



# POLICIES AND PROCEDURES

## Closed Studio

Mindart Studio is a closed studio. Students may not leave the studio, even with written permission from their parents, except with their regular daily transportation, or when accompanied by their parents or other authorized persons. Students may only leave the studio with authorized adults. Parents are not allowed to walk into the studio. Parents may be asked to out to the studio if they come in themselves. Parents or any other authorized person must always walk their child into the studio and must pick up their child from the studio. This protocol has been established to enhance the identification of approved adults in the studio and contribute to greater studio security.

## Studio Security

Mindart Studio takes all reasonable steps to establish and maintain a safe environment for the children, faculty, and staff. It is the responsibility of every member of our community to know and follow our health and safety guidelines.

The safety and security of the children are at the center of all we do. Security cameras are in each classroom during operating hours and procedures are consistently monitored and updated to provide a safe and secure studio. **If there are no special circumstances, we will not provide any student's video to parents.**

Parents are encouraged to understand and follow all school rules on studio safety.

- All visitors must enter through the front door during program hours.
- Visitors and parents must always check in at the front desk.
- All members of our community should follow the instructions of security personnel at all times.
- Please report any unusual situations or concerns to the school faculty or staff immediately.

## Attendance

To ensure consistency within our community, students must attend class regularly and arrive on time. Please plan your morning to allow for a stress-free transition from home to the studio for your child. The classroom will be open at 8:50 a.m. If your child will be absent from class, please contact the Mindart Studio at [contact@mindartacademy.org](mailto:contact@mindartacademy.org), 408-402-1154. We appreciate a call each day your child will not be in attendance. To maintain consistency for your child and the class as a whole, the extended absence should be limited. **Any possible absence should be notified to Mindart studio at least 24 hours in advance, and the studio will not allow any make-up class of any absence over two times per semester. Temporary absence will not allow any make-up classes. Tuition will not be refunded by absence. The night-time voice mailbox will be available for attendance messages as needed. Mindart Studio generally does not grant requests for refund of tuition and charges already paid, or yet to be paid but already owed.**

Mindart Studio 不会批准退还已支付或尚未支付但已欠的学费和费用的请求。为确保我们的课程质量和每堂课学生的一致性，不影响其他学员上课，学生要求必须定期上课，并准时到达，我们不提供随意更换和参与的课程，这是我们保持高质量教学的基础。如果您的孩子缺课，请通过 [contact@mindartacademy.org](mailto:contact@mindartacademy.org) / WeChat / 电话408-402-1154 联系 Mindart Studio。任何可能的缺勤应至少提前24小时通知 Mindart Studio，并且 Mindart Studio不允许每学期补课超过两次以上，临时的缺勤不允许补课，因缺勤不退还学费，补课需在学期内完成。

\*补课规则：1:根据school policy 每一个孩子每学期可以补课两次，并且需提前24小时请假，超过两次和临时请假无法补课！2:所有的补课需要在学期内补完，每个学生每学期可以补课2次。3:选好补课时间后，一定要来准时来！如果错过选择的补课时间，我们就无法再次安排补课！

\*Rules for make-up Class: 1: According to the school policy, each student can make up classes twice per semester, and needs to ask for leave 24 hours in advance, no more than twice per semester, temporary leave cannot make up classes! 2: After choosing the make-up time, be sure to come on time! If you miss the selected make-up time, we will not be able to schedule make-up classes again! 3: All make-up class need to be made up before the end of the semester!

## PHOTOGRAPHS or VIDEO

Mindart Studio records students' study progress and daily performance in the form of photos taken, and all photos belong to Mindart Studio, Parents default to the use of any photographs or videos taken of persons under my guardianship. These pictures are understood to be used by Mindart Studio LLC for educational, advertising and publicity purposes only. This may include fliers, enrollment packets, the Mindart Studio website or the Mindart Studio Facebook or YouTube pages. Mindart Studio以拍照的形式记录学生的学习进度和日常表现，所有照片均归 Mindart Studio所有，家长监护人默认，Mindart Studio LLC 可以将这些图片用于教育、广告和宣传，这可能包括传单、宣传册，Mindart Studio 网站或 Mindart Studio Facebook 或 YouTube 页面等。

## Drop off and Pick up

Parents who wish to send another adult to pick up their student (e.g., a relative or co-worker) must send written permission authorizing the individual to pick up the student. These authorizations are best established in advance; cell phone grids may be overtaxed in the event of a natural disaster and we may not be able to make contact to verify your request for a non-parental authorization.

Parents should understand that our classes are strictly scheduled, so be sure to pick up and drop off your child on time. **We don't allow students to enter after the class start 15 minutes, and the absence will be recorded for this class without a refund. If parents are late to pick up their child, \$10 charge for the first 5 minute and \$1 for every minute thereafter.** 开课15分钟后。不允许迟到学生进入，以避免打扰其他学生上课，将以缺课被记录 不补课，不退费，如果父母接孩子迟到，前五分钟收费 10 美元，之后每分钟收费 1 美元。

- We treat all students with respect and dignity.
- Realistic expectations are set for students in all areas.
- Our environment is designed to enhance positive outcomes.
- Teachers guide to help students develop the skills needed for drawing and painting. • No methods that shame a child will be employed. No corporal punishment will ever be used.

In the rare case a child has continued or extreme difficulties interacting with others or following studio routines, parents will be consulted and ideas for improvement will be strategized. Teachers and parents will continue to work together in these rare cases to support the child at the studio. If appropriate improvement does not occur, dismissal from the studio may be necessary. Term termination tuition due to any such circumstances will not be refunded.

## Communication

There are multiple ways for you to communicate with Mindart Studio, and for us to communicate with you.

We believe strong communication between home and studio is essential to your young child's growth and development.

**Phone:** While you are welcome to call 408.515.6367 and leave a message with us, please only do so if the communication is non-urgent.

**Email:** Similar to phone conversations, teachers are with the children most of the day and do not have many opportunities to check email between 8:30 a.m.-6:00 p.m. We will respond to emails within 24 hours, but email should not be used to communicate any urgent information.

- Information [contact@mindartacademy.org](mailto:contact@mindartacademy.org)

**Drop-Off and Pickup Communication:** When dropping off and picking up, please feel invited to check in with a teacher, but keep in mind that communication must be kept succinct as teachers are also responsible for supervising and greeting other children and families at this time. Quick communication regarding illness changes at home, questions about the day, etc., are all appropriate – anything longer or anything sensitive to communication should be saved for a more private phone conversation or parent-requested conference.

**Classroom Communications:** Teachers will upload weekly communications to the private Google drive folder. This is where you will find information about what has been happening in the classroom. This provides an opportunity for teachers to share information with you about the class projects.

## Emergency Preparation

### **WE APPRECIATE YOUR COOPERATION AND SUPPORT OF THE FOLLOWING IN THE EVENT OF AN EMERGENCY.**

In the event of a major disaster, such as an earthquake, students will be held at school until picked up by their parents, guardian, or persons authorized to secure their release. We will not want to release students into unknown situations or to homes where parents might not be present.

## Illness

Parents are responsible for assessing the health of their child before bringing him/her to school. Teachers and staff will visually screen children for wellness upon arrival. If a child exhibits signs of illness upon arrival, it will be determined if the symptoms indicate the need to be taken home. If that is the case, we will ask that they depart for home immediately. If a child becomes ill at school, parents will be called and the child will be separated from the others until pickup.

Parents should be available for pickup within 60 minutes of the request. **Based on the Pandemic period, at the same time, parents should provide child official Covid-19 test result within one week.** 根据新冠大流行时期要求，家长应提供官方的在一周内 Covid-19 测试结果。

A child exhibiting the following symptoms should be kept home and may not return to school until symptom-free (without the aid of medication) for 24 hours

- fever of 100 or higher
- diarrhea (three or more watery stools within 24 hours)
- vomiting
- rash without an explanation from a doctor
- eye discharge or pinkeye
- lice or nits (Children may return to school when they have been treated and are nit-free based upon inspection by the presentation of a document from a head lice service.)
- too tired or ill to participate fully
- sore throat
- headache

We have the right to send a child home and/or require a note to return to school if the teacher sees anything s/he believes to be of concern or contagious.

Parents should report any communicable illness (strep, hand, foot and mouth, pink eye, etc.) to the school on the first day of illness, so other families can be notified of the exposure.

Exposure notices will be emailed to all families.

## Medical Emergencies

In the event of a medical emergency, we will first call 911, and parents will be contacted as soon as possible. If parents or emergency contacts cannot be reached the child will be appropriately transported at the instructions of the emergency medical personnel.

## Toys and Personal Objects

We prefer that children do not bring toys or personal objects to school. The school environment is a communal one and learning to share and regard all things as truly belonging to the group is an important learning experience for young children.

## Clothing

The student will be participating in a variety of hands-on experiences throughout the day and therefore should be dressed appropriately for active play.

- Please send your child in comfortable clothes that can get dirty.
- Layers work best and allow for temperature changes.
- Sturdy, non-slip, closed-toed shoes and socks that fit well are best.
- All clothing items and backpacks should be marked with your child's full name.

## Anti-Harassment Policy

Discriminatory harassment is a particular form of personal disrespect that The Mindart Studio does not tolerate among students, among employees, or between employees and students. The

Mindart Studio is committed to providing an educational environment free of discriminatory harassment. This policy defines discriminatory harassment.

Discriminatory harassment of a student includes harassment based on actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. Discriminatory harassment violates this policy and will not be tolerated. It is also improper to retaliate against any individual for making a complaint of discriminatory harassment or for participating in a harassment investigation. Retaliation constitutes a violation of this policy.

Students who violate this policy may be subject to disciplinary action, up to and including expulsion.

Harassment can consist of virtually any form or combination of verbal, physical, visual, or environmental conduct.

It need not be explicit or even specifically directed at the victim.

Sexually harassing conduct can occur between students of the same or different gender.

No student shall create a hostile or offensive work environment for any other person by engaging in any discriminatory harassment or by tolerating it on the part of any student.

No student shall assist any individual in doing any act that constitutes discriminatory harassment against any student.

All students shall report any conduct which fits the definition of discriminatory harassment to the division head or dean of students or other appropriate authority figures.

All complaints or allegations of discrimination or sexual harassment will be kept confidential during any informal and/or formal complaint procedures except when disclosure is necessary during an investigation, to take subsequent remedial action, and to conduct ongoing monitoring.

All students shall cooperate with any investigation authorized or conducted by The Mindart Studio into any alleged act of discriminatory harassment.

If you believe your student is being harassed in any way, please contact the TK teachers or the assistant head of school for academic affairs.