



Creative Child
Learning Center
The Smart Choice for Preschool

Parent Handbook

SouthWood - Tallahassee
4390 Grove Park Drive
Tallahassee, FL 32311

Director:
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Owners:
Endeavor Schools (305) 677-8670

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.

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, written notes, and Brightwheel®, a communication application for your smartphone, 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 inquiry based 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.

Infants

The infant room is designed to reflect a home-like feeling with eating, sleeping, and play areas. Our babies are bottle fed in rocking chairs as they would be at home. Infants are on their own schedules. Our staff understands the importance of talking, singing, and warmly interacting with the babies throughout the day. Indoor activities promoting intellectual stimulation are planned based on the developmental stage of each infant. Parents may expect daily verbal and written reports on eating, changing schedules, sleeping, and new developments. Each infant has his/her individual crib. Bottles & baby food, disposable diapers, wipes, creams, crib sheets and blankets must be provided by the parents.

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 a 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 9am – 12pm and 3pm - 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.
- 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 does not discriminate against anyone on the basis of sex, age, religion, national origin, color, race, marital status, physical or mental disability, or veteran status. We include children with special needs when possible and make accommodations as required by the Americans with Disabilities Act.

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

Holidays We observe the following holidays:

New Year's Eve	August TBA (2 Teacher Work Days)
New Year's Day	Labor Day
Martin Luther King Jr. Day	Veteran's Day
President's Day	Thanksgiving Day (Thursday and Friday)
Memorial Day	Christmas Eve
July 4 th	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 parents to be active participants in school activities. However, as a volunteer or guest of the classroom, a parent may not discipline, help with diapering or toileting, or be alone with children other than his/her own.

Children will be evaluated, formally and informally, throughout the school year while performing age-related activities and tested on material covered in the curriculum. Written progress reports will be sent home in the fall and spring for your consideration. Parent conferences are always available throughout the year.

Drop Off / Pick-Up Policy

All children must be signed in and out by a responsible adult of 18 years old or older. Every parent and authorized person is screened by **Raptor™ Technologies**, a registered sex offender database that searches across all 50 states. 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: milk, fruits, cheese & crackers, puddings, and cereal is provided by the school and served at mid-morning and mid-afternoon. You have the option to bring your child his/her own snacks.

Children must bring their 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 DCF 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 occasionally be used in the classroom 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.

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 will also be given to the parent upon request.
2. We follow the Leon County School District for closures due to inclement weather or other emergencies. Our emergency management plans are on file and in each classroom.
3. Our staff has been trained by SecureEd, former Secret Service agents, on an emergency and critical incident response plan customized for our school.

Health & Safety

Every child registered at Creative Child Learning Center[®] is required to have a copy of his/her State of Florida DCF 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 any discharge from the nose, eyes or ears.
- Has diarrhea/vomiting.
- Has symptoms of possible communicable disease
- Generally not feeling like him/herself

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 in 1 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

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; Brightwheel® is also used to compliment parent communication. On occasion, photographs or video may be used in company promotional materials, including, but not limited to, our website, ads, brochures, social media, etc.

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:
 1. one cupcake per child
 2. a birthday cake for the entire class, but please limit the size
 3. 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**

Creative Child Learning Center® provides 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. **This service is intended for only the parents who subscribe to the service; it is strictly prohibited to reproduce images, share the contents or post on social media for the privacy of the children.** 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.

Guidance Policy Agreement

For reference only (Registration Packet includes original version to be signed and returned)

State of Florida & Leon 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 DCF 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.

Positive redirection and PBIS (Positive Behavior Intervention System) are the main forms of discipline used at Creative Child Learning Center. When developing children's behaviors our staff make every effort to teach by encouraging and helping children to understand their choices. The PBIS helps build the classroom into a community, while teaching the children to regulate their own emotions. If a behavior cannot be redirected, then the child will be asked to regain self-control in the Safe Space. The staff will discuss the actions taken with the child and help them find a solution to the behavior then invite them to return to the activity. Time away is used only when necessary, limited to 1 minute per age of the child and only used if the child is endangering themselves and/or others. Please communicate with our staff any changes in your child's environment that might affect their behavior. We want to work together with our families to ensure that any transition is smooth for the child, family and staff.

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.)

Our schools have participated in the Positive Behavior Support Program (PBS), focusing on communication skills, social skills, and self-management skills.

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

For reference only (Registration Packet includes original version to be signed and returned)

State of Florida & Leon County / Governing Policies

Florida State Legislature - Chapter 74-113
Leon 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 & Leon County / Bureau of Children's Services
Child Care Licensing and Enforcement Section

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 agrees to provide a nutritious:
(Director checks those which apply)

- Breakfast
- Mid-Morning Snack
- Lunch
- Mid-Afternoon Snack
- Evening Snack
- No meals or snacks

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

- Breakfast
- Mid-Morning Snack
- Lunch
- Mid-Afternoon Snack
- Evening Snack
- No meals or snacks

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 |
| C. | Bread | 1 slice |
| D. | Butter | 1 teaspoon |
| E. | Milk | 1 cup |



Permission for Food-related Activities and Special Occasion Food Consumption

For reference only (Registration Packet includes original version to be signed and returned)

Pursuant to 65C-22.005 (I)©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

For reference only (Registration Packet includes original version to be signed and returned)

Agreement

State of Florida & Leon County / Governing Policies
Leon 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.

Every parent and authorized person to pick up the child is screened by **Raptor™ Technologies**, a registered sex offender database in all 50 states.

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 DCF and the local police department or the Leon 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 Leon County Child Care Facility governing policies. This agreement shall be kept on file at Creative Child Learning Center[®].



Tuition Agreement

For reference only (Registration Packet includes original version to be signed and returned)

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, tuition payments, late charges, vacation credits, and summer tuition policies.

***The school year is from August 1 – May 31.**

***Summer enrollment is June – July.**

- A non-refundable \$175.00 registration fee (\$225.00 for two or more siblings). The non-refundable registration fee includes application processing, insurance, educational materials, and supplies for your child. A \$40.00 discount in the monthly tuition will be applied if two or more siblings are enrolled full-time and will be discounted from the oldest sibling. A \$20.00 discount in the monthly tuition will be applied if two or more siblings are enrolled part-time and will be discounted from the oldest sibling.

- Prior to your child's last month of attendance, a thirty (30) day written notice must be provided to the office by the prior month's billing date (the 1st of the month.) If proper notice is not provided, your account will be billed a full month's tuition and must be brought to a zero balance prior to withdrawing.

- Thereafter, the annual registration fee (\$175.00) is due during the fall registration period (in March-May). The registration fee will be prorated (\$87.50) for new students enrolling between January 1 – May 31. There will be an annual cost of living increase in tuition each August.

- Tuition payments are due on the first day of each month. ACH information or a valid credit card must be provided and kept on file in the event your account has a past due balance and will be charged on the 6th of the month. Payments may be made by check, credit/debit card, or ACH.

- There will be NO credit applied for illness or scheduled school holidays. 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 \$175.00 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 Money order 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.