

## **Creative Kids Preschool**

### **Parent Handbook**

License # 455408443

3333 Bechelli Ln Redding, CA 96002

(530)215-1600

#### **About Us**

Creative Kids Preschool, Inc. Provides experienced and loving teachers in an engaging environment for children to gain confidence and academic growth. Children are encouraged to learn and enjoy the experiences to prepare them for school.

Creative Kids preschool utilizes Teaching Pyramid, a framework we use in our program to help children become ready for school. It is a pyramid with four levels. The first focuses on building strong social relationships between children, teachers, staff, and families. The second was accomplished by providing organized and supportive environments helping the children to successfully follow routines and meeting expectations for behavior. Next, we teach the social and emotional skills that are key to development and positive behavior. Finally, for children that need extra help, we work with families and other experts to create more intensive and individualized plans for children.

#### **Goals**

To develop large and small motor skills

To expand the child's communication skills through listening and speaking activities  
To nurture creativity and self-expression in each child through play, art, music, and movement  
To develop the child's potential for thinking, learning, reasoning, understanding and problem solving  
To encourage cooperation and socialization in large and small groups

To provide opportunities that aid in the development of appropriate social behavior

To promote independence and self-confidence.

#### **Hours of Operation**

6:30am – 5:30pm Monday – Friday for children ages 2 years old – 6 years old

7:00am – 5:30pm Monday – Friday for children ages 0– 2 years old

\*\*Late Pick Up Fee \$20.00 for first minute late, then \$1.00 each additional minute payment due at pickup after 5:30pm)\*\*

#### **Fees**

A one-time registration fee will be due upon new enrollment of \$80.00

#### **Rates**

3-6 years old:

5 Full Days \$880.00 mo.

4 Full Days 760.00 mo.

3 Full Days 660.00 mo.

2 Full Days 575.00 mo.

5 Half Days 700.00 mo.

4 Half Days 620.00 mo.

3 Half Days 530.00 mo.

0-2 years old:  
5 Full Days \$1,100.00 mo.  
4 Full Days \$1045.00 mo.  
3 Full Days 990.00 mo.

### **Payments**

Payments must be made in full by the 10th of each month or there will be a \$50.00 late fee. Payments made after the 20th of the month will owe another \$50.00 late fee. Payments are due in full each month regardless of illness, absences or vacations. Payment is due before service is rendered. Your child will not be admitted without prior payment.

*\*\*Payments must be received in advance of care being provided\*\**

*\*\*Late fee after the 10th of each month of \$50.00 will be due\*\**

### **Schedule Changes**

A two-week notice is required when making any schedule changes such as dropping a day or adding a day, going from/to full or part time. If you make a schedule change and decide it is not working, you may lose your contracted days if we have given them to another child. We cannot “hold” spots for your child.

### **Alternative Payment Program**

If you are receiving alternative payment assistance and you owe a family fee, we require that payment be made by the 5th of the month. Time sheets MUST be completed daily. It is your responsibility to sign your child IN and OUT daily. If you are late signing your timesheets you will be fined per day after the 5th of the following month at \$5.00 per day. It is your responsibility to make sure we have your certificates/sign in forms. Please be sure to keep in contact with your worker. If they refuse payment, it will become your responsibility to pay, or your contract will be terminated and all fees due will be reported to our law firm for collection.

### **Checks**

Checks will gladly be accepted until the first non-sufficient check is received. A \$25.00 fee will be charged per check. In this situation, we will only accept cashier’s checks, money orders or cash for future payments

### **Attendance**

Please let us know if your child is not going to attend their regular schedule due to illness, vacation, etc. If your child is absent over three (3) days with no notice, we will terminate your contract, and your space will be forfeited.

### **Illness**

To keep from spreading illness and disease, children must be kept home whenever they have the following symptoms:

Fever/Vomiting ----- 24 hours after symptoms are gone

After (3) Diarrhea----- 24 hours after the last diarrhea

Conjunctivitis (pink eye) ----- 24 hours of treatment

Lice----- Completely gone (ZERO nit policy)

Covid 19-----5 days of positive test or end of symptoms

Should the child become ill during the day the parent will be notified and it will be determined what would be the care for the child. This may mean taking the child home. You are required to pay for your

child's absence whether it is for illness or other reasons. This secures your child's spot on our roster.

### **Lost Items**

Please label your child's items with his/her name to ensure someone else does not assume they are theirs. Please do not send your child to school with phones, iPads, etc. or anything of value. *\*\*Creative Kids Preschool is not liable for lost or stolen items\*\**

### **Holidays**

Center will be closed, and no day care will be provided on the following holidays:

New Year's Day-January 1st

President's Day-3rd Monday in February

Memorial Day- Last Monday in May

Independence Day- July 4th

Labor Day- 1st Monday in September

Thanksgiving Day- 4th Thursday in November

Day after Thanksgiving- 4th Friday in November

Christmas Eve- December 24th

Christmas Day- December 25th

### **Discipline Policy**

The only forms of discipline used are redirection. Forms of discipline that violate a child's personal rights will not be tolerated or used at this center. They are as follows; Corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, or threat, mental abuse, or actions of a punitive nature including interference with daily living functions (eating, sleeping, toileting etc..) withholding shelter, clothing, or aides to physical functioning. Please refer to form LIC 613A (Personal Rights) For children with challenging behaviors, we may ask that you join us for a conference. We will try our best to find out the cause of the behavior and may require outside services, such as Far Northern Regional Center or Bridges to Success or a Counselor, to help your child. This may require a visit to your child's pediatrician or referral to another agency for evaluation such as Far Northern Regional Center or the Special Educational Department in your child's school district. Many times, behavioral challenges are due to a family situation or an undiagnosed disability.

### **Learning Aids**

We at Creative Kids Preschool are committed to helping children and families. We proudly accept children of all abilities. If your child needs special equipment to be successful in our facility. Please speak with the Director so we can do our best to provide the aid.

### **Probationary Period**

The Probationary period is the first (2) weeks of attendance. This is the time for parents, children and providers to ensure the placement will meet their needs. Anytime during this period care can be terminated without a two week notice by the parent or provider. A (2) weeks notice will be required when leaving Creative Kids Preschool. Two weeks tuition will be accepted in lieu of the notice. Enrollment may be terminated at any time by Creative Kids Preschool.

### **Placement**

An interview with the child and parent or guardian will be conducted prior to care to ensure appropriateness of the program for the child. *The following items are attached and must be completed and given to us before your child's first day of care:*

Admission Agreement

Notice of personal/parent's rights  
Identification and Emergency Information  
Consent for Emergency Medical Treatment  
Child's Preadmission Health History Report  
Child's Physician Report (Due every year expires after 12 months)  
Immunization Record (And after each new immunization)

*\*\*Some information needs to be updated periodically, please inform us of any new information on these forms\*\**

### **Meals**

Nutritious meals will be provided by the center and prepared onsite as follows:

Breakfast – All 8:00am Lunch – Infant/Toddler 11:00am Preschool 11:30am Snack – All 2:00pm

A menu will be posted on the parent board at the sign in/out area on the first of each month for that month. If your child does not arrive by 10:00am and we do not get a courtesy call letting us know your child will be late, your child will need to bring lunch from home. Our cook needs time to plan and cook enough food. If your child will not eat a particular meal served by us, please plan to bring them one. **\*\* This institution is an equal opportunity provider\*\***

### **Community Resources**

Creative Kids Preschool, Inc. Utilizes the Regional and Resource Center, Shasta County office of Education Resources and Referral, Bridges to Success, Help Me Grow Shasta, First 5 Shasta, Far Northern Regional center, Quality Counts North State and Alternative Payment Program among others. If you're needing help finding resources in your community. Please see the director and we may be able to assist you.

### **Naptime Procedure**

Every child will be required to nap or rest. Children who have trouble napping or resting will be provided a quiet activity. Mats and a sheet/blanket will be provided. Children may bring a blanket from home. For Infants: Creative Kids Preschool uses nap logs to monitor sleep, we do NOT use blankets or any other items inside the sleeping area. We also provide an infant needs and service plan. **Parent Slips**

Parent slips will be provided to better help communication between parent and provider. These will inform you of when your child needs diapers, wipes, extra clothes, incidents and accidents, or when your child has had a great day 🎉🎉

### **Incidents/Accidents**

If your child is injured at the center, and it is more than simple first aid, you will be notified immediately. If you cannot be reached, the physician on the Emergency Release Form will be called. Every effort will be made to contact you so be sure to update your information! In life-threatening emergencies, we will provide First Aid then, 911 will be contacted and you will be notified immediately thereafter. Scrapes and scratches will be treated with First Aid and reported to you on a parent slip and documented in our records.

### **Sign in/Out**

Parents are required to give full signatures when signing In/Out.

### **Medication**

Creative Kids Preschool, Inc. It is a non-medicating facility. All medications will be left at home. If your

child needs medication it will be your responsibility to administer it. Please speak with the director if you have any questions or concerns.

### **Transportation/Field Trip**

Creative Kids Preschool will get permission prior to any field trips that we may take.

### **Dress Code**

Please provide weather appropriate, change clothes as accidents happen. Because learning is hands-on and interactive, we require that you do not send them to school in clothes that cannot be stained, dirty, or discolored, etc. NO FLIP FLOPS will be allowed. All shoes must be appropriate for climbing, bikes, running, and general play on the playground. We also encourage shorts to be worn under dresses and skirts and that clothing is appropriate for the weather and using restrooms. Long dresses are not appropriate.