



After-school  
**CLUBHOUSE**

# Parent Handbook

Revised 05/05/2020

## **Mission Statement**

Creative Kids Afterschool Clubhouse was founded to make a positive difference in the lives of children and families. Our goal is to provide safe, affordable, 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 Afterschool Clubhouse exists to provide avenues that will meet the needs of each child and encourage a positive attitude toward themselves and others. All we do at Creative Kids Afterschool Clubhouse centers around loving children. Our staff recognizes that you are entrusting your most precious gift to us, 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**

#### **School Year:**

Monday through Friday

1:00 pm - 6:00 pm

#### **Summer, Holidays, and Breaks:**

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 4<sup>th</sup> Holiday

### **Address**

Creative Kids Afterschool Clubhouse

457 E. Northside Drive

Clinton, MS 39056

924-2273 (Care)

## **Faculty**

Creative Kids Afterschool Clubhouse 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. We understand the extreme need and importance of having qualified, conscientious teachers.

## **Staff Requirements**

Criminal Record and Child Abuse Registry checks are performed on all employees of Creative Kids Afterschool Clubhouse. 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 Afterschool Clubhouse 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 Afterschool Clubhouse, 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. USDA Application
8. Bank Account Information
9. \*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. 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 Afterschool Clubhouse Management. Reference checks will be completed and 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.

## CREATIVE KIDS TUITION AGREEMENT

*~Please initial next to each item indicating you've read and agree to the terms provided~*

\_\_\_\_\_ Tuition must be set up on an automatic draft using bank or credit/debit card information.

\_\_\_\_\_ Tuition is due each Monday. It can be paid weekly, biweekly or monthly, as long as it's in advance of services provided.

\_\_\_\_\_ A \$25.00 late fee, per child, will be applied to all accounts with a balance on Tuesday.

\_\_\_\_\_ Should a payment be returned for insufficient funds, a \$30.00 charge will be applied to the account. After a second insufficient funds occurrence, only cash payments will be accepted. Cash payments are due each Monday in order to return or be picked up from school on Tuesday. No exceptions.

\_\_\_\_\_ Tuition is due regardless of attendance. This includes closures for any reason.

\_\_\_\_\_ A two weeks notice is required to withdraw a child from our program. If circumstances prevent a two weeks notice from being provided, two weeks of tuition will be owed in lieu of notice.

\_\_\_\_\_ Should a child not be picked up by 6:00 p.m., a late fee of \$15.00 will be added to the account. After fifteen minutes, an additional \$2.00 per minute will be charged. Late pick up fees are due that day at time of pick up.

\_\_\_\_\_ CK A/S Clubhouse will provide a 30 day notice if there is to ever be a tuition increase.

\_\_\_\_\_ Annual registration fees are due in August of every year.

\_\_\_\_\_ \$25.00 Supply fees are due once in August and once in January for a total of \$50.00.

\_\_\_\_\_ \$75.00 annual registration fee is due at time of initial enrollment and each school year following.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## AUTODRAFT INFORMATION

*~Please initial next to each comment indicating you've read and agree to the terms provided~*

\_\_\_\_\_ CK A/S Clubhouse has permission to draft my account each week for the amount owed in tuition, as well as any outstanding balances or late fees incurred, as long as my child is enrolled in their program.

\_\_\_\_\_ CK A/S Clubhouse has permission to draft \$75.00 the first Monday in August to pay the annual registration fee.

\_\_\_\_\_ CK A/S Clubhouse has permission to draft \$25.00 the second Monday in January and the second Monday in August to pay the activity fees, as long as my child is enrolled in their program.

\_\_\_\_\_ CK A/S Clubhouse has permission to draft \$75.00 the second Monday in May to pay the Summer Camp registration fee, as long as my child is enrolled in their program.

### Billing Information

Name on the card:	
Card Number:	
Card Expiration Date:	
CVC (3 digit number on the back of the card):	
Address associated with the card:	

**PLEASE ATTACH A VOIDED CHECK IN THIS SPACE**

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

## 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.

~For all day care, children must be dropped off no later than 9:30 am.~

### Clocking In/Out

Parents or guardians are responsible for clocking their child in and out of the Clubhouse. This process is a Health Department mandate and must be upheld.

Parents receiving a childcare voucher will also be required to sign their child(ren) in and out daily.

### Departure

Please follow the same guidelines listed in arrival. 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 listed on the application by parent/guardian as having permission to pick up that child. No child will leave the center without written permission.

In order to add someone new to the pick-up list, a written (dated and signed) 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 the appropriate seat restraint. Creative Kids Afterschool Clubhouse 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 Afterschool Clubhouse. Other children and parents also have the right to expect a safe environment.



## Field Trips

Children of Creative Kids Afterschool Clubhouse are transported primarily by van. Guidelines have been established 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.
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. In the event of hazardous weather conditions, field trips will be canceled or cut short.
7. Each child must have a signed permission slip to attend a field trip.
8. 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.
9. Creative Kids Afterschool Clubhouse 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, the center will:

1. Assess the situation
2. Call 911 if necessary
3. Contact parent/guardian

### Procedures for Non-life threatening illness or injury

In the event of illness or injury the center will:

1. Assess the situation
2. Call 911 if necessary
3. Contact parent/guardian

## Health

Creative Kids Afterschool Clubhouse 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.**

4. Fever (within the previous 24 hours)
5. Vomiting and/or diarrhea
6. Sore throat
7. Croup/Common Cold
8. Any unexplained rash
9. Any skin infection- boils, ringworm (can still come, but must be covered), impetigo
10. Pink eye and other eye infections
11. 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

### Medication Policy

Creative Kids Afterschool Clubhouse will dispense medication upon the completion of the Medicine Release Form. Please bring medications in their original containers with the dosage administration information. Also, prescription meds must have the child's name on it.

### Contagious Disease

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

### **Absences**

Please notify the office by 9:00 am during full time hours and 1:00 pm during part time hours 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.

## **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 Creative Kids Afterschool Clubhouse 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 inclement 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 Afterschool Clubhouse is mandated by law to report any suspected child abuse to the Mississippi Department of Human Services.

## Food

### Meals and Snacks

Creative Kids Afterschool Clubhouse 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 on the bulletin board in the lobby, as well as posted on social media outlets.

### 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.

## Clothing

Please allow your child to arrive each day in comfortable, washable clothing. Select clothing that can be easily managed. Do not allow your children to wear inadequate shoes for outside play. Shoes must be worn at all times. Please make sure you label all clothes sent to the center with your child.

## Discipline Policy

Creative Kids Afterschool Clubhouse 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 their child's behavior. Parent questions or concerns are respectfully requested, considered, and will be shared when needed with other staff members or office personnel. Since 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.

It's imperative we support one another at home and Creative Kids Clubhouse. Should discipline issue continue without support, the child will be dismissed.

**Should a child's behavior become severe enough to interfere with the normal functioning of the program, 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 dismiss 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 Afterschool Clubhouse. 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 staff. Should a parent 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, the parent has 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.