



Parent Handbook

(2017-2018)

Mission Statement:

We are a community within a community, striving to ensure all children's introduction to Christian Values, with an emphasis on life-long learning.

Vision Statement:

Creation Kids is known for our strong family connections, successful Christian-Based Preschool Program, small classrooms, and it's unique family involvement.

Creation Kids Childcare Center - CoraVille
(New Horizons Methodist Church)

2251 1st Ave
CoraVille, IA 52241
319-887-2284

Email: chdir@southsbpa.net
Website: www.creationkidschildcare.com

Creation Kids Childcare Center - North Liberty
(North Liberty First United Methodist Church)

85 N. Jones Blvd
North Liberty, IA 52317
319-626-2284

Email: chdir@southsbpa.net
Website: www.creationkidschildcare.com

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About Creation Kids:

Creation Kids first obtained a license from the Iowa Department of Human Services [DHS] in August 2000. Creation Kids has maintained a good working relationship with their DHS Consultant since. Creation Kids does full and part time preschool and daycare, as well as a Before and After School Program. [BASP] We strive to ensure that each child is prepared socially and academically for Kindergarten. Creation Kids has 2 three-year - old rooms and 2 four/five-year-old rooms, as well as our BASP. In August 2011, Creation Kids opened a second site at the New Horizons Methodist Church in Coralville, where we have 1 three-year-old room, and 2 four/five-year-old rooms. Our North Liberty Site is licensed for 95 children, and Coralville is licensed for 40. We have grown both in quantity and quality over the years, starting with 5 children in 2000 and now we have well over 150 children enrolled either full or part time each year, between our 2 Locations.

Creation Kids is known for our strong family connections, successful preschool program, small classrooms, and its unique family involvement. Parents are encouraged to attend holiday parties, field trips, and other center sponsored activities. We do the following family functions annually: Christmas Program, Graduation Program, Summer Family Swim, Adventureland Outing, Parents Night Out, and Santa's Workshop. Creation Kids Preschool also does Parent/Teacher Conferences two times per year, to allow parents to see how each child has progressed, and to address any questions or concerns.

Creation Kids is a Christian – Based Program. We include bible stories, prayers before snack and lunch, as well as how to treat others with respect and manners. We also sing Christian songs during music time, as well as during both programs. It is our goal to introduce and give the children a Christian background as well as working on Christian values. We also include Bible Stories as some of our themes.

Creation Kids curriculum is theme based. Each room works on a theme and a letter throughout the week. Themes are normally one week in length and sometimes are two weeks. Teachers strive to teach the children letter recognition, letter sounds, writing, sorting, counting, science, and sensory as well as various social aspects to each child's daily life.

Creation Kids has Iowa Kids Sight and the University of Iowa Speech and Hearing Department come out each spring to check each child for vision and hearing problems. These are both free services to the children. We also have a Photographer come to us each spring and fall to take both group and individual pictures that the parents can purchase.

Hours of Operation:

Hours: 6:30AM - 6:00PM, Monday - Friday

*There will be a late fee of \$1.00 for every minute that your child is picked up after 6:00PM.

Closing of Center:

Creation Kids will be **CLOSED** on the following Holidays:

- *New Years Day
- *Thanksgiving Day
- *Good Friday
- *Friday after Thanksgiving
- *Memorial Day
- *Christmas Eve and Day
- *July 4th
- *Labor Day

***When a holiday falls on a Saturday, it will be observed on the Friday before, and if the holiday falls on a Sunday, it will be observed on the following Monday.**

Additional Closings: Creation Kids will be closed one day in June for annual family field trip and 1/2 days in August for staff in-service. These days will be announced by May 1st each year.

Weather - Creation Kids closes when the Iowa City Schools close due to weather. When Iowa City Schools have late starts or early outs, it is then the Director’s decision to stay open or to close early. There is a possibility if the schools get out early because of bad weather and the roads are bad we may not pick up the children from school. The center may still be open and you can bring your children to the center. We will notify parents as soon as we know so you can make other arrangements. If Clear Creek does not have school because of weather, Creation Kids will not be able to take the children, due to staffing.

***Tuition is calculated on a weekly basis. Therefore, parents must pay for their child’s tuition, even if Creation Kids is closed because of bad weather, holiday, or due to an emergency/safety situation. (See pages 16-20)**

Tuition: (is subject to change)

Rates per week or day:

*Preschool all day	\$190.00/Week
*Preschool Only (until 11:45) -	\$30.00/Day
*Preschool Part Time all day	\$40.00/Day
*Before School -	\$45.00/Week
*After School -	\$65.00/Week
*Before and After -	\$85.00/Week
*Morning Late Starts	\$6.00/Day
*Early Outs (except scheduled Wed & Thursdays)	\$8.00/Day
*No School Days -	\$30.00/Day
*School Age Summer Program - (Includes all meals and field trips)	\$180.00/Day
*Summer Hold Fee-	\$25.00 / week
*Registration Fee -	\$50.00 (1 st child) \$25.00 (every child after)
*Deposit-	(First week’s tuition)
* Return Check Fee	\$30.00

*NOTE - Tuition must be paid, even if your child is ill or on vacation.

If your child’s tuition gets more than two weeks behind and no payment arrangements have been made with the Director, your child will no longer be able to attend Creation Kids.

***Tuition** is due on Monday or the first day your child attends for the week.

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* **Late Payment Fee Policy:** If your tuition is not received by Monday at 6:00PM for that week, late charges will begin on Tuesday. Late charges are as follows: \$5.00 per week that your tuition is not received.

Parental Access Policy:

Creation Kids welcomes parents to our center at all times. We encourage parents to be a part of their child's learning experience and to see what goes on throughout the day. Creation Kids Director and staff encourage you as parents to come and talk to them at any time about any questions or concerns you may have. Staff members are also willing to meet with you to talk after hours or when it is convenient for you. If there are problems with separation, divorce or other matters, please let the Director and staff know about the situation and how it should be handled. We respect and abide by any court orders.

Admission/Enrollment Policy:

If you would like to enroll your child or children in Creation Kids Childcare Center please call the Director at 626-2284. Appointments to visit the center can be made anytime by calling the Director. During your visit to Creation Kids, the Director will go over policies or questions that you may have. A tour of the center will also be done, and you will have the opportunity to meet staff that are present at the time of the tour.

If you decide to enroll your child, the following paperwork must be filled out and returned to the Director, prior to the child's first day: Contract, Emergency/ Medical Consent, Picture Release, First Aid, Travel Release, Current Physical, and current Immunization Card. **In addition, all children must have a lead screen, and a dental exam. Any child with special needs must have an action plan filled out by a doctor. This includes but is not limited to food allergies, asthma, or any other special medical needs.**

Every child that is enrolled in Creation Kids must be potty trained before starting, as we do not have changing tables for the children.

Sunscreen Policy:

The parents of children enrolled in program must sign a sunscreen permission slip, as well as provide sunscreen and a face stick for each child with at least SPF 45. Sunscreen will be applied each time the children are playing outdoors.

Children Requiring Special Accommodations Policy:

Accommodations Policy:

Creation Kids will have reasonable accommodations, based on the special needs of a child. Accommodation can be specific treatment prescribed by a professional or a parent. Creation Kids will also make modifications of equipment, or removal of physical barriers, if able. These policies are reviewed annually in case of changes with the Americans with Disabilities Act. [ADA]

Note: Limitation of accommodations may exist for children whose needs require extreme facility modifications or treatment beyond the capacity of Creation Kids' resources.

Attendance Policy

Children are expected to attend school based on their contracted service hours. Regular, punctual attendance will help assure that your child is successful.

A parent or another authorized responsible adult must sign the child in and out each day with the correct arrival and departure time. All individuals authorized to pick up a child must be at least 18 and be listed on the child's emergency card. Under no circumstances should a child be dropped off in the parking lot or front door to find his/her own way to the classroom. An adult must bring his/her child in and make direct contact with the staff.

We are always concerned about the welfare of our students. Please notify the preschool staff of any scheduled or unscheduled absences. If there will be a scheduled absence for your child (vacation, doctor's apt, etc), please notify the director or staff in advance by email, phone call, or in person. If there is an unexpected absence (illness, emergency), please email or call the preschool to let the staff know by 9:00 am on the first day of absence. This will help teachers plan activities accordingly and will give us peace of mind knowing why your child is absent.

Curriculum and Assessment:

Purpose and Goals of Learning

Language Development:

All rooms have a variety of books that each child can read or look at. Children are encouraged to verbalize with each other as well as their teacher. There are writing centers open to the children to stimulate story telling and to help each child write letters and words. The children also work on writing their names on a daily basis, as well.

Creative Play:

Each room will contain learning centers that enhance the creativity of each individual child. A few of the centers are: blocks, books, dramatic play, writing, and sorting. In these centers, the children have the opportunity to choose what they would like to work on or play with. This gives children the chance to be creative and use their imaginative skills.

Outside Play:

Children have at least two scheduled play times outside each day (weather permitting). At this time the children have the opportunity to run, play on equipment, and play ball or other activities.

Art:

Art gives children the time to express their feelings and be creative. Many different art supplies are available to the children so they can use their creativity. Cutting, pasting, tearing, and painting are only a few of the art activities we do. Staff show great interest in the children's work, by asking questions and hanging the finished product up for display.

Music:

Each morning all the children gather together to open their day with music. The children sing songs, finger plays, or just dance around for fun. This gives the children a variety of music and the chance to use their great singing voices. Music is also played throughout the day during centers and naptime. Music is a big part of learning and it gives children and teachers the opportunity to feel unconfined.

Mathematics and Science:

There are many opportunities for each child to learn math and science throughout the day. Staff work on math and science skills through sorting, counting, calendar, playing outside, experiments, as well as many other ways.

Motor Skills:

Large motor equipment is provided outdoors and a big open indoor space that can be used for balls and running games. There is large motor time scheduled at least once, and most of the time, twice a day.

Field Trips:

Field trips are used to help the children get a better idea of what the teacher is talking about. Field trips also give children the chance to see things they may not be able to picture mentally, as well as to do hands-on activities. We do a variety of off site field trips, and also have visiting Speakers.

Snack and Lunch:

Children are provided with nutritious snacks and meals every day that fulfill all food requirements. Children's prayers are done before every meal and are chosen by the children. They also learn table manners, how to pass dishes, and to say please and thank you.

Creation Kids Provides an Environment that Allows Children to:

- *Learn and observe Christian values and teaching
- *Develop creativity in art, play, and thinking
- *Develop security and feeling of success
- *Develop an interest and joy in learning
- *Become familiar with a group setting
- *Learn to be with other children
- *Make choices and decisions
- *Develop self-expression
- *Develop responsibility
- *Explore and discover
- *Develop self-control
- *Develop self - esteem

Creation Kids Staff:

- *Listen and care
- *Model and guide
- *Trust and respect
- *Observe and question
- *Encourage and stimulate
- *Expand interests and clarify ideas
- *Are patient, understanding, flexible, happy, and enjoy children

Child / Staff Ratios:

Child / Staff Ratios meet the Department of Human Services guidelines of at least the following:

3yrs – 1 staff - 8 children

4yrs - 1 staff – 12 children

School Age – 1 staff – 15 children.

Field Trip/Transportation Policy:

Children that attend Creation Kids Childcare Center may leave the center to take a field trip. The field trips will include learning as well as fun experiences. Most field trips will be in the surrounding area and not far away from North Liberty. Parents will be notified in advance of each trip and will be asked to sign a permission slip that includes date, time leaving, and time returning. If you choose for your child not to go on the field trip that is scheduled, he/she may stay at the center in another class or with the Director, as long as ratios are still met, and the Director is on site.

When children are being transported to and from a field trip or school, whether it is in the Creation Kids van or a parent's vehicle, all children under the age of six must be in a car seat. (Preschool parents must provide approved safety restraints system for field trips). All other children must have a Car Seat Permission slip signed and filled out by the parents, which tells Creation Kids Staff how you would like your child restrained in Creation Kids Vans. There will always be at least two adults in the Creation Kids van while transporting kids on field trips. If children are being transported to and from school, there will only be one adult with them.

All staff & parent volunteers that would like to transport children or go on a field trip must have a valid Drivers License, valid insurance, be at least 21 years of age, do a DHS background check prior to the field trip, and fill out a sub. /volunteer statement, stating that they are free of any communicable disease.

Anytime children leave the center, a first aid kit and a list of all children's emergency consent forms are taken, in case of an emergency.

Non-Center Activities Policy:

Creation Kids will only transfer children to and from school. We will not be accommodating extracurricular activities, such as sports, swim lessons, etc. If you have any questions on this policy, please contact the Director.

Discipline Policy:

Creation Kids practices positive reinforcement, redirection, and time out, as a last resort. The use of physical punishment is not tolerated at Creation Kids. Each staff member has been directed to talk to the children and help them to understand what they have done and how to do it differently next time. The main goal of our discipline is to help the child to make a better decision next time he/she is in that situation, instead of doing the same thing again. We want the child to eventually be able to use self-control, when faced with a bad situation.

Creation Kids staff does not only use positive reinforcement for wrong behavior, but also for good behavior, to let the children know they are doing the right thing. We like to praise and sometimes reward a child for making a good decision. This often will build self-esteem and self- confidence. Positive reinforcement is used every day.

If talking to a child and redirection does not help or change the child's behavior, time out will then be used. If none of these things work and we have talked to the parents about other ideas, but the behavior is still occurring and is a concern for the other children or staff, discharge of the child may be considered.

*See discharge policy below.

Discharge Policy:

A one month written notice from the parent to the Director is required if your child is leaving the program. If you fail to do so you will be required to pay for the month after you leave the program. We do have the right to terminate your child's care due to non-payment, failure to follow center policies, failure to follow sickness policy, or if your child is a threat to our staff or other children.

We also have the right to discharge a child for reoccurring behavior. The process for discharge starts with the problem being addressed by the teacher in the classroom. If this is not successful, the Director will address the situation. During this time, the parents will be informed and kept up to date on the problem. If the child's behavior still does not improve or gets worse, there will be a meeting with the child's parents, teacher, and the Director. After we have talked to the parents, and if the problem with the child gets worse and does not improve, the parents will be called and the child will be discharged from the program. As long as the child is not a threat or hurting staff and children, the parents will be given a two-week notice. Otherwise the child will be dismissed immediately. We do have the right to call parents and have the child picked up, if the behavior continues over a period of time during the day.

Nutrition Policy:

Creation Kids will be serving breakfast, lunch, and two snacks at the following times: Breakfast: 7:15-8:00, Morning Snack: 9:30, Lunch: 12:00, Afternoon Snack: 3:30. Each child will be served a nutritious meal and snack based on Child and Adult Care Food Program [CACEP] Guidelines. If a child has allergies, special accommodations will be made. Creation Kids will substitute (if able) a different healthy food for a child that cannot eat the food on the schedule for that day.

Snacks brought in for special occasions, such as birthdays, or holidays, do not have to meet the CACEP Guidelines.

Menus are planned a week in advance, and are made available for parents to see in each classroom. They are also kept on file, if a parent has a question or concern regarding an old menu.

The Meal must consist of four food groups according to the following chart...

Child Meal Pattern Breakfast Select All Three Components for a Reimbursable Meal			
Food Components	Ages 1-2	Ages 3-5	Ages 6-12
1 Milk Fluid milk	½ cup	¾ cup	1 cup
1 Fruit / Vegetable Juice, 2 fruit and/or vegetable	¼ cup	½ cup	½ cup
1 grains / bread 3 Bread or	½ slice	½ slice	1 slice
Cornbread or biscuit, or roll or muffin or	½ serving	½ serving	1 serving
Cold dry cereal or	¼ cup	1/3 cup	¾ cup
Hot cooked cereal or	¼ cup	¼ cup	½ cup
Pasta or noodles or grains	¼ cup	¼ cup	½ cup

1. Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.
2. Fruit or vegetable juice must be full strength.
3. Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

Child Meal Pattern			
Lunch or Supper			
Select all four components for a reimbursable meal			
Food Components	Ages 1-2	Ages 3-5	Ages 6-12
1 Milk Fluid milk	½ cup	¾ cup	1 cup
2 Fruits / Vegetables Juice, 2 fruit and/or vegetable	¼ cup	½ cup	¾ cup
1 Grain / Bread Bread or Cornbread or Biscuit or roll or muffin or Cold dry cereal or Hot cooked cereal or Pasta or noodles or grains	½ slice ½ serving ¼ cup ¼ cup ¼ cup	½ slice ½ serving 1/3 cup ¼ cup ¼ cup	1 slice 1 serving ¾ cup ½ cup ½ cup
1 meat / meat alternate Meat or poultry or fish ⁴ or Alternate protein product or Cheese or Egg or Cooked dry beans or peas or Peanut or other nut or seed butters or Nuts and/or seeds ⁵ or Yogurt ⁶	1 ounce 1 ounce 1 ounce ½ cup ¼ cup 2 tbsp ½ ounce 4 ounces	1 ½ ounce 1 ½ ounce 1 ½ ounce ¾ egg 3/8 cup 3 tbsp ¾ ounce 6 ounces	2 ounces 2 ounces 2 ounces 1 egg ½ cup 4 tbsp 1 ounce 8 ounces
<p>1 children age 12 and older may be served larger portions based on their greater food needs. They may not</p>			

be served less than the minimum quantities listed in this column.

- 2 Fruit or vegetable juice must be full strength.
- 3 Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.
- 4 A serving consists of the edible portion of cooked lean meat or poultry or fish.
- 5 Nuts and seeds may meet only one-half of the total meat /meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or super requirement.
- 6 Yogurt may be plain or flavored, unsweetened or sweetened.

Child Meal Pattern

Snack

Select two of the four components for a reimbursable snack

Food Components	Ages 1-2	Ages 3-5	Ages 6-12
1 milk Fluid Milk	½ cup	½ cup	1 cup
1 Fruit / Vegetable Juice, 2 fruit and/or vegetable	½ cup	½ cup	¾ cup
1 Grains / Bread Bread or	½ slice	½ slice	1 slice
Cornbread or biscuit or roll or muffin or	½ serving	½ serving	1 serving
Cold dry cereal or	¼ cup	1/3 cup	¾ cup
Hot cooked cereal or	¼ cup	¼ cup	½ cup
Pasta or noodles or grains	¼ cup	¼ cup	½ cup
1 meat / meat alternate Meat or poultry or fish 4 or	½ ounce	½ ounce	1 ounce
Alternate protein product or	½ ounce	½ ounce	1 ounce
Cheese or	½ ounce	½ ounce	1 ounce
Egg 5 or	½ egg	½ egg	½ egg
Cooked dry beans or peas or	1/8 cup	1/8 cup	¼ cup
Peanut or other nut or seed butters or	1 tbsp	1 tbsp	2 tbsp
Nuts and/or seeds or	½ ounce	½ ounce	1 ounce
Yogurt 6	2 ounces	2 ounces	4 ounces

- 1 Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.
- 1 Fruit or vegetable juice must be full-strength. Juice cannot be served when milk is the only snack component.
- 2 Breads and grains must be made from whole-grain or enriched meal flour. Cereal must be whole-grain or enriched or fortified.
- 3 A serving consists of an edible portion of cooked lean meat or poultry or fish.
- 4 One-half egg meets the required minimum amount (one ounce or less) of meat alternate.
- 5 Yogurt may be plain or flavored, unsweetened, or sweetened.

The center will supplement food brought from home to ensure nutrition standards are met. Food brought from home will be kept in the kitchen refrigerator.

Non-Discrimination Notices

Federal

“In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Short Notice

USDA permits the use of a shorter notice: (when space does not allow the full statement)
 “This institution is an equal opportunity provider.”

Iowa

“It is the policy of Creation Kids Childcare Center not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7. If you have questions or grievances related to compliance with this policy by (Name of CNP Provider), please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index.html>.”

If the CNP participates in NSLP or SBP, the Iowa Code section 216.9 must also be referenced.

*The USDA notice must be printed on all material describing the program, such as handbooks, letters and pamphlets, and on websites. The print for notices may **not** be smaller than the print of the text in the material. Prototype letters and forms available from the SA include the correct USDA announcement.*

Food Brought From Home Policy:

Parents need to inform the Director and Teachers of any food allergies that a child may have. The center will (if able) then substitute a different nutritional meal instead. You must inform the center of any change in reaction that the child may have as well.

Creation Kids is a Peanut Free Facility, so please do not bring in any foods that contain Peanuts or Peanut Butter.

No alternative meals and snacks will be allowed, unless the child has a special diet or allergy. You may bring in snacks and treats for your child's class on special occasions, such as holidays and birthdays.

Health Policy:

All children at Creation Kids must have an immunization card to be admitted, as well as a completed physical exam by their doctor, and this must be given to the Director no later than two weeks after admission of the child. The physical must be less than a year old and both forms are to be signed by the Doctor. Physicals are then updated every year on or during the month of the child's birthday. Parents are also required to fill out an emergency consent form that states allergies, doctor and dentist with phone number and address, hospital, and current medications the child is taking, and acute or chronic conditions the child may have. Parents will also provide a written consent to obtain emergency care for their children.

Creation Kids staff and children will demonstrate clean personal hygiene to prevent and minimize the transmission of disease and illness. All staff have a health assessment and done every 3 years.

All staff will wash their hands at the following times throughout the day:

1. Upon arrival at the center,
2. Immediately before and after eating or participating in any food service,
3. Before leaving the restroom either with a child or by themselves,
4. Handling or cleaning garbage,
5. Giving medications,
6. Cleaning or handling center pets,
7. Administering any kind of first aid, or touching bodily fluids.

Children's hands are washed at the following times throughout the day:

1. Immediately before and after any meal,
2. After using the restroom,
3. Immediately before and after participating in any food service activity,
4. playing in water that is used by more than one child,
5. Handling center pets.

Medical Emergencies:

Full and complete first aid kits are present at all times where ever children are. These kits are checked monthly to make sure all items are present. If an emergency takes place and we used items out of the kit, they will be replaced immediately. Each first aid kit contains: Band-Aids, gloves, gauze, and sterile pads. Each first aid kit is equipped to address only minor injuries or trauma. Staff are required to wear gloves when assisting any injury.

If medical emergencies require prompt medical treatment, 911 will be called, as well as the parents. If we are unable to reach the parents, then the child's emergency contact will be called. A staff member will go with a child until a parent has arrived. Ratios will still be met at this time. If the injury does not need prompt medical treatment, the injury will be treated from the first aid kit and if it needs further treatment the parents will be notified to come get the child.

When children are injured at Creation Kids, the staff member that was present at the time of the injury will fill out two accident/incident reports, describing the injury and explaining how it happened. Parents are then to sign both copies, one of which is given to the teacher for the child's file and the other to go with the parent. Parents will be called and notified of any serious injury or illness. Children who are injured or ill will be provided a quiet resting place, under the supervision of a teacher, or the Director.

Medication Policy:

- Creation Kids staff will administer necessary medications, including prescriptions and over the counter. The Director and staff must be made aware of these medications by having the parent fill out and sign a medication sheet for each medication. (There are forms located on the table outside of the Director's office) The medication sheets are only valid for 30 days, and will need to be refilled out if the medication needs to continue.
- Staff will then fill out the date, time, amount, and initial the medication sheet each time the medication is given at the center. If the child is absent or the medication is forgotten that will be written on the sheet.
- All medications must be in the original container with the pharmacy or pharmacist's label intact, including date, child's name on it.

- Medications will either be refrigerated if needed or be locked in the Director's office.
- No medication should be left in a classroom or a child's backpack/cubby.
- If a child has an inhaler or any other preventative medication, you must leave an extra one at the center.
- No medication will be used past the expiration date.
- If a child is on a daily dose of medication, which is given at home, we reserve the right to send your child home, until they are medicated.

Dental Emergencies:

Any dental emergency requires a phone call to your child's dentist, who needs to be listed on the emergency consent form. Parents will also be notified about any dental injuries. If Creation Kids staff are unable to reach parents, one of the other emergency contacts on the emergency consent form will be called. Any dental injuries will also get an incident report written, including an explanation of how the incident happened and what we did to help the child. Parents will be asked to sign two copies, leaving one of them with the teacher, and taking the other one with you. Staff are required to wear gloves when assisting with dental emergencies. Hands are also to be washed before and after assisting the injury. Staff will then dispose of any towels, clothes or first aid items containing blood, or secretions. Children who appear to be ill or injured badly will be removed from the classroom and taken to the Director's office for quiet time until the parent arrives.

Biting Policy:

Biting is a common way that infants and toddlers (zero-three) communicate their frustrations with others. While it is our every intention to prevent biting, there are occurrences that happen that a staff can not always be by the child's side to prevent biting, as it happens so quickly. Some other reasons a child may bite are as follows; need for oral stimulation, teething, too many transitions throughout the day, overwhelmed by sounds, light, or stimulation, experimenting to see what will happen, over-tired, lack of language skills, necessary to communicate. If a child has been bitten, staff will take the following measures; the child will get immediate attention, depending on the severity of the bite, the parents will be contacted by phone, the wound area will be cleaned, and a written incident report will be sent home with the child. The child that did the biting will be talked to about biting, and how it is not ok to bite. The parents of the biter will also be notified. Due to the age of the kids enrolled in our program, if a child continues to bite, parents will be notified and the child will be dismissed from our program. We will keep the line of communication open with the biting child's parents and discuss different things we can do together to help the child with biting. If a child is continuing to bite, documentation will be kept on the days, times, and reasons they are biting to see to gather more information. This will also allow us to determine if the child is getting enough supervision during these times. Confidentiality is important to us and we will not disclose the name of the biting child to the bitten child's parents, either in conversation or in accident reports.

Infectious Disease Policy:

All tables are wiped down with a Sanitizer, before and after each meal served. The bleach/water solution is made each morning. We practice Universal Precautions when dealing with any blood or bodily fluids. Any towels, gloves, or waste are disposed immediately following clean up. (Cross reference Universal Precautions Sheet and Cleaning, Sanitizing, or Disinfecting Sheet at the back of Handbook)

Facility Cleaning & Sanitation Policy:

Floors are swept, mopped and vacuumed at the end of each day, and more if needed. Carpets are cleaned every 6 months. All bedding items are to be washed at the end of each week. Cots are sprayed with Sanitary Solution at the end of the week as well. All meal prep areas are sanitized with solution before and after use. Tables are sanitized before and after each meal. Toys are cleaned immediately after a child has put it in their mouth or it has been soiled upon. All other toys are sanitized monthly and more if needed. Toilets and restrooms are cleaned daily, and when soiled on. If an outbreak of illness occurs, cleaning and sanitation are done more frequently.

We practice Universal Precautions when dealing with any bodily fluids. Any towels, gloves, or waste is disposed of immediately following clean up. (Cross reference Universal Precautions Sheet and Cleaning, Sanitizing, or Disinfecting Sheet at the back of handbook)

Pet Policy:

All children must have a signed permission slip to have contact with any classroom pet. Any time staff or children handle an animal, they must wash their hands. Only staff will be allowed to clean and feed the animals. Staff must wash their hands after cleaning or feeding the animals. Animal cages are cleaned at least 2 times per week and more if needed. All animals are current on any vaccines that are required.

Exclusion Policies:

Parents or other authorized adults will be notified when their child has a sign or symptom that requires exclusion from preschool or daycare. Examples for exclusion of the child include, but are not limited to, the following:

1. The illness prevents the child from participating comfortably in activities.
2. The illness results in greater need for care than the staff can provide.
3. The child has any of the following conditions

Fever:

A child with a fever of 100°F or more will be sent home. He/She may return once the fever is gone (less than 100°F) for 24 hours **without the use of Tylenol**.

Diarrhea:

A child that is having uncontrollable diarrhea will be sent home. The child may return 24 hours from the last diarrhea (stools are no longer watery, and have returned to normal consistency) and when bland foods are tolerated. Uncontrollable diarrhea is defined as an increased number of stools compared to normal pattern, stools are watery, and decreased form is not contained by the use of a toilet.

Mouth Sores:

A child who has mouth sores and is drooling will be excluded from preschool/daycare. The child may come back to school, when sores are scabbed and healed, or when a health care provider determines the child is not contagious.

Eye Infection:

Parents will be notified if their child has any signs of pink eye. The child will be sent home and may return after being on an antibiotic or eye drops for 24 hours.

Ear Infection:

If a child is showing signs of an ear infection, the child's parents will be called. The parent will then be asked to take the child to the Doctor. A child, who does have ear infection, must be on antibiotics for 24 hours and fever free without the use of Tylenol before returning to the center.

Strep Throat:

Children with strep throat will be excluded from daycare until they are on antibiotics for 24 hours and fever free without the use of Tylenol.

Chicken Pox:

A child who has been detected with chicken pox lesions will be sent home immediately. The child may not return until all the chicken pox have dried and crusted.

RSV:

When a child is diagnosed with Respiratory Syncytial Virus (RSV), he/she may not return until approved by a physician.

Impetigo:

Impetigo is a highly contagious skin infection. If a child is suspected to have this, parents must come and get their child immediately, and take to a physician. The child may not return until an antibiotic has been given for 24 hours.

Scabies:

Parents will be notified if a child is suspected to have scabies, and the child will be sent home. Children with scabies will not be able to return to the center until they are treated for at least 24 hours.

Pin Worms:

A child with pin worms will be sent home. The child will be out of the center until they have been treated for at least 24 hours.

Ringworm:

A child who is suspected to have ringworm will be sent home and is required to see a physician. Children with ringworm may return after medication and clearance from a Doctor is given.

Head Lice:

The parent's will be notified if a child shows any signs of head lice. The child may return to preschool once the hair has been properly washed with shampoo.

Hepatitis B:

If a child is a HBV carrier, the Director must be informed. Children who carry HBV may be excluded from program if they show aggressive behavior, such as biting or scratching.

* In regards to any of the illnesses listed above or any additional illnesses, the staff have the right to call the parents if they suspect that the child has an illness, especially if they think it could be contagious. If parents come get their children and take them to the doctor and they are not contagious, then they may come back. This policy is only to keep all children healthy and to keep illnesses from being passed on to other children. Also any illness that is going around the center will be posted, so parents are aware of any illnesses their children have been exposed to.

Safety Policy:

Safety is a big priority at Creation Kids. We do all we can to provide a safe environment for your children. The following things are being done to provide such environment:

1. **All staff** are certified in CPR, first aid, infectious disease control and are mandatory child abuse reporters.
2. **All staff** are to wear Creation Kids shirts and name tags with a picture on them.
3. Parents are required to fill out pick up permission forms and only those people are allowed to pick up a child.
4. If someone unknown to the staff picks up a child, staff will require that person to show identification, even if the person is the child's parent. (Please remind others picking up child to have their ID)
5. Parents **MUST** sign their children in and out so we know who is at the center and how many children we have.

These are only some of the things we do to ensure your child's safety while at Creation Kids. Staff are always counting children to make sure all are with them at all times. If someone other than the people you have listed on the emergency consent form is going to pick your child up, we need a phone call or a written note telling who the person is. Also, if it is a contact person but not a normal pick up person.

* **Note:** If we are not notified that someone other than a parent is picking a child up, we will not let the child leave the center. The Director will then notify the parents and let them know what the plan is.

Safety and Emergency Procedures:

***If at anytime, we must evacuate the building for any reason listed below we will relocate to the MOC (the building north of the Church). If the emergency situation does not allow us to be on Church grounds, we will as safely as possible put the children in vehicles and relocate to the New Horizons United Methodist Church. We will then notify parents to come and get their child / children.**

***Fire and Tornado Drills are conducted once a month. Staff are trained and refreshed of all other emergency plans twice a year.**

Emergency Plan for a Fire:

In the event of a fire, staff are to find the quickest and safest of two routes to get the children out of the building.

Route One - Exit building from the classroom through the playground exit doors.

Route Two - Exit room and go through the fellowship hall (Big Room) and go out the north doors (left). Go to the end of the parking lot, and wait there until it is safe to go back into the building.

*911 will be called, and if we cannot go back inside parents will be called to come and get their children.

Emergency Plan for a Tornado:

In the event of a tornado, the 3 and 4 year olds will exit their rooms and go through the fellowship hall (big room), go into the women's restroom, and sit against the wall with their heads down and covered, with their arms. The school age children will exit their room, go into the men's restroom, and sit against the wall with their heads down and covered. All staff and children that are outside when the sirens go off will immediately go to the closest entrance and go to their designated cover.

In the event of a Tornado or Fire staff will do the following:

1. Make sure all children are with them at the time they leave the room.
2. They will take the sign in/out sheet with them to make sure all children are with them at all times. (This is why it is very important that all children are signed in and out.)
3. They will have a first aid pack with them.
4. Everyone will stay in sheltered areas until an all clear is announced.

Emergency Plan for an Intruder/Dangerous Adult:

A dangerous adult would be described as a person who is exhibiting inappropriate behavior, bearing arms, and/or showing signs of intoxication. This also includes a person who has been ordered by the court to not have contact or be in the presence of a child enrolled in the program. Creation Kids staff must be informed of any court orders dealing with children in the center. Any intruder or person who we believe is dangerous will be asked to leave. If the person does not comply, then 911 will be called. While the police are on their way, the children will be locked in their rooms until the intruder has left or when it is safe to come out. If the intruder is a threat to the building, the children will be moved to a new location. In the event that the intruder leaves before the police arrive, staff will attempt to get a license plate number, and a description of the vehicle and person. However, the staff will not put themselves at risk by attempting to detain the person.

Emergency Plan for a Lost or Abducted Child:

** Creation Kids takes the following measures to prevent a child from getting lost or abducted.*

1. Each morning, when parents bring their children, they must walk the child to their classrooms and sign them in.
2. Each afternoon, when parents pick up their children, the children must stay in the classroom until you come in to get them, and they must also be signed out.
3. When someone other than the parents is picking up a child, staff are required to see identification. We must also have verbal or a written notice from the parents, letting us know the full name of the person picking up the child.
4. When staff leave the center for any reason with the children, they will take the sign in/out sheet with them so they are always aware of the children they have.
5. When going on a field trip, all rooms must maintain their ratio, plus have at least one other adult for every teacher in the room.

*** If a child would become lost or abducted the following steps will be taken:**

1. Call 911 – Report the child missing, give a physical description of the child, name, age, clothing the child was wearing, time, and the location where the child was last seen.
2. Call the lost or abducted child's parents.
3. Keep all other children calm.
4. Call all other children's parents to inform them of the emergency, in the case of an abduction of a stranger.
5. If the situation arises have parents pick their children up from the center.

*** If staff sees a child being taken the following measures will be taken:**

1. Call 911- to report that a child has been taken, and give the police a physical description of the child and their abductor.
2. Staff will try to get a license plate number and a description of the vehicle.
3. Call parents of the child that was abducted.
4. Keep all children calm, and if the situation arises call parents and have all children picked up.

Emergency Plan for a Bomb Threat:

In the event of a bomb threat at Creation Kids, the police and parents will be notified. Creation Kids staff will evacuate the children as quickly and safely as possible. The exit plan is the same as the fire emergency plan. We would then relocate to our safe place listed above.

Emergency Plan for a Gas Leak:

When a gas leak is noticed, Creation Kids staff will evacuate the children in the same manner as the plan for a fire. We will then relocate to our safe place listed above.

Emergency Plan for a Power Failure:

When there is a power failure over two hours, parents will be called to come and pick up their children. If the power failure is at snack or lunchtime, there will be an alternative meal that can be prepared for the children. If we must evacuate, we will relocate to our safe place listed above.

Emergency Plan for a Chemical Spill:

In the event of a chemical spill at Creation Kids, the Director will locate the spill and determine if it is a danger to the children. If the spill were a danger to the children, we would then evacuate the building like a fire evacuation and relocate to our safe place listed above. We would then call the parents, and have them come and pick up their children.

Emergency Plan for Earthquakes or Structural Damages:

In the event of an earthquake or structural damage, staff would make sure all children are accounted for. If the danger is immediate the staff will get the children under tables and in doorways as fast as possible. If the danger is not immediate, staff will then follow the tornado escape route to the restrooms. After the earthquake or structural damage has ceased the Director will assess the damage and determine whether or not to call the officials and parents. If it is necessary to evacuate, the Director will determine a safe route and get the children to a new location, the safe place listed above. Parents will then be called.

Emergency Plan for Strong Winds / Blizzards:

If there are strong winds, blizzards, etc. and recommendations are made by emergency officials to take cover, staff and children will follow the emergency route for a tornado. Everyone will stay in the restrooms until it is clear to come out. The Director will then notify parents if it is needed to have the children picked up.

Parent Code of Conduct:

1. Parents or designated pick up persons are expected to be respectful to our staff and children.
2. Matters that are not resolved by Teachers, must be addressed to the Director of Assistant Director.
3. Shouting at Staff, Children, or Parents is NOT allowed.
4. Profanity towards Staff, Children, or Parents is NOT allowed.
5. Persons shouting, using profanity, or engaged in disruptive behavior will be asked to leave and may be dismissed from our Center. This may result in the dismissal of children.

Gun Policy:

Guns are not allowed on Church Property - Except for law enforcement officers with a Professional Weapons Permit. If you carry a gun upon Church property, you will be considered a trespasser.

Political Party Policy:

While we encourage everyone to participate in the political process, we ask that you do not distribute signs or pamphlets to anyone on Church property.

Acknowledgement of Receipt of Handbook

The content of this Parent Handbook may be modified, revoked, suspended, terminated, or changed at any time by Creation Kids Childcare Center.

PARENT'S ACKNOWLEDGEMENT - By signing below, I acknowledge that i have read and understand the policies contained herein. I have received my copy of the handbook and I understand it is my responsibility to read and comply with the policies and guidelines contained in the handbook and any revisions to it.

Received on _____

Child's Name: _____

Parent's Signature : _____ Date: _____