



**CREATIVE
KIDS**

A Christian Learning Center

Parent Handbook

Revised 08/12/19

Mission Statement

Creative Kids was founded to make a positive difference in the lives of children and families. Our goal is to provide safe, affordable, and high-quality child care for our community. We have one ultimate goal: To care for these children as our own.

Purpose and Philosophy

Our purpose is to provide a safe environment where a child can grow and develop. Creative Kids exists to provide avenues that will meet the needs of each child and encourage a positive attitude toward themselves and others. All that we do at Creative Kids centers around loving children. Our staff recognizes that you are entrusting to our care your most precious gift, your child. We take seriously our job of helping parents raise happy and healthy children.

General Information

Owner / Director

Shauna Peacock

Days and Hours of Operation

Monday through Friday

7:00 am to 6:00 pm

Holidays

Labor Day

Thanksgiving Holidays

Christmas Holidays

New Year Holiday

Martin Luther King, Jr. Day

Good Friday/Easter Monday

Weather Holiday

Memorial Day

July 4th Holiday

Address

Creative Kids Childcare Center

457 E. Northside Drive

Clinton, MS 39056

924-2273 (Care)

Faculty

Creative Kids of Clinton LLC only employs individuals of high moral character. Christian individuals are sought who project an ability to extend warmth, love, compassion, and understanding for your children.

It is our belief that all personnel of our childcare facility are "teachers" of children. We understand the extreme need and importance of having qualified, conscientious teachers for our infants through school-age.

Staff Requirements

Criminal Record and Child Abuse Registry checks are performed on all employees of Creative Kids Childcare Center. Employees must be fingerprinted at the local police department and undergo a national fingerprint check through the Federal Bureau of Investigation in Washington, D.C. The State Child Abuse Center also completes a background check. Background checks are also performed on other personnel that frequent our facility.

Personnel of Creative Kids Childcare Center are required by the Mississippi Department of Health to complete fifteen contact hours of staff development each licensure year. Contact hours for staff development must be approved by the State licensing agency. Adult and Infant CPR and First Aid training is required by our facility for all personnel.

Dress Code

Employees are requested to be well groomed, presenting a favorable appearance appropriate to the service they are providing. In light of whom we serve, employees of our center are requested to dress appropriately at all times.

Admissions Requirements/Procedures

Before admission to Creative Kids of Clinton LLC, the following must be on file in the administrative office.

1. Registration form with registration fee (non-refundable)
2. First week's tuition
3. *Tuition agreement
4. *Release Form
5. *Emergency Card
6. Form 121 (immunization record)
7. *Summary of Licensing Standard (signed form)

*All forms are located in the application.

Immunization (121) form must be up-to-date from the doctor or the Health Department. We will need an additional statement each time the child receives boosters and other immunizations. Due to regulations of the Health Department children are not allowed to attend the Childcare center without this updated form.

Each application is subject to review and approval by Creative Kids Childcare Center Management. We reserve the right to deny any application due to any medical or behavioral problems or any other reason we feel that enrollment of the child is in anyway not in the best interest of Creative Kids. We do not discriminate based on sex, religion, or race for enrollment of children.

Applications will be reviewed and accepted or denied in the order in which they are received until our pre-determined capacity for each program has been reached.

Tuition

1. Childcare tuition is to be paid in advance of services provided.
2. Tuition is due on Monday and considered late on Tuesday. Payments may be made weekly, bi-weekly or monthly, but must be made in advance of services rendered.
3. Should an emergency arise causing a parent to be unable to pay tuition at the due time, he/she should call the center on or before the due date to make arrangements for payments.
4. If payment has not been made by Monday, and no previous arrangements have been made, all accounts with a balance will be charged a \$25.00 late fee on Tuesday,
5. A child will be removed from the rolls of the Childcare Center if an account is two weeks past due.
6. If a check is returned for insufficient funds, a \$30.00 charge will be posted to the account. If two checks are returned for insufficient funds, only cash payments will be accepted by the center.
7. Tuition must be paid whether a child attends or is absent. Tuition is paid the entire year including holidays observed by the center, and days missed for inclement weather.
8. If withdrawal from the Childcare Center is needed, the parent shall provide a two weeks written notice to the center. If circumstances prevent the parent from supplying a two-week notice, the parent will be required to pay the center two weeks tuition in lieu of notice.
9. Checks should be made payable to Creative Kids Childcare Center. The memo portion of the check should supply the name of the child.
10. A receipt should be received for all cash payments.
11. Creative Kids Childcare Center operates during the hours of 7:00 am to 6:00 pm. If a child is not picked up by 6:00 pm according to the key pad time, a late charge of \$15.00 will be added to the account. After fifteen minutes, the charge will be an additional \$2.00 per minute. Should an emergency occur causing a tardy pick-up, please call the center.
12. A thirty day notice will be supplied for the parents of Creative Kids if there is to be an increase in tuition charges.
13. Annual registration will be due in August of every year and supplies fees will be due at the beginning of August and January.
14. A registration fee of \$75.00 dollars per child is due during initial sign-up, as well as the beginning of each new school year.

Arrival and Departure

Arrival

Upon arrival, children should be accompanied into the building. Please remove your keys and lock your vehicle. Never leave a child unattended in the vehicle. You will enter the access code to unlock the front door.

Times

3K and 4K children need to be in his/her class by 8:30 each morning in order to benefit from our kindergarten program. Teachers will begin implementing curriculum at this time.

~All children must be dropped off no later than 9:30 am.~

Sign In/Out

Parents or guardians are responsible for signing their child in and out of the Center. All children must be accompanied to his/her classroom.

Departure

Please follow the same guidelines listed in arrival. Also, any person other than parents that pick up a child must be listed in the application and have their own access code. Should someone unfamiliar arrive to pick a child up, they will be required to show a picture I.D. The person picking up the child must be 18 years or older and reflected on the application. No child will leave the center with someone not on your application.

In order to add someone new to the pick-up list, a written permission letter must be presented to administration. Should a child be left past 6:30, and no one on the emergency list can be contacted, the center will contact the Department of Human Services and the local Police Department.

Leaving the Center

Parents are asked to buckle children in their car seat. Creative Kids will not release a child to an intoxicated parent or a parent under the influence of drugs. Should this occur, the teachers will contact the administrative staff. We will then contact the other parent or anyone else on your emergency list to pick up the child. The safety and security of your child has been entrusted to our childcare center. Other children and parents also have the right to expect a safe environment.

Field Trips

Children of Creative Kids are transported primarily by van. Guidelines have been established by Creative Kids to promote the safety and well being of children in our care.

1. All drivers have a valid driver's license and have exhibited a safe driving record.
2. Insurance adequately covers the transportation of children.
3. All children and adults are properly restrained in seat belts or car seats.
4. Seat restraints are appropriate to the age and weight of the children being transported.
5. Staff to child ratio is maintained at all times on vehicles transporting children to the center or field trips.
6. Creative Kids will only transport children three and older on field trips.
7. In the event of hazardous weather conditions, field trips will be canceled or cut short.
8. Each child must have a signed permission slip to attend a field trip.
9. Parents are welcome to attend any of the field trips; however your child will be expected to follow the same rules as every other child during your visit.
10. Creative Kids does not deliver children to his/her home.

Emergency Procedures for Illness or Injury

Procedures for life threatening illness or injury

In the event of illness or injury of a child, the center will: First, determine if the illness or injury is life threatening. Secondly, if life threatening, 911 will be called. Finally, notify the parent or legal guardian. If the parent or legal guardian cannot be reached we will call other emergency contact numbers on your application.

Procedures for Non-life threatening illness or injury

In the event of illness or injury the center will first, determine if the illness is life threatening. Secondly, the parent will be notified to come and get the child. We will administer First Aid and care until the parents arrive. If the parent or legal guarding cannot be reached we call other emergency contact numbers on your application.

Health

Creative Kids will depend on parents to assist in maintaining a center that will insure the health of all children. **Parents must keep child at home if there are any signs of illness.**

1. Fever (within the previous 24 hours)
2. Vomiting and/or diarrhea
3. Any symptom of the usual childhood diseases such as scarlet fever, measles, mumps, chicken pox, and whooping cough.
4. Sore throat
5. Croup/Common Cold
6. Any unexplained rash
7. Thrush
8. Any skin infection- boils, ringworm, impetigo
9. Pink eye and other eye infections
10. Lice

If a child has chronic allergies and is under the care of a physician, a written statement from the physician must be presented stating the nature of the child's condition and that it is not contagious.

If a child becomes ill at the center, the parent will be contacted immediately for the following:

1. Fever of a 101 degrees taken under the arm (24 hours before returning)
2. Diarrhea three times in the current day.
3. Severe Coughing
4. Redness of eyelid lining followed by swelling and discharge of puss.
5. Vomiting (24 hours before returning)
6. Labored or rapid breathing
7. Yellowish tint to skin or eyes

No-Medication Policy

Creative Kids of Clinton LLC does not disperse medication. If medication is essential to the well being of a child, it will be the responsibility of the parents to make arrangements for someone to come to the center and administer prescribed medication.

Contagious Disease

If your child has a contagious disease, please contact the childcare office as soon as possible. A sign will be posted on the door of the classroom allowing other parents to be aware of the possibility of communicable disease.

Absences

Please notify the office by 9:00 am if your child will be absent, or arriving late. The center and your child's friends are interested in his/her welfare. Your call also allows us the opportunity to plan more accurately the number of snacks and lunches needed.

Health and Outside Play

Weather permitting, the center provides an opportunity for children to experience daily outdoor play. Please keep your child at home if he/she appears to be too ill for outdoor play. Our center provides group care and will be unable to keep individual children in their classroom.

Infants Sleeping Position

As recommended by the American Pediatrics Association, in regards to the prevention of SIDS (Sudden Infant Death Syndrome), Creative Kids will place infants on their backs, or sides for sleeping.

Rest Time

Cots with clean sheets are provided for each child. Children are welcome to bring a small blanket and pillow. All will be sent home every Friday to be washed. Since guests in the room may disturb children sleeping, parents are requested to plan dismissal of children at times other than the established rest period. Children may have one rest-time friend with them, examples: stuffed animal or blanket.

Evacuation Procedures

Fire and Weather Emergency

Our staff is trained to evacuate children in the event of fire or weather emergencies. Emergency procedures are posted on the Parent Bulletin Board in the lobby area. Emergency fire exits and tornado plans are posted in each classroom.

Evacuation of Childcare Facility

In the event of needful evacuation of the Childcare Center due to flooding, fire, tornado destroying the building, or other major emergency conditions, children will be taken to First Baptist Church of Clinton. Announcements will be made by media broadcasts. Parents will be contacted to come and pick up their child. Should the emergency prevent the usage of our Van, rental vans or buses will be used.

Emergency Closing

In the event of hazardous conditions, such as snow or ice, the center will stay open as long as safety allows. We will follow Clinton Public Schools schedule for closing due to weather. If other emergencies occur, for example: break in the water main, total loss of power, damage to the center due to acts of nature, parents will be notified and asked to pick their child up immediately.

Child Abuse

Please be aware that Creative Kids is mandated by law to report any suspected child abuse to the Mississippi Department of Human Services.

Bringing Toys

Please refrain from bringing toys to school, unless it is a designated "share day." If toys are brought into the center, they will be placed in the office for the parent to pick-up at the end of the day.

Potty Training

Creative Kids will be happy to assist with the potty training process. However, parents are encouraged to initiate training at home before starting at school. A potty consultation is required prior to potty training. Please provide the pull-ups with the Velcro sides and dress your child in easily manipulated clothing. Children should have several changes of clothing clearly labeled with child's name.

Children are expected to be potty trained a month before entering into the three year old program.

Pacifiers

Pacifiers must be attached to the child's clothes; however it will be detached from the child during rest time. Pacifiers are not allowed in the three year old program and above.

Food

Food for Babies

Parents are responsible for furnishing each day's supply of baby food, formula, and juice for children unable to eat regular table foods. All necessary food, bottles, and pacifiers should be labeled with the child's name. Glass bottles are not permitted.

With parental consent, and when infants are old enough to hold their own bottle, they may feed themselves without being held. The bottle shall be removed immediately once empty, or when the child has fallen asleep.

Parents are requested to inform administration, and their child's teacher, when his/her child is ready for table foods. Parents should continue updating teachers concerning the intake of new foods.

Meals and Snacks

Creative Kids participates in the USDA Food Program. We provide full, healthy meals for both breakfast and lunch, in addition to nutritional afternoon snacks each day. All meals and snacks follow specific nutritional guidelines established by the USDA to ensure that our children maintain healthy diets. Menus are distributed monthly and are posted on the bulletin board in the lobby.

Outside Foods Prohibited

In accordance with regulations from the State Board of Health, foods outside the facility will **not** be allowed. Please do not send children with left over breakfast or candy. Please insure there is nothing in their hands when entering the center.

Food Allergies

Please notify our staff if your child has any known food allergies. There will be an updated list of children who have food allergies in each class room at all times.

Times

Breakfast ends at 9:00 a.m. daily. Also, snack and lunch times will be posted in each child's class room. If a child comes to the center after these times, Creative Kids will not be responsible for serving your child these meals.

Breakfast Policy

Creative Kids participates in the USDA Food Program. We provide a full healthy breakfast each day that provides

Birthday Parties

Our center welcomes the efforts of parents wishing to provide a special occasion for their child's birthday. Please let the office know two weeks before so our teachers can plan around this event. Please do not pass out invitations to a party unless every child in that room is invited.

Holiday Parties

Our center invites the involvement and participation of parents in assisting teachers in providing special parties and holiday celebrations throughout the year. We will have a sign-up list for each class prior to the event.

Clothing

Please allow your child to come to the center each day in comfortable, washable clothing. Select clothing that can be easily managed. Please always have an extra set of clothes in your child's bag or cubby for the unexpected. Do not allow your children to wear inadequate shoes for outside play. They should not be easy for the child to remove themselves; shoes must be worn at all times. Parents are required to supply diapers and wipes for children who are not yet potty trained. Please make sure you label all clothes sent to the center with your child.

Biting Policies and Procedures

Biting is a natural biological function in children and is quite common in childcare centers. It happens for different reasons with different children and under different circumstances. The reason why children bite may fall under the heading exploration, teething, cause and effect, attention, imitation, independence, frustration, or stress.

Before children reach the age of toddlers, their communication is accomplished primarily through physical means such as shoving, pushing, or biting. When children become frustrated by the actions of others, they choose to exercise what they know and understand the natural impulses. Later, as their language skills are developed the physical impulse response decreases.

These are some guidelines on how our staff handles biting situations:

1. Teacher will stay close to the biter, if trouble seems near at hand, the teacher will intervene and guide the child's social skills.
2. The teacher will comfort the victim. The teacher will give more attention to the child that is bitten than to the biter.
3. Teacher will explain clearly and briefly that biting hurts and is not allowed.
4. Bite wounds will be cleansed with soap and water and hydrogen peroxide if needed. Antibiotic ointment will be applied, followed by an ice pack.
5. A bite will be documented on the victim's injury report. Due to our confidentiality policy, the name of the biter will not be reported, so please do not ask the teachers who did it.
6. The incident will be documented on the biters discipline report. The circumstances of the bite will be relayed to the person picking up the biter.
7. Administration will keep a bite log. We will evaluate and try to figure out why the biting is occurring and how to help prevent future biting.

Should biting occur often, the following procedures will be followed by staff:

1. Prevention will be tried. Example: When teacher is diapering, the biter may be placed in a high chair or toddler table as a preventative method.
2. New behaviors will be taught. Anticipate the child's frustration and redirect his/her attention to an interesting activity. Offer alternative ways of expressing themselves.
3. The biter can help wash, bandage, and comfort the victim. Making him/her a part of the comforting process is a good way to teach expressing frustrations.
4. Should the situation get out of control, the teacher will be required to bring the child to the office. The parent will be notified, and a conference will be scheduled in order to get a better understanding of the behavior.
5. If a child bites three times in one day the parent will be required to pick up the child immediately.
6. If a child is sent home more than three times for biting, Creative Kids reserves the right for dismissal of the child.

Discipline Policy

Creative Kids operates on the premise that discipline is teaching children acceptable behavior. Our staff seeks to promote positive behavior in young children and gives them the opportunities to gain self-control, the ultimate goal of discipline.

Role of Staff in the Discipline Process

The staff will promote positive, acceptable behavior and give opportunities for children to gain self-control. Realizing the importance of separating discipline from punishment, our staff seeks to utilize creative discipline techniques that promote positive behavior. Avoiding punishment, which refers to negative consequences, it is our desire to avoid competition, comparison, criticism, or threats. We possess the awareness that punishment will only cause poor self-esteem and will not teach children acceptable behaviors or self-control. Our staff will always promote positive and acceptable behaviors.

Role of Parents in the Discipline Process

Parents will be informed on a regular basis of the social development of their child. Parent questions or concerns are respectfully requested, considered, and will be shared when needed with other staff members or office personnel. Since we have observed that children respond to discipline when the adults involved are consistent, it is hoped that consistency will be evident to the child between home and the staff of our center.

Should a child's behavior become severe enough to interfere with the normal functioning of his/her classroom atmosphere, it may become necessary for parent and staff to assist the child in dealing with the problem behavior.

1. A group conference may be called to discuss and analyze the negative behavior and contributing factors for it.
2. Parents may be required to come for their child during the day if an undesirable behavior becomes harmful to their child and others.
3. In extreme situations, when the above-described procedures have been followed, but have not been effective, the administrator of the center has the authority to remove the child from the center.

Corporal Punishment Prohibited

Corporal Punishment may not be used by parents, guardians, staff members, etc. on the property of Creative Kids of Clinton LLC. This is a state law. Corporal punishment is defined as jerking, yanking, slapping, hitting, yelling, etc. at a child.

Insurance

Creative Kids of Clinton carries liability insurance only. It is the parent's responsibility to maintain a health and accident insurance policy for each child.

Procurement Fee for Hiring Our Staff

Hiring of our staff by parents is highly discouraged because it presents a conflict of interest for the teacher. If a parent does hire a teacher for a position (i.e. nanny or caregiver) that competes with the center during enrollment or for a period of 12 months after withdrawal from school, then the parents shall have 30 days to notify the center and pay the center a \$2500 placement fee. This fee is common and in line with what many nanny agencies charge for placement. This does not apply for after-hours babysitting.