



CREATIVE WORLD CHILDREN'S ACADEMY PARENT POLICIES AND MISSION STATEMENT

Creative World Children's Academy is committed to providing a quality, educational program that promotes high self-esteem, the joy of learning and an environment of respect and dignity for each other. Creative World creates an environment that emphasizes kindness and empathy towards others and promotes skills in self reliance which is the root of where high self-esteem starts. We believe without question that the early years are the most important in the social, emotional and intellectual development of a child's life. We provide an environment that is not only safe, positive and nurturing, but that will also give your child the opportunity to explore, learn, and make friends and most of all **feel successful**. We believe that all children deserve to be treated with unconditional love and respect and that each one of them is a unique individual. We believe that the parents are the first and most important teachers in a child's life and we strive through communication and support to form a partnership between parents and staff for the good of the whole child.

Our school is licensed through the Washoe County Department of Social Services for 100 children with four separate classrooms from ages two years through Pre-K. Each of our classrooms is designed by age and developmental needs of the children in that classroom. In order to provide and maintain the highest quality program possible, Creative World's child-to-staff ratios are lower much lower than Washoe County requirements to enable more individualized attention for the children that attend.

We realize that our teachers are our number one asset to providing a quality program for children. Creative World Children's Academy provides higher wages and excellent benefits compared to the majority of other preschools in the area in order to attract and maintain the best qualified staff. We strongly believe that children deserve to have teachers who are capable and caring, who take pride in their job and whose values and character enable them to be excellent role models.

SAFETY

All our staff is required to have FBI background checks/TB tests and take required classes in Child Abuse and Neglect, Communicable Disease, CPR and First Aid to name just a few. Our staff also participates in professional development classes and training workshops pertaining to Early Childhood Education throughout the year.

HOURS & DAYS OF OPERATIONS

Creative World Children's Academy is open Monday through Friday, 6:45 a.m. to 6:00 p.m. If you are late picking up your child there is a charge of \$1.00 per minute after 6:00 p.m. which is payable directly to the teacher waiting on site.

REQUIREMENTS

All children **MUST** have a current immunization record before attending and a well-child check-up from a physician within two weeks. This is a Washoe County regulation and there can be no exceptions. It is Creative World's policy that all children that attend the school must be up date on all immunizations. Creative World does not recognize religious exemptions.

TUITION

- Tuition is to be paid in advance on Mondays either bi-weekly or monthly. If tuition is late, there will be a fee of \$5.00 per day applied to your account after Tuesday morning. If tuition is not paid by the 6th business day, attendance will be terminated, which may result in losing your child's placement in the classroom.
- Creative World gives a multi-student discount of \$20 dollars bi-weekly for a second child (full-time students only).
- A non-refundable registration/insurance fee of \$100.00 is due at the time of enrollment and annually on your child's enrollment anniversary date thereafter. For each additional child the yearly fee is \$75.00.
- There is a \$25.00 fee for any returned checks. After two (2) returned checks in a 90 day period, we will only accept cash or money orders for tuition payments.

- Due to fixed costs averaged over the calendar year there is no reduction in tuition or vacation time taken in lieu of holidays.
- There is a \$10 refundable fee per key fob for the security door

CLASSROOM PLACEMENT

All children will be placed in the classroom that is appropriate for their age and/or developmental stage when entering Creative World. Except for a few exceptions throughout the year and only if the teachers feel that the child is socially, emotionally and academically ready will the child transition from one classroom to another before the start of the school year in August.

SIGNING IN & OUT

The Department of Social Services requires that every child be signed in and signed out on a daily basis. The sign in sheets are located at the front desk. It is very important that each of the children be escorted to and from their classrooms by an adult. Please allow enough time to assist your child in hanging up his/her coat and getting settled in.

MORNING DROP OFF

If your child was unable to eat breakfast at home or just not hungry yet parents are welcome to bring his or her breakfast in to the school up to 8a.m. in the morning. Structured activities begin promptly at 9 a.m. with morning music followed by a morning snack, our individual class/circle times and classroom center activities our child has any issues with separation so that the teachers are available to give your child the individual attention he or she needs. We realize that sometimes this is not possible because of doctor's appointments, dropping off older children etc., however we do ask that if you must drop off your child after 9 a.m. that you try to be as quiet as possible so as not to disrupt the teacher in the classroom working with the children. If your child does have any trouble with separating from you we are more than happy to help you at the front desk. If you do need to talk to your child's teacher and it is after 9 a.m. we be sure to get a message to your child's teacher who will call you back a bit later in the day.

DROPPING OFF CHILDREN AT NAP

Creative World does not allow children to be dropped off at naptime or less than 30 minutes prior as it is very difficult on the child being dropped off to adjust as it is disruptive to our program as the children are trying to rest and it is difficult for the teachers in the classroom to give your child the individualized attention she or he may need at that time of the day. We realize that there are special circumstances at times that cannot be helped however the child needs to have had lunch and/or the parent needs to stay with the child to eat his or her lunch and help his or her child to lay down and settle in. Thank you for your support and understanding with this issue.

MANDATED REPORTER

Creative World Children's Academy and all employees providing services for child care needs, teachers, substitutes are required by law (NRS 432.B220) to report any suspected child abuse and neglect for any children. This is mandated with Social Services and all staff is required to take a Child Abuse and Neglect class within their first 90 days of employment and then every two years after that.

DISCIPLINE

Discipline comes from the Latin derivative meaning to teach. We find that children learn best by using the discipline of logical consequences and positive reinforcement. Never do we condone punitive or humiliation tactics in any shape or form. We use positive reinforcement, redirection and logical consequences as techniques. We put a strong emphasis on kindness and empathy towards others with a no tolerance attitude of any behavior that is unkind or hurts others. We believe strongly in teaching children social conflict resolution skills among each other and have regular staff meetings to insure the staff is working together in a consistent manner with the children when it comes to teaching these skills. We emphasize making good choices and use these techniques whenever possible in order to empower children and to encourage a sense of responsibility. Examples are, if a child is doing something inappropriate or breaking a rule on the playground, especially where someone else or they could be hurt, the child will be warned once and then the child will be removed from the situation if the behavior is repeated. If a child is having difficulty with another little friend then it is our place to teach and help the child with specific skills how to handle the situation. Separation of the children may become necessary for a period of time.

Any form of corporal punishment, belittling, and/or yelling is NOT tolerated and children will never be referred to as naughty or bad. The point is made that it is the behavior and NEVER the child that is the problem. We treat all of our children with the highest respect and with unconditional love and guidance.

PROBATIONARY/PERIOD

We will make every effort to work with a child and his or her parents should there be some difficulty adjusting; however Creative World Children's Academy reserves the right to cancel enrollment of a child or family for physical and/or verbal abuse of staff or other children, for not observing the rules outlined in the parent handbook, or for non-payment or excessive late payment of fees. Each family is put on a three (3) month probationary period in order to assure proper placement for the child. Creative World will provide a safe and peaceful atmosphere and reserves the right to terminate a family or child who is disruptive to our environment.

PROGRAMS OFFERED

We offer extracurricular activities on location at an extra expense that is paid directly to the instructors. These include Kid Bright Gymnastics, Martial Arts on the Move, Little One's Swim and Little Star Dancers.

HOLIDAYS

Creative World Children's Academy is closed for the following holidays.

- **New Year's Day**
- **President's Day**
- **Martin Luther King Day**
- **Memorial Day**
- **Independence Day**
- **Teacher Work Day (1st Friday in August before the start of WCSD start date)**
- **Labor Day**
- **Nevada Day**
- **Veterans' Day**
- **Thanksgiving Day & the day after**
- **Christmas (3 days)**

Due to fixed costs averaged out over the calendar year there is no reduction in tuition or vacation time taken in lieu of holidays.

VACATION

After one year of enrollment and then every year thereafter, vacation credit will be given for one (1) week for full time enrolled students only. Vacations do not accumulate from year to year and will only be earned after one full year of enrollment. Your child **MUST** be absent from the center for vacation credit to apply and it cannot be used as part of the required 1 months written notice for withdrawal.

WINTER WEATHER/DELAYED STARTS POLICY

Creative World follows Washoe County School District Snow Day Policy. If Washoe Schools are on a two hour delayed start we will be on a one hour delayed start. This means Creative World will open at 8:00am. If Washoe County schools are closed for the day, Creative World will again have a one hour delayed start opening at 8:00a.m.. The school plans to open under most conditions, however, please call to check the answering machine and check local news stations should we have very extreme conditions and decide we need to close. Creative World will also put out a mass e-mail to notify parents should we feel the need to close the school due to weather. There is no reduction in tuition for snow days.

OUTSIDE PLAY

Fresh air and exercise are essential and the children do go out to play three times a day. In extreme weather conditions whether hot and or cold temperatures, outside play time is limited or on occasion eliminated.

LUNCHESES

At Creative World Children's Academy we supply a nutritious snack in the morning and afternoon. Children are to bring their own lunches, utensils, and an ICE PACK. Please be sure to send nutritious lunches with a balance of proteins and carbohydrates. We require that children eat their grow food first. We do not have enough refrigerator space for lunches and the Health Department requires that parents put ice packs in the lunch boxes. We are happy to warm up lunches in a microwave however we ask that the food is precooked and only requires a minute or two to heat up. Please be sure to send in a microwaveable container. Every Friday we have an optional Hot Lunch (Pizza Day) provided for \$4.00. Our monthly Snack Menu is posted in the front office.

CUBBIES/CHANGE OF CLOTHES

Your child will have his/her own "cubby" for their personal belongings such as a lunchbox, etc.. For children ages two through three years of age (and age four if still having occasional accidents) an extra change of labeled seasonal clothes (underwear, socks, pants and a shirt) **MUST** be left at school. Please put in a labeled Ziploc bag for storage.

NAP BLANKETS

Please provide a small blanket and or sleeping bag for your child with a **SMALL** pillow. The school provides a cushioned mat for the children to sleep on and they are disinfected daily.

DIAPERS & WIPES (two years through 3 years)

We ask that parents provide their child with a supply of diapers and wipes, if they are needed. We will let you know when your child's supplies are getting low. Each family is responsible for bringing in one (1) full container of wipes per month that will be used for all children as needed. If your child has a sensitivity or allergy to certain chemicals please let the teachers know so that we can accommodate.

CLOTHING

Please be sure to dress your child in washable, sturdy, play clothes for school. Messy art and creative activities are planned everyday and despite the use of smocks, clothes still manage to get soiled. Also, the children will be playing outside daily (weather permitting), so please dress your child accordingly, layering works well. During the summer especially, closed-toed shoes are highly recommended. Sandals and/or open-toed shoes are not only uncomfortable for the children on the playground, but they simply are not safe. We also have certain playground equipment that the children are not allowed to play on with open-toed shoes.

HEALTH POLICY

Washoe County Social Services and The Health Department have determined that if a child has certain symptoms or illnesses he/she cannot attend the center. This is for the sake of ALL the children (including yours) and our staff. It is the parents' responsibility to know if your child is not well before coming to school. Please keep your child home if they have any of the following symptoms:

1. Fever of 100 degrees or more (Tylenol or equivalent only masks symptoms - a child is still contagious)
2. Yellow or green discharge from eyes or nose
3. Diarrhea
4. Coughing: red or blue in the face, high-pitched, croupy or whooping sound
5. Conjunctivitis (infection or cold in the eye): your child MUST be on medication for 24 hours prior to returning to school with no signs of mucous coming from the eyes
6. Unusual rash or spots
7. Vomiting
8. Unusual behavior: cranky or less active, cries more than usual, feels general discomfort or just seems unwell.
9. Unable to participate in the full activities of the preschool program, including outside play.

If your child happens to get sick while at school you will be notified immediately and will be responsible for picking your child up within one (1) hour according to Washoe County Regulations. It is the parents' responsibility to have alternative care for children when they are sick.

It is Creative World's policy that a child with any of the above symptoms/illnesses MUST be free of all symptoms for 24 hours after exclusion before returning to school. Also, if your child is placed on antibiotics by a doctor they MUST wait twenty-four (24) hours after starting the antibiotics before returning to school. Creative World management reserves the right to determine if your child is well enough to return to school and a doctor's note will not overrule the center's policy. Please call the school if your child will be absent giving the nature of his/her illness.

MEDICATION POLICY

Washoe County Regulations requires that in order to administer any prescription medication it must be labeled by a licensed pharmacist and in its original container. The label MUST include the child's name, name of medication, dosage, dosage interval, physician's name and the current date. No over-the-counter medications will be given by staff members without a doctor's note.

INCIDENT REPORTS

If your child is seriously injured we will notify you immediately. For accidents that are not serious will do write up accident reports explaining what happened will be given to the parents and/or put in your child's file.

OPEN DOOR POLICY

Creative World Children's Academy has an open door policy where parents are always welcome and encouraged to come and visit and/or volunteer at any time.

PHOTOGRAPHY

On occasion the children will be photographed during school activities in the classroom and or on field trips for advertising, in print, Facebook and on the school website (student names are not used). Please provide written notification if you do not want your child photographed for these purposes.

WITHDRAWAL

Creative World requires one month's written notice for withdrawal from the center. If notice is not given, tuition fees will still be applied to your account for this time.

DAYS OF ENROLLMENT/MAKEUP DAYS

The school requires a two weeks written notice when changing days of enrollment for your child and then will accommodate request as long as there is availability. Makeup days for illnesses must be made up within the month for a maximum of 2 days for part time children if there is availability in the classrooms.

ENROLLMENT FORM

Processing Date _____
Beginning Date _____
Days of Attendance _____

Child's Name (First/Middle/Last) _____ Birthdate _____

Mother _____ Father _____

Address _____ Address _____

City/Zip code _____ City/Zip code _____

Cell Phone _____ Cell Phone _____

Home Phone _____ Home Phone _____

Place of Employment _____ Place of Employment _____

Work Phone _____ Work Phone _____

Department/Extension _____ Department/Extension _____

Social Security # _____ Social Security # _____

Email address _____

Parents are: Married _____ Divorced _____ Separated _____ Single _____

How did you hear about us? _____

List people you authorize to pick up your child:

Name _____

Address _____

Phone Number _____

Relationship _____

Name _____

Address _____

Phone Number _____

Relationship _____

Name _____

Address _____

Phone Number _____

Relationship _____

Name _____

Address _____

Phone Number _____

Relationship _____

MEDICAL INFORMATION

Does your child have any allergies or other medical conditions we should be aware of?

Are there any reasons to restrict activities? _____

Health Insurance and policy number _____

If there is a need to seek medical attention, please provide the following information:

Physician's name and phone number _____

Creative World Children's Academy has my permission to seek professional medical treatment or transportation in an emergency at my expense.

Signature of Parent or Guardian _____ Date _____

Signature of Parent or Guardian _____ Date _____



Creative World Children's Academy

Thank you for giving us the opportunity to work with you and your child(ren). We take our responsibilities towards the children at Creative World very seriously and we will always strive to provide your child with the utmost quality of care in a safe, nurturing, academically stimulating and fun environment where he/she can grow with a feeling of respect, love and guidance. Our hopes are that we build a relationship with you and your child and leave you with many happy memories.

By signing below, I have read, understand, accept and agree to abide by Creative World Policies and Procedures.

Parent Signature

Date

Parent Signature

Date

I give permission for my child to go on walking field trips in the local neighborhood (parents will be informed anytime we intend to leave the school campus).

Parent Signature

Date

Parent Signature

Date

FIRST DAY CHECKLIST

- _____ Read and sign Parent Policy Handbook (three pages)
- _____ Immunization record and doctor note stating child can attend preschool
(fax # 825-6220)
- _____ lunch with icepack
- _____ complete seasonal change of clothing
- _____ 1 small nap blanket and small pillow
(We are limited on space so please no large blankets or sleeping bags)

Please be sure to sign your child in and out daily at the table in the front office.

Please label all items brought to school with your child's name and/or initials.

Mondays are Share-a-Toy day if your child would like to bring a toy to share and play with.
(We cannot be responsible for lost or broken items so please be sure not to bring in anything fragile or expensive)

Tuition is due the first Monday (or first week day of attendance) of your biweekly or monthly payment cycle. Payments can be made by cash, check or credit card. There is a drop-box for check payments in the office.

New students can attend a free on-site trial class for gymnastics, dance or martial arts. The sign-up sheet is in the office.

Every Friday is Pizza Day. This is optional for a \$4 charge payable by cash or check only paid separately from tuition.