



Little Roots Policies & Procedures

Welcome to 317 Main Community Music Center (317 Main) and our *Little Roots* early childhood music education program! We are so glad that you have come to 317 Main. To help ensure quality and a safe experience for all members of the *Little Roots* community, we ask that you please read, understand, and abide by the policies and procedures contained herein. If you have any questions about any of our policies and procedures, or anything to do with the *Little Roots* program, please contact Little Roots Program Coordinator Kristine Pennell or by email: Kristine@317main.org.

The Little Roots class offerings include (for ages birth-age 6): **Little Roots Family, Little Roots Ready, Set, Grow, Little Roots Explorer: Uke, Fiddle and Djembe/Piano and Uke Can Do It Together.**

General

- **All Little Roots students are expected to have parents or approved caregivers on site at all times** during class time. We do not offer drop-off and pick-up classes for any Little Roots classes at this time.
- Please never leave your child unattended inside or outside of the 317 Main building.
- 317 Main will be open a minimum of 15 minutes before the start of Little Roots classes for students to settle in/use the bathroom *All students are asked to **WASH HANDS** before class.

Arrival

- Little Roots instructors will be in the Little Roots classroom and ready to start the Little Roots class at the designated time.

- Parents and approved caregivers are responsible for escorting children into the Little Roots classroom and ensuring that the Little Roots instructor knows that the child has arrived. The Little Roots instructor will acknowledge each student and maintain a written attendance sheet.
- Please be considerate and try to arrive on time. The Little Roots classroom door will be closed during class time. Late arrivals are disruptive to the class and the other children's learning experience. If it cannot be helped to be late, please enter the classroom quietly and join in.
- Cubbies for Little Roots students coats/bags and shoes are located at the front desk.
- Please refrain from bringing food or drink (water is allowed) into the Little Roots Classroom.

Dismissal

- At the end of class, the Little Roots instructor will open the door to the classroom and parents/approved caregivers are required to come into the classroom to collect their child. The Little Roots instructor will not allow any student to leave the classroom without a parent/approved caregiver.
- Because we often have successive programs scheduled in the Little Roots classroom, we ask that parents/caregivers are prompt in meeting their children following class.
- In the event your child requires an early dismissal from class, please notify the Little Roots instructor before the beginning of class. The dismissal procedure will be the same – you are to meet your child at the Little Roots classroom and ensure that the Little Roots instructor acknowledges your child leaving the classroom.
- In the event that anyone other than the student's parent(s) are to dismiss your child, the parent must provide written authorization via hand-written note or email (email to kristine@317main.org) to 317 Main in each instance. Please provide the person's full name and relationship to the child.

Classroom Behavior

Little Roots Family

- We aim to provide children and parents with an enjoyable, relaxed, and non-judgmental space. Mixed ages bring a special opportunity for learning and community.
- Children may move around the room freely, be held, nurse, or sit in parents/caregivers laps.
- Parents are expected to sing and play along with the classroom activities. It is as much fun for you as it is for them!
- Cell phones should be turned off and not be used during class time. Photos may be taken with permission from instructor.
- All children should feel safe and comfortable – if a child is being disruptive during class, parents are welcome to remove the child from class and return when ready.

Little Roots Ready, Set, Grow!

- Children enrolled in Little Roots Ready, Set, Grow! should be able to follow directions without parental guidance.
- Parents are expected to remain in the 317 Main building during Little Roots classes. In the event that a child needs to use the bathroom or take a break during class, the parent of the child is expected to escort the child from and back to the classroom.
- All children should feel safe and comfortable – if a child is being disruptive during class, parents may be asked to give the child a break from the class and return when ready.

Little Roots Explorer Series

- Children enrolled in these classes will be handling instruments and are expected to be in control of their bodies enough to handle that responsibility.
- Children will be taught the proper way to handle an instrument and children are expected to follow direction.
- Parents are expected to remain in the 317 Main building during Little Roots classes and are generally welcomed into the classroom at the end of class to hear the progress the students are making.
- Parents are responsible for assisting their children with the proper handling and care of the instruments used in the classrooms.
- All children should feel safe and comfortable – if a child is being disruptive during class, the instructor may ask the parent to remove their child from class and return when ready.

Building Code of Conduct

- The Little Roots classroom and box of instruments in the common area are child safe and may be used by Little Roots students.
- Musical instruments and office equipment located in other parts of the building are not meant for public use. Parents are required to monitor their children's movements in the building. Please help us keep your child and the valuable contents located throughout the 317 Main building safe. If you choose to explore the building, please help to keep little hands off the instruments that are not Little Roots approved.
- Parents and children are encouraged to explore and ask questions and even ask permission to try an instrument if an instructor is in the building.
- 317 Main is located on the corner of Mill Street and Main Street in Yarmouth. The primary ingress and egress points for the building face these roads. Parents are responsible for the safety and well-being of their children as they enter and leave the building and are encouraged to be mindful of vehicular traffic.

LITTLE ROOTS POLICIES 2018-2019

Please fill out this page and return to the front desk.

This is not your registration form. This is our Little Roots Policies agreement.

Emergencies

- All Little Roots families are required to fill out the 317 Main registration form when enrolling in a Little Roots class and provide contact information to be used in case of emergency.
- 317 Main maintains a first aid kit with basic first aid supplies. It is parents' responsibility to be equipped with any child-specific first aid supplies or equipment, and notify us of any allergies.
- Please be aware 317 Main is NOT a nut free environment and if your child has allergies keep us informed.

By signing below, you acknowledge that you have read our policies and procedures and understand your responsibility to abide by these policies and procedures as a member of the 317 Main community. Thank you!

Student Name (print)

Age and Birthdate of student(s)

Parent/ Caregiver Printed Name Relationship to Student

Signature and Date