



PARENT/GUARDIAN HANDBOOK 2018/2019



**Creative Beginnings Child Care
Center**

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INTRODUCTION AND PHILOSOPHY

Welcome to Creative Beginnings Child Care Center, owned and operated by Kerry Falagario and Nichole Page. Creative Beginnings staffs teachers handpicked for their expertise in child development, as well as their ability to work well with all families. We would like to think of our Center as a place the children can consider their *home away from home*, a place where they are all loved and accepted equally and where their laughter and play are cherished.

Here at Creative Beginnings, we feel a child-center approach is the most effective way for teaching young children. We incorporate natural surroundings into our classroom and encourage social interaction among the children. Each child brings with them to the Center individual qualities that add to the uniqueness of our program. We support the presence of parents/guardians and are willing to provide assistance to families in situations that warrant added or unique support.

The staff at our center is caring and well educated, all fostering the ideal that the well-being and creative progress of each child is most significant. Our goal is to create a nurturing environment where children feel safe to learn, grow and explore. Through active hands-on learning, the children will develop emotionally, physically, cognitively, socially and creatively.

CENTER OPERATIONS

We are open for operation between the hours of 7:00 a.m. to 5:30 p.m., Monday through Friday. We are authorized to serve a licensed capacity of 65 children, between the ages of 6 weeks to 5 years.

Our ratios, mandated and in accordance with the State of Maine regulations and guidelines, are as follows:

6 weeks-12 months: 1 staff member to 4 children

1 year: 1 staff member to 4 children

2 years: 1 staff member to 5 & 7 children

3 years: 1 staff member to 8 children; and

4 & 5 years: 1 staff member to 10 children.

Creative Beginnings will be closed for the following holidays (tuition will not change as a result):

" Labor Day	Closed Monday September 3 rd 2018
" Columbus Day	Closed Monday October 8 th 2018
" Veteran's Day	Closed Monday November 12 th 2018
" Thanksgiving Day	Closed Thursday November 22 nd 2018
" Day after Thanksgiving	Closed Friday November 23 rd 2018
" Christmas Eve	Closed Monday December 24 th 2018
" Christmas Day	Closed Tuesday December 25 th 2018
" New Year's Day	Closed Tuesday, January 1 st 2019
" Martin Luther King, Jr. Day	Closed Monday January 21 st 2019
" President's Day	Closed Monday February 18 th 2019
~April Week Vacation	* Closed Monday 15 th - Friday 19 th 2019
" Memorial Day	Closed Monday May 27 th 2019
" Independence Day	Closed Thursday July 4 th 2019 Closed Friday July 5 th 2019
~August Week Vacation~	* Closed Monday August 26 th -30 th 2019
" Labor Day	Closed Monday September 2 nd 2019

Creative beginnings will be closed for the week of Scarborough school systems April Vacation as well as the last week in August.

However, if you choose not to bring your child to school due to family vacations, or for whatever reason (including sickness), you are still obligated to pay your full tuition. Your tuition reserves your child's spot at the school.

ADMINISTRATION

Tuition and Payment Arrangements

Creative Beginnings offers daily full-time curriculum between the hours of 7:00 a.m. to 5:30 p.m. Full-day tuition is as follows:

Preschool & Pre K	Toddler & Wee	Infant's
5 full days: \$265	5 full days: \$275	5 dull days: \$305
4 full days: \$240	4 full days: \$250	4 full days: \$265
3 full days: \$200	3 full days: \$210	3 full days: \$225
2 full days: \$150	2 full days: \$160	2 full days: \$180

We charge each week of attendance, for the care provided that week. Payment accepted, ACH only. A \$35 fee will be charged for insufficient funds. We will also charge families a \$10 a day late fee for payment received after 5:30 on Thursday's of each week.

Care will be immediately terminated for any account that is two weeks past due. Additionally, a \$1 a minute fee will be charged for parent/guardian late picking up the child up after 5:30 p.m.

-There is a \$100 enrollment fee (one fee per family)

-A \$35 per week sibling discount will be offered for children attending for 4 to 5 days per week and a \$15 sibling discount for children attending 2 to 3 days per week.

Removal of a Child by the Center

Creative Beginnings reserves the right to permanently remove a child from enrollment for any of the following reasons:

- ❖ Child is requiring an excessive amount of time and energy from staff members, at the expense of the other children in the school;
- ❖ Child continually demonstrates destructive, uncontrolled or inappropriate behavior, risking the well being of the other children in the school;
- ❖ Parents' failure to comply with the State of Maine Immunization Requirements within 30 days of the child's admission to the facility;
- ❖ Parents' consistent failure to pay tuition.

Removal of a Child by the Parent

If you need to withdraw your child from enrollment, Creative Beginnings will require a two week notice prior to leaving.

DAILY ROUTINES and PROCEDURES

ARRIVAL:

Creative Beginnings provides ample parking for parents dropping off and/or picking their child in our secure parking lot off of Gorham Road. For everyone's safety, please proceed slowly and with caution when accessing the parking lot. Please use the main entrance on the side of the building at all times when dropping off and/or picking up your child. **PLEASE CALL THE SCHOOL IN THE MORNING no later than 9am IF YOUR CHILD WILL NOT BE ATTENDING SCHOOL ON A SCHEDULED DAY.** Makeup days are not offered.

Please sign your child in/out directly with our Head Teacher upon arriving/departure at the school. Children will also be provided with locker/cubbies for them to hang their coats and keep their belongings.

DISMISSAL

When arriving to pick up your child, please retrieve his or her belongings from their cubby and check the parent mail cubby for any informational handouts. Please check with a teacher before leaving with your child.

If you wish your child to be picked up on a certain day by anyone other than yourself, you must provide written permission and the person picking up your child must be listed on your Authorization to Pick-Up Form. **WE WILL NOT RELEASE A CHILD TO ANYONE WHO IS NOT AUTHORIZED FOR ANY REASON.** We will ask for identification upon pick-up.

The school closes at 5:30 p.m. As previously mentioned in this Handbook, a \$1 fee will be charged for every minute that the parent/guardian is late picking up the child after 5:30 p.m.

CLOTHING:

Children must arrive completely dressed in comfortable clothing each day. Please keep in mind that the children will be participating in a variety of activities throughout the day - both physical and mental - both indoor and outdoor - so clothing should be practical and sensible at all times.

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WHAT TO BRING:

We ask that your children bring a complete change of clothes to keep in their cubby at all times, including socks and underwear. If your child has to use his back-up clothing, we ask that you bring home the dirty clothing that you find in his/her cubby and replace his backup clothing immediately. Please label all of your child's clothing with his/her full name and send in a large zip lock or plastic bag. Diapers and wipes must also be provided in the Infant and Toddler rooms. If your child is not yet potty trained the preschool room does provide wipes, however, you are responsible for bringing diapers.

Additionally, seasonally-appropriate clothing is also required - i.e. raincoats and rain boots in the spring; winter coats, hats, mitten, boots and pants in the winter, etc. If there is ever a scheduled activity that requires your child to wear a particular piece, or color, of clothing, we will let you know. During the winter months when your child will wear boots to school, we ask that you leave a pair of sneakers or other shoes in his/her cubby for wear during the day inside.

We ask that your child NOT bring toys or FOOD from home to the school. If your child has a blanket, or other self-soothing objects on which he/she is fairly dependent, certainly feel free to bring that to the school and share your child's needs with one of the teachers.

A bag, tote or backpack is helpful in carrying things to and from school.

Also for the Toddler and Preschool classrooms please bring a crib sheet, pillow case and Blanket for the nap time mats!

DAILY SCHEDULE:

Daily events will be posted on the Parent Bulletin Board. Additionally, a quarterly newsletter will be sent home, to keep you informed of the center's events and activities. Any announcements or documents for parents will be placed in the parent's individual mail cubby.

Toddler Room Schedule

7:00 Free play

8:30 Morning snack/diapers

9:00 Outdoor play/Indoor Exploration Activity
(Weather permitting)

10:30 Clean up/circle time

11:00 lunch *Diaper changes

11:30 Quiet time

1:30 Quiet activities for children awake

2:00 Wake up ☺ free play *diaper changes

2:30 Planned activity

3:15 Snack time *Diaper Changes

4:00 Outdoor play or indoor free play

5:30 Closing time

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Preschool 2-4 year old Schedule

7-8:15 Free Play
8:15 Transition time
8:30 Snack time
9:05 Clean-up time
9:15-10:30 Group time
10:30 Clean-up time
10:30-11:10 Outdoor play
11:15 Lunch Time
11:45 Books/bathroom
12:00-2:00 Quiet time
2:00-2:30 Quiet choice time
2:30 Clean-up time
2:40-3:30 Group work
3:30 Snack
3:30 Snack time
4:00-5:30 Structured choices/outside

Pre-K 4-5 year old Schedule

7-8:30 Free Play
8:30 Morning Snack
8:30-9:15 Centers
9:15 Clean-up time
9:30-10:30 Circle/Group time
10:30-11:10 Outside Play
11:15 Lunch
11:45 Books/Bathroom
12-2 Quiet Time
2:15 Sight word groups
2:45 Outside play
3:30 Snack time
3:45 Creative arts activity
4:40-5:30 Centers

(REMINDER-please indicate in Registration Form if your child has allergies to certain foods) we are also a **peanut free environment**. Please do not bring any peanut products into our Center. Thank you.

BIRTHDAYS

We would like to celebrate your child's birthday at school and would request that you bring a special **healthy snack** to share with classmates on the day of your child's birthday. We would also request that if your child is having a birthday party outside of the school, you not distribute invitations at school unless all of the children in your child's group are invited. A class list, containing classmates' names, addresses and phone numbers will be provided, in the event you wish to invite classmates to your children's party (PLEASE LET THE OFFICE STAFF KNOW IF YOU DO NOT WISH FOR YOUR CHILD'S ADDRESS/PHONE NUMBER TO BE LISTED ON THE CLASS LIST) **No cupcakes and cookies please.**

PHOTOGRAPHS

Pursuant to the Freedom of Information and Protection of Privacy Act, Creative Beginnings is required to obtain permission to utilize photographs of your child taken while attending the school. Photos may be taken for school projects, bulletin boards, Website, weeks in review, mementos or the like, in accordance with each parent's wishes as indicated on the Consent to Utilize Photographs form completed as part of the Registration Application.

CENTER DISCIPLINE POLICY

Children at our Center will not receive physical punishment. In situations where conflict occurs, children will be encouraged to verbalize their anger and concerns. We strongly believe in positive reinforcement and redirection as the solution to conflict, as this removes the children from the situation calmly and allows them to reflect on what they have done. Time-outs are rarely used as a form of discipline, unless the redirection is not working and the child needs to be removed from the situation. In that case the child will be brought to the reading area to quietly gather their thoughts and read a book. Discipline in our Center will always be positive, productive and immediate when behavior is inappropriate.

PARENT/GUARDIAN INVOLVEMENT

Throughout the year, teachers will meet with parents/guardians to review their child's progress through meetings at the Center. The conferences will be scheduled at the convenience of the family. Additionally, parents/guardians will receive weekly information regarding their child's progress and development. Creative Beginnings encourages parents/guardians to visit and participate in our program in any way that their schedules allow.

We also put together 4 Pot Luck dinners throughout the year. This gives our families the opportunity to get together, meet and greet and exchange phone number for play dates at their homes.

In addition we have about 4-6 Parent's Night Out a year! These are done so parents can go enjoy a night out with one another knowing your children are being well taken care of. We start at 5:30 and stay open until 9:00, ending the night on the children's mats with a movie. We don't normally have television in the school; so this is extra special for the children!

Please note that maintaining your privacy and your child's privacy is important to us. No member of Creative Beginnings staff will share any information regarding you, or your family, without your prior consent.

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HEALTH AND SAFETY

HEALTH

Our Center operates for well children and staff only. We expect a child's health to permit them to participate in all activities at the Center, including outdoor play. Therefore, parents/guardians should provide appropriate changes of clothing for the expected weather. Parents/guardians of children showing symptoms of illness will be immediately notified. If the Center is unsuccessful in being able to reach a child's parent/guardian after 30 minutes, we will attempt to contact the emergency contacts provided by the parent/guardian. If one child in your household is sick, including older siblings, please keep all children home until sickness is gone for 24 hours. Thank you.

Children with the following symptoms will not be permitted to remain present at the Center:

- ❖ A fever of 99.9 degrees or above; (fever free for 24 hours) without meds
- ❖ Diarrhea and or vomiting (child must be free of sickness for 24 hrs before being permitted to return to the school)
- ❖ Severe coughing
- ❖ Unidentified skin rash
- ❖ Evidence of Head Lice (can return 48 hours after treatment has been given) on a side note, we are a bug and nit free environment.
- ❖ Conjunctivitis (child must have been on medication for 24 hrs Or 3 full doses of medication before being permitted to return to the school)

IMMUNIZATIONS

Creative Beginnings must have on file a Certificate of Immunization which clearly illustrates his/her immunization status. Each child's record must reflect an up to date status according to the Day Care Immunization Standards set forth by the Maine Bureau of Health Immunization Program. Dates of immunizations and vaccine type shall be on the file for each of the following vaccine-preventable diseases:

- ❖ Measles
- ❖ Mumps
- ❖ Rubella
- ❖ Diphtheria
- ❖ Pertussis
- ❖ Polio
- ❖ Tetanus
- ❖ Haemophilus Influenzae Type B
- ❖ Varicella

❖ Hepatitis B

❖ Pneumococcal Conjugate

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*The only exception to the above is if a child's parent states in writing sincere religious or philosophical beliefs as well as if the child's physician submits documentation that immunization against one or more of the diseases is medically inadvisable. In the event of a disease outbreak, children not vaccinated for religious, philosophical, or medical reasons must be excluded from the program until the outbreak no longer exists, or until the child receives the necessary immunization.

MANDATORY REPORTING TO DHS

Pursuant to Section XXII Reporting Child Abuse and Neglect of the Rules of the Licensing of Child Care Facilities, Creative Beginnings must report cases of abuse or neglect to the State of Maine Department of Human Services when there is reasonable cause to suspect abuse or neglect of a child under the age of eighteen.

PLAYGROUND

For the safety of your child, the playground gate must remain closed and latched at all times. At no time is a child to unlatch or open the gate.

INJURY

If a child is injured at school, we will notify the parents immediately as direct on their Emergency Contact form. If necessary, the child will be transported to a hospital by emergency personnel. Creative Beginnings will keep a written report of all accidents or injuries that occur.

FIRE DRILLS

For the safety of the children, we will perform routine fire drills on the 15th of every month.

EMERGENCY CONTACT

Please keep your Emergency Contact forms up to date at all times. It is imperative that we be able to contact you or someone you designate in an emergency situation. You can update your forms in the office at any time.

In case of an emergency resulting in Creative Beginnings evacuating the building we have a plan and meeting place.

PARENT ACKNOWLEDGEMENT

I hereby acknowledge that I have read and received the Parent/Guardian Handbook of Creative Beginnings Child Care Center and agree to the terms, policies, procedures and fee arrangements outlined in Handbook.

DATED: _____
SIGNATURE OF PARENT

Name of enrolled child/children: _____
(Please print)