

We are closed the week of Thanksgiving November 23rd -27th

We are closed the week Christmas December 21st -25th

We are closed the week of New Year December 28th -January 1st

We are closed the week of April 5th -April 9th for spring break

We are closed May 31st for Memorial Day

Cancellation Policy:

A registration fee of \$25/child is required. This \$25 is non-refundable. If you sign your child up for our classes the tuition is due in full by the due date. If you cancel after checks are due but before the session starts we will refund 100% of your tuition if we can fill your space. If we are unable to fill your space we will refund 50% of your tuition. Once a session has started there are no refunds.

Bounced Checks:

If your check bounces you will be charged a \$25 fee in addition to needing to provide a new check.

First day of class:

Drop off is a 10-minute window beginning 5 minutes before the start of a class and ending 5 minutes after the start of a class. The door will remain locked until the start of drop off as teacher use this time to ensure that classrooms are prepared for class.

All parents, especially families new to Stretch, should have someone who is reachable by phone the first day of class in case your child has separation anxiety. This person must also be on the list of people authorized to pick up your child. Many new parents stay in the area the first day. There is a café at Book Passage and the village shops are just minutes away.

If your child is upset we will call you if they do not calm down within 10 minutes. Usually it is the initial separation that is difficult and by the time you are on the sidewalk they are already integrated into an activity.

You are always welcome to call the studio after you have left to check on your child. Some children take longer to fully settle into the session if it is their first experience with a drop off class. If your child does have separation anxiety we will work with you during these first classes to help your child integrate.

Parking:

There are 4, 10-minute parking spaces in front of the studio for our use. If these are taken the rest of the parking lot is for our use as well.

Drop-off:

- 1- Children can be dropped off 5 minutes before class officially begins. Our drop off will last for 10 minutes and then the classroom door will be locked for safety.
- 2- If you are late, please ring the door-bell or call the studio and the manager will open the door.
- 3- Please sign in your child. (Your full name is required by law.)

You are welcome to socialize with other parents outside of your child's classroom. Socializing outside will help minimize separation anxiety which often occurs if parents socialize in the classroom for an extended period of time at drop-off.

Pick Up:

- 1- Pick-up begins 5 minutes before class ends and ends 5 minutes after class is over. Examples:
 - a. 11:45 pick up- 11:40-11:50 (late at 11:51am)
 - b. 12:00 pick up- 11:55-12:05 (late at 12:06pm)

2- Our Late policy:

There is a 10-minute window for pick-up. You may pick up as early as 5 minutes before and as late as 5 minutes after the official time. For example, if your class ends at 11:45 the pick-up window is 11:40-11:50. From 11:51 on you are considered late.

Parents will be assessed \$5.00 for pick-ups 0-10 minutes after the end of the pick-up window and a \$2.00/minute fine is assessed after 10 minutes.

If you arrive after the pick-up window please make sure to sign our late pick-up binder. The cash fine will be accepted either at pick-up or on your next day of class.

Please share this information with others who pick up your child such as dads, nannies, grandparents, etc.

Please make sure to call if you know you are running late. We understand that emergencies happen and will assess on a case-by-case basis if the late fine applies.

- 2- Please sign out your child. (Your full name is required by law.)
 - a. We will check ID if we do not recognize the person picking up a child.
 - b. This includes grandparents, parents, nannies etc. who we have not met.
- 3- If you need to pick your child up early please ring the doorbell or call the studio at 415-927-2616 and we will bring your child to you.

Please be on time at pick up. It is important to be on time so that the teachers can clean and set up for the next class.

What to bring to class:

Please put your child's name (initials or full name) on all of their belongings. This includes clothing, water bottles, Tupperware, sippy cups, etc.

All children should bring a small snack with them to class each day.

NO NUTS PLEASE!

Children in our Pee Wee 2-3s program should also bring:

- 1- Sippy cup
- 2- Small snack - **PLEASE NO NUTS ALLOWED**
- 3- Diaper or change of clothes
 - a. If your child is potty training please make sure to let a teacher know. We will be sure to check with the child periodically during class.

Your child's name should be in all their clothes. We have accumulated quite a lost and found of very nice clothes that have never been claimed. At the end of each session we will donate all unclaimed clothes to a charity.

We put smocks on the children during our art projects and much, but not all, of our paint is washable. Paint can often find its way onto the children's clothes even when wearing a smock. It's best to send your child to Stretch ready to explore in clothes that can get stained.

Allergies/Food:

Stretch the Imagination is a nut free studio. We are very careful to document which children have allergies. Many children these days have a life-threatening allergy to nuts. Please do not send your children with any food that contains nuts of any kind. Please make sure to read all labels and packaging to make sure that food is not processed in a facility that processes nuts. Ask us, or visit our parent website, for snack ideas.

If you miss a class:

Please call to notify the studio if you will miss a class. Unfortunately, we do not offer make-up classes due to our teacher/student ratio.

Accidents/Incidents:

When a child sustains an accidental injury, whether it is a bump, scratch, or cut we will tell you at pick-up. If it is more serious we will call you from class. If a child's behavior jeopardizes the safety of other children, such as biting, the parents of both children will be called as soon as possible to make them aware of the incident and to help ensure privacy. If a child's behavior continues to be unsafe we will meet with the parents and develop a specific strategy to resolve the behavior. If the behavior continues to be unsafe we may have to end the child's participation at Stretch until they can participate safely.

Stretch the Imagination's Sick Policy:

Please keep your children home if you suspect they are ill and that their condition could infect other children. All illnesses, other than colds, must be reported to Stretch the Imagination immediately upon diagnosis. If a child is out of school longer than one week due to illness, a staff member will contact the parent regarding the nature of the illness. Stretch the Imagination has the authority to require a release from a doctor prior to a

child being admitted back to the facility. Stretch the Imagination's standards for keeping a child home from school in the event of illness are:

- **Fever within the last 24 hours**
- **Severe or phlegm-producing cough**
- **Diarrhea within the last 24 hours (three or more watery stools in 24 hours)**
- **Vomiting within the last 24 hours**
- **Sore throat with fever or swollen glands**
- **First 24 hours after first taking an antibiotic or new prescription medicine**
- **Uncontrollable or deep chest cough**
- **Body rash, especially with fever**
- **Green nasal mucous**
- **While chicken pox sores are still infected**
- **Thick mucus or pus draining from the eye**
- **Evidence of lice**
- **Signs of weakness, no appetite, does not want to play, sleepiness**
- **Complaints from child**

It is recommended to keep children home for at least 24 hours after any of these symptoms abate or if there is any question of illness. If children have any of these symptoms and the doctor says the children are allowed to come, please bring a note from your doctor for clarification.

If children have been absent from Stretch the Imagination for a week or longer with a contagious disease (e.g. Chicken Pox), please bring a doctor's note of approval to inform us that renewed attendance is acceptable.

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