



Tanner Dance  
THE UNIVERSITY OF UTAH 



# La Maison des Enfants French Immersion Program



## Handbook

2023-2024 School Year

# The Program

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La Maison des Enfants is a French Immersion preschool and kindergarten program which includes two classrooms. All instruction is given in French and children are divided in groups according to their age. We maintain small group sizes to achieve the best quality of education.

Activities include:

- French language | Stories | Songs
- Writing | Math | Science | Cooking | Reading
- Painting | Drawing | Dance | Physical Exercise

The curriculum is inspired by the world-renowned French Ministry of Education. Our education emphasizes fun, respect, good manners, arts, music, physical exercise, and good food.

La Maison Des Enfants, the French Immersion Preschool and Kindergarten is for children ages 3 to 6 years old. **Children must be 3 years old by 9/1/2023 and toilet trained (and out of pull-ups) by the day of entry.** Children must be ready for the type of group experiences offered and able to benefit from the program.

## Registration and Registration Fees

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Application for enrollment in La Maison Des Enfants are accepted beginning January 30th. Confirmation for new students will be processed and emailed starting mid-March. To apply, complete the online application form from the link on the website and submit it along with a non-refundable \$175.00 application fee. You will also need to scan and email a copy of your student's the birth certificate or passport to [tannerdance@utah.edu](mailto:tannerdance@utah.edu) when applying.

Applications cannot be considered complete until we have received a copy of the birth certificate or passport.

### Tuition, Fees, and Additional Forms Due by June 30, 2023

- Payment in Full or 1<sup>st</sup> Installment Payment
- Immunization Record

**\*\*Once enrollment reaches capacity, your child will be placed on a waiting list, and you will be contacted when space becomes available.**

# Tuition Payment Plans & Policy

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## Full Payment

Tuition paid in full for the entire school year on or before June 30, 2023 will receive a 5% discount.

## Monthly Installment Plan Options

We understand the importance of making educational opportunities affordable for families in today's economy. Our interest free payment plans break your tuition into smaller, more manageable installments.

Installment payments are due on the first of each month. You are welcome and encouraged to sign-up for our convenient automatic debit program. Based on the program option and payment plan you select, the installment payment will be automatically charged to the credit or debit card that you authorized during set-up. Automatic debits will help you avoid paying fines for delinquent tuition. After the seventh of each month, if tuition is delinquent, a \$10 late fee plus \$100 for every 7-day period will be applied to tuition until paid in full.

## Payment Options

- Cash
- Check: Please make checks payable to Tanner Dance
- Credit/Debit Cards
- Monthly Installment Plan

## Returned Check Fee

Tuition checks returned by the bank are subject to a \$25.00 returned check charge. If two checks are returned, you will be required to make payments by cash and/or credit/debit card.

## Tuition Payment Policy & Agreement

Tuition includes supplies and activities fees. The Tuition Payment & Plan is in effect for the entire 2023-2024 Preschool/Kindergarten Year as noted above. If a withdrawal from LMDE Preschool or Kindergarten becomes necessary the Tuition Payment & Plan remains in effect and will be required to be paid once initial payment has been made by June 30, 2023. Parent(s)/Guardians(s) are contractually obligated to pay the tuition payment based on their child's enrollment regardless of the child's continued participation in the program.

## Withdrawal

If a withdrawal becomes necessary, a 30-day written notice by a parent/guardian is required. **However, there will be no refund of tuition.** Any exception to this policy is at the sole discretion of the Tanner Dance Director. If you have special circumstances and wish to request a waiver of this policy, please submit a full explanation in writing.

# Tuition Payment Breakdown by Program

Program Dates – 8/29/2023 – 5/31/2024

## Preschool 1 (DOB 9/2/2019 – 9/1/2020) Part-Time Day M-F

<b>Tuition: \$6810.00</b>	<b>Installment Plan Option</b> You will have some flexibility in setting up installments, but the first installment is due by 6/30/2023 and installments must be completed by 4/1/2024.	<b>Single Payment by June 30<sup>th</sup> w/5% Discount</b> <b>\$6471.00</b>
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## Preschool 1 (DOB 9/2/2019 – 9/1/2020) Preschool Extended Day M-F

<b>Tuition: \$9490.00</b>	<b>Installment Plan Option</b> You will have some flexibility in setting up installments, but the first installment is due by 6/30/2023 and installments must be completed by 4/1/2024. .	<b>Single Payment by June 30<sup>th</sup> w/5% Discount</b> <b>\$9013.00</b>
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## Preschool 2 (DOB 9/2/2018 – 9/1/2019) Part-Time Day M-F

<b>Tuition: \$6960.00</b>	<b>Installment Plan Option</b> You will have some flexibility in setting up installments, but the first installment is due by 6/30/2023 and installments must be completed by 4/1/2024.	<b>Single Payment by June 30<sup>th</sup> w/5% Discount</b> <b>\$6612.00</b>
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## Preschool 2 (DOB 9/2/2018 – 9/1/2019) Preschool Extended Day M-F

<b>Tuition: \$9710.00</b>	<b>Installment Plan Option</b> You will have some flexibility in setting up installments, but the first installment is due by 6/30/2023 and installments must be completed by 4/1/2024.	<b>Single Payment by June 30<sup>th</sup> w/5% Discount</b> <b>\$9225.00</b>
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### Kindergarten (DOB 9/1/2018 or earlier) Half Day AM

<b>Tuition: \$7130.00</b>	<b>Installment Plan Option</b> You will have some flexibility in setting up installments, but the first installment is due by 6/30/2023 and installments must be completed by 4/1/2024. If paying monthly, installments come out to \$747.78 per month.	<b>Single Payment by June 30<sup>th</sup> w/5% Discount</b> <b>\$6775.00</b>
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### Kindergarten (DOB 9/1/2018 or earlier) Extended Day

<b>Tuition: \$9930.00</b>	<b>Installment Plan Option</b> You will have some flexibility in setting up installments, but the first installment is due by 6/30/2023 and installments must be completed by 1/1/2024. If paying monthly, installments come out to \$1041.12 per month.	<b>Single Payment by June 30<sup>th</sup> w/5% Discount</b> <b>\$9432.00</b>
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## Arrival and Departure

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### Morning Programs

Drop-Off: 8:30-8:50 a.m.

Pick-Up: 12:50-1:00 p.m.

### Full Day Programs

Drop-Off: 8:30-8:50 a.m.

Pick-Up: 2:50-3:00 p.m.

Children need to arrive between 8:30-8:50 a.m. Doors to the building will not unlock until 8:30 am. Children arriving after 9:00 a.m. should be escorted into the classroom by an adult. There is no morning care or afternoon care before and after these times.

### Late Pick-Up Fee

It is imperative that students are picked up on time. A late pick-up fee of \$15 will be charged after 1:00 p.m. for the Morning program and 3:00 p.m. for the Extended Day program. An additional \$1 per minute after 1:15 p.m. and 3:15 p.m. On-going late pick-ups could result in the student's dismissal from the program.

### Release of Children

Your child will only be released to a parent/legal guardian or to those people you have listed as an Emergency and/or Transportation contact. If someone other than those noted above will be picking up your child, you are required to notify the Preschool, Kindergarten, and 1<sup>st</sup> Grade faculty and staff via e-mail at [tannerdance@utah.edu](mailto:tannerdance@utah.edu) or by calling the main office at 801-581-7374. The designated person will be required to show picture ID.

## **Additional Information**

### **Parking**

Parents will be allowed to park in the east Tanner Dance parking lot briefly without a pass for drop off and pickup, limit of 20 minutes. Please be courteous of others using the lot which is limited space and is also used by families attending other programs. If you are remaining on campus after pick up or drop off, please seek out visitor parking options at <https://commuterservices.utah.edu/permits> rather than using the Tanner lot. You may be ticketed by parking services if your car is left in the lot for an extended period of time.

### **Clothing**

Each day please send: A backpack or tote bag for artwork, notes, etc., and clothing appropriate for outside weather, including boots in winter. Each day has designated time to be outside so appropriate dress is important.

Please provide a spare set of clothes in a Ziploc bag, with your child's name written on it that we can keep at the school throughout the year for unforeseen situations.

### **Snacks and Lunch**

If your child has special dietary requirements or allergies, please alert the staff.

Preschool classes will have a snack time. Please send a light, healthy snack in a separate container from their lunch.

LMDE Preschool and Kindergarten is committed to good nutrition as an integral part of the early childhood experience. Not only do children benefit physically, but they are also learning the principles of good nutrition. The school does not provide lunch to the children, but there is time for students to eat their packed lunch in the schedule. Participants should eat well before school and bring a healthy, non-perishable lunch each day in a lunch container clearly labeled with your child's name. Please help your child avoid processed foods containing sugar, colorings, and other additives, especially "Lunchables" and "Go-gurts".

Foods not allowed: foods with added sugar, cakes, cookies, candy, and gum. We strongly encourage you to send your student with healthy foods and to avoid processed foods.

## Supplies

Supplies and activities are included in the school tuition.

## Illness Policies and Prevention

We ask parents to take their student to use the restroom and wash their hands before entering the classroom.

**Preschool students should only attend school if healthy. Any signs of cough, cold, runny nose, flu, fever, vomiting/diarrhea, stomach upset, eye discharge or pink eye, nasal discharge, loss of sense of taste or smell, body aches, etc. are indicators that students should remain at home.** If a child has any of these symptoms when they arrive at the eastside stairwell door, they will be asked to return home. Parents will be called to pick up students who exhibit any of these symptoms while at school. A student should be free of any symptoms for a minimum of 24 hours after being ill before returning to school. Please be mindful if you are carpooling. Our goal is to stay healthy. Thank you for your assistance and cooperation in this important matter.



## Emergency Contacts

You are required to maintain at all times, at least one additional emergency contact other than the parent(s)/guardian(s), including full names and contact phone numbers. Please be aware that in the event of an emergency for which parent(s)/guardian(s) or an emergency contact cannot be reached, Tanner Dance staff or faculty may contact police or other emergency authorities.

## Change of Information

It is imperative that LMDE have current information on file for all students. Please notify the school with any changes to pertinent information (including, but not limited to): addresses, phone numbers, emergency contacts, transportation contacts, medical information, etc.



## **Weather Information**

LMDE follows University of Utah inclement weather closures. In the event of a severe storm, campus closure information is broadcast by radio on KUER FM 90.1 and television on KUED Channel 7. Notification may be broadcast on other channels as well. Be assured that your child will be cared for in the event of any emergency. Detailed information on the University of Utah's emergency procedures can be obtained upon request in the office. Please download the U Heads Up to keep up to date on University emergencies. More info available here: <https://emergency.utah.edu/u-heads-up/>

## **Parents as Partners**

Parent-teacher conferences will be scheduled twice during the year. During these meetings, teachers and parents will discuss the child's progress, development and growth, review learning objectives and lesson plans, and collaborate on strategies to maximize learning.

## **Communication**

If your child will be absent from school, please contact your teacher (you will be given teacher contact information at the parent orientation meeting August). Please note that there will be no reduction in tuition for days missed.

In order to keep parents well informed, we will send regular communication home via e-mail. In addition, Tanner Dance faculty and staff will be happy to answer administrative questions by e-mail and you are invited to speak personally with your child's teacher if they are present at drop-off time. Otherwise, please email your child's teacher to seek an appointment time.

If you have concerns or issues that the teacher or assistant are unable to resolve, please contact Jennifer Killpack-Knutsen at [jennifer.killpack-knutsen@utah.edu](mailto:jennifer.killpack-knutsen@utah.edu) . She will coordinate with the appropriate person(s) to resolve the situation. If you have questions about your account, you can call the office at 801-581-7374.

A student directory will be provided in September and updated throughout the year as necessary. Please be sure to mark on your application whether or not you would like your information published in the directory

## **Important La Maison Des Enfants Dates for 2023-2024** (dates are subject to change)

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**Parent Orientation** - Friday, August 25, 2023

**First Day of School** - Tuesday, August 29, 2023

**No School – Labor Day** – Monday, September 4, 2023

**No School** – Friday, September 22, 2023

**No School - Fall Break** – October 12-13, 2023

**Parent -Teacher Conferences** – Thursday November 10, 2023

**No School - Thanksgiving break** – Nov. 22-24, 2023

**No School Winter Break** – December 21, 2023 -January 5, 2024 (school resumes on Monday, January 8, 2024)

**No School - Martin Luther King, Jr. Holiday** – Monday, January 15, 2024

**Registration begins for returning families and alumni** – Tuesday, January 16, 2024

**Informational Meeting for prospective families-** Saturday, January 27th, 2024 -2pm-4pm

**Registration begins for public** – Monday, January 29, 2024

**No School - President's Day Weekend** – Friday, February 16 and Monday, Feb 19, 2024

**No School - Spring Break** – March 25-19, 2024

**Parent Teacher Conference** – Thursday, April 12, 2024

**No School** – Friday, April 26<sup>th</sup> & Monday, April 29, 2024

**No School - Memorial Day** – Monday, May 27, 2024

**Last Day of School** - Friday, May 31, 2024

