

Creative Campus Child Care

Parent Handbook

Welcome to Creative Campus Child. This parent handbook is to provide you with important information regarding our facility and the service we provide to the community. Please read this book carefully. If you have questions or concerns regarding the information provided, please feel free to speak with the Director or Assistant Director.

Mission:

Creative Campus Child Care is a facility that provides quality care for infants through school age children. Our goal is to provide safe, nurturing, and individualized care for the children in our community to allow them to reach their greatest potential. Our highly trained staff will support each child's development in all areas by providing an environment that meets the needs of each individual child.

Philosophy:

Creative Campus Child Care believes that children are individuals with a diverse range of needs. Each child's physical, emotional, social and intellectual development is fostered through a well-rounded curriculum and a qualified and caring staff. Our environment promotes growth in creativity and independence while maintaining an emotionally and physically appropriate place for children to develop.

Each child possesses a wealth of knowledge based on their experiences. Children are individuals with some similar experiences and some very different experiences. Through sharing information with one another, cooperative play, and drawing on children's interests, we can help children create a greater knowledge base from which they can draw from in the future.

Statement of Goals:

- *To provide a complete approach of care through a well-rounded curriculum
- *To provide an environment of care that promotes creativity, independence, and learning through play.
- *To collaborate with parents and families to meet the diversified and individual needs of the children we serve.

About Us:

Creative Campus Child Care is open Monday through Friday from 6:00 a.m to 6:00 p.m. Breakfast, lunch, and two snacks are provided daily. We are closed on the following holidays: Labor Day, Thanksgiving and the Friday after Thanksgiving, Christmas, New Year's Day, Memorial Day and Independence Day.

Taking A Tour:

Before enrolling your child, we require that your child come with you for a visit at least one time. The child can see the fun things he/she will be doing and meet teachers. This will help boost interest into a new surrounding with your support and encouragement.

Enrollment Requirements:

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| Application for admission physician | Health form signed by |
| Signed parent handbook | Tuition agreement |
| Copy of birth certificate | Emergency information |
| Release for medical treatment | Child's profile |
| Medication/special dietary information | Immunization documentation |

- These forms will be updated annually and as needed.

***Infants** also need a completed Infant Feeding form signed by a physician and updated by the parent monthly and as needed.

Children wearing diapers will need the following items brought from home in an unopened package, clearly marked with your child's name:

- Package of diapers
- Package of baby wipes (of preference)
- Diaper Cream (if needed)

Please note that diaper bags are not allowed in the infant rooms. Please refrain from leaving them in the facility on a day-to-day basis.

We realize this paperwork may take a little time, but it is important for the safety of your child and is a requirement of state and local licensing agencies. An equal opportunity provider, applications for enrollment are considered without regard to race, religion, color, sex, national origin, disability or any other basis prohibited by law.

Tuition Policies:

There is a registration fee and is payable when your child enrolls. This fee is used for administrative costs and is non-refundable. If your child drops and then re-enrolls, the registration fee may be charged again.

The following fees will apply:

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| Yearly Supply Fee \$25.00 | Late Pick-up Fee \$1.00 per min. after 6:00 pm |
| Returned Check \$20.00 | Late Payment Fee \$15.00 |

We want our Director to focus on providing your child with a creative, developmentally appropriate, caring environment, rather than collecting fees. Prompt payment of tuition helps make this possible.

At Creative Campus Child Care we plan for a proficient high quality curriculum, as parents you are responsible for your child/children's tuition regardless of attendance, holidays or vacation. The only time this does not apply is when you select to use any of these days towards your ten (10) free days.

All tuitions must be received on Monday of each week. A late fee of \$15.00 will be charged to any account not current by Tuesday at 6 PM. Tuition payment can be made in advance for the entire month. We prefer checks and/or money orders. If there is a problem with tuition payment please talk with your Director.

We will make every effort to accommodate special circumstances, but you may be asked not to bring your child until payment can be made. There is a \$20 for returned checks. If there are two incidents of returned checks we will require payment by money order or certified checks.

Absent Days:

We understand that your child may not be able to attend every day due to illness, vacation or other special stay-at-home days with you. We also understand that it can be frustrating paying for days when your child doesn't attend. This is why we offer a number of absence days for **full time** children that can be used one at a time or all at once **following sixty days of enrollment**. January of each year, you will be given the equivalent of two weeks of your child's regular program to be used when your child is absent. If your child attends five days a week, then ten absent days are given. If you enroll after June 1st, and following 60 days enrollment you will be given 5 days.

- Absence days are only valid for holidays, vacation and illness.
- Absence days must be used in the year provided to you and will not be transferred to the following year. The year starts January 1.

Drop off and Pick up Procedure:

Parents/Guardians must sign their children in and out each day on the touch screen monitor located at the entrance of the building as well as a hand signature in the notebooks provided. Please notify a staff member upon your arrival and departure from the facility. For your child's safety, a child will only be allowed to leave the facility with a family member/friends if their name is on file with the facility prior to pick up.

Please let anyone picking up your child know in advance that they will be required to show a form of picture identification before a child will be allowed to leave with them.

If you are more than one hour late picking up your child and we have been unable to contact anyone listed on the enrollment forms, we are required to contact Social Services who will pick your child up for safekeeping. Please let us know if you will be late so we can reassure your child.

Safety:

Safety is very important at Creative Campus. Should an occasion arise that we determine an individual picking up your child is under the influence of drugs or alcohol, we reserve the right to call an alternate person on the list you have provided. State Regulations requires this policy for all state licensed schools.

Communication:

Creative Campus Child Care feels strongly that communication is vital in providing quality care for your child.

* Daily communication is provided through conversations with your child's caregivers and the daily sheets filled out for each child by the teacher. The daily activity sheets keep you informed about your child's eating, sleeping, toileting, peer interaction, and participation in activities throughout the day.

* Parent Boards are located in each classroom to keep you informed about the current themes, lesson plans, menu, important dates and reminders.

*A monthly newsletter, The Creative Campus Connection, is published on a monthly basis to inform parents of important center news and information.

Our hope is that with our open-door policy that communication will occur year round.

Illness Policy:

In order to maintain a safe and healthy environment for all children an illness policy must be maintained. Any child who experiences any of the following symptoms will be placed in the isolation area and monitored until a parent/guardian can arrive. The parent will be notified and be expected to pick up their child.

- Fever – temperature of above 101 degrees Fahrenheit taken rectally, 100 degrees Fahrenheit taken orally or auxiliary (under the arm)
- Vomiting – one or more episodes
- Diarrhea – two or more episodes
- Communicable and contagious disease suspected – chicken pox, scarlet fever, measles, pink eye, head lice, impetigo and ringworm.
- Constant cough, wheezing or nasal discharge.

Children who experience any of these symptoms the night before must not be brought to the facility. Children must be fever free for 24 hours or have received a 24-hour dosage of antibiotics before returning to the facility.

Please let us know immediately if your child is exposed to or diagnosed with something communicable so that we can alert the parents of other children of the potential of exposure.

Medication:

Medication must come in the original container. A medication form must be completed and signed by the parent/guardian each week a medication is to be given to the child. The medication and completed form needs to be given to the staff member accepting your child. Please do not allow your child to bring medication in their pocket and do not leave any medication in a diaper bag.

Nutrition Program:

Running, jumping, singing, playing and growing makes your children hungry, so we provide two healthy snacks and a nutritious breakfast and lunch. The nutritional program is developed to meet requirements set by the Indiana State Board of Health, the children's nutritional needs, and also takes into account the types of food children prefer. Parents are welcome to join their child for lunch at no additional charge. If your child has certain allergies, religious or special dietary needs, you will need to discuss these special situations with the Center Director. It is fun to share with friends during special celebrations such as a birthday, but regulations allow for store bought items only in the original sealed container.

Allergies:

The more we know about your child's special needs, the better care we can provide. At the time of enrollment please inform us of any allergy issues that your child might have so we can take the necessary precautions.

Discipline Policy:

Each child will be handled in a positive manner by the Creative Campus Child Care staff. We encourage the children to work cooperatively, to share space and materials and to interact positively with others. We believe in guiding and encouraging each child to make good choices regarding appropriate behavior. No person shall ever use corporal punishment or other harsh and unusual treatment. No child shall ever be subjected to verbal abuse, humiliation, or neglect. Punishment shall not be associated with food, rest or toilet training. If needed, the staff member may use a brief time of supervised separation from the group for the child to regain control.

Appropriate Clothing:

Each child is to have at least one change of clothes at the facility at all times. As your child grows and the seasons change, please maintain the appropriate clothing for your child. Children will also be outside during the winter months. Please dress your child and/or children accordingly.

Security Items:

Each day a rest period is available to the children. Each Monday you will need to bring in clean nap items (blanket, pillow, stuffed animal, etc.) for your child. Please label them with your child's name. Blankets and pillows will be stored in your child's cubby until the last day of the week. Please take them home at the end of the week for laundering.

We ask that all toys be left at home, unless your child's class is having a "show-n-tell" day. The exception to this policy is a small soft toy that is used as a security item during rest time.

Transportation:

Children will be transported to facility field trips following the completion of a permission slip. Transportation may be provided to local schools based on volume.

Emergencies:

If a fire, severe weather or other emergency occurs, it is crucial for children to react in a safe and orderly fashion. We prepare your child and/or children by having regular drills and practices so he/she will know exactly what to do if an actual emergency happens. If an emergency evacuation of the facility occurs you will be notified.

Individual Child Care:

We understand that from time to time you may request the staff to baby-sit. This does not occur on Creative Campus Child Care premises and is not an activity we support. Our insurance liability does not extend beyond our premises and endorsed programs. Due to the liability involved, no child will be permitted to leave Creative Campus with an employee.