

## Welcome to Art Zone for Preschool / Preschool Lab!

Thank you for sharing your child with us! Early childhood development is our passion and we are grateful to be a part of this special time in your families' lives.

**Philosophy:** We believe that art making is a wonderful way to approach child development. Art making inspires children to seek joy from the most meaningful place possible, *inside themselves*. Meaningful learning and development is optimal when children work and play from a mindset of enjoyment and emotional connection with caring adults. Their work and play at Art Zone is organic (coming from within the child) , supported by mindful teachers, and the developmental process is powerful.

Your child will interact with teachers that are attuned to discovering your child's ideas and unique way of seeing & being interested in the world. Socialization is guided (never coerced) by teachers that will help children see the uniqueness in themselves and in each other. From this perspective we discover each other, solve problems, and develop friendships together. Healthy and strong attachments are the basis for all learning and growth.



**Routines:** Our mornings begin with a warm welcome and invitation to free play. Kids ready to play are encouraged to paint, work with clay, exercise their imaginations in the playroom, or play with gak. Kids that need more support transitioning from home to class are given a relaxed transition time with extra care and comfort.

Around 30 or 45 minutes after class has started we gather together in the playroom for our group meeting. Most schools call this time "circle time" but not all kids are ready to sit, and we almost never form a circle. We call it "group time" or our "meeting" because our focus is on socialization in a group setting.

The kids are introduced to each other, and the teachers are introduced to the kids as well. We sing songs, read a story or make one up, and demonstrate an art project and solicit the kids' ideas

By 10:30 we are busy making art, and have generous opportunities for the kids to create investigations. This may take place in the water room, play room, paint splash room, easels, or working at a table project. At one project table, teachers give step by step guidance, and at other tables the kids lead the way. Kids eat as they get hungry and enjoy the socialization of sharing a snack or lunch. Kids are changing clothes for dress up, or water play, using the toilet, getting a drink, and being very, very creative. Teachers are talking to kids about their work, taking dictation about their stories, inviting them to reflect on their work (perhaps counting toothpicks or beads in their clay), and taking lots of art to the drying racks. Teachers are highly skilled in helping kids to solve problems with each other. Our goal is to help each other connect and understand each others' needs and feelings. Teachers facilitate many dialogues with kids throughout the morning. Around 11:15 anyone who has not already had their lunch is encouraged to take a break to feed their bodies.

At 12:00 we start cleaning up, organizing art work to go home, getting shoes and clothes back on and maybe putting a toy or two away. By 12:15 we are dancing, singing or enjoying a story until it's time to say good-bye. Wow what a great morning!

**Separation:** We specialize in helping you and your child transition from being together to being away from each other, and coming back together. If your child feels sad saying good bye, please talk to the teachers and we will work with you and your child to make a plan. In general, if this is the first time they are practicing separation from you, we recommend you stay with your child as long as possible the first few days. When we have begun to establish a relationship with you and your child, the next step is to write a book for your child, practice a short separation (10 to 15 minutes) and see how it goes. Separation practice can then get longer and longer. We can proceed with this process at your pace. This process is very individualized. We view this as at least a 2 month process, perhaps more depending on the dynamics. We will always communicate with you about how your child is progressing and how you are feeling about the process. If you leave your child while they are crying, your child will always have support. We will call you in ten minutes to check in, and can continue to call you as your child settles in.

**Feelings:** All feelings are welcome at the Art Zone. We often write books full of empathy for your child. This practice supports the development of emotional intelligence – the most important lesson of childhood. We never tell a child not to feel sad or not to cry. Your child's feelings are always fully acknowledged and supported. We believe when children are feeling difficult emotions, they need adult comfort and acceptance. The stage is now set for kids to get through the wave. When the storm has passed, children are left with a sense of accomplishment that

cannot otherwise be achieved. This process repeated again & again, and again & again, is what leads to healthy emotional development. We realize this process is sometimes hard for adults because it pulls us back to how we were parented<sup>1</sup>, which I'm guessing was probably something quite different than that described above (or below). Hmmmm.

**Discipline:** We share your goals to grow responsible, bright, caring, creative, healthy, compassionate, self motivated, self fulfilled, happy people that make positive contributions to society.<sup>2</sup>

We believe these long-term goals are not served with traditional discipline or even “positive parenting” techniques designed to manipulate or mindlessly condition children into obedience. We try our best not to use our *power over* children, but rather to use all our resources to *work with* children. The Art Zone is a different place where no one gets “in trouble.” No one will get put in time out, have anything taken away, be shamed, bribed, manipulated through praise, or otherwise coerced. Instead we pour our hearts and minds into learning how to *work with* kids to solve problems, help them connect what they are feeling with words, and intervene to keep them safe. We guide them towards connection with themselves (It looks like you are feeling \_\_\_\_\_. Are you needing \_\_\_\_\_?)<sup>3</sup> We help them connect with others. (Look at her face. How do you think she feels? What do you think she needs? Touch her hand gently. How does that feel?)

We see behaviors as communication of kids' internal states. And we don't always know what is going on beneath the surface. We make guesses and celebrate together when we get it right. Whether or not we figure it out, we believe that all behaviors communicate the state of needs being met or unmet. Behaviors are expressions of how they are feeling. A child who has their needs for rest, food, belonging, and play well met will communicate this through their behavior of engaged play and friendship. A child whose need for play or sense of belonging is frustrated will let us know through their behavior as well.

Teachers hold limits and safety for children through active and engaged teaching. Teachers will stop any hurting behaviors by gently containing the child. (I am going to stop you from \_\_\_\_\_ because that hurts \_\_\_\_\_). We then turn our focus on communication and re-connection. We make guesses at their needs and feelings. Next we work with kids to develop strategies that help them get what they need. When children have strategies to get what they need they choose less and less, strategies that hurt. (“Instead of grabbing, you can ask for a turn”. Or even better, “Oh dear! We have a problem. She wants the toy and you want the toy, how can we solve this problem?”). It's an on going process and we learn from each other every day. We have experienced amazing results from working this process over time. It is an investment in the long term. Its well worth it, if you want kids that grow up to be responsible, bright, caring, creative, healthy, compassionate, self motivated, self fulfilled, happy people that make positive contributions to society.

---

<sup>1</sup> Siegel & Hartzell.. Parenting from the Inside Out

<sup>2</sup> Cohn, Alfie. Unconditional Parenting. www.alfiecohn.com

<sup>3</sup> Beaglehole, Ruth. Mama Listen. Self published www.cnvep.org

## Other Things to Know . . . .

Please bring a sack lunch for your child every day. We also serve pretzels, oranges and water. Kids can eat anytime.

Please let us know of food restrictions because we don't have a strict rule about sharing food with each other. If someone is allergic to peanuts then no one brings any in.

Please try to limit or omit sweets and cookies. A sweet idea: feel free to leave a note in their lunch box or draw them a picture.

Please bring extra clothes and put your child's name on everything that you want to get back home. We find names helpful on everything a sip cup, lid, container, shirt, pants, underwear, toy etc. Kids do a lot of dressing and undressing. We will do our best to get these things safely home.

If your child is dressed in our extras at pick up, please feel free to take them home. These clothes have probably been donated to us from a parent just like you and we are not strongly attached to them. Try to get them back to us if you can, but we won't even remember if you don't. We take clothing donations of t-shirts, shorts, leggings and sweat pants.

Please bring a cuddle blanket, binkie, or stuffed animal if it will help your child feel more comfortable to have something special from home, especially if they are having difficulty with separation. Family photos are also encouraged. Pet photos and vacation photos are welcome!

**Toys and Books from Home:** We have a mild preference (not a strong preference) that you leave other toys at home because they are not always safe from getting lost or broken. However, we know that children get really excited about showing teachers and friends something that is special to them. Since we encourage sharing our passions and learning about each other, we leave it to you to weigh the pros and cons and decide how important it is to bring it in. It's especially nice to share something from a vacation or something from a special aunt or uncle so we can learn about that person too. Some other ways of sharing and keeping toys safe are: a) bring the toy during check-in time to show us but take it with you when you go or, b) bring a photo or a drawing of the special item to show us. If you and your child choose to bring a toy or book (no weapons), to stay in class, we have a toy rule. Kids bringing a toy need to either let others have a turn with it when they are done, or if it's too hard to have friends hold it, then after showing us, it needs to go on the shelf until pick up. Please discuss our rule with your child and perhaps they can help you with your decision.

**Toilet Learning:** Your child does not have to be potty trained to come to class. Please bring diapers, wipes, and extra clothes, with their name on everything. When your child shows signs of readiness, we work with you to support their learning! Hurray!

**Taking Art Home:** There is a lot to take home at pick up time. If you child usually does a lot of art work, feel free to come a few minutes early to carry things to the car first. We will make a bag for your child and put their work in it each day. If you can remember to bring the bag back to us it will save a few branches but maybe not a whole tree. Clay, beading, wood sculptures, and other 3-D sculptures need to go home the day they are made. We don't have room to store them. Flat paintings can stay with us until they dry to go home next week. Try to unpack your bag every day before the items in it dry. Things sometimes fall apart during the trip home. You can put them back together at home while the glue or clay is still wet. Once home set them in a safe place to finish drying and let the clay harden.

**Honoring Art:** You will probably accumulate more art work than you can handle in your home. It is important to celebrate the work with your child and display what you can. Other ways of honoring their work include mailing it to relatives, using paintings as wrapping paper, cutting out parts of paintings and making cards with them, taking photographs of their work before "recycling" the original art. Many parents have told us they make a display area that they keep changing each week or month. A simple display can be made by hanging a length of wire or string with clothes pins attached to hold the art work. Or nail a binder clip to the wall. Even if the display is in a garage, bathroom or closet, try to find a special place that they can keep some of their work accessible. If you are one of those people who saves everything (like Laura), go to Aaron Brothers and buy a large paper "portfolio" to store their work in. They cost about \$12. You can store them under a bed, behind a couch etc. And always, if you come up with a good plan, please tell us!

**Lost and Found:** Please notify us as soon as possible if you are missing a shirt, shoes etc. A lot of items get left here. We take unclaimed items to the Children's Hospital thrift store up the street when our lost and found cubby gets full (about once a month).



## Making Books With Children

A wonderful tool to help children understand what is happening in their lives and to build emotional literacy is to make special books for them. Books help children know about their experiences, as well as supporting them understand their feelings. They let children know that we take very seriously what happens to them. It is a healing experience for a child to have his/her experience validated. It can be compared to the journal writing that many adults use to support themselves in their lives.

Writing books with children is an important language literacy tool as well. We are communicating to the children that writing and reading are valuable ways to access the world. We let them know that we value the printed word, and that there is a lot to discover by reading.

Books also help parents have a way to communicate with their children in a clear and simple manner. They are able to teach the lessons of life that they want their children to learn. Making books is a tool to resolve conflict and to change negative anger into supportive teaching. Books can be used to prepare children for a change that is going to happen, or to help them understand something frightening.

Books are easy to make. Take two or three pieces of paper, fold them in half to make four to eight pages, and staple them. For young toddlers, books can be one piece of paper left unfolded. Draw simple pictures and write words that explain the feeling or experience you are writing about. This is not about drawing an artist's sketch! Simple stick figures work well. It is the adult's words that are used. Older children can contribute their words and may want to draw on the last page. For younger toddlers, the words need to be very simple: "Alex sad! Crying! Fall down!"

Name the book with the child's name and the subject. "Andrew's book about going to the doctor," "Mary's book about her angry feelings." Each page has a picture and tells a bit of the story. Write the situation followed by the child's feelings.

There is nothing that can't be made into a book. It may feel awkward at first, but with practice parents and teachers will find making books a wonderful activity to help children understand their world.

*Reprinted from Center for Non-Violent Education and Parenting  
[WWW.CNVEP.Org](http://WWW.CNVEP.Org) Raising Children with Care. Raising Children to Care.*

# Art Zone 2011/2012 Holiday Schedule

## NO CLASSES ON HOLIDAYS

We do not offer Art Zone for Preschool, Co-op, or Art Class on the following school holidays because we offer holiday camps. If your child is age 3 or older you can sign up for camp. Camp is a separate program, with different kids, different prices, different routine, and we serve pizza, snacks and a healthy sweet treat. If you wish to enroll for camp please let us know as soon as possible. Space is limited and they almost always fill up. Your regular class tuition is prorated to reduce your tuition on months with camp days

### **YOU ARE NOT CHARGED FOR HOLIDAYS**

November 11, 2011 – Friday, Veteran’s Day

November 21 through 25, 2011 – Thanksgiving Week

December 29 through Dec 30 2011 – Two weeks for Winter Break

January 16, 2012 – Monday, Martin Luther King

February 20, 2012 – Monday, President’s Day

April 2 to April 6, 2012 – Spring Break

May 28, 2011 Memorial Day – We have a FREE OPEN HOUSE on Monday from 10 am to 1 pm. We will be celebrating our 9<sup>th</sup> anniversary. Hope you can come.

All Classes End Week of June 18 - June 21<sup>st</sup>, 2012

Summer Camp starts FRIDAY June 22, 2012

---

## Art Zone for Preschool Enrollment Policies

**Non Refundable:** Tuition is non-refundable. Tuition is charged on the first of the month for the current month according to the tuition schedule on your registration form.

**Space is Limited:** To keep the quality of our classes high, we limit the number of children we enroll. We schedule our staff carefully and prepare materials in anticipation of your reservation. Since our space is limited, we may have turned down other reservations to accommodate your reservation.

**Cancellation:** To cancel enrollment, please notify Art Zone by the **20<sup>th</sup> of the month** preceding the month you wish to cancel or change your child's enrollment. Please keep in mind that we plan our staff schedules, prepare materials, and contact families on our waiting lists around this time to prepare for the following month. On the 1<sup>st</sup> of the month, full tuition is charged for the current month. If you miss the deadlines, and are unable to attend class, please call us to schedule substitute classes as available.

**Prorated Tuition:** The Art Zone pro-rates tuition automatically for the first month of class, and for each month based on 4 classes per month. For months with more or less than 4 classes, tuition is pro-rated accordingly. Please see tuition schedule.

**School Holidays:** There are no classes on School Holidays – please see registration form for holiday dates. You are not charged for classes that fall on holidays. For kids age 3 and up we offer Holiday Art Camps on most school holidays. If you wish to join us for Holiday Art Camps, please let us know and we will be happy to register you.

**Pro-ration for Vacations:** If you know in advance that your child will miss a class, please keep us informed. Please notify Art Zone staff before the **20<sup>th</sup> of the previous month** that your child will miss a class, and we can pro-rate your tuition for the missed class. We can pro-rate one class per month. We can offer up to two prorated months per school year (Sept to June) for missed classes. If you missed the deadline to pro-rate your class, please schedule a substitute class as offered below.

**Absences:** We realize that most families face complex and sometimes unpredictable schedules. Whenever possible, we will make accommodations for your requested changes and unforeseen emergencies. If your child is sick, please call the night before class or before **8:00 am** on the day of class. Please schedule a substitute class or request an open studio pass within 30 days.

**Substitute Classes:** Please keep in mind that our space is limited. It helps us considerably if we know about schedule changes ahead of time. If you know in advance that your child will be missing a class, please notify us as soon as possible and schedule a substitute class at that time. Please limit substitutions to one per month, and two or three total per year. Class substitutions are scheduled based on space available. We offer the following options for substitution classes if space permits: Friday Preschool Lab (10:45am-1:15pm), Friday Parent's Night Out (for ages 3 and up). If we are unable to schedule a drop off class as a substitution, please request an Open Studio pass and join us for art making with your child. Open studio classes (see schedule – adult participation required) do not require reservations and can be used up to 30 days after the absence. Open studio passes are transferable so if you can't use it, **please give it to a friend!**

Parent /Guardian agree to enrollment policies:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Last Name
-----------

## **About Parking**

**Please, Never use CPA or Back Care Parking Spaces.**

These businesses **will** call our landlord.

We have very limited (5) spaces available in our parking lot. We encourage you to avoid our parking lot altogether since it is often congested during peak periods. Use free street parking directly behind our building on 11th Street, steps away from our lot. Also it is easy to find additional parking across the street near Big Lots.

For quick drop off/pick up, if all our spaces are occupied, use the striped “no parking” area next to the planter or at rear of the building - it’s ok, really. Also, in a pinch, its better to block the driveway, parking next to our window for a little while, than to create a complaint by taking Back Care spaces.

Parking violations in Back Care/CPA spaces, even for very short class drop-off/pick-up, triggers calls to our landlord. Please help us to maintain our lease provisions so that we are able to **renew our lease in the future.**

**Thank you,**

**Laura Krug**



Children's Studio

1102 Aviation Blvd  
 Hermosa Beach CA 90254  
**(310) 318-6011**

**Enrollment Contract**

Last Name \_\_\_\_\_

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Parent Name \_\_\_\_\_ Phone: \_\_\_\_\_

Parent Name \_\_\_\_\_ Phone: \_\_\_\_\_

Street \_\_\_\_\_ ZIP \_\_\_\_\_

Email \_\_\_\_\_ Home Phone \_\_\_\_\_

No Class on Holidays =   
**2011/2012**

	M	T	W	T	F	S	S
Sep	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
Oct	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
Nov	31	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	1	2	3	4
Dec	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
Jan	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
Feb	30	31	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
Mar	27	28	29	1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
Apr	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
May	30	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2	3
June	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24

Summer Camp Starts June 22

**Policies:** Tuition is non-refundable. Tuition is charged on the first of the month according to the tuition schedule.

**Cancellation:** To cancel/change this enrollment contract, notify Art Zone by the 20th of the month preceding the month you wish to cancel or change. If Art Zone is notified after the 20th of the month, cancellation is subject to a 50% tuition charge. After the 1st of the month full tuition is charged for the current month. If you miss the deadlines, and are unable to attend class, please call us to schedule a substitute class subject to availability.

**Recurring Charge Card Authorization:** I hereby give the Art Zone, Inc. permission to charge my charge card indicated below for the first month tuition listed below and continue charges on the first of each month thereafter until June 1, 2009 or until enrollment is cancelled per the terms of this agreement.

Start Date \_\_\_\_\_ MON WED BOTH

First Month Tuition Amount: \_\_\_\_\_

Card No. \_\_\_\_\_

Visa Mastercard Discover

Expiration \_\_\_\_\_ Verification ( \_\_\_ \_\_\_ )

Cardholder Name: \_\_\_\_\_

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

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

Enrollment Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Date	Date	Notes:
Amt	Amt	
Int	Int	
Date	Date	
Amt	Amt	
Int	Int	
Date	Date	
Amt	Amt	
Int	Int	
Date	Date	
Amt	Amt	
Int	Int	
Date	Notes	
Amt		
Int		

4 Weeks \$176.00

**Prorated Tuition Schedule**  
 9:30 to 12:30

Month	Days	Amount
Sept	3	132.00
Oct	5	220.00
Nov	3	132.00
Dec	2	88.00
Jan	4	176.00
Feb	3	132.00
Mar	4	176.00
Apr	4	176.00
May	3	132.00
June	3	132.00

9:30 to 12:30

Month	Days	Amount
Sept	4	176.00
Oct	4	176.00
Nov	4	176.00
Dec	2	88.00
Jan	4	176.00
Feb	5	220.00
Mar	4	176.00
Apr	3	132.00
May	5	220.00
June	3	132.00

9:30 to 12:30

Month	Days	Amount
Sept	7	308.00
Oct	9	396.00
Nov	7	308.00
Dec	4	176.00
Jan	8	352.00
Feb	8	352.00
Mar	8	352.00
Apr	7	308.00
May	8	352.00
June	6	264.00



Children's Studio

LAST NAME \_\_\_\_\_

1102 Aviation Blvd  
Hermosa Beach CA 90254  
Phone (310) 318-6011

❖ PARTIES ❖ CLASSES ❖ FUN ART ❖ CLASSES ❖ PARTIES ❖ FUN ART ❖ PARTIES ❖ CLASSES ❖

### Release of Liability and Photo Release

Participant Name \_\_\_\_\_ Age \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_ City/Zip \_\_\_\_\_

#### IN CASE OF EMERGENCY ILLNESS, INJURY NOTIFY THE FOLLOWING CONTACTS

Moms Name \_\_\_\_\_ Phone (Cell/Work/Home) \_\_\_\_\_

Dad's Name: \_\_\_\_\_ Phone (Cell/Work/Home) \_\_\_\_\_

Caregiver Name \_\_\_\_\_ Phone (Cell/Work/Home) \_\_\_\_\_

Other Emergency Contact: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Doctor Name: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby certify that the minor listed above is in my legal custody and has my permission to participate in the courses conducted by the ART ZONE. I further certify that the participant is in good health and has no physical or other impairment which would endanger the participant when engaging in such program.

I absolve and hold harmless the ART ZONE, its employees, officers or agents from any liability which may result from participation in courses conducted by the ART ZONE. I understand that The ART ZONE has no obligation to supervise my child at the close of the above activity, and I release the ART ZONE, its officers, employees, and agent from any liability resulting from any lack of supervision of my child at the close of the activity.

PHOTO RELEASE: Participants involved in the ART ZONE programs may be photographed and such photograph may be used to publicize ART ZONE programs/activities.

**Parent or Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Allergies (if none, so state) \_\_\_\_\_

Food Restrictions \_\_\_\_\_

Circle: Diabetes, Convulsions, Bleeder, Heart Condition, Other \_\_\_\_\_

List any other condition which should be known by physician administering treatment:

Class: \_\_\_\_\_ Start Date: \_\_\_\_\_

---

\* PARTIES \* CLASSES \* FUN ART \* CLASSES \* PARTIES \* FUN ART \* CLASSES \*

---

## Together Were Better . . .

This form is optional

Child's Name: \_\_\_\_\_ Nick Name \_\_\_\_\_ Age at enrollment \_\_\_\_\_

What are your goals for enrolling in Art for Preschool class?

If your child is not yet using the toilet independently, how can we help? N/A

Our Family . . . . . (People and pets child lives with) . . . . .

My child loves . . . . . (gets really excited about) . . . . .

Holidays our family celebrates:

My child might not enjoy . . . (getting messy, loud spaces, kids too close, getting wet etc.) . . .

Important family issues - new pet, new home, new sibling, parent traveling, recent/upcoming vacations, developmental milestones, losses (sad things) important from child's perspective etc. .

Is child sensitive to loud noises, too much going on (over stimulation), touch (tactile sensitivity) hot and cold sensation, smells (soaps or cleansers etc.) ?

Please tell us about allergies, food, or health issues:

Anything else?