



Parent Policy Handbook

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Creative Early Learning Center Parent Policy Handbook

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Welcome to Creative Early Learning Center, Inc.

About Us

The **Mission** of Creative Early Learning Center, Inc. is to provide children with a safe, healthy and fun environment which enables children to discover themselves and their limitless possibilities. An environment where each child can grow and learn at their own level.

Our **Purpose** is to provide you with quality child care in a loving and learning atmosphere. We strive to meet your personal needs and to offer you the best guidance and learning for your child away from home. We will guide your child with a positive approach to develop self-confidence, self-control and to respect one another and their feelings.

Our **Philosophy** is that loving care, together with a developmental learning program paced to each child's need, interest and rate of development, is a very important part of the "total child". Our learning programs are structured with individual differences and age characteristics in mind. We provide "hands on learning" activities that focus on social, emotional, intellectual and physical needs. Creative Early Learning Centers, Inc. is committed to work together with parents and teachers for the benefit of a child.

Our **Goal** is to provide a safe, clean, nurturing child oriented atmosphere. We know how important it is for children to feel safe and secure. We set high standards for cleanliness, friendliness and professionalism.

Our **Teachers** are trained in CPR, first aid, the management of communicable diseases, the recognition and prevention of child abuse and other educational related areas. Our teachers hold one of the most important and difficult jobs in society today – they are helping to raise America's future. We strive to create mutual respect between parents and teachers; to build a partnership for the benefit of the child. Open communication is a key factor between teachers and parents. We have an open door policy for parents at all times.

CHILDREN WITH SPECIAL NEEDS: Creative Early Learning Center, Inc. will comply with the Americans with Disabilities Act and applicable federal, state, or local law in providing services to children with disabilities. Our goal is to meet the individual needs of the child within the structure of our program, while maintaining a healthy and safe environment for all the children and staff.

Operational Procedures

WITHDRAWAL OR DISMISSAL: The Center requires a two week notice in writing for all withdrawals. In the event that an emergency situation has become apparent and the child can no longer attend the Center it is the duty of the parents to give notice to the Director as soon as possible. Two weeks tuition is due even if the child is not attending the Center if the proper notice has not been given.

Creative Early Learning Center, Inc. reserves the right to dismiss any child who presents a risk to the safety or health of other children or staff, or any child whose needs cannot be met in our program or lack inability to follow our Centers policies.

RETURN CHECKS: A charge of \$30.00 will be due for any checks returned by a bank for NSF or for any other reason. After the second NSF check only cash or money orders will be accepted.

LATE PICK UP: A fee of \$10.00 per each 15 minutes will be charged for any child who is not picked up by closing time. You will be required to sign a late pick up form upon arriving. Please call the office if you are going to be late. If we do not hear from you we will call the people listed for emergency contacts on the enrollment forms. If we cannot reach anyone to pick up your child we will call the local authorities.

SIGN IN/ OUT PROCEDURES: Parents are required to sign in/ out their child daily on the form in the main entry. Please walk your child into his/her classroom and acknowledge to the staff members your child's arrival and departure. No child will be released from the Center to any person other than those authorized on the enrollment form; unless a written, dated and parent signed letter is received from the parent giving permission of another person authorized to pick up their child. The person picking up the child must show identification to the staff member in charge of the child. In the event of an emergency situation a phone call will be accepted, however, the person picking up the child must show identification in this situation as well.

EMERGENCY PLAN: In case of an emergency the Center would follow the medical and dental plan located by each classroom and telephone. In case of an accident or medical emergency, parents will be called. If we cannot reach a parent we will call an authorized person on the enrollment form for emergency contacts. A trained staff member will administer first aid when necessary. The local emergency squad will be called when necessary. Your child's medical record and emergency medical treatment release form will

accompany your child. A staff member will accompany your child and will stay with your child until released to a parent or guardian. An incident form will also be given to a parent.

ENROLLMENT: To be in compliance with all State licensing requirements we need the following forms on file before your child can start in our program: enrollment forms; medical form signed by physician; tuition agreement; emergency transportation form and water safety form. All forms need to be updated annually. If you have any changes of work, home or other important information, please notify the office in writing.

REGISTRATION: A nonrefundable registration fee is due upon enrollment and annually in August for the new school year.

ORIENTATION: After registering your child into our Center the office will set up an orientation date for you and your child to spend some time meeting teachers, classmates and other staff members. It is a wonderful time for you and your child to experience what goes on in the classroom and to talk to your child's teachers about important personal information about your child. This is a great way to build a partnership and to help you feel confident and comfortable about bringing your child to the Center. All completed enrollment forms are due at this time and you can also bring in your child's belongings (diapers, blanket, change of clothes, etc.).

HOURS OF OPERATION & HOLIDAYS: The Creative Early Learning Center, Inc. is open year round, Monday through Friday from 6:30 A.M. to 6:00 P.M., excluding the following holidays when we will be closed: **New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.** If any holiday occurs during the work week a full week's tuition is due; this is also for part-time children enrolled. If a holiday falls on Saturday we will be closed Friday and if a holiday is on a Sunday we will be closed on Monday.

TUITION: Tuition payments are due on Monday by 6:00 P.M. A late payment of \$20.00 will be charged to all accounts not paid by Tuesday at noon each week. Unpaid balances will result in dismissal. Full weekly tuition is due and payable whether a child is absent due to illness, accident, holiday, or for any other reason. Tuition is based on enrollment rather than attendance. If your child is scheduled part time this policy is standard and is the same for both full and part time enrollees. Tuition checks may be placed in the mailbox located in the entrance by the sign in/out form. If you pay by cash you will need to pay a staff member to receive a receipt. Please do not put cash in the mail box. Some additional fees may be necessary from time to time to cover special events and field trips. If you need a monthly statement of tuition paid, you need to set it up with the office. Yearly statements will be issued in January.

FAMILY DISCOUNTS: A 5% discount off oldest all year round enrolled child. Full Time enrollment only.

ABSENCE: Please call the office after 9:00 A.M. to notify us when your child will be out of school due to an illness or for any other withholding. If the Center is not notified about your child's absence after two weeks enrollment will be terminated. Re-enrollment is based upon availability.

VACATION: All year-round enrolled children can receive **one week** free tuition per year January to January. Your child must be enrolled at Creative Early Learning Center, Inc. for a six month period to receive a free week. Vacation days must be consecutive and your child must be absent from the Center. It is required you give the office a letter in writing requesting vacation credit two weeks prior to your scheduled vacation.

STATE REQUIREMENTS: The Creative Early Learning Center, Inc. is licensed by the State and the license is posted in the main office. Laws and rules governing our Center are available on request. A toll free number is available which any person may use to report a suspected violation of day care laws and rules. The number is on the license located in the main office. ODJFS requires that we report all suspected incidents of possible child abuse/neglect. In some cases, we are directed by the state's child protective agency not to notify the parents of the report. Please understand that we are legally obligated to comply with these guidelines. Our centers are subject to inspection by state and city health, fire and licensing officials. All inspection reports and licensing records of the Center are available on the web. The Creative Early Learning Center, Inc. accepts all children, and feels that it is unethical and unlawful for the center to discriminate in the enrollment of children or the hiring of staff on the basis of race, color, religion, sex or national origin.

Parents or guardians have unlimited access to the center during the hours of operation.

The Center is currently licensed for 14 infants, 37 toddlers, 78 preschoolers, 36 school age

The Center will have one teacher for:

- 1) Every 5 infants up to 12 months of age.
- 2) Every 6 infants 12 to 18 months

- 3) Every 7 toddlers up to 30 months.
- 4) Every 8 toddlers who are at least 30 months old, but less than three years old.
- 5) Every 12 preschool children who are three years old.
- 6) Every 14 preschooler children who are four or five years old, but not school children.
- 7) Every 18 children who are less than eleven years old.

Safety and Security

EMERGENCY PLAN: In case of an emergency the Center would follow the medical and dental plan located by each classroom and telephone. In case of an accident or medical emergency, parents will be called. If we cannot reach a parent we will call an authorized person on the enrollment form for emergency contacts. A trained staff member will administer first aid when necessary. The local emergency squad will be called when necessary. Your child's medical record and emergency medical treatment release form will accompany your child. A staff member will accompany your child and will stay with your child until released to a parent or guardian. An incident form will also be given to a parent and reported to ODJFS.

EMERGENCY TRANSPORTATION AUTHORIZATION. Parents are required to give permission to transport their child in the event of an illness or injury which requires emergency. The EMS will determine the facility they will transport to. (Page 3 of form JFS 01234). In the best interest of the child, Creative Early Learning Center will not accept children into our Program without consent to transport in case of an emergency.

ACCIDENT PLAN: In case of an emergency the Center would follow the medical and dental plan located by each classroom and telephone. If your child would receive a minor injury first aid would be administered. If treatment is needed by a doctor, we will contact a parent or authorized person on the enrollment form. An incident form is completed and given to a parent.

SEVERE WEATHER POLICY: In the event of severe weather, Creative Early Learning Center, Inc. may delay the opening time for one hour or close the Center one hour earlier to allow for staff members to travel safely to the Center or home. If the local city schools are closed **due to severe weather only** this is when we might open one hour later and or close one hour earlier. Please listen to the radio or watch the TV for local school closings.

SECURITY FOB (S): The Center has a security system that requires each parent to use a FOB to enter the building. This system ensures that only people with a security Fob can be able to enter the Center. Security FOB's are \$10 each. Each parent is responsible to sign for their own security Fob.

SAFETY DRILLS. Creative Early Learning Center conducts drills for the safety of your children. Fire drills are done monthly, Weather drills are done monthly (March – November), Lockdown drills are done quarterly. CO2 detectors are inspected monthly.

Child Care and Health

MEDICATION. Creative Early Learning Center, Inc. will only administer prescription medication to your child while he/she is at the Center under the following conditions: If the medication is a prescription drug that your child's Doctor has prescribed for him/her, specifically, we will administer the drug only after the child has been taking the medication for 24 hours. The prescription drug must contain the child's name, a current date (not more than 6 months), exact dosage to be given, and method of administration. Parents must fill out the required medication form provided by the ODJFS.

We will administer nonprescription topical ointments, creams, lotions, baby wipes and sunscreen when parental instructions include the name of the ointment, cream, lotion, baby wipes, sunscreen, the name and birth date of the child, parent signature and current date. Parents must fill out the required medication form provided by the ODJFS. All topical ointments, creams, lotions, baby wipes or sunscreen must be labeled with your child's name. When used for skin irritations, the ointment, cream, or lotion shall be used for no longer than 14 consecutive days. We reserve the right to refuse to give any medication we suspect may be harmful to your child.

MEDICAL & COMMUNICABLE DISEASES. ODJFS requires us to maintain a medical record on each child and for the child to have a physical examination upon enrollment. The medical expires one year after the exam date and needs to be updated prior to the expiration date on the medical. This is a state law and must be abided by or your child will be withdrawn.

- At least one staff member will be present who has completed training in communicable disease recognition, child abuse recognition and prevention, and first aid during all hours of operation.

- Hand washing and proper disinfecting of diaper changing areas and equipment are part of our staff training.
- If your child becomes ill while in attendance at the Center, we will isolate the child, keep your child within sight/sound of a staff member, and contact a parent, guardian or authorized person to pick up the ill child (within 1 hour maximum). The Center is not equipped to take care of sick children.

According to State licensing requirements, and for the protection of all children and staff, your child must be isolated if at the Center or kept home with the following symptoms:

A child is considered to be sick when demonstrating any of the following symptoms:

- Temperature of at least one hundred and one degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary) when in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four-hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and /or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

If your child is sent home because of illness, he/she must be free of any of the above symptoms for at least 24 hours before returning to the Center. A written statement from a licensed physician is required for some of the above symptoms stating that your child is not contagious before returning to the Center.

Parents are notified when their child has been exposed to certain contagious diseases. We post a notice by classroom doors and by the sign in/out form. A Department of Health communicable disease chart is posted in the Center for appropriate management of suspected illness. Our staff members are subject to the same rules as the children if they contract a communicable disease.

It is our policy to care for mildly ill children within their own group. A mildly ill child is one who exhibits one minor, common cold symptom, or a child who is not feeling well enough to participate in classroom activities, but this child does not exhibit any severe symptoms as listed above. The child may rest in his/her classroom and will be observed by the teacher for worsening conditions.

GUIDANCE/ BEHAVIOR PLAN – CONSCIOUS DISCIPLINE. Creative Early Learning Center, Inc. goal is to support the individual child in becoming responsible and aware of the consequences of his/her behavior and to help the child to make positive and healthy choices within a classroom environment. We strive for a classroom environment that provides children with opportunities to explore within consistent age – appropriate limits. To support this goal, the Center staff provides the following guidelines to assist children in problem solving skills, and to take responsibility for making good choices:

“Conscious Discipline” is a research-based classroom management system and social-emotional learning program for early childhood and elementary schools that is used by Creative Early Learning Center. The positive approach used in Conscious Discipline promotes intervention before a problem occurs, redirection, and positive reinforcement of acceptable behavior are our first response. Redirection is the teacher talking and guiding the child toward another activity or action and away from the inappropriate action with verbal praise or a small token like a sticker. “Think Time” is used when redirection and/or positive reinforcement has failed. The teacher and child talk about the inappropriate action and the appropriate way to handle the situation if the behavior continues.

Child Suspension/Expulsion

If positive guidance techniques are not working effectively and inappropriate behavior persists, Creative Early Learning Center, Inc. will use the following steps:

1. The teacher will observe and record the child’s inappropriate behavior and record what the teacher has done to try to change the behavior.

2. The teacher will request a parent/teacher conference and a specific action plan will be developed to address the unacceptable behavior. The action plan will outline all steps the staff will take to change the behavior, all steps the parents will take and all the steps toward disenrollment if the behavior persists.
3. The teacher and Center Director may suggest outside resource referrals to the parents.
4. If the inappropriate behavior continues, Creative Early Learning Center, Inc. will request that the parents withdraw the child from the Center.

Creative Early Learning Center, Inc. may withdraw a child immediately whose behavior creates a risk of harm to the health and safety of other children or staff member.

Creative Early Learning Center, Inc. does not permit the following forms of discipline: corporal punishment; punishing a child for lapses in toilet-training habits; withholding food, light, warmth, clothing, rest or medical care; ridicule, embarrassment, or humiliation; and physical restraining; other than restrain necessary to protect a child or other from harm.

OUTDOOR PLAY. Fresh air and exercise are important in every child's life. Your child will have fun climbing, balancing, sliding, riding, digging in sand, and playing with others. Safety surfaces that absorb falls cover the portion of the playground underneath equipment, while hard-surfaced areas are provided for riding toys, jump rope, and ball activities. It is important that we have scheduled outside time at least two times a day for each classroom. State licensing requires that we include outdoor time in our daily lesson plans when weather permits. That means even in the winter, your child should come ready for snow-play: boots, mittens, coats, snow pants, hats, etc. If your child is well enough to come to school and to participate in all activities, then your child is well enough to play outside. Providing outdoor play in suitable weather for any infant over twelve months of age, toddler, preschool, and school-age child in attendance four or more consecutive daylight hours. Suitable weather is at a minimum of twenty-five to ninety degrees Fahrenheit. Humidity, wind chill, ozone levels, pollen count, lightening, rain and ice are considered when determining if outdoor play is appropriate for any given day which is determined by the National Weather Service's alerts and warnings.

If your child has a medical reason for not going outside, we will be happy to comply with a physician's request when presented with his/her written instructions.

PERSONAL BELONGINGS: Each classroom has their own toys and educational equipment as part of the learning experience. Creative Early Learning Center, Inc. cannot assume responsibility for loss or damage to any personal possessions children bring to school. It is very distressing to children to misplace or lose belongings and sometimes difficult for the teachers to identify the owner. Therefore, children are encouraged to leave toys, food, money, candy at home. However, it is acceptable for a child to bring a blanket, or stuffed animal for rest time.

CHILDHOOD IMMUNIZATIONS For the well-being of the children and staff of CELC, we require that all children be up-to-date on the CDC recommended immunizations to attend CELC.

CLOTHING: Children should come to school ready for play and wear washable comfortable clothing that are easy for the child to manage. We request that all children bring a complete set of extra clothing. All clothing needs to be clearly labeled with your child's name. Please make sure you provide extra clothing for the different change of seasons. We cannot be responsible for unmarked clothing. Tennis shoes or other soft-soled shoes are the safest, please no sandals, flip flops or hard heeled shoes.

CLEANLINESS: We promote cleanliness and good hygiene with the children and staff. Frequent hand washing is practiced by the children and staff. Hand washing is always required before eating and after toileting. Our staff cleans and disinfects changing tables after each diaper change. All toys and equipment are disinfected on a regular schedule. Our building is regularly cleaned by professionals, we also have a preventive pest control quarterly. Air filters are changed on a regular basis.

REST TIME: All children who spend a full day with us will be required to rest. Depending upon their age, children are expected to rest quietly or engage in quiet activities, allowing other children to sleep. Your child may bring in one blanket and one stuffed animal to rest with. Infants rest in a crib and older children rest on a cot provided by the Center. * Please label blankets and stuffed animals.

WATER ACTIVITIES. The Creative Early Learning Center, Inc. needs a written permission form from the parents of a child before your child can be permitted to swim or participate in any water play activities in bodies of water 18 inches or more feet in depth. The written permission shall be signed and dated, and shall include the following: the child's name, a statement indicating whether the child is a swimmer or a non-swimmer, and that the parent or guardian grants permission for the child to participate in water activities. Childcare

staff members shall always accompany and supervise children at swimming sites including but not limited to, public or private swimming pools, and lakes. Swimming sites removed from the Center shall be approved and supervised by local authorities. A certified lifeguard is required for swimming activities in bodies of water 18 inches or more feet in depth. The Center will provide the proper staff ratio required at all times during swimming and water play activities.

DIAPER CHANGING POLICY. In our classrooms where children are diapered, our policy is that we change your child every two hours, unless your child has a bowel movement. In that case we change the diaper immediately. If you would like to more or less frequent diaper changes, please indicate on page 3 of the CHILD ENROLLMENT AND HEALTH INFORMATION FOR CHILD CARE FORM (JFS 01234), Diapering Statement.

FIT KIDS NUTRITION AND FOOD DIETARY POLICY. Our Fit Kids program promotes physical activity and nutrition as cornerstones of living a healthy life. We know that when children are physically fit and have proper nutrition, they are better able to explore the world and meet academic goals. We serve balanced and healthy meals for breakfast, lunch, and snack. We use fresh fruits and vegetables and eliminate the use of canned products. Fruits and vegetables are so important to us that they are featured as a monthly theme in our curriculum. Our meals are USDA-approved and align with the MyPlate Initiative that focuses on meals with proper serving sizes and serving all five food groups. Special diets will be addressed with each individual family whose child has a dietary concern. Medical documentation will be requested (JFS 01217 and JFS 01236) from the parent and child's physician. CELC will supplement approved foods if the dietary restriction allows. Otherwise, parents will supply food/milk for the child. Staff will be notified and trained accordingly to each child's needs. A menu is posted in the main entrance. Every classroom has a daily schedule posted for eating times. Different age groups may eat at different times. Please call the office by 10:00 a.m. if your child is coming in late to school and will need a lunch. All snacks and meals are planned to meet the nutritional requirements of children. All our food is USDA approved.

BREAKFAST is served from 7:30 to 8:45 a.m. each morning.

LUNCH is served between 11:00 a.m. to 12:30 p.m.

AFTERNOON SNACKS: Nutritional snacks are served at approximately 2:00 to 4:00 p.m.

TOILET TRAINING: Generally, training begins at about 22-24 months of age. Not all children are ready at the same age. When you feel that your child is showing signs of readiness, it is important that open communication between teachers and parents are promoted. Our teachers will do their best job to help train your child. We try to coordinate efforts between parents and the Center so that your child can be successful. Toilet training should always be a positive experience with lots of love and patience. It is important that parents provide training pants and extra clothes during this period, along with diapers or pull-ups for nap time.

ADMINISTRATION OF MEDICATION Creative Early Learning Center, Inc. requires parents and children physicians to fill-out the Request for Administration of Medication for Child Care for (JFS 01217) for food supplements, modified diets and medications. The Child Medical/Physical Care Plan for Child Care (JFS 01236) form must also be filled-out by the parent for any ongoing condition (ex. Asthma, dairy allergy, etc.) CELC does not allow children included school aged children to carry their own medication or ointments.

BREASTFEEDING Creative Early Learning Center, Inc. supports breastfeeding mothers by accommodating the mother who wishes to feed their child or express milk at the Center. There are two designated area in our building: the Infant Classroom and our Family Resource Room located on the main floor.

Family Communication

PARENT PARTICIPATION: We encourage parent participation in our programs. We want your child to succeed and to be happy. An essential part of this is the partnership we form with you, the parent. We make every effort to keep you informed about your child's achievements, attitude, and behavior. Please contact the Director or your child's teacher should any problems arise concerning your child. If you should want to request a parent/ teacher conference, please notify the office to schedule an appointment.

Weekly emails are sent to inform you of events and happenings at CELC. If you are not receiving emails weekly, please contact the office.

Monthly curriculum possibility plans are available on our website, emailed weekly, and outside of each classroom.

Daily reports are provided by an app for infants and toddler 1 to keep parents informed. Classroom teachers will inform you of the app and directions to get access to your child's profile on your smartphone or tablet.

Field trips are only for 4-5 year olds and school age children. We encourage parent participation to help supervise the children. Due to limited space on the bus or van we can only allow a certain number of *parents to volunteer*.

Parents are *welcomed to come to the Center* to share your special hobby, craft or enjoy reading a story with your child's class. Also, if you would like to celebrate a special occasion such as a birthday arrangements in advance should be made with your child's teacher.

Parents are always welcome to enjoy special *guest visits, programs and parties* throughout the year with your child. Arrangements in advance should be made with your child's teacher.

CONFERENCES. Creative Early Learning Center offers two *formal conferences* a year. Teachers will sit down with you and talk about your child's achievements and accomplishments in the classroom. This is a time to partner about mutual goals we have for your child. We'll refer to your child's portfolio and assessments. This is a time to talk about what your child has learned and time to discuss any concerns you may have regarding your child's educational journey at CELC. No formal conferences are scheduled for school – age children, although you are more than welcome to schedule a conference if you see a need

PARENT ROSTER INFORMATION: Creative Early Learning Center, Inc. has a class list for each classroom. The class list includes your child's name, parent/guardian names, and phone numbers. The roster will only contain the names and numbers of parents/guardians who give us permission to include them in our roster. The class list is available to you upon request only from the office.

Educational Programs

LEARNING PROGRAMS. We make learning fun by providing a wide range of learning choices. Our curriculum includes arts and crafts, music and movement, story time and finger plays, science discoveries, math concepts, alphabet recognition, and cooking experiences. All children are in individual classrooms per their age development and learning programs are written to provide age appropriate experiences. In order to integrate some of the school activities, we send home a monthly calendar which includes the themes and daily activities for each month. During the summer months, our curriculum continues but with a summer camp atmosphere with good old-fashioned fun! The children participate in outdoor activities, picnics, water play and enjoy the outdoors in Nature's Classroom. Extracurricular activities are also offered these may include gymnastics, music, and library time. Other services may include vision and hearing screening and portraits. The office can offer you more information about these programs, as some may require additional fees.

CURRICULUM. Creative Early Learning Center, Inc. uses *the Creative Curriculum*® for children Infant through Pre-K. The curriculum is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills. It is designed to help educators at all levels of experience plan and implement a developmentally appropriate, content-rich program for children with diverse backgrounds and skill levels.

ASSESSMENTS. Creative Early Learning Center, Inc. in conjunction with the Creative Curriculum® uses the *Teaching Strategies GOLD Assessment System*® for children Infant through Pre K. The system includes a variety of methods and tools to assess children — including observations, portfolios, and developmental checklists to continuously monitor and support your child's development. Daily interaction with the children allows teachers to appropriately assess their skills and developmental levels. In turn, the teachers can modify curriculum to individualize for your child's needs. Daily observations also help teachers complete developmental checklists and collect work samples for portfolios. Developmental checklists help teachers observe, record, and evaluate each child's skills, knowledge, behaviors, and accomplishments. They reflect common objectives and expectations in classrooms like ours that are structured around developmentally appropriate activities. The behaviors and skills described in the checklists are those considered to be important and developmentally appropriate for children within each age group.

CONFERENCES. Creative Early Learning Center offers two *formal conferences* a year. Teachers will sit down with you and talk about your child's achievements and accomplishments in the classroom. This is a time to partner about mutual goals we have for your child. We'll refer to your child's portfolio and assessments. This is a time to talk about what your child has learned and time to discuss any concerns you may have regarding your child's educational journey at CELC.

INFANTS (6 WEEKS TO 18 MONTHS) Our most important objective is to create an atmosphere of love and confidence for your infant. Each infant's daily schedule is unique. Schedules are discussed with each parent so there is a coordination between home schedules and the care given at our Center. During waking hours, infants spend their time exercising, socializing, and learning according to their age and ability. We also encourage that the babies go outside for fresh air when weather permits. Cribs are provided for only sleeping. Babies eating schedules are based on an individual basis.

WHAT TO BRING: In order to provide the best of care for your baby, we require you to bring and maintain a supply of the following items for your child's exclusive use:

1. Box of disposable diapers. (labeled) There is a \$1.00 charge for each Center diaper used.
2. Box of baby wipes. (labeled)
3. Prepared bottle formula dated and labeled each day. One can of readymade formula for emergency use. If you wish to use formula supplied by CELC, a permission slip will be given with the Infant Orientation forms.
4. Baby food in a jar or cereal. (labeled)
5. Several changes of clothing in a labeled bag.
6. Swaddling blanket for infants 12 months and under; light receiving blanket for infants 12 – 18 months of age

Daily Schedule for Infants

<u>Time</u>	<u>Approximate Activity or Experience</u>
6:30 – 9:30 a.m.	Arrival Feeding; Nutritious Breakfast; Changing; Free Play
9:30 – 10:00 a.m.	Developmental Activities Visit outdoors (weather permitting); flash cards (visual stimulation); colorful ribbons in the breeze (visual stimulation); finger painting with whipped cream or pudding (sensory); sensory tubes and rattles (sight and sound); bubbles (visual); sing-a-long with our friends (sensory); tearing textured paper (sensory); soft block play (large & fine motor skills); squeeze bags: tactile discovery (cognitive); texture squares: rough and smooth (cognitive)
10:00 – 11:00 a.m.	Quiet Time- Nap Reading favorite books (cognitive); Cultural & Cultural & another children's music (sensory)
11:00 – 12:30	Feeding /Nutritious Lunch Changing
12:30 – 2:30 p.m.	Developmental Activities Use of playroom area in adjacent room Dramatic play/dolls (cognitive); Bouncing & rolling balls/basket play (large & fine motor); Singing fun/imitation activities pat-a-cake (cognitive); Active physical play/crawling ramp (lg. motor skills)
2:30 – 3:15 p.m.	Nutritious Snack Changing
3:15 – 6:00 p.m.	Supervised Play (Indoor or Outdoor if weather permit) Changing Free Play

TODDLERS (18 TO 30 MONTHS) YOUNG PRESCHOOL (30 TO 36 MONTHS) Socialization skills are emphasized as the children in the Toddler Rooms enjoy the variety of active and quiet time activities planned for them. Toddler age children like to explore and manipulate small and large toys, blocks and dramatic play. We encourage decision making by providing different areas of interest. We have daily lesson plans that encourage arts & crafts, music and finger plays, group discussion time and story time. Language development is very important at this age. Weather permitting the Toddlers go outside two times a day or use the indoor large muscle room. Monthly lesson plans are posted on the bulletin board outside the Toddler Room doors. Nap time is approximately 12 noon to 2:00 p.m. Lunch is served at approximately 11:00 a.m.

WHAT TO BRING TO SCHOOL: To provide the best of care for your child, we require you to bring and maintain a supply of the following items for your child's exclusive use:

Following items for your child's use:

1. One blanket and one stuffed animal (optional) for nap time. (labeled and taken home weekly to be washed).
2. Box of disposable diapers. (labeled) There is a \$1.00 fee for each Center diaper used.
3. Box of diaper wipes. (labeled)
4. Several changes of clothing. (labeled)

Daily Schedule for Cuddle Bugs – Toddler / Young Pre-School

<u>Time</u>	<u>Approximate Activity or Experience</u>
6:30 - 7:30	Greeting children and parents. Teacher gives health check on main floor/ platform. Age appropriate activities are provided.
7:30 - 8:30	Nutritious Breakfast in Classroom
8:30 - 9:00	Handwashing / Diapering
9:00 - 9:30	Circle time: Morning song, Color, Shape, Stories, and finger plays Learning Centers: Dramatic/Social, Language/Literacy, Math, Art/Sensory, Science Discovery, Construction/Motor and Curiosity/Cognitive
9:30 - 10:00	Playground (Outside) or Large Muscle Room
10:00 - 10:30	Learning Centers: Dramatic/Social, Language/Literacy, Math, Art/Sensory, Science Discovery, Construction/Motor and Curiosity/Cognitive
10:30 - 10:45	Handwashing / Diapering
10:45 - 11:00	Music: Favorite Songs, Nursery Rhymes, Finger plays, and Stories
11:00 - 11:30	Nutritious Lunch
11:30 - 12:00	Prepare for Rest time: Handwashing / Diapering
12:00 - 1:30	Rest Time
1:30 - 1:45	Handwashing / Diapering
1:45 - 2:00	Stories
2:00 - 2:15	Nutritious Snack
2:15 - 2:30	Prepare for Outdoor Play. Learning Centers: Dramatic/Social, Language/Literacy, Math, Art/Sensory, Science Discovery, Construction/Motor and Curiosity/Cognitive
2:30 - 3:00	Playground (outside) or Large Muscle Room
3:00 - 4:30	Learning Centers: Dramatic/Social, Language/Literacy, Math, Art/Sensory, Science Discovery, Construction/Motor and Curiosity/Cognitive
4:30 - 4:45	Nutritious Snack
4:45 - 6:00	Learning Centers: Dramatic/Social, Language/Literacy, Math, Art/Sensory, Science Discovery, Construction/Motor and Curiosity/Cognitive

BUSY BEE PROGRAM (3-4 YR. OLDS): This program is designed to explore a variety of basic concepts and skills such as counting, shape and color recognition, basic alphabet recognition, opposites and positional concepts through developmentally appropriate hands-on activities. The Busy Bee classroom is arranged by offering a variety of learning centers: block /truck area, dramatic play area, quiet reading area, computer area, art area, fine motor skills area for exploration and problem solving. Children work and play together in small groups of their choice. The children also have individual learning time with the teacher directed table.

THE EXPLORERS PROGRAM (4-5 YR. OLDS): This program is designed to prepare your child for kindergarten. Our pre-math, pre-reading, and pre-science activities especially prepare the children for the following year. The classroom is arranged by offering areas that stimulate decision making and choices. Computer area, arts & crafts, bean table, writing area, quiet reading area, trucks/block area, dramatic play area, and a large variety of manipulative toys and games. Your child will be introduced to an alphabet letter for the week and the lesson will expand on hands on learning with cooking, arts & crafts, learning basic printing skills, phonics sounds and much more. The Explorer class also goes on scheduled field trips throughout the school year and has an end of school year graduation program.

WHAT TO BRING TO SCHOOL AND SPECIAL REQUESTS: To provide the best of care for your child, we require you to bring and maintain a supply of the following items for your child's use:

1. One blanket, one stuffed animal, and pillow (optional) for nap time. (label all items) Blankets are sent home weekly to be washed.
2. Several changes of clothing. (labeled) Please make sure you provide cloths for the change of seasons.
3. Please do not bring in food or toys from home. We have plenty at the Center!
4. Please check your child's monthly calendar daily

Daily Schedule for Pre- School (3 & 4's) & Pre-Kindergarten Program (4's and 5's)

<u>Time</u>	<u>Approximate Activity or Experience</u>
6:30-7:30 am	Greeting children and parents. Teacher gives health check on main floor/platform. Age appropriate activities are provided.
7:30 - 8:30 am	Free choice centers, Stories in Classroom
8:30 - 8:40 am	Bathroom/Handwashing

8:45 – 9:00 am	Nutritious Breakfast
9:00 - 9:10 am	Movement activities large muscle room or outdoors
9:15 - 9:30 am	Circle Time: calendar, weather, greeting songs, question of the day
9:30- 10:30 am	Learning Centers: English/Language Arts, Math, Social Studies, Science, Health & Nutrition, Construction, Arts & Crafts, Dramatic Play, and Teacher guided daily curriculum activities.
	Small Group Activities
10:30 – 10:45 am	Clean Up
	Story Time
	Music / Movement activity
	Bathroom / Handwashing
10:45-11:10 am	Circle Time, curriculum Discussion
11:15 - 11:45 am	Playground (outside) or Large Muscle room
11:45 – 12:00 am	Bathroom / Handwashing, Story Time, Music, Circle Time
12:00-12:15 pm	Smart Board Activities, Curriculum Discussions
11:45 pm - 12:45 pm	Nutritious Lunch (11:45 Pre-School/ 12:15 Pre-K)
12:45 – 1:00 pm	Bathroom/Handwashing, Prepare for Rest Time
1:00 - 2:45 pm	Rest Time
2:45 – 3:05 pm	Bathrooms/ Handwashing, Story Time
3:10 – 3:30 pm	Nutritious Snack
3:30 – 4:00 pm	Bathrooms/Handwashing/Centers/Small Groups
4:00 – 4:30 pm	Playground (outside) or Large Muscle Room
4:30 - 5:30 pm	Bathroom / Handwashing
	Story Time, Free Choice Centers, Teachers Finish Curriculum Activities,
	Music / Movement activity
5:30 - 6:00 pm	Main floor/platform - Age appropriate activities

BEFORE AND AFTER SCHOOL PROGRAM FOR SCHOOL AGE CHILDREN: Our school age program provides structured curriculum that promotes freedom of choice of play activities such as building blocks, puzzles, board games, dramatic play, art table and homework time. The children also go outside weather permitting, and have seasonal parties. Our after school program includes a snack. We offer full day care services during holiday vacations, snow days, and conference days from their school at an additional cost. We also offer a "All Star" summer camp program for school age children.

Daily Schedule - Before & After School Program

<u>Time</u>	<u>Approximate Activity or Experience</u>
6:30	CENTER OPEN/ARRIVAL/NUTRITIOUS BREAKFAST
6:55	BUS 1 - DODGE LEAVES CELC
7:37	BUS 2 - WILCOX LEAVES CELC
8:26	BUS 3 - BISSELL LEAVES CELC
<hr/> ALL CHILDREN AT SCHOOL <hr/>	
2:41	BUS #1 (DODGE) - HANG UP BELONGINGS - RESTROOM/WASH HANDS
2:45	ACTIVITIES - Homework Table, Games / Puzzles, Table Top Toys, Blocks, Drawing / Coloring, Dramatic Play
3:22	BUS #2 (WILCOX) - RESTROOM/WASH HANDS
3:30	NUTRITIOUS SNACK FOR CHILDREN OFF BUS #1 & #2 IN CAFETERIA
4:00	OUTSIDE (weather permitting) - Plan games, relays, etc. Or... ACTIVITIES - Homework Table, Games / Puzzles, Table Top Toys, Blocks, Drawing / Coloring, Dramatic Play
4:04	BUS #3 (BISSELL) - RESTROOM/WASH HANDS
	NUTRITIOUS SNACK FOR CHILDREN OFF BUS #3 IN CLASSROOM
4:30	STRUCTURED PHYSICAL ACTIVITY - inside or outside
5:00	ACTIVITIES - Homework Table, Games / Puzzles, Table Top Toys, Blocks, Drawing / Coloring, Dramatic Play
5:45	PLATFORM / DISMISSAL
6:00	CENTER CLOSED

Daily Schedule - All Star Summer Camp

<u>Time</u>	<u>Approximate Activity or Experience</u>	
6:30	Arrival / Wash Hands / Nutritious Breakfast	Activity Centers: Indoor & Classroom Activities
9:00	Restroom / Wash Hands	
9:15	Group Time - discuss the day's activities	
	<u>IN - CENTER ACTIVITIES</u>	<u>OFF - SITE ACTIVITIES</u>
9:30	Indoor and Outdoor Theme-related events Arts & Crafts, Science Discovery, Language Arts, Social Studies, Physical Activities	Field Trip Departure From CELC Field Trip Activities
11:45	Restroom	Restroom
12:00	Lunch	Lunch
12:30	Quiet Time / Reading	Resume Field Trip Activities
1:30	Indoor and Outdoor Theme-related Activities	
3:30	Restroom / Wash Hands / Nutritious Snack	Arrive Back at CELC from Field Trip Restroom / Wash Hands / Nutritious Snack
4:00	Outdoor Activities	
5:00	Activity Centers: Indoor & Classroom Activity	
5:45	Departure / Platform	

USDA Nondiscrimination Statement

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

CACFP NON-DISCRIMINATION STATEMENT/POSTERS

Effective: October 2015

Listed below is the updated Nondiscrimination Statement for use by sponsors. Websites and materials which are being reprinted should be revised to include this updated statement. Other materials should be updated as supplies are depleted and new printing is ordered.

All sponsors need to make sure the following statement is included in their parent handbook if the text refers to the Child and Adult Care Food Program (CACFP), any other Child Nutrition Program, or USDA by name or if information is included regarding any of the meals/snacks for which reimbursement is received. This statement is to be also included, in full, on all materials that contain the aforementioned programs names or meal references and are produced for public information, public education or public distribution.

FULL STATEMENT:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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If the material is too small to permit the full statement to be included (such as flyers or brochures), the material will, at a minimum, include the statement in print size no smaller than the text. Please note that the use of the shorter condensed version is the exception, not the rule. If written materials previously had the longer statement on them they should again have the full statement when re-printed.

CONDENSED STATEMENT:

"This institution is an equal opportunity provider."

"AND JUSTICE FOR ALL" POSTER:

- At this point in time, USDA cannot provide updated "And Justice For All" posters.
- Until new posters are printed, sponsors are to continue to prominently display in a public place the same "And Justice For All" USDA poster at each site and at the agency office if at a different location. If posters and/or are needed in other languages, announcements to the local population, etc.