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

Child Information Form

Written Information Record

Media Release Form

Payments Infant/Toddler (6 weeks - 27 months)

$210 weekly.

Preschool (27 months-6 years of age)

$200 weekly.
*Payments are made **weekly**. Your child's first payment is due prior to or on their **first day of the week**.

Creative Kids Daycare & Preschool operates on a tuition-based enrollment system. Tuition reserves your child's spot in our program and is due in full regardless of attendance. This includes absences due to illness, vacation, holidays, or any other reason.

Closed Holidays (paid)
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
Day after Christmas
New Year's Eve
New Year's Day
Memorial Day
Labor Day
Good Friday
Independence Day

Program Philosophy

At **Creative Kids Daycare & Preschool**, we believe young children learn best through **hands-on, play based experiences** that are intentional, engaging, and developmentally appropriate. Play is the foundation of learning and allows children to explore, experiment, build confidence, and develop essential skills at their own pace.

Our program thoughtfully balances **child led play** with **teacher guided activities** designed to support kindergarten readiness. Through purposeful play, learning centers, group activities, and daily routines, children build strong foundations in:

- Early literacy and language development
- Pre-writing, fine motor, and hand-eye coordination
- Early math concepts such as counting, sorting, and patterning
- Social-emotional skills including cooperation, self-regulation, and problem solving
- Listening skills, following directions, and classroom routines

We focus on preparing children for a successful transition to kindergarten by fostering **independence, confidence, curiosity, and a love of learning**. Our nurturing environment supports the whole child while ensuring each child is academically, socially, and emotionally ready for the next step in their educational journey.

Infant Age

Our Infant Program supports early development through nurturing care and engaging activities. Babies reach key milestones, including social-emotional bonding, early communication, cognitive exploration, and motor skill development like rolling, sitting, and crawling. With a focus on individualized attention, sensory play, and a safe environment, we help infants grow, discover, and thrive at their own pace.

Toddler Age

Our Toddler Program at Creative Kids is designed to foster independence, curiosity, and early social emotional development in a nurturing and engaging environment. Through hands-on learning, sensory play, and structured activities, we encourage toddlers to explore, discover, and build essential skills. Our daily routine includes music and movement, creative arts, outdoor play, and early language development to support their growing minds and bodies. With a focus on fostering a love for learning, our dedicated teachers provide a warm and stimulating space where toddlers feel safe, supported, and eager to explore the world around them.

Preschool Age

Our Preschool Program at Creative Kids is designed to inspire curiosity, independence, and a love for learning through hands-on, play-based experiences. We focus on developing early literacy, math, and problem-solving skills while nurturing social-emotional growth. Our engaging curriculum includes creative arts, science exploration, outdoor learning, and structured activities that encourage critical thinking and collaboration. With a balance of teacher-guided instruction and child-led discovery, we

prepare preschoolers for a smooth transition to kindergarten in a supportive, stimulating, and fun environment.

What to bring

All Children

Required Items to Bring

Please ensure your child comes prepared each day with the following items:

- **A spare change of clothing, labeled, in case of accidents**
- **A small pillow and blanket for rest time**
- **A backpack and folder for daily communication and belongings**

Infant & Toddler Items

Parents of infants and toddlers are responsible for providing all necessary feeding and diapering supplies, including:

- **Bottles**
- **Breast milk and/or formula**
- **Diapers**
- **Wipes**
- **A labeled spare change of clothing**

All items should be clearly labeled with your child's name to help keep belongings organized.

Guidance & Discipline Policy

At Creative Kids Daycare & Preschool, children are always treated with dignity and respect. No child shall ever be harmed, humiliated, or subjected to inappropriate discipline. We use redirection, positive reinforcement, and developmentally appropriate guidance to prevent and de-escalate challenging behaviors.

Staff encourage children to solve and resolve conflicts independently whenever appropriate, while providing support and guidance as needed. All caregiving staff are expected to remain calm, respectful, and nurturing in all interactions with children enrolled in the program.

Prohibited Practices

Caregiving staff shall not engage in any of the following practices:

- Hitting, spanking, shaking, biting, pinching, or any form of corporal punishment
- Restricting a child's movement

- Inflicting mental or emotional stress, including humiliating, shaming, threatening, or using derogatory language
- Depriving a child of meals, snacks, rest, or necessary toilet use
- Confining a child in an enclosed or locked space

Time-Out & Safe Seating

Time-out is not used at Creative Kids Daycare & Preschool.
A "safe seat" may be used only as a last resort for children 3 years of age and older, and solely to help a child regain self-control in a safe and supportive manner.

Use of Restraint

Non-severe, developmentally appropriate discipline or restraint may be used ONLY when reasonably necessary to:

- Preventing a child from harming themselves
- Preventing a child from harming others or property

All such interventions will exclude prohibited practices listed above and will always prioritize the child's safety and well-being.

Lunch/Snacks

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

Reporting Absences

Please let us know if your child will be absent using these contact methods:

- Call/text Miss Casey (517) 442-4095
- Brightwheel

Admission/Withdraw

All children attending Creative Kids 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 5:00pm. Any child who is not picked up by 5:00pm will be charged an additional late fee. (Unless an arrangement is made in advance.)

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.

Illness & Exclusion Policy

For the health and safety of all children, families, staff, and volunteers, any child, staff member, or volunteer displaying symptoms of illness will not be permitted to attend the program until the appropriate exclusion or incubation period has passed.

If a child is sent home due to illness, they may not return for at least 24 hours and must be symptom free without the use of fever-reducing or symptom-masking medications.

Please note: Symptoms should never be masked with over-the-counter medications (such as fever reducers, cough suppressants, or anti-diarrheal medications) prior to arrival at daycare.

Symptoms & Illnesses Requiring Exclusion Include, but Are Not Limited To:

- Fever
- Diarrhea
- Vomiting
- Rash of unknown origin
- Conjunctivitis (pink eye)
- Strep throat
- Measles
- Influenza
- Chicken pox
- Meningitis
- Bronchitis
- Severe or persistent coughing
- Head lice
- Other contagious or communicable illnesses

Illness During the Day

If a child becomes ill while in attendance, parents or guardians listed on the child's information card will be contacted immediately. If we are unable to reach a parent or guardian, emergency contacts listed on the enrollment form will be contacted.

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 administration, 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, time to be given, duration, family signature, and date form were 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 it is serious or life-threatening call 911
- Administer proper CPR procedures.
- In the 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 who witnessed the situation. Staff will always use proper forms.

Minor accidents

At Creative Kids Daycare, children are active, learning, and exploring throughout the day. With play and movement, **minor accidents** may occasionally occur. These may include small bumps, scrapes, bruises, or falls that are common in early childhood settings.

When a minor accident happens:

- Children are immediately comforted and supervised
- First aid is provided as appropriate
- The situation is monitored closely for any changes
- Parents are informed at pick-up and/or through a written or digital incident report

All reasonable precautions are taken to maintain a safe environment, but minor injuries can happen as children develop coordination, balance, and independence.

Major accidents

Although rare, major accidents or serious incidents may occur and require immediate attention. These may include injuries such as head injuries with concerning symptoms, deep cuts, suspected fractures, significant falls, allergic reactions, breathing difficulties, or any incident requiring medical evaluation beyond basic first aid.

When a major accident or serious incident occurs:

- The child receives immediate care and close supervision
- Emergency services (911) are contacted when necessary
- Parents or guardians are notified immediately
- All actions taken are fully documented
- Licensing and regulatory requirements are followed, when applicable

A staff member will always remain with the child until a parent, guardian, or medical professional assumes care.

Toilet Training

At Creative Kids, it is our responsibility to follow the child's lead with toilet training. The interest in 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 it until it shows interest later. When a child is ready to take the 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 a behavior that can occur during a child's natural developmental stages, most commonly in early toddlerhood, and is often temporary. While this behavior can be developmentally typical, **the safety of all children at Creative Kids Daycare & Preschool is our highest priority**.

When a Biting Incident Occurs

For the Child Who Bites:

1. The child will be **immediately removed** from the situation and told in clear, age-appropriate language, *"Biting is not okay. It hurts our friends."*

2. The child will be guided to a **separate, supervised area**, where a staff member will communicate with the child at their developmental level to help them understand appropriate behavior. For example:
   "I can see that you want the toy your friend has, but you may not hurt others. We do not bite."

For the Child Who Is Bitten:

- The child will be **immediately separated** from the child who bit
- **First aid** will be administered as needed (assessment of the area and cleaning with soap and water)
- The child will be **comforted and reassured**
- An **accident/incident report** will be completed promptly

Parent Notification:
Parents/guardians of **both children** involved will be notified and provided with an accident/incident report.

Biting Escalation & Exclusion

- If a child bites **two times in one day** and **the skin is not broken**, the child will be sent home for the remainder of the day
- If **at any time the skin is broken**, the child will be sent home **immediately**
- If biting behavior continues and becomes **severe or poses a safety risk** to other children, Creative Kids Daycare & Preschool reserves the right to **terminate enrollment** for the safety of the group

We work closely with families to address biting behaviors using consistent, developmentally appropriate strategies. However, the safety and well-being of all children in our care must always come first.

Winter Weather Closures & Delays

Living in Michigan, we experience occasional winter weather conditions that may make travel unsafe. The safety of our children, families, and staff is always our top priority.

In the event of severe weather, including heavy snowfall, icy roads, or hazardous travel conditions, **Creative Kids Daycare & Preschool** will use our best judgment, along with guidance from surrounding school districts and current local road conditions, to determine whether a **delay, early dismissal, or closure** is necessary.

Additionally, there may be times when closures are unavoidable due to circumstances beyond our control. To help minimize disruptions, we have implemented a **Group A and Group B rotation schedule**, which is expected to be successful for most days and allow us to remain open whenever safely possible.

Families will be notified as early as possible of any delays, early dismissals, or closures.

Toys from home

Toys are wonderful! However, we kindly ask that children **do not bring toys from home** to daycare. Personal toys can often become a **distraction**, leading to conflicts, or risk being lost or damaged.

Creative Kids Daycare & Preschool provides a wide variety of **age-appropriate toys and learning materials** to meet each child's interests and developmental needs. This helps ensure a safe, engaging, and consistent environment for all children.

First Two Weeks of Enrollment

Each child who enrolls in Creative Kids Daycare and preschool enroll in a two week "trial" period. Creative Kids Daycare ensures 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 feel that it is not in best interest for the child/children to continue, all families will be notified immediately.