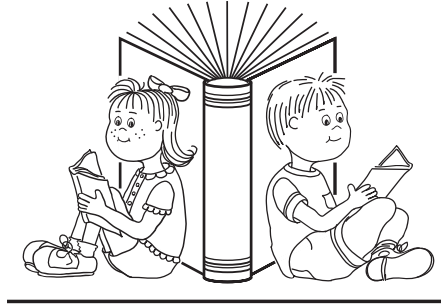


Creative Child Learning Center®



Parent Handbook

2015/2016

Owners: Brian & Eileen Ager • 954-389-8245

Coral Springs Directors: Virna Marchese & Kristy Pomper • 954-796-0081

Rev. 2/15 Effective 2/16/15



Creative Child Learning Center[®]

The Smart Choice For Preschool

Coral Springs – Parkland:
9675 Westview Drive, Coral Springs, FL 33076
(954) 796-0081 ▪ FAX: (954) 796-2996

Davie – Plantation:
1305 SW 101 Road, Davie, FL 33324
(954) 452-3346 ▪ FAX: (954) 236-2246

Weston – Sunrise:
150 Weston Road, Sunrise, FL 33326
(954) 389-8245 ▪ FAX: (954) 389-0377

Mission Statement

Our mission at **The Creative Child Learning Center**[®] is to provide children with a loving, nurturing, environment allowing for social and emotional growth. Hands-on learning is accomplished through creativity, self-expression, and good old-fashioned fun!

We believe interaction among children, parents, and staff is the key ingredient for providing a comforting and secure home away from home.

We will continually strive to ensure that your child's preschool memories are those of warmth, laughter, and happiness.



The Story of Creative Child Learning Center®

ONCE UPON A TIME in a little town called Weston there lived Brian Ager, his wife Eileen and their nine-year-old son Bobby. Brian had just finished his business degree and was working for Florida Power and Light. Eileen had just completed her Master's Degree in Education and was a teacher in the Broward County School system. They were both excitedly awaiting the birth of their first daughter and since Eileen was planning to go back to work, they began looking for preschools. As their search began, they became very disheartened. Each school they went to was missing something. Either it was a friendly smile, sunny classrooms, happy teachers, or a busy playground. They just couldn't find that one special place where they would feel comfortable leaving their precious baby. At that moment they decided that as parents themselves, they knew what parents look for in quality childcare, and they could offer their daughter as well as other children that special "home away from home" atmosphere. In May 1995 their daughter Brianna was born and in July 1995 Brian, Eileen and Brian's mother Joan became partners and the proud owners of Creative Child Learning Center®.

Their first school was definitely a "fixer upper," licensed for 126 children but only had 40 enrolled. The first thing they did was change the existing name and spent the next few months painting, buying new materials, and hiring qualified teachers. As the years went on, the school was filled to

capacity, received The Gold Seal Award of Excellence from county licensing and also became NAEYC Accredited. It was time to move to a bigger building!



Coral Springs-Parkland

In 1998, along with awaiting the arrival of their second daughter Alexa, the Agers had the opportunity to design and build the new school in Weston. The most important things that they wanted were lots of windows, spacious classrooms, and a huge playground. Everyone from the little school moved into the new building and they continued growing until they reached their new capacity of 200. In this same year, Creative Child expanded into the Coral Springs area.



Their “Camp Explorer®” After School and Summer Camp program, designed for the elementary school age children, was also growing in leaps and bounds! Creative Child Learning Center® was definitely making a name for itself in west Broward County.



It has been a very exciting 20 years for the Agers. They feel so honored to touch so many lives – children, parents, teachers and all of the wonderful people they come in contact with on a daily basis. Their goal is to continue to maintain the high standards they were looking for so many years ago when they were the “prospective parent”

The Agers moved from Weston to the Davie area in 2000. In that same year, Creative Child Learning Center® in Davie opened its doors. This area was in such demand for preschools that in 2002 Phase II of the Davie school was opened. This was now the biggest Creative Child Learning Center® yet. How proud they were to be part of so many children’s lives! All of their schools thus far had received the Gold Seal Award of Excellence and were nationally accredited.



Weston-Sunrise



SouthWood-Tallahassee

But it wasn’t over yet! They had a wonderful opportunity to build their school in a brand new St. Joe community called SouthWood in Tallahassee. They were very excited to expand into north Florida. Therefore, The Creative Child Learning Center® of SouthWood opened in January 2004.

in their search for a quality preschool. Together with the passion and professionalism of the teachers and administrators, the high standards of the school, and the cheerful atmosphere, it’s no wonder the children and families of the Creative Child Learning Center® live ***happily ever after.***



Philosophy and Goals

The Creative Child Learning Centers® are nationally accredited and are designed to meet the emotional, social, physical and intellectual needs of children in a safe, home-like and loving environment. The unique characteristics of each individual child are valued, and a well-trained and talented staff nurtures each child's interests and developmental advances. We believe childhood should be a time of joy, love and adventure. At the Creative Child Learning Centers®, children are appreciated for their diversity, their challenges, their successes and their tremendous potential. The center's child caring philosophy is based on flexibility and choice for the children. The center acknowledges and accommodates the developmental stages of the child; the child does not have to change to fit the center.

The centers are a home away from home for both the children and their parents. Communication with parents is a top priority. The staff carefully follows parents' instructions when feeding and diapering the children. With daily communication through conversation and written notes,

the staff and parents form a team to help each child's day run smoothly. In addition to daily communication with the parents, each classroom produces weekly newsletters. Parents are always welcome to drop in anytime during the hours the center is open.

Children's most important years for emotional, social and intellectual development are ages birth through five. They require feeling loved, secure and accepted as they begin their educational process which will extend from early childhood through adolescence and into early adulthood. We foster the belief that it is during these critical years a child discovers his/her unique qualities, self-worth and, if properly stimulated and guided, those of his/her peers. It is our goal to provide children with a sense of trust in the world away from home, joyful memories of special friendships, and incite perpetual interest for acquiring knowledge.



Curriculum Philosophy & Practices

Kaplan Early Learning company's **Learn Every Day** – the program for Infants, Wobblers, and Toddlers – is written by experts in the field of early learning and packed with hundreds of activities to provide a nurturing and educational environment for these age groups. Activities are domain specific and include the following: **Brain Builders** – Activities to develop cognitive skills; **Talk to Me** – Ways to enhance communication and language skills; **Change My Life By Turning a Page** – Early Literacy development; **On the Move** – Gross and fine motor skills; **Shake the Rattle and Roll** – Music and movement, fingerplays, and songs; **I Am My World** – Enhancing sensory development; **Exploring the Natural World** – Indoor and outdoor activities; **I Need a Hug** – Individual and small group activities to build social skills for life.

The Investigator Club Curriculum is a comprehensive fully-integrated curriculum for our threes and fours with a focus on **“Play With A Purpose,”** utilizing the Power of Investigation, the Power of a Story, and the Value of Characters. It builds upon children's natural curiosity about the world and their



place in it. The heart of the Investigator Club awakens the scientist and the explorer in every child.

The Investigator Club Curriculum is researched based with an emphasis on oral language development, print-rich environment, in-depth content across domains, “best practices” in literacy for early readers and writers, problem solving, math and science processes, provisions for social and emotional growth, assessment, and professional development.

This outstanding curriculum has the tools to help accommodate every child's unique needs with differentiation of instruction, lesson modifications, Individual Educational plan reminders, varied instruction methods, ongoing assessment and intervention strategies, and strong researched based materials. Instruction in the Investigator Club Learning System is scaffolded through 10 critical domains of learning, providing support for children to build knowledge over time which allows them to have a deeper understanding of concepts and a broader level of experience.



Our Programs...

Learning should only be this much fun!

Our great respect for the individual child derives from the findings of Jean Piaget, who discovered the developmental thought process of infants, toddlers and preschoolers. From Piaget's work, early childhood educators know that children learn best through play.

"The more that you read, the more things you will know.
The more that you learn, the more places you'll go."
– **Dr. Seuss**, *I Can Read With My Eyes Shut!*

Reading and literacy are an integral part of our program from Infants through Pre-kindergarten. In addition to our school learning library, every classroom is stocked with books.

Wobblers

Through supervised play in a planned, stimulating environment, wobblers rapidly acquire a foundation of basic skills and capacities during the first two years as motor skills develop and early language begins. Toys and materials are selected to help the development of gross and fine motor skills. While still needing a nurturing, secure environment, wobblers begin to explore their independence and start developing the beginnings of emotional and social stages. Our staff understands the developmental needs of the wobbler and introduce activities that help in the appropriate developmental stages of the 1 to 2 year old.

Toddlers

A multi-fold curriculum is introduced to the toddlers that helps develop the traces of complex thinking and important social and emotional developments that occur during the toddler years. Learning to navigate through interest areas in the classroom and rotating in small groups help the toddler learn through a hands-on, creative, fun environment as academics are presented in an appropriate setting that meets the developmental needs of a 2 to 3 year old.

Preschool

Preschool children enjoy spending time with other youngsters their own age and becoming involved with group activities. Structured educational programs introduce them to basic concepts in language arts, math, science, social studies, and art. We have specifically designed learning centers for individual and group projects that encourage children to make discoveries about themselves, fellow beings and the world we all live in and share. Our staff plans activities for groups as well as for individual children in order to foster their development in all areas.

Pre-kindergarten

Pre-kindergarten children exhibit growing physical and intellectual independence made possible by acquired physical skills and complex language. Daily structured educational programs stress language arts, math, science, social studies, and computer skills. There are also monthly field trips and an end of the year graduation ceremony. Creativity is encouraged and learning experiences presented as a healthy mixture of fun and challenge at our learning centers.



Voluntary Pre-kindergarten

Our state funded VPK program is a three hour block of concentrated instruction with smaller class size and lower ratios. Inquire at the office about eligibility requirement and times offered.

After School Program

The program is attended by kindergarten and elementary school children. We offer safe, stimulating environment with on-time transportation from school. After School is spent finishing homework, exploring computer fun, engaging in physical fitness, and game time spent with special friends. A midafternoon snack is served.

Summer Camp

Ask about our *Camp Explorer*® Summer Camp program.

A.P.P.L.E. Accreditation

All of our schools are A.P.P.L.E. accredited. Accredited Professional Preschool Learning Environment is a national early learning program accreditation. With over 700 accredited programs APPLE is 'Solid to the Core!' In Florida, APPLE is accepted into the Gold Seal of Quality program.

Gold Seal Program and History

In 1996, the Florida Legislature established the Gold Seal Quality Care program to acknowledge child care facilities and family day care homes that are accredited by nationally recognized agencies and whose standards reflect quality in the level of care and supervision provided to children.

In December 2004, Voluntary Prekindergarten (VPK) legislation was passed and signed into law. This bill requires participating child care facilities and homes to maintain quality care accreditation and higher education standards for staff. The Gold Seal Quality Care Program is an approved accreditation for child care providers to be eligible to participate in VPK.

New Student/Parent Orientation

- Registration is ongoing year round provided classroom space is available.
- School tours are given from 8am – 5pm daily.
- Handbook is reviewed with the parent upon registration.
- Parents will be given all pass codes pertaining to webcam access and door entrance on the child's initial start date.
- Open house / Back to School Night will be held in October (Coral Springs)
- New student orientations are held in August each school year for our Pre-Kindergarten classes.



General Information

Our staff members are experienced early childhood educators and caregivers dedicated to the academic, emotional and physical well-being of every child. We maintain an open-door policy and invite you to visit as often as you wish for informal visits. This will give us the opportunity to become acquainted and will allow you to partake in your child's education, sharing in his/her achievements.

The preschool admits all children regardless of gender, race, color, nationality, or religious preference.

Hours of Operation Monday thru Friday 7:00 AM to 6:00 PM

Holidays We observe the following holidays:

New Year's Eve
New Year's Day
President's Day
Memorial Day
July 4th

August TBA (Teacher Work Day)
Labor Day
Thanksgiving Day (Thursday and Friday)
Christmas Eve
Christmas Day

If the holiday falls on Saturday – Facility will be closed Friday.

If the holiday falls on Sunday – Facility will be closed Monday.

Parental Involvement

Time is the most important investment you can make in your child. We encourage the parents to become active participants in school activities. When parents participate, children become enthusiastic and motivated feeling that they, as well as their school, are special.

During the school year, fall and spring, children will be evaluated while performing age-related activities and tested on material covered in the curriculum. Written progress reports will be sent home for your review and consideration.

Drop Off / Pick-Up Policy

All children must be signed in and out by a responsible adult of 18 years old or older. Proper I.D. is required. Our facility will not release a child to any adult who is believed to be intoxicated or impaired.

Meals

Breakfast may be brought and eaten at school until 8:30 AM

A nutritional variety of snacks including, but not limited to, juice, fruits, cheese & crackers, puddings, and raisins is provided by the school and served at midmorning and midafternoon. You have the option to bring your child his/her own snacks.

Children may bring their lunch from home or buy a lunch from the school lunch program. If you choose to bring your child's lunch from home, please keep the lunch box and thermos bottles labeled at all times. We ask that all hot food items are sent to school in a thermos. **In the Toddler through Pre-K rooms there will be no heating up of food in a microwave.** Prepare a meal which is nutritious and to the liking of your child. State of Florida H.R.S. holds the center responsible for overseeing that lunches served meet set quality standards. Please advise us if your child is **restricted** or **allergic** to any foods or drinks.

Television Practices

We believe the role of television in the preschool environment is for educational purposes only. Therefore, educational television programs or videos may be used in the classroom for a period of 30 minutes per week in conjunction with the curriculum and/or holiday themes.



School Wide Safety Rules

1. Do not leave your purses or valuables in the car when dropping off/picking up your child. Preschools are prime targets for “smash and grabs.”
2. Do not leave any children – including elementary school age – unattended in the car while dropping off/picking up your child.
3. Do not leave your car running while dropping off/picking up your child.
4. After your child has been signed out, he/she is your responsibility. They are not allowed on the playground since they are no longer under the supervision of a staff member. Please hold hands with your child in the parking lot and do not send them back into the school by themselves if something was forgotten.
5. Please adhere to the “Cell Phone Free Zone” when dropping off/picking up your child.
6. For the safety of your child, only closed-toed shoes are allowed to be worn to school. This means no sandals, flip flops, or crocs. Water shoes are to be worn on water days and then changed to closed-toed shoes after water play.
7. Reporting Child Abuse – It is every employee’s responsibility to report all suspected child abuse to the proper authorities.

Health & Safety

Every child registered at Creative Child Learning Center® is required to have a copy of his/her State of Florida HRS Student Health Examination Form and Immunization Record, due the first day of enrollment, on file. It is the parents’ responsibility to keep it updated.

Please keep your child home if:

- Running a fever - 100°F or above
- Has diarrhea/vomiting.
- Generally not feeling like him/herself
- Has any discharge from the nose, eyes or ears.
- Has symptoms of possible communicable disease

Parents are required to inform the school of all illnesses or injuries the child may have sustained prior to arriving at the center. If your child has a communicable disease, please notify us at once. A doctor’s note clearing the child from being contagious is required in order to accept him/her back to school.

While at school, if the child becomes ill with one of the following:

- fever 100°F or above
- rash
- 2 diarrheas within the day
- vomiting
- suspected pink eye
- lice or nits
- discharge from the nose, eyes, or ears — or any other sign or symptom of illness

he/she will be isolated and the parents contacted to make arrangements to pick up the child immediately (within 1 hour).

***Children MUST be symptom free for 36 hrs. before returning to school.
A Doctor’s Note WILL NOT override this policy.***

Medications may be administered at the school for the length of time indicated by the physician. Bottles must be labeled with the child’s name and dosage and are to be kept in a locked cabinet in the office. **Medications are not to be sent in the child’s lunch box or backpack.** The medication permission form (#5) must be fully completed and signed in the office prior to the medication being dispensed. There will be NO exceptions.

Our medication policy is as follows:

- Medications will be given one time during the day
- Prescription medicines must be in original containers with child’s name and dosage on the label
- Non-prescription medicines must be accompanied by a doctor’s note along with the correct dosage

Safety Procedures

1. If an accident/incident occurs at the school, a #4 form is filled out by the staff member who witnessed the accident/incident providing details. The #4 form is then signed by the staff member, a director, and the parent and kept on file at the school. A copy may be given to the parent upon request.
2. We follow the Broward County School District for closures due to inclement weather or other emergencies. Our emergency management plans are on file and in each classroom.



Birthday Party Guidelines For Parents

You are welcome to have a fun celebration at Creative Child in honor of your child's birthday. We will work with you to make the day special for everyone.

- Please check with your child's teacher at least one (1) week in advance if you want to have a birthday celebration at school.
- Parties will be held at afternoon snack time. Your child's teacher can give you the exact time and the party will last for approximately one-half hour.
- You are welcome to bring in the following:
 - one cupcake per child
 - a birthday cake for the entire class, but please limit the size
 - another snack such as fruit or cut up vegetables along with juice for the entire class.
- Invitations to a child's party outside of the school will only be passed out if **every** child in the class receives one.

The Creative Child Learning Center® encourages nutritious snacks and limits the children's intake of sweets. Please consider this when planning your child's in-school party.

Other items to remember:

- Please find out from your child's teacher if there are any food allergies in the class.
- Please limit your guests to immediate family only.
- School parties **DO NOT** require invitations and they will not be given out.
- Please **DO NOT** bring in soda, piñatas, goody bags, toys, or balloons, as they will not be given out. Balloons are a choking hazard.
- Please **DO NOT** send in dressed up characters to school as they frighten many of the children.
- Please clean up any party supplies before you leave the school.

Look & See Webcam

Brief description of Look & See Webcam and what it is

Creative Child Learning Center® provides as a service the Look & See Webcam system, which invites a parent or family member with internet access (using a web browser like Netscape or Microsoft Internet Explorer) into their child's classroom where they can be a part of all the wonderful things that happen on a daily basis. At last, you can ask your child about specific events in their day, as opposed to the question, "What did you do today?" There is a monthly fee for this service. More detailed information on the service is available from your director.

Acknowledgement of operation of Look & See Webcam

I acknowledge that Creative Child Learning Center® provides parents with internet access to images of their children while at the Center, and that my child's room is included in this agreement.

Photography/Video Release

Children are often photographed or videoed by staff or other parents at Creative Child Learning Center® during the course of regular class activities, special events, or scheduled field trips. On occasion, photographs or video may be used in company promotional materials, including, but not limited to, our website, ads, brochures, etc.



Guidance Policy Agreement

Agreement

State of Florida & Broward County / Governing Policies

At Creative Child Learning Center® we agree effective guidance should be an essential element of education at home as well as school. Self-discipline and character develop as a result of loving guidance and mutual respect. At times it becomes necessary to redirect a child in order to discourage behavior which is deemed destructive or unacceptable. We adhere to the regulations outlined in the State of Florida H.R.S. Child Day Care Standards Booklet which states:

- Discipline is not to be severe, humiliating or frightening.
- Discipline shall not be associated with food or toileting.
- Spanking or any form of physical punishment is prohibited.

However, the parents are expected to provide effective guidance to their child when unbecoming behavior persists. Children should be taught by parents to behave in a proper, socially acceptable manner.

Good behavior is rewarded by immediate commendation or granting of special privileges. Unacceptable behavior is only handled by redirecting the child to an alternate activity. Whenever we encounter persistently poor behavior, a parent-teacher conference is scheduled in order to unite insights and provide the best possible resolution. For reoccurring aggressive behavior towards other children or staff members, the following actions **MAY** be necessary:

- Incident will be documented on an incident report form and signed by the parent
- Child will need to be picked up from school immediately.
- Child will be suspended from school the following day.
- In extreme cases, the child will be suspended from school for 1 week. (Parent is still responsible for tuition payment; however, a vacation week may be used if available.)

For the safety and welfare of all children, Creative Child Learning Center® reserves the right to suspend and/or expel a child from the facility. Therefore, if all strategies fail to cease the aggressive behavior, termination of enrollment may occur.



Alternative Nutrition Plan

Agreement

State of Florida & Broward County / Governing Policies

Florida State Legislature - Chapter 74-113

Broward County Ordinance 78-36

If lunch and snacks are furnished by the child's parents, there shall be a written agreement signed by the parents and kept on file at the facility. The agreement shall define the responsibility of the parent and the operator for meeting the child's nutritional needs. Lunches shall include the protein, grain, fruit, and dairy groups.

Agreement

State of Florida & Broward County / Bureau of Children's Services
Child Care Licensing and Enforcement Section

Date: _____

Dear Parent:

In accordance with the Broward County Child Care Ordinance\Family Child Care Ordinance, parents and the child care facility/home are urged to work cooperatively to assure that children are provided with nutritious snacks and meals where lunches are not provided by the facility/home.

Please read the following carefully, sign, and return as soon as possible to Creative Child Learning Center®.

The **facility/home** agrees to provide a nutritious:
(Operator/Director checks those which apply.)

_____	breakfast
<input checked="" type="checkbox"/>	mid-morning snack
<input checked="" type="checkbox"/>	mid-afternoon snack
_____	evening snack
_____	no meals or snacks

The **parent** agrees to provide a nutritious:
(Parent checks those which apply.)

_____	mid-morning snack
<input checked="" type="checkbox"/>	lunch
_____	mid-afternoon snack
_____	supper

I have read the preceding and agree to meet the child's nutritional needs as defined above.

Meals provided by parents shall consist of the following:

- | | | |
|-----------|--------------------------|--|
| A. | Meat/Poultry/Fish | 2 ounces |
| | or cheese | 2 ounces |
| | or eggs | 1 egg |
| | or peanut butter | 4 tablespoons |
| | or dried beans or peas | 1/2 cup |
| B. | Fruits (2 or more) | 1/2 cup |
| | or vegetables | 1/2 cup |
| | or fruits and vegetables | 3/4 cup total amount and vegetables must equal 3/4 cup |
| C. | Bread | 1 slice |
| D. | Butter | 1 teaspoon |
| E. | Milk | 1 cup – 8 oz. |



Permission for Food-related Activities and Special Occasion Food Consumption

Pursuant to 65C-22.005 (1)©2., E.A.C., licensed child care facilities must obtain written permission from parents/guardians regarding a child's participation in food related activities. These activities include such things as: classroom cooking, projects, gardening, school wide celebrations, and birthdays.

I, _____ give _____ (or) decline _____ permission for my
Signature of Parent(s) or Guardian(s)

child _____ to participate in food related activities and special
Child's Name
occasions wherein food is consumed.

Please provide the following information:

_____ My child DOES NOT have a food allergy or dietary restriction. He or she **may** participate in activities.

_____ My child DOES NOT have a food allergy or dietary restriction. He or she **may not** participate in activities.

_____ My child DOES have a food allergy or dietary restriction. He or she **may** participate in activities, but may not eat or handle the following items (please list below):

_____ My child DOES have a food allergy or dietary restriction. He or she **may not** participate in activities.

I understand that it is my responsibility to update this form in the event that my decision for permission changes. I agree that this form will remain in effect during the term of my child's enrollment.



Release of Child From Preschool Facility

Agreement

State of Florida & Broward County / Governing Policies

Broward County Ordinance 89-21, Section 7-8.10

Creative Child Learning Center® is open Monday thru Friday, 7:00 AM - 6:00 PM

No child shall be released to any person(s) other than the authorized parent, guardian, and listed individuals on the registration form. Any person(s) authorized to take a child from the school, other than the child's parent or guardian, must present picture I.D. to the administration before a child is released.

Codes for the doors are not to be given to any person other than the legal guardians or parents. If someone other than a legal guardian or parent picks up a child on a regular basis (2-3 times a week), that person may be given a code.

If a non-authorized person needs to pick up your child from our school, either parent can call the school with the release code password (provided in the Registration Packet) chosen by the parents (number or letter combinations).

The child care facility shall immediately notify HRS and the local police department or the Broward County Sheriff's Office in the event a child isn't picked up by an authorized person within one hour after the scheduled closure time of the facility.

I acknowledge being informed of, and agree to comply with, the above outlined State of Florida and Broward County Child Care Facility governing policies. This agreement shall be kept on file at Creative Child Learning Center®.



Tuition Agreement (Coral Springs facility ONLY)

Please read our tuition agreement in the Creative Child Learning Center's® Registration Packet. This agreement is designed to fully inform you of our standard operating procedures for registration, weekly payments, late charges, vacation credits, and summer tuition policies.

The school year, including summer months, is from August – August.

(Following the Broward County school start date)

The school year for After School students – August – May.

- A \$65.00 registration fee (\$100.00 for two or more siblings) and prepaid first week's tuition is required to confirm registration. The non-refundable prepaid first week's tuition and registration fee includes application processing, insurance, educational materials, and supplies for your child. A \$10.00 discount in the weekly tuition will be applied if two or more siblings are enrolled full-time and will be discounted from the oldest sibling.
- **Prior** to your child's **last** two weeks of attendance, the Director or Assistant Director **must** receive a **two-week** notice in writing. The two-week notice will begin on **Monday** and end on **Friday** of the first week, and begin on **Monday** and end on **Friday** of the second week. Lack of notification will result in a charge of one week's tuition. As a result, no refunds will be given.
- Thereafter, the annual registration fee (\$65.00) is due during the fall registration period (in May). The registration fee will be prorated (\$32.50) for new students enrolling between March 1 – July 31. There will be an annual cost of living increase in tuition each August.
- Tuition payments are due on Monday of the current billing week or the first day of each month (for monthly billing). If payment is not received by Tuesday at 6:00 PM, your account will accrue a \$20.00 late charge per child. This automatic \$20.00 late fee will apply to each week your account has a past due balance.
- In the event your account has a past due balance on Friday, your child will be disenrolled. A \$25.00 reactivation fee, in addition to any late fees, will be charged to your account the following Monday to reactivate your child's enrollment. The new balance, including all fees, must be paid in full for your child to continue enrollment.
- There will be NO credit applied for illness or scheduled school holidays. A total of two weeks vacation time may be taken during the school year (Aug. 24, 2015 – School start 2016) with no payment due. New students are eligible beginning 3 months after initial enrollment. Vacations must be taken in weekly increments Monday-Friday. Children enrolling only for summer camp sessions will not be eligible for vacation credit. Payment is still required for any additional absences beyond the allotted two weeks. You **must** inform the office if your child is expected to be out of school for more than two weeks. If he/she does not attend school for a period of time exceeding two weeks, your child will be disenrolled. Upon return, a \$130.00 registration fee will apply, assuming the school's licensing capacity has not been exceeded. This policy is strictly enforced due to the fact that your child's place is being reserved and all associated expenses still apply.
- In the event of a returned check, a \$30.00 fee will be charged to your account. We will require cash payments to your account for three months after any returned check.
- Our hours of operation are 7:00 AM - 6:00 PM. If you are late, a staff member will be required to stay late and care for your child. A late fee of \$2.00 per minute past 6:00 PM will be charged. **This fee will also apply to dismissal times for our part-time programs.** Frequent late pickup will result in a change in your child's program or administrative action. If the school is not contacted by 7:00 PM, we are required by law to contact local police and Child Licensing and Enforcement.
- Creative Child Learning Center® reserves the right to terminate enrollment for parental disregard of school policies or disruption of the school community.

My signature and initials certify that I have read, understand, and agree to comply with the policies outlined in the Creative Child tuition agreement.

Rev. 2/15 Effective 2/16/15



Wobbler Permission Form (Coral Springs facility ONLY)

Here at Creative Child Learning Center® we strive to provide your Wobbler with the best possible care and fun activities in and out of the classroom.

One of these activities is the “Buggy Ride.”

Our plaza has a covered walkway and weather permitting, we like to take our Wobblers for a ride once in the morning and then again in the afternoon. Please fill out and return the permission form in the registration packet so that your child may participate in this activity. ***Thank You!***

_____ YES, my child may participate

_____ NO, my child may not participate

