

**WELCOME TO OUR PRESCHOOL FAMILY!**

THE STAFF AT CREATIVE KIDZ LEARNING CENTER 1 & 2 WOULD LIKE TO WELCOME YOU TO OUR FAMILY. IT IS OUR DESIRE AND ULTIMATE GOAL TO ACCOMMODATE YOUR CHILD’S NEEDS AND PROVIDE HIM/HER WITH A WHOLESOME AND FUN LEARNING EXPERIENCE. SINCE THE TEACHING PROCESS REQUIRES A TEAM EFFORT FROM ALL ASPECTS OF A CHILD’S ENVIRONMENT, WE STRONGLY ENCOURAGE PARENT PARTICIPATION IN PLANNING AND IMPLEMENTATION OF ALL EVENTS AND ACTIVITIES. YOU ARE CORDIALLY INVITED TO VISIT THE CENTER, ASK QUESTIONS, AND MAKE SUGGESTIONS FOR THE IMPROVEMENT OF OUR SERVICES AT ANY TIME.

The forms to return before your child can start are as follows:

-Application

-Health/Shot record

-Parent handbook form

-Karamu Food program form

-Summary of Licensing requirements

-Flu notification form

-Facebook/social media form

-Direct payment auth form (optional)

-Parents driver’s license/social security card

-keeping kid’s safe sheet

-Registration & Mat fees

-Biting policy

-Expulsion policy

-Medical form (if pertains to your child)

-Developmental questionnaire

What do I need to bring on the first day of preschool?

-Fitted crib sheet

-beach towel

-Diapers/pullups

-Formula

-Complete change of clothes

-Wipes x 3 a month or 1 a week

-bottles

-paci (no clips)

**BUSINESS HOURS**

**DYERSBURG** IS OPEN MONDAY THROUGH FRIDAY FROM 6:00 A.M. TO 5:30 P.M.

**NEWBERN** IS OPEN MONDAY THROUGH FRIDAY FROM 6:30 A.M. TO 5:30 P.M.

CUT OFF TIME FOR DROP OFF IS 9 AM, UNLESS YOUR CHILD IS AT THE DOCTOR OR THERE IS AN EMERGENCY

**CLOSED HOLIDAYS**

**NEW YEARS DAY**

**PRESIDENTS DAY**

**STAFF TRAINING INSERVICE DAY (MARCH 15TH)**

**MEMORIAL DAY**

**JUNETEETH**

**INDEPENDENCE DAY**

**LABOR DAY**

**THE DAY BEFORE, THANKSGIVING DAY AND THE FRIDAY AFTER**

**THE WEEK OF CHRISTMAS (NO CHARGE)**

**NEW YEARS EVE**

**CONTINUED EDUCATION**

ALL CHILD CARE PROFESSIONALS AT CREATIVE KIDZ ARE REQUIRED TO ATTEND (12+) EIGHTEEN HOURS OF IN-SERVICE TRAINING EACH YEAR. WE TRY TO STAY ABREAST WITH THE MOST RECENT TRENDS AND BREAKTHROUGHS IN EARLY CHILDHOOD DEVELOPMENT. ALL EMPLOYEES AT CREATIVE KIDZ ARE CPR AND FIRST AID TRAINED.

**CREATIVE KIDZ PHILOSOPHY**

OUR EXPERIENCED TEAM, IS COMMITTED TO ENGAGING IN PROFESSIONAL LEARNING AND REFLECTION TO ENSURE AN EVOLVING CURRICULUM THAT LAYS THE FOUNDATION FOR LEARNING. WE PRIDE OURSELVES ON OUR WARM, CARING ENVIROMENT THAT PROVIDES HAPPINESS, FUN AND LAUGHTER TO ALL THAT COME

EDUCATION SHOULD BEGIN AT AN EARLY AGE. OUR CURRICULUM IS PROFESSIONALLY DEVELOPED TO EXPOSE YOUR CHILDREN TO DAILY ACTIVITIES INDUCTIVE TO LEARNING AND BECOMING A PRODUCTIVE CITIZEN IN TODAY’S SOCIETY.

OUR STAFF FOCUSES ON YOUR CHILD’S DEVELOPMENT IN THREE BASIC AREAS OF LEARNING.

THREE AREAS OF EARLY CHILDHOOD LEARNING INCLUDE DEVELOPMENT OF **COGNITIVE** SKILLS SUCH AS IDENTIFYING COLOR, SHAPES, NUMBERS, AND THE ALPHABET, DEVELOPING DECISION MAKING SKILLS AND MEMORIZATION.

**MOTOR** SKILLS SUCH AS CLIMBING, WALKING, RUNNING, CLAPPING, USING SCISSORS, WRITING, AND ETC.

**SOCIAL** SKILLS SUCH AS THE ABILITY TO COMMUNICATE EFFECTIVELY, USING MANNERS, AND ETIQUETTE, SHARING AND GETTING ALONG WITH OTHERS.

**POSITIVE BEHAVIOR MANAGEMTNT**

CREATIVE KIDZ IMPLEMENTS POSITIVE BEHAVIOR MANAGEMENT TECHNIQUES TO DEVELOP AND MAINTAIN APPROPRIATE BEHAVIOR AT SCHOOL. WE BELIEVE WHEN POSITIVE BEHAVIOR MANAGEMENT APPROACHES ARE USED, AND ACTIVITIES ARE APPROPRIATELY GEARED TO THE DEVELOPMENTAL LEVEL OF THE CHILD, MOST CHILDREN WILL LEARN AND RESPOND POSITIVELY TO THE CLASSROOM ROUTINES.

**OUTSIDE PLAY**

THE TENNESSEE STATE LAWS REQUIRES THAT THE CHILDREN GO OUTSIDE FOR AT LEAST 60-180 MINUTES EACH DAY BASED ON AGE. IF YOUR CHILD IS SICK AND CANNOT GO OUTSIDE, THEN YOUR CHILD IS TOO SICK TO ATTEND CREATIVE KIDZ PRESCHOOL THAT DAY.

PER THE STATE WE GO OUTSIDE (AFTER ADJUSTMENT FOR WIND CHILL OR HEAT INDEX) 32-95 DEGREES

THEY DO NOT GO OUTSIDE DURING RAIN, THUNDERSTORMS, OR SNOW

**PICK UP AND DROP OFF**

IN ORDER TO ASSURE THE SAFETY OF YOUR CHILD, WE ASK THAT YOU SIGN YOUR CHILDREN IN AND OUT EVERYDAY ON THE TABLET LOCATED IN THE FRONT LOBBY. **THIS IS A STATE REQUIREMENT FOR CHILDCARE LICENSING.**

WE HAVE A DAILY CUT OFF TIME OF 9AM DAILY. YOUR CHILD MAY COME LATE IF THEY ARE SEEING A DOCTOR (PLEASE BRING NOTE) OR THERE IS AN EMERGENCY.

INACCORANCE WITH THE DEPARTMENT OF HUMAN SERVICES RULES; WE ARE UNABLE TO RELEASE CHILDREN TO ANY ADULT WHO EXHIBIT BEHAVIORS CONSISTENT WITH SOMEONE WHO MAY BE IMPAIRED

**TOYS**

CREATIVE KIDZ PROVIDES TOYS AND EQUIPMENT FOR YOUR CHILD TO PLAY WITH. CREATIVE KIDZ WILL NOT ASSUME RESPONSIBILITY FOR LOST OR BROKEN TOYS.

*PLEASE DO NOT LET YOUR CHILD BRING PERSONAL TOYS FROM HOME*.

**OVER THE COUNTER MEDICATION**

A WRITTEN INSTRUCTION FORM MUST BE FILLED OUT BEFORE WE CAN GIVE ANY MEDICATION TO YOUR CHILD. IF ITS NOT OVER THE COUNTER IT MUST BE IN THE ORIGINAL PERSCRIPTION BOTTLE WITH THE DIRECTIONS VISIABLE.

**IMPORTANT PHONE NUMBERS**

CREATIVE KIDZ PRESCHOOL (731)285-1362

CREATIVE KIDZ PRESCHOOL 2 (731)628-0041

OWNER (BRITTANY FRANK) (731)676-4480

MULTI SITE DIRECTOR (JENNA EDWARDS) (731) 882-8222

**NUTRITIOUS MEALS**

CREATIVE KIDZ FURNISHES YOUR CHILD WITH TWO MEALS AND ONE SNACK EVERYDAY.

 BREAKFAST 8:00 A.M.

 A HOT LUNCH 11:00 A.M.

 SNACK 2:30 P.M.

CHILDREN RECEIVE A WIDE VARIETY OF FOOD TASTEFULLY PREPARED ON SITE DAILY.

**CHILD CARE FEES**

INFANTS $203.00 A WEEK

TODDLERS $182.00 A WEEK

PRESCHOOLERS $151.00 A WEEK

**SCHOOL- AGE**

BEFORE AND AFTER SCHOOL $85.00 A WEEK

PRE-K PICKUP $85.00 A WEEK

BEFORE OR AFTER $65.00 A WEEK

SUMMER CARE $124.00 A WEEK

FIELD TRIP FEES ARE ON THE PARENT

**ALL ACCOUNTS MUST BE KEPT CURRENT**.

WE GIVE THE FOLLOWING DISCOUNTS

* MILITARY/VETERAN DISCOUNT
* PRE-PAY DISCOUNT

**APPLICATION FEE**

A NON-REFUNDABLE **$25.00 APPLICATION FEE** IS DUE AT TIME OF REGISTRATION.

A **$20.00 USED MAT FEE** OR A **$25.00 NEW MAT FEE** IS DUE AT TIME OF REGISTRATION. **THIS IS FOR RENTAL**.

**AFTER CLOSING WE CHARGE A LATE FEE** $**1.00 A MINUTE PER CHILD**

**DISENROLLMENT**

ALL CHILDREN WHO ARE ACCEPTED AND ENROLLED IN CREATIVE KIDZ, WILL BE GUARANTEED A SPOT AS LONG AS YOUR ACCOUNT STAYS CURRENT. ANY ACCOUNT THAT GETS MORE THAN TWO WEEKS BEHIND CAN LOSE YOUR SPOT AT CREATIVE KIDZ.

**RETUNED CHECK FEE**

IF A CHECK IS RETUNED A $25.00 RETURN FEE WILL BE ADDED TO YOUR ACCOUNT.

AFTER 3 RETURNED CHECKS YOU WILL NOT BE ALLOWED TO PAY BY CHECK AGAIN.

**ATTENDANCE**

YOU GET ONE WEEK A YEAR VACATION AFTER YOU HAVE BEEN HERE 6 MONTHS AND YOUR ACCOUNT IS **CURRENT**. YOUR CHILD CANNOT ATTEND THE WEEK OF VACATION AT ALL. IF WE CLOSE FOR A HOLIDAY (OTHER THAN WHEN WE CLOSE THE WEEK FOR CHRISTMAS) YOU STILL HAVE TO PAY THE WEEKLY FEE.

**GENERAL HEALTH REQUIREMENTS**

TENNESSEE STATE HEALTH RECOMMENDS THAT EVERY CHILD AGED SIX MONTHS TO FIVE YEARS GET AN INFLUENZA IMMUNIZATION EVERY YEAR.

CREATIVE KIDZ WANTS TO AVOID ANY OUTBREAK OF FLU, VIRUS OR ANYTHING ELSE THAT MAY BE CONTAGIOUS. PLEASE IF YOUR CHILD IS RUNNING FEVER, HAS A BAD DEEP COUGH, FLUSHED SKIN, SORE THROAT, BAD COLD, HEAD LICE, ETC…. PLEASE KEEP YOUR CHILD HOME. IF YOUR CHILD IS SENT HOME FOR ANY OF THE ABOVE, THEY MUST STAY OUT FOR 24 HOURS BEFORE THEY CAN RETURN.

 **GOLDEN SNEAKER CERTIFIED FACILITY**

Gold Sneaker Policies

Licensed Tennessee childcare providers have the opportunity to improve the health of the children in their care by adopting policies related to physical activity, healthy eating, and a tobacco-free environment. In November 2018, Gold Sneaker completed revision of the original nine policies making up the Initiative. The seven revised policies are: must be a balance of structured and unstructured play, both indoors and outdoors (weather permitting) utilizing age-appropriate activities.

**CREATIVE KIDZ IS A FIRE ARM FREE ENVIROMENT**

**EMERGENCY PLANS**

STAFF IS PREPARED TO DEAL WITH A VARIETY OF EMERGENCIES. DURING ALL CIRCUMSTANCES, TEACHERS WILL REMAIN CALM AND STAY WITH THE CHILDREN. IN THE CASE WE HAVE TO EVACUACATE THE BUILDINGWE WILL IMPLEMENT OUR EVCUATION PLAN. NOTES ATTACHED TO THE DOOR SO YOU WILL KNOW WHERE WE ARE. WE REEVALUATE OUR SAFETY PLANS OFTEN AND UPDATE THEM AS NEEDED.

WE HAVE AN EMERGENCY PREPARDNESS PLAN THAT IS EVALUATED EVERY 6 MONTHS THAT ALL STAFF ARE TRAINED ON.

IN THE EVENT WE NEED TO RELOCATE DUE TO WEATHER OR THREAT WE WILL GO TO THE DYERSBURG NATIONAL GUARD ARMORY/FAIR GROUNDS

SIGNING THIS HANDBOOK ALLOWS US TO TRANSPORT YOUR CHILD IN THE EVENT OF AN EMERGENCY BY STAFF AND BUS.

 **INCLEMENT WEATHER**

THE CENTER WILL ANNOUNCE CLOSINGS ON OUR PROCARE APP, AND CREATIVE KIDZ FACEBOOK PAGE. PLEASE GO TO FACEBOOK AND LIKE OUR PAGE.

**PLEASE SIGN AND RETURN THE REST OF THIS FORM**

CREATIVE KIDZ IS LOCALLY OWNED AND OPERATED BY BRITTANY FRANK. CREATIVE KIDZ DOES NOT DISCRIMINATE ON THE BASIC OF SEX, RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY OR VETERAN STATUS IN PROVISION OF EDUCATIONAL OPPORTUNITIES OR EMPLOYMENT OPPORTUNITIES AND BENEFITS, PURSUANT TO THE REQUIREMENTS OF THE TITLE IX OF THE EDUCATION AMENDMENTS OF 1972. PUB. L. 92-318: SECTION 504 OF THE REHABILITATION ACT OF 1973, PUB. L. 93-112; AND THE AMERICANS WITH DISABILITIES ACT OF 1990, PUBLIC LAW 101-336; RESPECTIVELY.

**BY ATTACHING MY SIGNATURE, I AFFIRM THAT I HAVE READ, FULLY UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS IN THIS CREATIVE KIDZ PARENT HANDBOOK CONTRACT.**

WE REQUIRE A TWO WEEKS NOTICE BEFORE REMOVING YOUR CHILD. REGARDLESS OF THE REASON, YOU ARE REQUIRED TO PAY FOR TWO WEEKS IF YOU REMOVE YOUR CHILD.

THIS IS A CONTRACT SO YOU WILL BE BILLED, IF NOT PAID YOU WILL BE TURNED OVER TO A COLLECTION AGENCY IN UNION CITY, TN. (AFTER 60 DAYS OF NON- PAYMENT) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (INTIAL)

PARENT SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_