

### **Medical Information**

If your child shows symptoms of an illness (fever, diarrhea, undiagnosed rash, sore or discharging eyes or ears, profuse nasal discharge) he or she must be kept home for their own good and the welfare of the other children and staff. Children may return to the Center when they are fever free for 24 hours. If your child becomes ill at school, you will be notified and asked to make immediate arrangements for the child to be promptly removed from the facility.

School age children too ill to attend public school, may not attend Creative Center.

Please notify the Center when your child is going to be absent from class or child care.

Our staff may administer medication provided you sign an authorization form. All containers/ bottles must be clearly labeled with the child's name and be in the original container. We do not accept medication that requires refrigeration. Whenever possible, request from your physician, medication that can be given in a tablet form that we can administer. No over the counter medication is accepted without doctor approval.

If emergency medical treatment is required while your child is at the Center, your child will be transported to the nearest hospital by ambulance. The parent pays the expense of this service.

### **Enrollment and Dis-enrollment Policies**

Creative Center practices a policy of open enrollment and employment. Children are admitted into our program without regard to race, religion or national origin.

All children enrolling at Creative Center must have a completed enrollment form on file before he or she may stay at the facility. A staff person will review these forms before the child may be left in the classroom.

Whenever we can adequately meet the needs of special children both in care and transportation, we will gladly accept them after counseling with all of the parties that are involved in the child's care and plan.

While it is our privilege to serve our community and families, there are times that we find that a child or family cannot be best served by our center. If we find that we cannot meet the needs of you or your child, we will notify you as to the reasons why we will no longer be able to provide care for your child. Creative Center also reserves the right to refuse service to you when tuition payments are in arrears and there has been no reconciliation of the bill.

### **Discipline**

Our philosophy regarding discipline is that it is a process where adults help children to learn how to control their own actions and decisions. Our goal is to help children to develop internal controls rather than depending on external control from adults. The adult asks questions of themselves and the child is then guided toward the

appropriate action. When a child willfully disobeys, natural consequences may occur such as time out, removal from an activity, redirection and other forms of natural consequences such as loss of a turn or not being allowed to return to the activity where the problem initiated.

At no time will staff utilize corporal punishment as discipline. Discipline will also not include the withholding of food, drinks, toileting needs or medication. Children attending the facility will not be allowed to discipline other children.

### **Transportation**

As part of our parent and center partnership, Creative Center offers transportation to several elementary schools for your child's safety and your peace of mind. Creative Center has two vans in which we provide transportation to and from school for our school age program. Many of the schools on our route remain consistent due to the regular enrollment within these schools. Depending on the number of enrolled children at one location, Creative Center may opt to cease or increase the number of elementary schools that we serve. Please speak with an administrator to determine whether we transport to your child's elementary school. School age children enrolled at Creative Center will be dropped off at school and picked up in one of our Creative Center vans that are equipped with a first aid kit, seat belts and other safety features. As part of our enrollment procedure, you will be asked to complete specific information about drop off and pick up times at your child's particular school and permission authorization to transport your child. We will not be able to provide transportation for your child without the proper authorization on file.

### **Field Trips**

The philosophy of Creative Center is such that field trips are an integral component in the manner in which children grow and learn. As part of the educational program you child will be taken periodically to nearby locations, such as stores, libraries, parks, the fire station and other community settings or on-site enrichment. Responsible adult supervision is provided during these trips by our center staff. Creative Center will always provide written and advance information pertaining to these trips regarding the location, time and purpose of the trip. Parents will be required to provide written authorization for your child to attend trips off campus. For the safety of all children on the trip, no exceptions will be made regarding written authorizations and no verbal authorizations can be allowed.

### **Philosophy**

At Creative Center we believe that ALL children have the ability to learn. Children learn in sequential developmental stages, but each child learns at his/ her own pace and through varying media. Children are active, not passive learners. They learn through exploring, observing and experiencing. They interact with and learn from, their environment. They also learn from their peers and from adults through modeling and positive guidance.

In order to create an environment that will enhance and maximize learning potential in every child, the classroom must be safe and healthy. It must be a comfortable,

supportive, and positive place. The setting must be one in which the child is free to explore at his/ her own speed. The environment must be stimulating and rich with options and allow for individual, cultural and language differences in order that the child can learn in a variety of ways.

We foster a climate of respect for everyone and everything around us. Each child is treated as an individual. Therefore no ONE model or approach will be used to teach each child, rather the best aspects of various models will be used as appropriate.

Children need support and respect from their parents and teachers. Support and respect are necessary in order to have good communication. Optimum communications between parents and the staff at Creative Center is a goal that we strive for at all times. Information regarding a child's progress will always be available to the parents. Likewise, parents are responsible for informing the teacher of situations that may affect the child at school.

6 a.m. – 9:00 a.m. Center opens, breakfast, free choice indoors and outdoors, transporting to public schools

9 a.m. – 11:30 a.m. Snack, Preschool classes, recess and field trips

11:30a.m. – 1 p.m. Lunch, recess, and nap time

1 p.m. – 3:00 p.m. Napping, rest time, quiet time, free choice indoors, afternoon snack

3 p.m. – 6:30 p.m. Free play, organized games, outdoor play, school age children return for free play, organized games and homework

### **Parent Responsibilities**

As partners in your child's early childhood experience, we encourage you to be active participants in your child's journey at Creative Center. Please feel free to visit your child's classroom at any time of the day and keep up with the current events by reading your weekly newsletter and speaking with the administrators or your child's teacher.

Prior to your child's attendance at our school, you will be required to complete an enrollment and emergency card. For the protection of your child, an administrator will review this enrollment information for completeness before your child will be allowed to attend our facility.

All parents are required to sign their children in and out of the center by recording the time and providing their full signature for our records.

Parents are required to dress all children in preparation for play. As children spend time outdoors each day, please anticipate weather conditions and dress your child accordingly. Sandals, thongs and cowboy boots are difficult for children on the playground and are best left at home. Please remember to bring an extra set of

clothing for your child (clearly labeled) in the event of an accident or excessive soiling.

For napping children, parents are required to bring: a warm blanket and favorite sleeping toy (if desired). Please label your belongings and remember to take them home weekly for cleaning.

Parents are responsible for paying a non-refundable registration fee upon enrollment. All payments for the week are made in advance of the week. Your rate is currently \_\_\_\_\_ per week. Gymnastics, piano and other services are offered as optional activities for children at an additional fee. Parents are responsible for any additional fees for these classes.

A copy of the Parent Handbook has been made available to me upon enrollment of my child. I have read and understand the philosophy, policies and procedures that I am responsible for while my child attends Creative Center for Early Education