



**Settlement  
Music School**

**Kaleidoscope Preschool  
Arts Enrichment Program**

**2024-2025**

# **Parent Handbook**

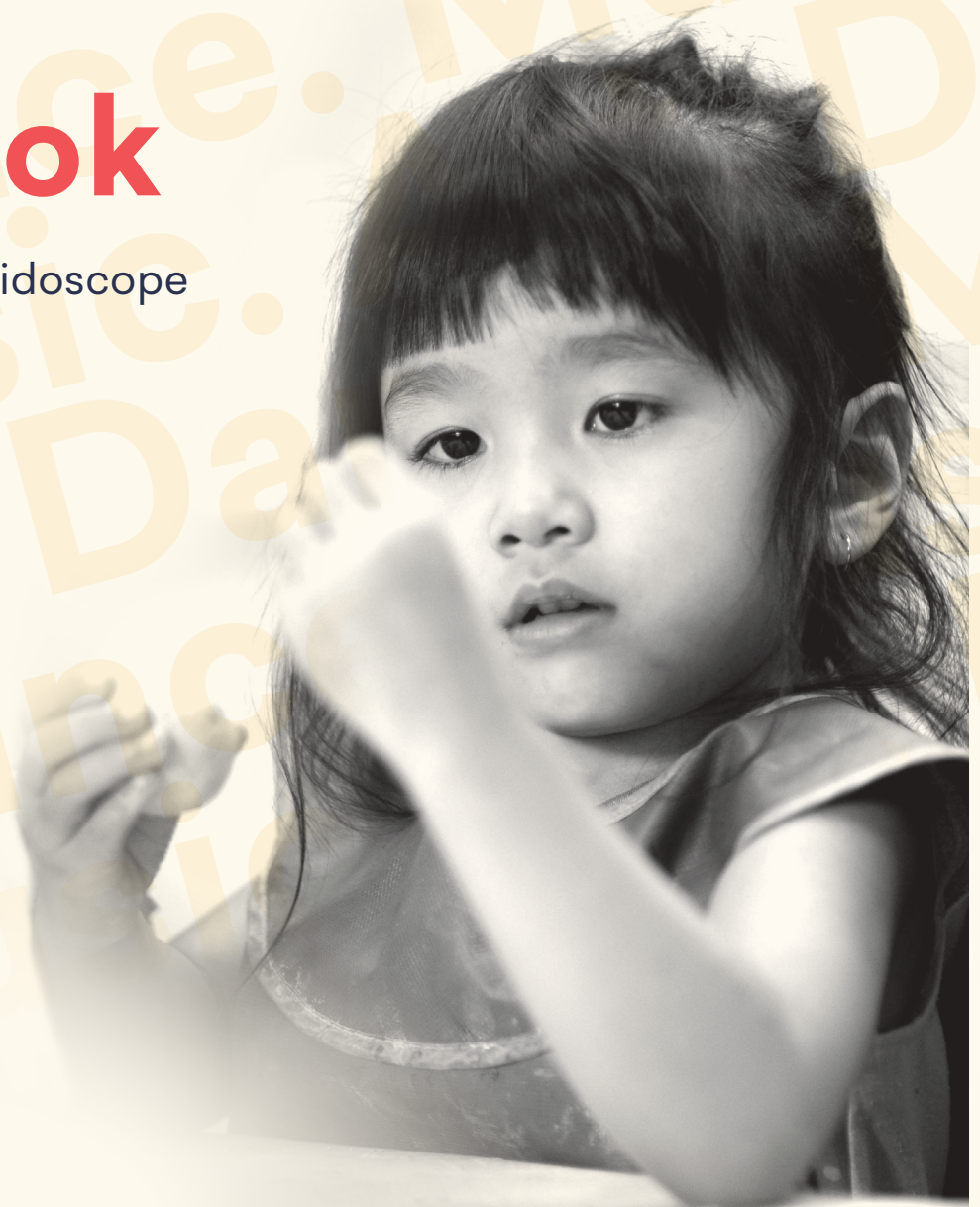
[settlementmusic.org/kaleidoscope](https://settlementmusic.org/kaleidoscope)

**Mary Louise Curtis Branch**

416 Queen Street  
Philadelphia, PA 19147  
215-320-2670

**Germantown Branch**

6128 Germantown Avenue  
Philadelphia, PA 19144  
215-320-2618





# Kaleidoscope Preschool

## Arts Enrichment Program

### 2024-2025 Parent Handbook

#### Table of Contents

School Calendar.....	2
Parent Involvement Calendar .....	3
Contact Information .....	4
Program Staff .....	4
General Information .....	5
Parent Information .....	6-7
Supervision Policies .....	8-9
Health and Emergency Policies .....	10-12
Attendance .....	13
Daily Schedule – Mary Louise Curtis Branch .....	14
Daily Schedule – Germantown Branch .....	15
Parent Communication .....	16-17
Discipline Policy.....	18
Head Start Information .....	19
School Readiness .....	20
Individual Child Assessment .....	21
Foundation and Corporate Support .....	22

## School Calendar 2024-2025 (Parents will be notified of any changes)

August 30, 2024	First Day of Kaleidoscope Program (Back to School – Home Visits)
September 2, 2024	Kaleidoscope Program Closed – Labor Day
September 27, 2024	Kaleidoscope Program Early Dismissal 12 p.m.
October 3, 2024	Kaleidoscope Program Closed – Rosh Hashanah
October 11, 2024	Kaleidoscope Program Closed – Yom Kippur
October 25, 2024	Kaleidoscope Program Closed – Professional Development
November 5, 2024	Kaleidoscope Program Closed – Election Day (Parent Teacher Conferences)
November 15, 2024	Kaleidoscope Program Closed – Fire Safety Training
<b>November 7-8, 2024</b>	<b>MLC Kaleidoscope Program Picture Day!</b>
<b>November 21, 2024</b>	<b>GTN Kaleidoscope Program Picture Day!</b>
November 27, 2024	Kaleidoscope Program Early Dismissal 12 p.m.
November 28-29, 2024	Kaleidoscope Program Closed – Thanksgiving Recess
December 13, 2024	Kaleidoscope Program Early Dismissal 12 p.m.
December 23, 2024- January 2, 2025	Kaleidoscope Program Closed – Winter Recess
January 3, 2025	Kaleidoscope Program Closed – Home Visits
January 20, 2025	Kaleidoscope Program Closed – MLK Day
February 7, 2025	Kaleidoscope Program Early Dismissal 12 p.m.
February 17, 2025	Kaleidoscope Program Closed – Presidents Day
March 7, 2025	Kaleidoscope Program Early Dismissal 12 p.m.
March 31, 2025	Kaleidoscope Program Closed – Eid al-Fitr
April 14-18, 2025	Kaleidoscope Program Closed – Spring Recess
May 9, 2025	Kaleidoscope Program Early Dismissal 12 p.m.
May 20, 2025	Kaleidoscope Program Closed – Election Day (Home Visits)
May 26, 2025	Kaleidoscope Program Closed – Memorial Day
June 6, 2025	Kaleidoscope Program Closed – Eid al-Adha

### Early Dismissal

Please make note that early dismissal pickup time is at 12:00 p.m.

Lunch will be served prior to pickup.

### Parent Volunteer Opportunities

- Neighborhood Walking Trips
- Classroom Lunchtime Reading to Children
- Parent Committee
- Head Start Policy Council Meetings
- Special Events
- Head Start Parent Workshops
- Contribute to “Kaleidoscoop” Newsletter

## Kaleidoscope Theme Days and In-School Children's Events

October 18, 2024	Hispanic Heritage Month Parent Participation Celebration
October 31, 2024	"Hero & Community Helper" Theme Day/Harvest Day Parade
November 27, 2024	"Favorite Color Day"
December 13, 2024	"Silly Sweater Day"
January 6, 2025	"Pajama Day"
January 31, 2025	Lunar New Year Parent Participation Celebration
February 7, 2025	"Sports Day"
March 7, 2025	"Favorite Book Day"
April 11, 2025	"Silly Hat Day"
May 23, 2025	"Made Myself Day"

## Kaleidoscope Parent Involvement Days

August 29, 2024	Kaleidoscope Open House
August 30, 2024	Back to School – Home Visits
September 20, 2024	Parent Mixer (TBD)
October 18, 2024	Hispanic Heritage Month Parent Participation Celebration
October 24, 2024	Farm Trip – Day with Dads/Male Involvement Day
November 5, 2024	Parent Teacher Conferences
November 22, 2024	Thanksgiving Celebration
December 19, 2024	MLC Winter Song Fest
December 20, 2024	GTN Winter Song Fest
January 3, 2025	Home Visits (Conferences)
February 20, 2025	MLC Black History Month Celebration
February 21, 2025	GTN Black History Month Celebration
May 8, 2025	Mother's Day Breakfast
May 20, 2025	Parent Teacher Conferences
June 5, 2025	Family Fun Day (TBD)
June 9, 2025	Doughnuts for Dads
June 16, 2025	MLC Move Up Day
June 17, 2025	GTN Move Up Day (Last Day of Kaleidoscope Program)

## Contact Information

Mary Louise Curtis Branch (MLC)  
416 Queen Street  
Philadelphia, PA 19147  
Phone: 215.320.2671 or 215.320.2672  
Fax: 215.551.0483

Germantown Branch (GTN)  
6128 Germantown Avenue  
Philadelphia, PA 19144  
Phone: 215.320.2618  
Fax: 215.438.7133

[www.settlementmusic.org](http://www.settlementmusic.org)

## Kaleidoscope Preschool Arts Enrichment Program Staff

Tarrell Davis  
Executive Director  
[tarrell.davis@settlementmusic.org](mailto:tarrell.davis@settlementmusic.org)  
215-320-2670

Candace Green  
Assistant Director/Family Services Provider  
[candace.green@settlementmusic.org](mailto:candace.green@settlementmusic.org)  
215-320-2618

Karen Hines  
Family Services Provider/Staff Liaison  
[karen.hines@settlementmusic.org](mailto:karen.hines@settlementmusic.org)  
215-320-2672

Laura Ryan  
Administrator/Aftercare Coordinator  
[laura.ryan@settlementmusic.org](mailto:laura.ryan@settlementmusic.org)  
215-320-2671





## **General Information**

### **Mission Statement**

Settlement Music School's Kaleidoscope Preschool Arts Enrichment Program is dedicated to providing children in the Philadelphia region with quality instruction using arts education as the focus of the curriculum. Helping students achieve artistic, educational and social goals, the Kaleidoscope program serves the broadest possible constituency, regardless of race, color, religious creed, disability, ancestry, Limited English Proficiency (LEP), age, sex, national origin, or ability to pay.

### **Equal Opportunity Employer Statement**

Settlement Music School is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religious creed, disability, ancestry, Limited English Proficiency, age, sex or national origin. In the case of Limited English Proficiency parents will receive the support necessary for full comprehension of program requirements, policies, participatory opportunities and communication about their children's education and development.

### **Confidentiality**

All information gathered by Kaleidoscope staff relating to a child enrolled in the Kaleidoscope program is confidential and restricted. Parents will be informed of the nature and purpose of all data collected concerning families and children. Access to records of staff, volunteers, families and children is restricted. Release of confidential information to any other persons or agencies will require written parental consent and the permission of the Director. Dietary restrictions must be documented with the Kaleidoscope Family Services Provider at MLC and the Administrative Coordinator at GTN. This information is shared with cooks, classroom teachers, substitutes and volunteers.

### **Child Abuse Reporting**

Staff members are required to report any evidence of child abuse or suspected incidence of child abuse at home or school.

### **NAEYC Code of Ethics**

All Kaleidoscope staff members know and abide by the Code of Ethical Conduct and Statement of Commitment.

### **Introduction**

Kaleidoscope is a nationally recognized model program that integrates arts education within the curriculum for stronger learning opportunities for pre-schoolers. Kaleidoscope is NAEYC accredited and holds Star 4a status with Keystone Stars, Pennsylvania's Quality Assurance Program. Started in 1990, Kaleidoscope was located in only one Settlement branch and served primarily the Southwark/Queen Village neighborhood of South Philadelphia. The program continues to operate according to the rules and regulations governing Head Start Programs for the School District of Philadelphia but has now expanded to serve students also at Settlement's Germantown branch and includes families from many different neighborhoods. Approximately 112 children are divided into seven preschool Homerooms taught by certified teachers. Children spend four periods per week in music, visual arts, and creative movement classes, taught by practicing artists with experience and training in early childhood education. Parents, as their children's first teachers, should expect to participate in the program as volunteers and can plan how best to accomplish this with the Kaleidoscope Family Services Provider and teachers. Parents provide essential guidance in planning curriculum that is appropriate for their children.

### **Aftercare**

After-school instruction is available through the Kaleidoscope Plus Arts After School Program, held from 2:45 p.m. to 6 p.m., Monday through Friday. Please contact Laura Ryan, Administrator/Aftercare Coordinator, for more information. (Offered at our Mary Louise Curtis Branch)

## **Parent Information**

### **Hours of Operation**

Monday through Friday, 8:30 a.m. – 2:30 p.m., September to June. The school day begins at 8:30 a.m., and parents can only enter the Kaleidoscope area starting at 8:30. Parents are considered late at 8:45 a.m. — please see attendance policy for more details.

### **Cubbies**

Please remember to look in your child's "cubby" or the box located over his coat hook for program information. Talking with your child about what you find in his/her cubby is a good way to help and encourage him/her to remember and tell you about the school day. Many important examples of a child's daily work are stored there so that he/she can show them to family members.

### **Spare Clothes**

Each child must have in his/her cubby a complete change of clothes to wear in case of illness, accidents, falls, and spills for warm and cold weather. Please send in "old clothes" for emergency changes because they will be outgrown before the end of the year. School clothes are play clothes! Your children will be playing outdoors nearly every day. Cooking, art projects, even meals can be messy. If you want to be sure that the spare clothes will be returned, write your child's first name and last initial on each item.

### **Dressing for Safety, Comfort, Independence, and the Weather**

Layers of clothing are helpful because Homeroom temperatures in our building can range from cool to hot during the school day in any season. Clothing must be comfortable, size, and age appropriate allowing children to move freely, dress themselves, and play safely. Please avoid anything with long strings, hard to buckle belts, slip-on sandals, or other shoes and clothing that children may have difficulty managing for themselves while walking down the stairs, in the bathroom, in arts classes, or on the playground. Please leave all jewelry at home. Children go outside in all but extreme weather, so send children dressed in warm jackets, mittens, and hats in the winter. Please note that open-toed and/or backless shoes of any kind are prohibited.

Also, please be aware that during monthly fire drills, children will be moved outside the building regardless of their attire at the time the alarm sounds. This means that it may be necessary for children to evacuate the building without coats and/or shoes even in wet or cold weather. Time spent outside during fire drills is short as our goal is to streamline drills as much as possible.

### **Photography**

As a participant of Kaleidoscope, you will have signed a waiver granting permission for photographs and other images of you/your child to be used by Settlement Music School in publications for publicity purposes and to illustrate Settlement programs.

### **Research**

Research for the purpose of program evaluation, program enhancement, and collaboration with institutions of higher education will be carried out under the supervision of the staff of the Preschool Arts Enrichment Program. All children enrolled in the program will have signed a waiver to participate.

### **Field Trips**

Permission slips will be required for children attending all field trips in order for them to participate

### **Medicine**

Medicine needs to be prescribed by a doctor, with the prescription on the box or container in order for any staff member to administer medicine.

### **Sunscreen**

Parents must provide written permission in order for a staff member to apply sunscreen on a child.



## **Costs & Financial Aid**

Financial aid for Kaleidoscope is available based on income and family size. For monthly paying families, fees are due on the 1st of month, with a \$25 late fee if not paid by the 15th. Tuition can also be paid on a biweekly basis, with a \$10 late fee for each day late. There is a charge of \$5 per minute for pick-up after 2:45 p.m., and there is a \$100 registration fee each year.

## **Family Style Meals**

Kaleidoscope serves breakfast, lunch, and an afternoon snack. Children and teachers sit together for family style meals. Family style meals are important, valuable socialization opportunities and a relaxed atmosphere for conversation, nutrition education and tasting new foods. In the 3 year-old Homerooms, children will help put out napkins, learn to open their own milk cartons and food packages. They will help themselves and pass the food serving containers when it is safe and effective for them to do so. Teachers will assist in 3 year-old classes to make sure that there is enough food for all. In the 4 year-old classes, the children will help set tables and serve themselves from serving bowls.

Breakfast: 8:30 a.m.

Lunch: 11:45 a.m. - 12:00 p.m.

Snack: 2:05 p.m.

Qualified nutritionists at Head Start and School District of Philadelphia oversee menu and food preparation in the Kaleidoscope programs at MLC and GTN. The meals are prepared by certified cooks and provide two thirds of children's daily nutritional requirements. We do not serve pork or pork products. Parents may not bring food from home to supplement or replace Kaleidoscope meals. If there is a food allergy, you must have a doctor's note with instructions in order to supplement meals. The kitchen staff can also be of assistance by providing substitutions to the menu for children with allergies. After 9:00 a.m., parents must supervise breakfast for all late-arriving children.

## **Safe Escort for Children from Home to School**

Children must be regularly escorted to school, and signed in by a parent or someone 16 years of age or older. Children must be picked up and signed out by someone 16 years of age or older. Only the persons listed on the signed and current Emergency Contact/Parental Consent Form will be permitted to pickup your child from school. Picture ID and direct communication with the Kaleidoscope Family Services Provider is required for someone not listed on the Emergency Contact/Parent Consent form. Please inform the Family Services Provider at MLC, and the Administrative Coordinator at GTN of any escort changes in advance.

A safe route policy has been established when dropping off or picking up children. In order to keep children safe, all children must be escorted to and from the parking lot, into the facility, and into their classrooms. Supervising adults are responsible for the children in their care until the children have been placed in the care of their teacher.

No child may enter the facility unattended. No child may be left in the parking lot unattended. Children will not be allowed to leave the facility unattended.

## **Custody**

Parents with a custody order from court must inform the Family Services Provider of the order and provide the Family Services Provider with a copy of it. If the order is changed in any way, the parents must provide a copy of the new order to the Family Services Provider as soon as possible. If there is no court order in place regarding the parents' custodial rights, neither parent may be denied access to the child.

# **Supervision at Kaleidoscope Preschool and Afterschool**

## **Important Things to Know**

Kaleidoscope is a program of Settlement Music School.

The Kaleidoscope program operates out of two branches: Mary Louise Curtis (416 Queen Street, Philadelphia PA 19147) and Germantown (6128 Germantown Avenue, Philadelphia PA 19141).

Kaleidoscope accommodates students of many needs between the ages of 3 and 5.

## **General Check In/Check Out Protocol**

Parents/Guardians bring their Pre-K students to Settlement between the hours of 8:30 a.m. and 8:45 a.m. Parents park in the parking lot or arrive by foot through the Queen Street and Christian Street entrances.

### **Mary Louise Curtis Branch (MLC)**

Maintenance staff unlock the doors of the lower lobby at 8:30 a.m. and greets the Parents/Guardians and students until 8:45 a.m.

Parents/Guardians escort their children up the Kaleidoscope classroom where the children are checked in by the teacher. Children are taken upstairs and downstairs by way of the staircase located in the upper lobby or the elevator located at the end of the hall in the lower lobby.

At 8:45 a.m. the maintenance staff lock the lower lobby and unlock the upper lobby that opens into the reception area.

The Kaleidoscope program starts at 8:30 a.m. and students are considered late if they are not in the classroom by 8:45 a.m.

After 8:45 a.m., Parents/Guardians must go the front desk in the lobby and sign in before they take their child to the see Kaleidoscope Administrator for late slip on the 4th floor. Once late slip is retrieved parent then takes child to wash hands and sign them in their classroom.

Dismissal is between 2:30 p.m. and 2:45 p.m.

Parents/Guardians enter the school via the upper lobby and go to the classroom to escort their child from the school.

Only APPROVED Parents/Guardians may pick up a child. If someone other than the APPROVED parent/guardian comes to the school to pick up the child, they must FIRST stop at the Reception area and show IDENTIFICATION. The Receptionist will call the Kaleidoscope Office to come down, verify identification and escort the parent/guardian to the classroom to pick up the child.

### **Germantown**

Parents park in the parking lot or walk down the sidewalk and enter the building through the front entrance. Parents/Guardians escort their children up to the Kaleidoscope classroom by staircase where the children are checked in by the teacher. There is an elevator if anyone needs to use it.

The Kaleidoscope program starts at 8:30 a.m. and students are considered late if they are not in the classroom by 8:45 a.m.

After 8:45 a.m. Parents/Guardians must go the front desk and sign in before they take their child to the classroom. If parents are not there before morning meeting, they may be subject to wait until morning meeting is over before entering.

Only APPROVED Parents/Guardians may pick up a child. If someone other than the APPROVED parent/guardian comes to the school to pick up the child, they must FIRST stop at the Reception area and show IDENTIFICATION. The Receptionist will call the Kaleidoscope Office to come down, verify identification and escort the parent/guardian to the classroom to pick up the child.

On Fridays, when the Germantown Branch is closed, Parent/Guardians or Visitors coming to the Branch between 9:00 a.m. through 3:00 p.m. must ring the doorbell. A Settlement staff member will greet to the person through an intercom or at the door and ask for the purpose of the visit as well as identification.

### **Visitors**

When visitors come to the front desk to ask any questions about the Kaleidoscope Program or wish to visit the offices or classrooms there is a procedure to follow. Front desk staff will. . .

1. Ask the visitor who they are and the purpose of their visit.
2. Ask the visitor to show proper identification.
3. Ask the visitor to sign the visitor log.
4. Call the Kaleidoscope administrative office to let them know there is a visitor.
5. Give the Identity of the visitor to the Kaleidoscope administrative staff
6. Ask the visitor to take a seat to wait for the Kaleidoscope administrative staff to come down and escort them up to the office and/or classroom.

### **Supervision**

Protocol for reuniting a child who may appear to have wandered away from the Kaleidoscope Program or Kaleidoscope Plus (after school program - MLC only) while in the care of Settlement Music School – inside and outside school premises.

If you see a child who has wandered away from the classroom, a line, or from a group you should follow the following steps:

1. Identify yourself and ask the child their name.
2. Escort the child to the reception area.
3. Ask the receptionist to call the administrative office of Kaleidoscope.
4. The receptionist should ask the Kaleidoscope staff member to come down to the front desk to retrieve the child.
5. Wait for the Kaleidoscope staff member to come down to the reception area.
6. Stay with the child until they have been escorted from the reception area back to the classroom.
7. THE CHILD SHOULD NEVER BE LEFT ALONE



# Health and Emergency Policies

## Health Policy (Also see Exclusion Policy)

All children must have a current health form and dental assessment in their record in order to attend Kaleidoscope. In the event that your child's file is out of date, your child's enrollment could be terminated. Sick children must remain home 24 hours after a fever. Any child who appears to be unable to participate in the usual activities of the program will be sent home. Parents must inform the Family Services Provider and Homeroom teachers of health problems, events, or circumstances that may affect children's behavior at school. Additional handouts will be provided for any recent or updated health information with guidance and procedures for the Kaleidoscope Arts Enrichment Program at Settlement Music School.

## Medication Administration

No medication can be given without specific written instructions from a doctor. Parents must sign the medication log each day medication is administered. Medications must be given directly to the Homeroom teachers in the original container with a prescription. For students with an Albuterol inhaler or Epipen, the medication must remain on site. In case of minor injuries, the child's supervising teacher will fill out a report and the parent will be called. In case of an emergency, parents will be immediately notified. We will use the 911 emergency response system if a life-threatening situation arises.

## Hand Washing

Frequent hand washing is the best way to prevent the spread of germs at home and in school. Parents and teachers must help preschool children establish and practice good hygiene habits.

## Exclusion Policy for Children Enrolled in the Program

In order to secure an environment that is free from contagious illnesses for all children and staff, we require that parents inform teachers of any illness or symptoms experienced in the previous 24 hours. Children must be kept home for 24 hours after any of the symptoms listed below. Children will be sent home if they exhibit any of the exclusion conditions listed below. These guidelines ensure the safety and well being of all children and staff in the program. Parents must make arrangements to pick up children when any of the following conditions exist:

1. The child does not feel well enough to participate in the usual activities of the program.
2. The staff cannot care for the sick child without interfering with the care of the other children.
3. The child falls asleep during morning activities.
4. The child has symptoms indicating a contagious disease or an immediate need for medical evaluation:
  - a. Oral temperature of 101 degrees or greater
  - b. Signs of possible severe illness, including unusual sluggishness, irritability, persistent crying, difficulty breathing, uncontrolled coughing
  - c. Uncontrolled diarrhea
  - d. Vomiting two or more times within the previous 24 hours
  - e. Mouth sores
  - f. Rash with fever or behavior change
  - g. Purulent conjunctivitis (pink eye) until treated for 24 hours
  - h. Infestation (i.e. scabies, head lice) until 24 hours after treatment has begun
  - i. Tuberculosis
  - j. Impetigo until 24 hours after treatment
  - k. Strep Throat until 24 hours after treatment and without fever for 24 hours
  - l. Varicella (Chicken Pox) until 6 days after onset of rash or all lesions have dried
  - m. Shingles if sores cannot be covered until dry
  - n. Pertussis (Whooping Cough) laboratory confirmed
  - o. Mumps until 9 days after onset of swelling
  - p. Hepatitis A virus infection until 1 week after onset
  - q. Measles until 6 days after rash appears
  - r. Rubella (German Measles) until 6 days after rash appears
  - s. Tinea (Ringworm) until 24 hours after treatment has begun
  - t. Head Lice or Nits

*A physician's note stating the diagnosis and treatment may be required before children return to Kaleidoscope for any of the listed conditions.*

All COVID CDC quarantine and isolation policies will be followed for any child who is exhibiting COVID like symptoms. See Reopening Plan for details on quarantine and isolation as well as listed symptoms including the Kaleidoscope policy.

### **Nutrition**

If your child does not have a food allergy, but requires outside food, please see the Family Services Provider and/or the Director. This would require a meeting with our nutritionist/cook, along with a written explanation explaining your child's dietary needs.

### **Environmental Health**

Children play outdoors daily except in adverse weather circumstances including extremes of air temperature, precipitation, air quality, or sun exposure. Settlement Music School outdoor play space is clean.

Settlement Music School Branches are in good repair, kept clean and free of any hazardous materials. They are annually inspected for structural, systems, maintenance, use and storage of maintenance materials, protection from exposure to toxic or unhealthy substances, fire protection, and disposal of waste materials. Settlement Music School buildings are all designated smoke-free facilities.

Please refrain from bringing pets or other animals into the Kaleidoscope area.

### **Health Emergency**

If a child or adult is injured and needs the immediate care of a physician, the Kaleidoscope Staff will call for help from any other staff member. The first person to respond notifies the Kaleidoscope office and the branch reception office. The Kaleidoscope Director, or whoever is designated as in charge of the Kaleidoscope Program, will dial 911 and await response. If a child needs emergency treatment, the parent is contacted. If a staff member needs treatment, the designated emergency contact is called. If a parent or other person requires emergency treatment, a family member is contacted as requested.

For your child's safety, the Kaleidoscope staff must be able to reach every child's parents at all times. Parents must report any changes in contact information immediately to the Kaleidoscope Family Services Provider (MLC) and Assistant Director (GTN).





## **Emergency Policy**

In the event of fire or other emergency involving damage to a School facility or that causes a dangerous situation to exist in a School facility, all students, faculty, and staff should leave the building following the procedure in place for fire evacuation. Students or staff with mobility impairments who cannot safely negotiate fire stairs should be accompanied to areas of refuge within the fire stairs until sufficient help is available.

In the event of an emergency outside of the School facility, such as a severe storm, public safety emergency or air raid alert, the Kaleidoscope staff and Branch Director should generally move students, faculty, and staff to the most secure part of the building, away from windows or exterior doors. This may be a basement area, auditorium, or dance studio, depending on the facility. Branch directors, along with members of the branch properties committees, should designate and clearly mark the secure area for each school facility.

If a lockdown emergency is required for the safety of our children, staff and parents, all children will remain in the building with their teachers. The exterior doors will be locked. In a state of full lockdown due to a clear and present danger, teachers will be alerted by telephone. Teachers and children will remain in their classrooms with all doors locked. When support from police or fire departments have arrived and determined that the danger no longer persists, doors may be unlocked, parents informed and children released.

A partial lockdown requires locking all exterior doors. Persons unknown to staff or without picture ID will not be admitted to the building until the partial lockdown is over. Active Shooter Drills will also be implemented.

## **Fire Drills and Building Evacuation**

Follow emergency routes posted in the Homeroom; Head Teacher takes sign-in sheet. All teachers lead children out of Homerooms and escort them out of the building.

- Get out of the building.
- Do not stop for shoes, coats, etc.
- Mary Louise Curtis Branch: All classes will meet at 5th and Queen Streets along the 5th Street fence enclosing Settlement Music School's parking lot.
  - If necessary, Kaleidoscope Staff and children will seek shelter at the William M. Meredith Elementary School
- Germantown Branch: All classes will meet at Tulpehocken and Germantown Avenues along the fence.
- Children receiving special services will be turned over to the homeroom teachers outside the building.
  - If necessary, Kaleidoscope Staff and children will seek shelter at Bethel African Methodist Episcopal Church, Historic Mennonite Germantown Meeting, or First Methodist Church of Germantown.

## **School Closings/Severe Storms**

Kaleidoscope is closed on the days noted on the school calendar. In case of snow, severe weather, or other public emergency, Kaleidoscope will close when the Philadelphia Public Schools close.

## **Virtual Learning**

In the event of inclement weather or emergency-related classroom/building closures we will provide synchronous instruction for 90 minutes, as well as asynchronous arts instruction for additional support.

Canvas is the platform that will be used for virtual learning. Parents are provided a password to log on. Once in the system you will see your child's class. From there you will click on to the link to the live zoom class at the scheduled class time and join. This platform will also provide uploaded videos, projects and activities.

Chrome Books are available to families if needed, please see the Executive Director for further assistance.



## Attendance

### Lateness

Children must arrive and be picked up on time. Please note if you arrive late, you will be responsible for staying with your child while they have breakfast. If your child is having a difficult beginning of their day, this same rule applies. Morning arrival is from 8:30 – 8:45 a.m. (No children or parents are permitted on the third floor prior to 8:30 a.m.). Pick-up time is 2:30 p.m., with a grace period extending to 2:45 p.m. When children arrive late, parents must report to the Family Services Provider at MLC, or to the Assistant Director at GTN.

Parents are considered late if they have not signed their child in by 8:45 a.m. and will need a late slip prior to entering the classroom. At MLC, late slips are obtained on the 4th floor; at GTN, they can be obtained from the assistant director. Parents who arrive at 9 a.m. or after will not be able to sign in until 9:30 a.m. to prevent classroom disruptions, unless a doctor's note is provided.

At MLC, parents arriving after 8:45 a.m. must enter through the upper lobby entrance, speak with a member of the front desk, and report to the fourth floor to receive a late arrival note. At all branches, parents must fill out a late arrival/pick-up note for each late arrival or pick-up. In cases of excessive lateness (5 consecutive days), you will be required to meet with the Family Services Provider/Director to establish a plan to prevent further latenesses. After the meeting, if this pattern continues, your child could be subject to being placed on the waitlist and withdrawn from the program. If you are late for pickup (past 2:45 p.m.), you will be contacted by Kaleidoscope staff that your child is still present outside of program hours. If your child has not been picked up by 3:15 p.m., they will then be placed into the after-school program and you will be charged the daily rate.

At GTN, parents arriving after 8:45 a.m. will be responsible for staying with your child in the lobby while they have breakfast. Parents must wait until after morning meeting time before the child can be admitted into the classroom.

85% Average Daily Attendance – A Head Start mandate and Kaleidoscope requirement. Children enrolled must remain in the program for at least 5 hours each school day unless ill or unable to participate. Regular Attendance is important for your child's development in the preschool experience and kindergarten readiness.

Adhere to the following absence policy:

- For three (3) consecutive days, notify the Family Services Provider.
- For three (3) or more days due to illness, a written note must be provided before re-admittance.
- Absence due to a medical/dental appointment will be excused provided the medical appointment slip is given to the Family Services Provider upon return to school.

Excessive absences are unacceptable and your child's enrollment in the program may be jeopardized.

- **First occurrence** (3 absences): written or verbal warning will be given to parent/guardian.
- **Second Occurrence** (5 absences): Teacher and Family Services Provider will meet with parent/guardian to discuss absences and develop strategies to support the family's well-being.
- **Third Occurrence** (8 absences): Parent/guardian received second notification that continued absences could result in a possible meeting with both the Family Services Provider and the Director. Please be in mind that continued absences could result in removal from the program and placed on the waitlist.
- **Fourth Occurrence** (12 absences): In consultation with the program director, the child is placed back on the waitlist and a slot will be filled by a "needier" child on the waitlist.

### Absence

Children must attend Kaleidoscope every day they are healthy. After an absence of three or more consecutive days you must provide a note from a doctor stating the nature of your child's illness before he/she returns to the Kaleidoscope program. When a child returns from an absence, parents must fill out an excuse note with the Family Services Provider. Each day your child is sick or absent, you must call the Kaleidoscope Family Services Provider at the Mary Louise Curtis Branch, (215) 320-2672, or the Assistant Director at the Germantown Branch, (215) 320-2618. In cases of head lice, children are sent home and must be treated. Upon return, parents/guardians must provide proof of treatment, and your child will have a thorough head check by Kaleidoscope staff before re-admittance into the classroom. In the event evidence of lice remains, your child will be removed from the classroom and you will be notified to arrange pickup.

# Kaleidoscope Preschool Arts Enrichment Program

## Mary Louise Curtis Branch - Daily Schedule 2024-2025

School Day: 8:30 a.m. to 2:30 p.m. (Classrooms open at 8:30 a.m., Dismissal is 2:30 p.m.)

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Bathroom/Breakfast</b> 8:30 a.m. - 9:00 a.m.	PS 1,2,3,4,5 Choice	PS 1,2,3,4,5 Choice	PS 1,2,3,4,5 Choice	PS 1,2,3,4,5 Choice	PS 1,2,3,4,5 Choice
<b>Arts 1</b> 9:30 a.m. - 10:10 a.m.	PS 1 HR* PS 2 HR* PS 3 Art* PS 4 Music PS 5 Dance	PS 1 HR* PS 2 HR* PS 3 Art* PS 4 Music PS 5 Dance	PS 1 HR* PS 2 HR* PS 3 Art* PS 4 Music PS 5 Dance	PS 1 HR* PS 2 HR* PS 3 Art* PS 4 Music PS 5 Dance	PS 1 HR* PS 2 Dance PS 3 HR* PS 4 Art* PS 5 Music
<b>Bathroom</b> 10:10 a.m. - 10:20 a.m.	PS1, PS2, PS3, PS4, PS5	PS1, PS2, PS3, PS4, PS5	PS1, PS2, PS3, PS4, PS5	PS1, PS2, PS3, PS4, PS5	PS1, PS2, PS3, PS4, PS5
<b>Arts 2</b> 10:20 a.m. - 11:00 a.m.	PS 1 Art* PS 2 HR* PS 3 HR* PS 4 Dance PS 5 Music	PS 1 Art* PS 2 Music PS 3 HR* PS 4 Dance PS 5 HR*	PS 1 Art* PS 2 Music PS 3 Dance PS 4 HR* PS 5 HR*	PS 1 Art* PS 2 Music PS 3 Dance PS 4 HR* PS 5 HR*	PS 1 HR* PS 2 Music PS 3 Dance PS 4 HR* PS 5 Art*
<b>Bathroom</b> 11:00 a.m. - 11:10 a.m.	PS 1,2,3,4,5 (2 Classroom Teachers Escort to and from Arts)	PS 1,2,3,4,5 (2 Classroom Teachers Escort to and from Arts)	PS 1,2,3,4,5 (2 Classroom Teachers Escort to and from Arts)	PS 1,2,3,4,5 (2 Classroom Teachers Escort to and from Arts)	PS 1,2,3,4,5 (2 Classroom Teachers Escort to and from Arts)
<b>Arts 3</b> 11:05 a.m. - 11:45 a.m.	PS 1 Dance PS 2 Art* PS 3 Music PS 4 HR* PS 5 HR*	PS 1 Dance PS 2 Art* PS 3 Music PS 4 HR* PS 5 HR*	PS 1 Dance PS 2 Art* PS 3 Music PS 4 HR* PS 5 HR*	PS 1 HR* PS 2 Art* PS 3 HR* PS 4 Dance PS 5 Music	PS 1 Dance PS 2 HR* PS 3 Music PS 4 Art* PS 5 HR*
<b>Bathroom/Lunch/Rest</b> 11:50 a.m. - 12:50 p.m.	Tooth Brushing PS1, PS2, PS3 PS4, PS5 Choice	Tooth Brushing PS1, PS2, PS3 PS4, PS5 Choice	Tooth Brushing PS1, PS2, PS3 PS4, PS5 Choice	Tooth Brushing PS1, PS2, PS3 PS4, PS5 Choice	Tooth Brushing PS1, PS2, PS3 PS4, PS5 Choice
<b>Arts 4</b> 12:55 p.m. - 1:35 p.m.	PS 1 Music PS 2 Dance PS 3 HR* PS 4 Art* PS 5 HR*	PS 1 Music PS 2 HR* PS 3 Dance PS 4 HR* PS 5 Art*	PS 1 HR* PS 2 Dance PS 3 HR* PS 4 Art* PS 5 Music	PS 1 Music PS 2 Dance PS 3 HR* PS 4 HR* PS 5 Art*	PS 1 Music PS 2 HR* PS 3 HR* PS 4 Dance PS 5 Art*
1:35 p.m. - 2:15 p.m. <b>Bathroom/Snack</b> 2:15 p.m. - 2:25 p.m. <b>Dismissal</b> 2:30 p.m.	Playground/ Neighborhood Walks/Trips PS 1,2,3,4,5 Choice	Playground/ Neighborhood Walks/Trips PS 1,2,3,4,5 Choice	Playground/ Neighborhood Walks/Trips PS 1,2,3,4,5 Choice	Playground/ Neighborhood Walks/Trips PS 1,2,3,4,5 Choice	Playground/ Neighborhood Walks/Trips PS 1,2,3,4,5 Choice

"Choice" and \* both show periods when children choose activities in a variety of learning centers.

# Kaleidoscope Preschool Arts Enrichment Program

## Germantown Branch - Daily Schedule 2024-2025

School Day: 8:30 a.m. to 2:30 p.m. (Classrooms open at 8:30 a.m., Dismissal is 2:30 p.m.)

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Teacher Prep</b> 8:00 a.m. - 8:30 a.m.	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep
<b>Early Childhood Classroom Bathroom/Breakfast</b> 8:30 a.m. - 9:10 a.m.	Early Childhood Choice activities PS 6 and PS 7	Early Childhood Choice activities PS 6 and PS 7	Early Childhood Choice activities PS 6 and PS 7	Early Childhood Choice activities PS 6 and PS 7	Early Childhood Choice activities PS 6 and PS 7
<b>Bathroom</b> 9:10 a.m. - 9:20 a.m.	Bathroom PS 6 and PS 7	Bathroom PS 6 and PS 7	Bathroom PS 6 and PS 7	Bathroom PS 6 and PS 7	Bathroom PS 6 and PS 7
<b>Arts 1</b> 9:20 a.m. - 10:10 a.m.	Visual Art - PS 6 Dance - PS 7	Visual Art - PS 6 Dance - PS 7	Visual Art - PS 6 Dance - PS 7	Visual Art - PS 6 Dance - PS 7	Visual Art - PS 6 Dance - PS 7
<b>Teacher Prep</b>	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep
<b>Arts 2</b> 10:20 a.m. - 11:00 a.m.	Visual Art - PS 7 Dance - PS 6	Visual Art - PS 7 Dance - PS 6	Visual Art - PS 7 Dance - PS 6	Visual Art - PS 7 Dance - PS 6	Visual Art - PS 7 Dance - PS 6
<b>Early Childhood</b> 11:10 a.m. - 11:50 a.m.	Early Childhood Choice activities PS 6 and PS 7	Early Childhood Choice activities PS 6 and PS 7	Early Childhood Choice activities PS 6 and PS 7	Early Childhood Choice activities PS 6 and PS 7	Early Childhood Choice activities PS 6 and PS 7
<b>Bathroom/Lunch/ Rest</b> 11:50 a.m. - 12:50 p.m.	Bathroom/ Lunch/ Rest PS 6 and PS 7	Bathroom/ Lunch/ Rest PS 6 and PS 7	Bathroom/ Lunch/ Rest PS 6 and PS 7	Bathroom/ Lunch/ Rest PS 6 and PS 7	Bathroom/ Lunch/ Rest PS 6 and PS 7
<b>Toothbrushing</b> 12:50 p.m. - 1:00 p.m.	Tooth Brushing Choice activities PS 6 and PS 7	Tooth Brushing Choice activities PS 6 and PS 7	Tooth Brushing Choice activities PS 6 and PS 7	Tooth Brushing Choice activities PS 6 and PS 7	Tooth Brushing Choice activities PS 6 and PS 7
<b>Arts 3</b> 1:00 p.m. - 1:40 p.m.	Music - PS 7 Outdoor Play/ Bathroom - PS 6	Music - PS 7 Outdoor Play/ Bathroom - PS 6	Music - PS 7 Outdoor Play/ Bathroom - PS 6	Music - PS 7 Outdoor Play/ Bathroom - PS 6	Music - PS 7 Outdoor Play/ Bathroom - PS 6
<b>Arts 4</b> 1:40 p.m. - 2:20 p.m.	Outdoor Play/ Bathroom - PS 7 Music - PS 6	Outdoor Play/ Bathroom - PS 7 Music - PS 6	Outdoor Play/ Bathroom - PS 7 Music - PS 6	Outdoor Play/ Bathroom - PS 7 Music - PS 6	Outdoor Play/ Bathroom - PS 7 Music - PS 6
	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep
<b>Bathroom/Snack</b> 2:20 p.m. - 2:30 p.m.	Early Childhood Choice activities PS 6 and PS 7	Early Childhood Choice activities PS 6 and PS 7	Early Childhood Choice activities PS 6 and PS 7	Early Childhood Choice activities PS 6 and PS 7	Early Childhood Choice activities PS 6 and PS 7
<b>Dismissal</b> - 2:30 p.m. 2:30 p.m. - 3:00 p.m. <b>Teacher Prep</b>	2:30 - 3:00 Teacher Prep	2:30 - 3:00 Teacher Prep	2:30 - 3:00 Teacher Prep	2:30 - 3:00 Teacher Prep	2:30 - 3:00 Teacher Prep

“Choice” shows periods when children choose activities in a variety of learning centers.

## **Parent Communication**

Speak with Homeroom teacher daily to share important information that may affect your child's day.  
Daily Health Check: Parents and teachers exchange information about each child's state of health and well-being at drop-off. Teacher will communicate with you through email, by phone, or via Class Dojo.

### **Newsletters**

The "Kaleidoscoop" newsletter regularly informs parents about curriculum program events and parent meetings.

### **Bulletin Boards**

Look for bulletin boards in Homerooms and hallways. These contain the weekly meal menus, important notices, community events, and opportunities of interest to parents and families.

### **Home Visits**

Two home visits for each Head Start child are required by Head Start. Home Visits are a chance, for parents to ask questions about children's social development, and to learn about the Kaleidoscope Program's upcoming plans, events, and curriculum. If a Home Visit cannot be arranged, Home and School Appointments can be made on the designated days.

### **Parent Conferences**

Parent attendance at two parent/teacher conferences, Fall and Spring, are required. They are an opportunity for parents and teachers to discuss goals and assess an individual child's progress, developing school readiness, and transition to Kindergarten.

### **Parent Workshops**

Workshops on topics and information of interest to parents may be held at Settlement Music School and at School District of Philadelphia locations. Parents are encouraged to suggest topics.

### **Open House and Special Events**

There are several Open House days during the school year: in August, before school starts, and in October, December, March, April and June. Parents are encouraged to come observe, participate, and support their children in the arts classes and early learning homerooms. Three special events are: a Holiday Sing-Along, the Celebration of African American History in February, and a program at the end of the year in June. Children, teachers, and parents all participate in a demonstration of song and movement that shows the children's growth throughout their school year. Parents assist with the children's artwork display.

If you choose not to have your child participate in classroom celebrations, you will be responsible for making necessary arrangements for your child.

### **Parent Volunteers and Trips**

The purpose of class trips is to enhance the ongoing educational program. Planning for trips is a joint effort between parents and staff. Parents volunteers assisting on class trips must remain with Kaleidoscope staff in supervision of children assigned to them at all times. Siblings of enrolled children may not come with parents who volunteer on trips. Parent volunteers for trips must arrive by 8:15 a.m. for orientation.

### **Agreement for Mutual Respect and Appropriate Communication at All Times**

We, parents and staff, of the Kaleidoscope Preschool Arts Enrichment Program of Settlement Music School, and as a collaborative Head Start Program, pledge and promise to communicate with each other at all times in a mutually respectful tone of voice and with appropriate language, and to consult with each other in a private setting at a time mutually convenient for parents and staff.

### **Parent Grievances**

If a parent, visitor, or anyone participating in the Kaleidoscope Program has a concern, they should contact the Director, Tarrell Davis by phone or via email. If there is a concern with Settlement Music School, participants should contact the Branch Director at the school, or the CEO, Helen Eaton. Concerns and/or any issues will be addressed and documented as well as followed up with hopes of resolution to ensure a positive experience for all.

## Discipline Policy

Staff may never use physical punishment, psychological abuse, or coercion when disciplining a child. Staff may not punish a child physically, psychologically, or by coercion.

### **Prohibited behaviors by anyone (staff, parents, or caregivers):**

- Any corporal punishment, including handling a child roughly, spanking, shaking, pushing, shoving, pinching, slapping, biting, or kicking.
- Any form of emotional punishment, including rejection, terrorizing, ignoring, isolating, or corrupting a child.
- Any form of humiliation or threats of physical punishment.
- Any form of isolation, including locked rooms, closets, or separated from staff.
- Any other discipline that is not age appropriate or is excessive in time or duration.
- Any withdrawal of food, rest, playing outside, or toileting.

Other prohibited actions:

- No child will be disciplined for lapses in toilet training.
- No child will be disciplined for not sleeping during rest time.
- No child will discipline any other children.
- No child will be physically restrained for any reason other than the time to secure the situation or ensure their own safety or the safety of other children.

### **We model appropriate behavior; we redirect, praise, reward, and encourage the children.**

- We reason with and provide the children with logical consequences of their behavior.
- We provide alternatives for inappropriate behavior to the children.
- We DO NOT spank, shake, or otherwise physically punish the children.
- We DO NOT make fun of or otherwise verbally abuse the children.
- We DO NOT place the children in locked rooms, closets, or boxes as punishment.
- We DO NOT withhold food, rest, or toilet use.
- We DO NOT leave any child unattended.

Employees who violate this policy will be subject to disciplinary action and/or termination.

Parents, Volunteers, Therapists or Specialists will be asked not to return to the program and may also be subject to civil penalties depending on the severity and nature of infraction.



## Head Start Information

The Kaleidoscope Family Services Provider is responsible for enrollment of all children.

Head Start: All children are enrolled in Kaleidoscope for a full day. They must attend Kaleidoscope from 8:30 a.m. to 2:30 p.m.

### Head Start Services

At Settlement Music School's Kaleidoscope Preschool Arts Enrichment Program, Head Start services are organized into three areas, Family and Community Partnerships, Early Childhood Development, and Program Governance.

### Program Governance

A committee represents parents and includes parents of all enrolled children. The committee works and plans activities with Kaleidoscope Administration, teaching staff, parents, and the community. The committee encourages communication, volunteering, and support for all Kaleidoscope program activities. Parents are invited to attend scheduled monthly committee meetings and volunteer. At the first meeting of the year, the committee elects an Executive Committee, a Chairperson, a Vice-Chairperson, a Secretary, and a Policy Council Representative.

### Responsibilities of Executive Committee Members

#### Chairperson

- Convene and chair regular meetings with the Executive Committee to prepare Committee meeting monthly agendas.
- Communication with center staff and parent involvement coordinator.
- Chair Center Committee meetings.
- Support other officers in fulfilling their duties.
- Support parents and center staff in all center activities.
- Share responsibility for attendance at Policy Council Meetings.

#### Vice-Chairperson

- Be prepared to assume all responsibilities of chairperson in the event of his/her absence or resignation.
- Support and work closely with the chairperson.

#### Secretary

- Record and distribute to committee members and appropriate center staff accurate minutes of all meetings.
- Keep records of Center Committee correspondence.
- Post committee notices one week before the meeting date.

#### Policy Council

Policy Council participation is an important way for parents to volunteer. The Policy Council oversees Head Start operations and meets once per month. Meeting times and dates are scheduled each year in October. Members include the parent representatives from all Head Start site committees for each grantee. The programs at both MLC and Germantown are funded by the School District of Philadelphia Head Start.

#### Head Start Policy Council representatives must:

- Attend all Policy Council meetings as Center Committee representatives.
- Report monthly to Center Executive Committee.
- Bring all issues to be voted upon to Center Committee.
- Bring all Center Committee issues to Policy Council.

## School Readiness: A Definition for Parents and Teachers

“Early to Rise” Improving the School Readiness of Philadelphia’s Young Children: United Way of PA, City of Philadelphia, School District of Philadelphia

### **Key elements: Readiness in children, Readiness in schools, Family and Community supports**

Readiness in children includes:

- Physical well being and motor development
- Social and emotional development
- Language development
- Cognition and general knowledge
- Approaches to learning

The Kaleidoscope Program is dedicated to integrated learning, sensory-based activities and challenging experiences for young children in early learning, music, visual art, and creative movement.

Readiness in schools includes:

- Smooth transition between home and school
- Continuity between early care/education programs and elementary school

Family and community supports includes:

- Access to high quality pre-school programs
- Parents who devote time each day to helping their children learn
- Support and training for parents to enable them to help their children learn

## Individual Child Assessment of Progress

Assessment in the Kaleidoscope Program takes place through formal and informal means. All children must meet state mandated requirements in health and dental health care, including well child doctor visits and immunizations. Parents provide details about each child's pre-enrollment development, experience, and family environment. In the fall and spring, children's weight and height are checked.

Informal assessment takes place daily as parents and teachers talk to each other, sharing a child's successes and preferences. Teachers plan curriculum that offers regular opportunities for observing children as they work. Parents are encouraged to observe their children "at work"(playing) during unplanned visits, scheduled Open House days, special events, and celebrations.

Measuring a child's progress over the school year should document development, be based on planned curriculum, and represent direct teacher observations of children at play. Ideally this process describes the progress of individuals and groups as accurately and objectively as possible.

### Assessment Schedule for Individual Children

<b>August</b>	Review intake information and initial checklist: Parent assessment of children's basic skills.
<b>September/ October</b>	Brigance Developmental Screen Early intervention referrals prepared for parents – teachers and parents share concerns.
<b>October</b>	Home and school visits – separation and school adjustment, social development goals.
<b>November</b>	Developmental checklists: Early learning, visual art, music, dance completed, collated/ reviewed by all teaching staff and parents. Basal score/rating assigned for each child in early learning, visual art, music, and dance.
<b>December</b>	Parent conferences – Goal setting and discussion of checklist profile for each child.
<b>February</b>	Staff development: Review children's progress and curriculum plans. Make necessary modifications for individual children. Review progress in identifying and meeting children's special needs.
<b>March</b>	Home and school visits - Transition for kindergarten and review of progress in school adjustment, social development goals. Demonstration program in visual art, music, and dance.
<b>April</b>	Developmental checklists: Outcomes for children as indicated by checklist score/rating early learning, visual art, music, and dance.
<b>May</b>	Parent Conferences: Discussion of outcomes for children as indicated by checklist score/rating.
<b>June</b>	Program review in early learning: Demonstration of outcomes in year-end program of visual art, music, and dance.

# Kaleidoscope Preschool Arts Enrichment Program

Kaleidoscope is grateful to the following individuals, corporations, foundations and government entities that support the Kaleidoscope program.

Bryn Mawr Trust Company  
Cannuscio Rader Family Foundation  
Caroline J. Sanders Trust #2  
Christian R. & Mary F. Lindback Foundation  
Claneil Foundation  
Clarence Rowell Memorial Fund  
Harmelin Media  
Jacobson Strategic Communications  
JKG Florida Business Corp.  
Leo Niessen Jr. Charitable Trust  
Macquarie Investment Management  
National Endowment for the Arts  
Pennsylvania Department of Welfare through the Keystone STARS Program  
Philadelphia Insurance Companies  
Prudent Management Associates  
SEI Investments  
Stratton Foundation  
Tompkins VIST Bank  
Wells Fargo Regional Foundation  
William T. Morris Foundation  
Numerous generous individuals

==

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

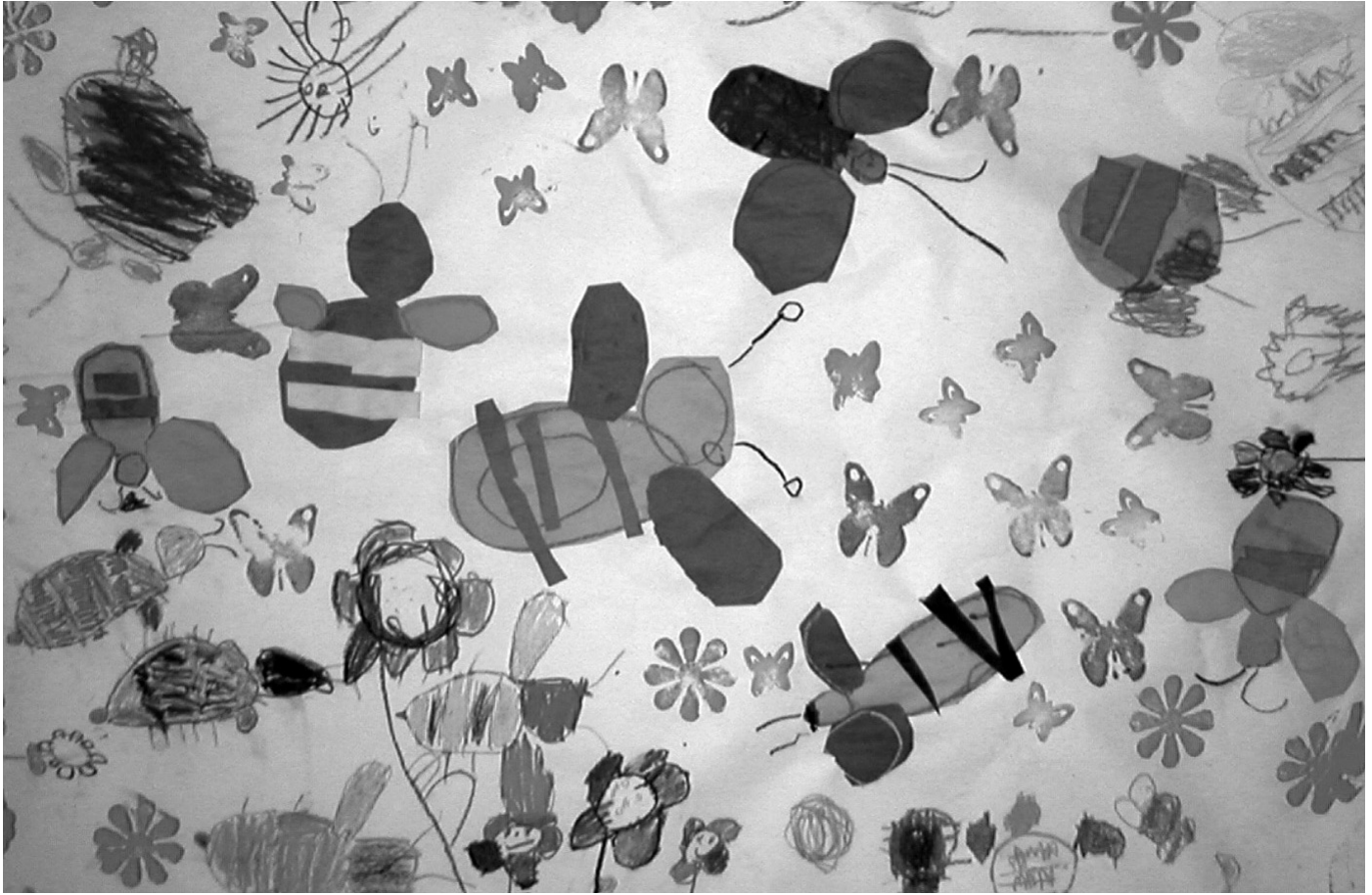
(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.





Settlement Music School, founded in 1908, is one of the oldest and largest community-based schools of the arts in the United States. Settlement is dedicated to providing people of all ages with the highest quality instruction and activity in music and the related arts with branches across the Philadelphia region and online. The School provides 10,000 weekly services of individual lessons, classes, and activities in music, dance, and visual arts to children and adults without regard to age, race, background, ability, or economic circumstances and awards more than \$2.6 million annually in financial aid every year.





