

# Creative Kids Daycare/Preschool Policy Handbook

Hours of operation  
Monday-Friday 7:00am-5:00pm

**Casey Wertz**  
**517-442-4095**  
**casey.creativekids@gmail.com**

## **Enrollment/Admission**

The following documents are required before or on your child's first day attending daycare/preschool. All forms are available on our website. [www.creativekidsdaycareandpreschool.com](http://www.creativekidsdaycareandpreschool.com)

- Child information card
- Child statement Form
- Media release form
- Health appraisal

## **Payments**

### **Infant/Toddler (6 weeks – 36 months)**

\$180 weekly.

### **Preschool (36 months-6 years of age)**

\$175 weekly.

\*Payments are made **weekly**. Your child's tuition payment is due every **Monday**.

Creative Kids Daycare and Preschool is a **tuition base** daycare and preschool center. This means that if **your child is absent for any reason, you still pay your weekly tuition**. All families will receive one free paid week each year. (5 days) Notice regarding your free week must be within a month in advanced.

**Closed Holidays PAID** (excluded from the 7 vacation days)

Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve  
Christmas Day  
New Year's Eve  
New Year's Day  
Memorial Day  
Labor Day  
Good Friday  
Independence Day

## **Program Philosophy**

- To encourage children to take responsibility.
- To encourage children to develop independence.
- To encourage children to learn appropriate behavior in social settings.
- To encourage curiosity, creativity, and an open expression of ideas.
- To offer a variety of opportunities of active learning according to the child's developmental level.
- To have fun!

### **Infant Age**

Staff members will communicate with parents daily to assure that the child's needs are met at this age. We are very attentive to your baby as important milestones are being reached such as, learning to smile, babble, wave hello, roll over, crawl, walk, etc. We offer music and movement for our little ones daily, as well as making sure we introduce daily tummy time, and provide appropriate toys to assure children reach their appropriate milestones. Rest and recharge is a necessity for this age especially.

### **Toddler Age**

Oh toddlers, such a fun and exciting age! Creative Kids is sure to implement an environment that allows children to satisfy their curiosities, solve problems, express their thoughts, and be rewarded for their accomplishments! We will provide activities that allow children to express themselves in numerous ways. Our toddlers will be introduced to activities that support their emotional, social, creative, cognitive, and physical growth! All activities are age appropriate.

### **Preschool Age**

Our curriculum is designed to provide children with individual skills that help them develop the emotional, social, and cognitive skills needed to become lifelong learners! Creative Kids implements multiple learning styles. We are confident that children learn best as they engage their personal interests! Kindergarten readiness is our end goal for our preschool program. We offer multiple educational and dramatic play-based centers in each classroom. These centers are important as they build independence, problem-solving, social abilities, and fine motor skills.

### **What to bring**

#### *All Children*

We ask that all children bring a spare change of clothing in case of accidents.

A pillow and small blanket that will be used during rest time.

A backpack and folder.

## *Infant/Toddlers*

We ask the parents of our littles ones to provide their child with the appropriate materials for feeding and diapering.

Bottles, breast milk/formula, diapers, wipes, spare change of clothes.

## **Discipline**

No child shall ever be harmed or humiliated. Redirection and positive reinforcement of children is used to avoid or diffuse issues. Staff will encourage children to solve their own issues when possible. Staff shall be calm and respectful with all children enrolled in the program.

Caregiving staff shall not do any of the following: Hit, spank, shake, bite, pinch, or inflict other forms of corporal punishment. Restrict a child's movement by binding or tying him or her. Inflict mental or emotional stress, such as humiliating, shaming, threatening a child, or using derogatory remarks. Deprive a child of meals, snacks, rest, or necessary toilet use. Confine a child in an enclosed area such as a closet, locked room, box, or similar cubicle.

Time out will not be used at Creative Kids Daycare. A "Safe seat" may be used as a last resort in children older than 3 years of age.

- Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary to prevent a child from harming himself or herself, or to prevent a child from harming other persons or property, or to allow a child to gain control of himself or herself excluding those forms of punishment.

## **Lunch/Snacks**

Parents are to provide a daily lunch for their child/children. Please provide an ice pack within the lunch. Creative Kids will provide two daily snacks. All allergies MUST be listed on the child's information record form.

## **Reporting Absences**

Creative Kids must be notified if your child will be absent. You may contact us by these methods.

- Call/text Miss Casey (517) 442-4095
- Email casey.creativekids@gmail.com

## **Admission/Withdraw**

**All children attending Creative Kids Academy must be between the ages of 6 weeks and 6 years of age.** Creative Kids Daycare and Preschool will make every effort to communicate and work with families if there are concerns. However, the program does reserve the right to end enrollment of a child if needed. Parents must give two weeks' notice upon withdrawal of their child. (Withdraw policy last page of handbook)

## Arrival and Dismissal (Fee policy)

Available hours are 7:00am-5:00pm, Monday-Friday. We do not offer care after 5:30pm. Any child who is not picked up by 5:00pm will be charged an additional fee of \$1 per minute late. (Unless an arrangement is made in advanced.)

Any individual that is picking up a child must be on the emergency contact list for the child to be released. We will verify by using a valid ID.

## Child Illness Policy

Any child, staff or volunteer with the following symptoms should not be allowed in the program until a proper incubation period has passed. **If sent home with an illness, child should not return within 24 hours until symptom free. It is important that a child's symptoms are never masked with over the counter medications prior to coming to daycare.**

- Fever
- Diarrhea
- Rash
- Vomiting
- Conjunctivitis
- Strep throat
- Measles
- Influenza
- Chicken Pox
- Meningitis
- Bronchitis
- Severe coughing
- Head lice
- Other various illnesses

Remember, it is important to follow the rule of **"when in doubt, keep them out!"**

If a child becomes sick, we will contact parents/guardians listed on the information card. If for any reason we are unable to contact the parent/guardian, we will then contact emergency contacts listed on the child information form.

## Medication

Children who require medication to be administered during the program hours must have the following:

- Medication in the original container, clearly labeled with child's name, name of medication, dosage, directions for administering, date prescribed, and physician's name.
- Families must fill out an authorization form giving staff permission and full instruction for administering medication. The authorization must include child's name, name of medication and condition being treated, dosage, times to be given, duration, family signature, and date form was filled out.
- If a child misses a dosage of medicine, families will be contacted and must authorize further instruction as to when medication can be administered. Conversation will be documented by staff.

## **Accidents**

If an accident occurs on or away from the center in which medical attention is needed, the staff will follow these steps:

- If serious or life-threatening call 911
- Administer proper CPR procedures.
- In an event of any head injury parents will be notified immediately
- Non-life threatening: staff will attempt to contact family. If family cannot be reached, contact all people given as contacts on registration forms, and possibly the child's physician.
- Staff will be trained in first aid and CPR. First aid kits will be on hand.
- An incident report or accident report is required to be filled out by staff person who witnessed the situation. Staff will always use proper forms.

## **Minor vs. Major Accidents**

Minor accidents included accidents in relation to scrapes, nosebleeds, minor falls with no swelling, etc.

Major accidents include confusion after fall, major bleeding, disorientation, swelling after fall, or if child continues to inform there is pain.

## **Tornado Plan**

In the event of a tornado, all children will be relocated to the south wall of our toddler classroom. Creative Kids Daycare performs multiple tornado drills throughout each year! Please review a more detailed plan inside our center!

## **Fire Evacuation Plan**

In the event of a fire, all children will be evacuated out of the nearest and safest exit door. Staff will

immediately contact all parents/guardians once evacuation is completed! Please review our more detailed fire evacuation plan posted inside our center!

## **Toilet Training**

At Creative Kids, it is our responsibility to follow the child's lead with toilet training. The interest of toileting must come from the child. It is important to introduce the toilet, however if the child is not ready it is also important not to reinforce until showing interest later. When a child is ready to toilet train, the parents must be following through at home as well. Individual toilet timers are set for each child who is taking part in the toilet training process, this allows the child to naturally become aware of what time is the correct time to use the toilet on their own time.

## **Biting Policy**

Biting is part of the natural developmental stage that many children go through. It is usually a temporary condition that takes place around thirteen months of age. The safety of the children at Creative Kids Daycare is our number one priority.

When a child is bitten:

For the biter:

1. The biter is immediately removed with the use of the words "biting is not okay; it hurts our friends."
2. The biter will be placed in a separate area where a staff member is able to communicate with the child to the point of understanding. For example, "I can see that you want the toy your friends have, but you cannot hurt him/her. We don't bite people."

Both parents will be notified with an accident/incident report form.

For the victim:

- Separate the victim from the biter.
  - Administer first aid. (Assess the wound area and clean with soap and water.)
  - Comfort the child.
  - Complete an accident/incident report immediately.
- 
- If your child bites two times (if skin is not broken) on any day, the child will be sent home for the remainder of the day.
  - If at ANY time the skin is broken, the child will be asked to go home immediately.
  - If the biting continues and is severe to where it becomes a danger to the children, Creative Kids Academy has the right to permanently remove a child from the program.

## **Toys from home**

Toys are wonderful! However, we ask that your child **does not** bring toys from home. We are sure to

have many toys to suite your child's needs here at Creative Kids.

## ***First Two Weeks of Enrollment***

*Each child who enrolls in Creative Kids Daycare and preschool enrolls in a two week "trial" period. Creative Kids Daycare assures that during this time the child/children adapt well to the environment and other children enrolled. If for any reason the staff at Creative Kids Daycare feels that it is not in best interest for the child/children to continue, all families will be notified immediately.*

