

Creative Kids Preschool & Daycare, Inc. Parent Handbook

Welcome to Creative Kids Preschool & Daycare, Inc. ("Creative Kids"). The following information is about what we expect from you and your child, and what you can expect from us.

Creative Kids recognizes the importance of building partnerships with parents. We want the transition from your child's home life to daycare to be as easy and smooth as possible. Please let us know what we can do to help facilitate this process for your child.

Mission: To provide a quality, loving atmosphere that fosters the growth and development of all children.

Location:

Creative Kids
4605 Easy Street
Rapid City, SD 57702

Enrollment Procedures

Before your child may start at Creative Kids, per State regulations they must be satisfactorily immunized and these records must be provided to Creative Kids. A payment contract and informational record must also be completed prior to your child's first day of childcare.

Payment Policy

Payments must be made to Creative Kids Preschool & Daycare, Inc., on every other Friday, before noon or as otherwise posted. Every child must have a signed contract acknowledging the amount they owe to Creative Kids. Your payment obligation is based on a flat rate and NOT the actual hours of attendance. Creative Kids does not give refunds or credit for daycare hours not used, or time away due to illness or vacations. Each child must have the first two weeks of childcare paid prior to, or on the first day of care. Which means, payment is made in advance of childcare and every payment will cover the next two weeks of childcare.

Fees and Late Payments

If we do not receive your payment before noon on Friday, or as otherwise posted, you will be charged a \$20 PER DAY late fee. Payments after 12 noon on Friday are late. Your childcare payment always pays for the next two weeks of childcare services, therefore new families are required to provide payment before a child's first day of care.

A \$50 fee will be charged for any returned check. If payment is not received within two days of being notified of the returned check, the \$20.00 per day late fee will accrue starting from the original due date. This payment must be in the form of cash, money order or a cashier's check. Any cash brought to Creative Kids must be physically given to a Creative Kids teacher and a receipt will be issued.

Creative Kids reserves the right to deny care due to late payments or inability to pay. If late or non-payments reoccur, Creative Kids may terminate your childcare.

Please record all payments made for childcare, since we will not be providing receipts unless requested. For tax purposes, Creative Kids tax ID number is 46-0462213.

Attendance

If your child will be unusually late or will not be coming to Creative Kids for any reason, please call and let us know in advance. This way we can staff accordingly and prepare an accurate meal count.

A two-week notice is required if you are intending to terminate your childcare with us. Upon notice (or if no notice is provided), you remain responsible for paying the two weeks, even if your child is not in Creative Kids care.

Creative Kids does not provide refunds or give credit for time away from daycare due to illnesses, vacations, or parents having time off from work. Your contract is based on a flat rate on not the actual hours your child was in attendance.

Drop Off And Pick Up Policy

All children must be signed in upon arrival and signed out at pick up time. If anyone other than a parent will be picking up your child, we need advanced notification/pre-approval. When someone comes to pick up your child that we do not know, we require an identification to verify it is the person you have authorized to pick up.

Days Closed

During the school year, we generally follow the Rapid City Public School calendar. We are closed on State and federal holidays. Creative Kids will be closed or delayed for any weather-related school cancellations or weather-related school delays. **If schools are closed, or delayed, Creative Kids is closed or delayed.** Children will be required to be picked up from Creative Kids ½ hour after the public schools close. If the RCAS has a two-hour delayed start due to snow, Creative Kids will open at 9 AM, not 7 AM. Payments will be expected to be paid as contracted.

If schools are closed for teacher in-service, CK will remain open however, school children may only be in care at Creative Kids for their normal contracted hours.

Meals and Snacks

We will provide a nutritious lunch as well as a morning and afternoon snack. We use the dietary guidelines set by the USDA and outlined in the food guide pyramid. Children will receive water at snacks and milk to drink during mealtime. If you need arrange something else, please let us know. Although we do not serve breakfast, you are more than welcome to bring in food from home for your child's breakfast, or any other meal if you choose. All foods that need to be kept cold will be stored in the refrigerator. However, we do request that if your child is going to eat at the center, that he/she be here before 8:15 a.m. That way, everyone is done eating and ready for Preschool activities and play by 8:30.

Our daily meal schedule is as follows:

Morning Snack: 9:30

Lunch 11:45

Afternoon Snack: 3:00

When your child is celebrating a birthday, feel free to bring treats to share with your child's friends. We would like to take the time to honor your child's special day!

We do have a "Special Snack" schedule that is put out once a month requesting your child to bring a snack to share with their friends on a particular day. We have found this is very fun for the children and promotes good manners and communication. The children often love to "talk" about

what they brought and their friends learn to say "please and thank you" when their snack is being passed out!

Infant Information

We do not provide infant formula, cereal, jarred baby foods, diapers, wipes, powder, or diaper rash ointment. We would prefer that you keep a generous amount of your infant's supplies here at the center and we will let you know when to bring more in. Each child will have closet space set aside for their supplies, however, PLEASE be sure to label everything you bring in! Also, for infants, please bring us a schedule of your child's typical day including eating and sleeping instructions. That way we can keep them on a schedule that is convenient for you. All infants will be placed on their backs while sleeping.

Leave of Absences

If you plan on pulling your child out of the center for any length of time, and would like to return to the center, you must let us know in advance. Your regular payment will still be required. We do not hold daycare spots for vacation time, illness, or maternity leave without payment. Also, if you are an expecting parent and you wish to have a spot for your newborn, we need to know ASAP. It may be required that you pay for a spot prior to your baby starting. This is because we cannot always coincide an infant spot becoming available at the same time you would like to start your baby.

Health and Medication

On your child's first day of care, you must provide us with a current immunization record. We also ask that each time your child receives shots, we get an updated copy of their record. If your child is showing any signs of illness, we ask that your child stay home, until they are symptom free for a **full 24 hours**. Also, if your child develops symptoms while in our care, you will be notified and required to pick your child up within **1 hour**. **This illness policy is set forth by the South Dakota Department of Health.** Symptoms include vomiting, fever greater than 101 degrees, diarrhea, communicable disease, any reddened or discharge from the eyes, or discolored nasal discharge.

If your child requires medication while at Creative Kids, you will need to fill out a medication form with the required dosages and times. This includes over the counter medications such as Tylenol, cough syrups, and teething gels. All prescription drugs must come in the original bottle and will be stored in an upper cupboard.

We are required to report any contagious diseases to the Department of Health.

What To Bring

We would like each child to have at least one extra set of clothing in case of spills, falls, or accidents. This includes preschool children! Naturally, any children going through potty training should have several changes of clothing. We will play outside as weather permits, so all children need to have warm weather clothing. Boots, hats, mittens, snow pants and warm coats are necessary. During warm weather we require swimwear for outside water fun!

We like all children to take their shoes off when entering the building, each child has a designated cubby for their items. You may provide slippers or an "inside only" pair of shoes to be used indoors.

Nap or Quiet Time

Naptime will be given for those who require them, it will begin shortly after lunch and last approximately 1 ½ hours for the preschool children and if necessary, for younger children. For children who do not take naps, it will be a time for quiet activities or a movie. We would like all

children to bring a child-sized sleeping bag or nap mat for their nap. We prefer this sleeping bag to stay at daycare except for when we send it home for washing.

Discipline

Our discipline philosophy involves positive reinforcement, redirection, and time out if necessary. The use of physical punishment is strictly forbidden. Discipline is presented in a caring, not hostile manner. If there are special problems at home, please bring these to our attention so that behavior problems can be dealt with in a loving and appropriate manner.

Toys

Please do not bring toys or items from home! We will not be responsible for items lost or broken at daycare, so it is best to keep anything home. Show and tell is the only exception to the "toys at daycare" rule.

Transportation

We are currently not providing transportation to any of the surrounding schools but hope to be able to offer this service again.

Tumble bus

For children two years and older, we offer the Tumbling Tots program. Further information is available upon request.

Fire & emergency Safety

Creative Kids conducts four fire drills per year and one tornado drill to ensure your child's safety in case of such an emergency. All classrooms have a fire escape route posted next to the exits.

** Creative Kids wants our center to be a caring environment with a "home away from home" atmosphere for your child. If you have any suggestions to help us accommodate your child in a better way, please let us know!

ILLNESS POLICY

The following is the South Dakota Health Department guidelines for defining an "ill" child:

- Diarrhea (more than two runny stools)
- Severe coughing (The child gets red or blue in the face or is croup or whooping)
- Difficulty in breathing
- Yellowish skin or eyes
- Pinkeye or any discharge from the eyes
- Unusual spots or rashes
- Unusually colored urine
- Grey or white stools
- Complains of headache or stiff neck
- Vomiting
- Behavior that is very unusual for the child
- Fever over 101 degrees
- Sever itching on body or scalp

****Any child with these symptoms, may not return to daycare until they have been symptom free for at least 24 hours. Thank You**

It is our goal to meet or exceed your expectations and provide the best childcare service possible. If we fall short, or if you have questions or concerns, please let us know! Thank you.