



**Creative
Learning
Center**

*Fitting all the pieces together for the
total development of each child.*

Creative Learning Center
Pat Hamilton - Director
3489 Little York Road, Dayton, Ohio 45414
937-898-8689

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Philosophy of Creative Learning Center

Our main concern is for the well being of every child in our care. We want them to receive love and understanding in a secure environment. We believe that through the love of our Lord Jesus Christ, the children will grow to respect their playmates as well as their teachers and parents.

With the cooperation of the parents working with the staff, we try to maintain an atmosphere that is secure. The open communication between the teachers and parents is very necessary to the healthy development of your child. In this school we desire to help your child as much as possible, and we appreciate the cooperation of our parents.

Our goal is to encourage each child to participate in activities, which will aid them in reaching their maximum potential in all areas of development (1) mentally, (2) physically, (3) socially, (4) emotionally and (5) spiritually.

Center's Days and Hours of Operation

1. Hours of operation are from 6:00 a.m. until 6:00 p.m., Monday through Friday, year round. Preschool hours are from 9:00 a.m. until 1:00 p.m.
2. The school will be open except for the following holidays: New Years Eve, New Years Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve and Christmas Day. During the two weeks which include the Christmas and New Years holiday, tuition will be due only if your child is signed up to attend.
3. We are licensed to serve the number of children listed on the license posted in the school office. We care for children 2 ½ years (and potty trained), through kindergarten. Summer camp includes school age children through age ten. Please find attached a sample schedule of daily activities.

Staff/Child Ratio

Children enrolled in Creative Learning Center will be placed in their appropriate age group unless deemed to belong developmentally with another group. The transitioning of any child from one group to another must be discussed and approved in writing by parent or guardian. Listed below are the age and category group of each grouping at Creative Learning Center, along with the staff/child ratio:

Toddler	Any child over 2 ½ but under 3 years old Ratio: staff 1 – children 8 group size 16
Preschool	Any child 3 years old Ratio: staff 1 – children 12 group size 24
	Any child 4-5 years old Ratio: staff 1 – children 14 group size 28
School Age	Any child who is enrolled in a grade of kindergarten or above Ratio: staff 1 – children 18 group size 36

Guidance Management / Discipline Policy

We hereby give Creative Learning Center staff the authority to discipline our child according to the discipline statement outlined below. We will undertake our responsibility to cooperate with the proper discipline at home. We feel that discipline can be handled in a positive way and that is the goal of the school. Even through discipline we want the children to feel our love and concern for them. In the event a discipline problem arises, all of Creative Learning Center employees will adhere to the following procedures for all of the children in attendance. (according to the specifications of the state licensing rule 22 apply to all employees of the center).

- a. Verbal warning and redirection to another activity.
- b. Removing child from an activity for time out.
- c. The school director will speak with the child if inappropriate behavior continues.
- d. If the school cannot solve the problem, the parents will be notified and/or a conference scheduled with the director and teacher.
- e. At the conference time, further steps for behavior modification will be discussed.
- f. If deemed necessary by the director, the child may need to seek professional counseling. Creative Learning Center will work with private counselors to help keep the child enrolled.
- g. If behavior persists and is considered to be too disruptive or destructive for the preschool/childcare environment, the child will be dismissed. Example: injury to another child or teacher, destroying facility and/or property.

Supervision of Children

1. All children shall be supervised at all times.
2. Parent/guardians must bring child into the school and make certain the staff member acknowledges the child is in the classroom. The child will only be released to the parent/guardian unless notified by the parent/guardian (in writing) of other arrangements. The parent is not to take a child from their class without the teacher acknowledging that the child is leaving.
3. Arrival and departure procedure: When a child is dropped off at the center, make sure they are brought to the room, the teacher greets the child and marks their arrival time before you leave. Please do not drop the child outside and allow them to come into the building alone. A child must always be accompanied by an adult while entering and leaving the center. Staff will be aware of each child's arrival and departure by noting the times on the morning and afternoon attendance roster. Departure times will also include the name of the pick up person. Children will not be released to anyone under sixteen years old. Anyone picking up a child must have written permission on file. Adult must show picture identification before the child is released.
4. Supervision of school age children: They may run errands inside the center. They may use designated restrooms alone in groups of six or less. They must be within hearing distance of a childcare staff member. Staff member must check on school age children who have left the group until they return to the group.
5. The following procedure is to be followed when children are being transported from another program or school, but are absent: Parent will be called, if unable to contact parent, the school and/or transportation department will be notified.

Custodial Agreement Policy

Center's procedure regarding custody: Children may only be enrolled by the custodial parent. The custodial parent must have a copy of custody agreement. They are responsible for the information in the child's file including persons allowed to pick up the child in case of emergency. The custodial plan provided by the center must be completed upon enrollment.

When there is a divorce or separation, the custodial agreement must be signed and attached to the child's enrollment form.

Inclement Weather Policy

Inclement weather policy: The preschool and kindergarten program will be closed for snow days if the Vandalia-Butler schools are closed or on a one or two hour delay. The full-time (daycare) will be open if the staff can safely reach the school. Blizzard or hazardous conditions would require the school be closed. Please listen to WHIO radio and TV stations to be advised of Vandalia-Butler/Creative Learning Center school closings. **Full tuition payments are due regardless of school closings.**

Meal Information

We serve breakfast, hot lunch, and an afternoon snack in accordance with the specified daily requirements by the federal lunch program, which is one-third of the recommended daily dietary allowance. One food from each of the four basic food groups shall be served in a quantity to meet one-third of the recommended allowances. The four basic food groups are:

1. Meat or protein equivalent group

2. Two foods from the vegetable/fruit group

A source of vitamin A shall be served two or three times per week, either at the noon meal or for snack.

3. Whole grain/enriched group

4. Milk/dairy group

Individual food servings may be varied according to the developmental needs of the individual child being served. One-third of the recommended daily dietary allowance for each child is served.

General Emergency/Accident Procedures

Emergency: fire or tornado/weather alert, consult the posted evacuation plan/diagram or route to the classroom's safe place.

Fire: Take attendance roster, secure the classroom and exit the building with the children. Account for all children and return to the building when the all clear is sounded. If building is not clear go to the student life center or the ministry center. The school will have a monthly fire drill to insure the children are familiar with the procedure in case of emergency.

Weather Alert: Take attendance roster, secure the classroom, and lead children to the safe spot located on the diagram posted in each classroom. Account for all children, have children assume the safe position-covering head and neck. If blankets are available, cover children. Stay in the safe spot until all clear is sounded.

Emergency Evacuation: (bomb threat, gas leak, etc): Take attendance roster, first aid kit, emergency contact information for children, account for all children, exit building to the ministry center (1st) or the student life center (2nd) which is further away. Notify parents and notify ODJFS within 24 hours.

Threat of Violence: Secure children in the safest location in the building or outside. Take attendance roster, contact 911. Account for all children, notify parents, complete incident reports.

Loss of Power, Water, Heat: Contact utility company to notify of outage and assess expected time of outage. Evaluate factors, including safety, temperature, daylight, refrigeration requirements, ability to follow sanitary hygiene practices. Administrator or designee will make the determination whether the center needs to be closed or not.

Serious Injury or Illness: Stay with injured/ill child at all times, summon additional help if needed to supervise rest of the children. Quickly complete an assessment: appearance, breathing, circulation. Summon a staff member trained in first aid/ communicable disease if you are not trained, determine whether EMS needs to be contacted. Check child's health information to determine if a Medical/Physical Health Care Plan has been completed for the child, contact parents. If child is ill, isolate away from other children, reference the ODH Communicable Disease Chart and follow instructions. Determine whether illness needs to be reported to ODH. Post exposure sign or written notice for parents. Complete an incident report for the child's parent. Sanitize cot and blanket if used. If blood or bodily fluids are involved, vinyl gloves will be used. If situation requires medical attention, ODJFS must be notified within 24 hours of the incident and report submitted within 3 days.

Dental Emergency: Stay with the child and summon help. When an additional staff member is present to assume responsibility for the rest of the group, consult the Dental First Aid Chart. Follow the instructions and write an incident report. If blood is present vinyl or latex free gloves will be used.

Incident Report: When an accident or injury occurs, two incident forms will be filled out by a staff member. Both will be signed by the staff member, director and parent. One copy to be given to the director and the other to be given to the person picking up the child.

Management of Illness and Communicable Disease

Creative Learning Center will not care for children who are displaying one or more of the following symptoms.

1. Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness
2. Diarrhea (three or more abnormally loose stools within a twenty four hour period).
3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
4. Difficult or rapid breathing.
5. Yellowish skin or eyes.
6. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
7. Untreated infected skin patches, unusual spots or rashes.
8. Unusually dark urine and/or gray or white stool.
9. Stiff neck with an elevated temperature.
10. Evidence or untreated lice, scabies or other parasitic infestations.
11. Sore throat or difficulty swallowing.
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Children must be free from the above symptoms for 24 hours or have a note from their doctor stating the diagnosis and when they may return to school. If a child has a contagious condition they must be on medication for at least 24 hours and be symptom free before returning to school.

Isolation Precautions: A child isolated due to suspected communicable disease shall be:

1. Within sight and hearing of an adult at all times.
2. Cared for in the school office or in another room or portion of a room away from other children until a parent can pick up.
3. The isolated child will be provided with a cot and made comfortable until parent can pick up.

Parents will be notified that their child has been exposed to a communicable disease by an informational flyer placed in each child's mailbox. Flyer will explain the illness and the symptoms.

Administration of Medication, Food Supplement, Modified Diet Policy

Non-prescription medication may not be administered to any child without the approval and signature of the attending physician, and can only be administered for three consecutive days. Prescription medication may be given if medication is in the RX container with the name of the child and dosage on container label. A medication form may be secured from our staff at any time. A note written on the doctor's stationery with his signature is not sufficient. Parents must also give on the medical form, written permission for a staff member to administer medication. Please do not, at any time, give your child medication to take on their own. This should be done with proper supervision and care.

All children diagnosed with asthma must have a health care plan on file. Creative Learning Center will permit school age children to carry their inhalers with them when they are away from the building. ex: fieldtrip, walks on campus.

Food supplements must be administered only with the written approval of physician. A modified diet may be given to a child who has a form on file stating what should be eliminated from or substituted in that child's diet.

Transportation of Children

Emergency: If a child is injured he will be transported by rescue squad to the nearest hospital. A staff member will accompany the child if the parent does not reach the center in time to transport. The physician on duty will do whatever is deemed essential until the parents or guardians arrive to give further consent. Creative Learning Center staff will not transport an injured child.

Fieldtrips: Transportation will be provided by the Christian Life Center van and/or parent's car. School age children may be transported on Christian Life Center bus with a designated CDL driver. Parents must sign a permission slip for each fieldtrip, which will include the child's name, the destination, the signature of the parent or guardian, the date on which the permission was signed and the date of the fieldtrip. Children will be supervised at all times on field and swim trips by designated staff and parent/guardian chaperones. Staff will carry class attendance forms to check fieldtrip attendance. A first aid kit and a staff member, trained in first aid and CPR will go on each fieldtrip. Each child shall have a school shirt which will provide the name, address and phone number of the center.

Swimming and Water Safety Policy

Swimming trips will be taken to public swimming pools, supervised by persons who are currently certified as lifeguards. Written permission from a parent or guardian shall be obtained before a child may participate in water play in bodies of water two or more feet in depth. The permission slip will note whether a child is a swimmer or a non-swimmer. Childcare staff members shall always accompany and supervise children during swimming activities. Requirements for staff/child ratio will be maintained during swimming and water play. Staff members will be in the pool and actively involved with the children that are swimming. Proper supervision will also be provided for children who are poolside.

Outdoor Play Policy

The center shall provide outdoor play each day in suitable weather for toddlers, preschool and school age children in attendance for four or more consecutive daylight hours. Please dress your child according to weather conditions. Proper shoes ex: tennis shoes are the safest footwear. Sandals and open toe shoes are not safe on the playground or on the climbing equipment. Shoes considered unsafe by staff will prevent your child from using the climbing equipment. Outdoor play will not occur on inclement weather days such as rain, snow, sleet or temperature or wind chill levels below 32 degrees. Children will not be going outside if there is a heat advisory or for any safety reason. If an above condition exists, the children will play in the gymnasium.

Parental Participation Policy

Creative Learning Center staff will participate with parents to maintain a quality program for each child enrolled. Each teacher will do a preschool profile assessments for each child twice a year. These assessments will cover the following areas of the child's development: gross motor, fine motor, pre-academic, self help, social and language. Conferences will be scheduled with every parent to discuss the assessments. If there is a need for other conferences, they may be scheduled throughout the year. If a child should show developmental delays or displays inappropriate behavior, the parents will be referred for further screening.

Parents are encouraged to participate as class mothers and fathers to help with parties, fieldtrips, and open house. Creative Learning Center's children present two family events each year, one at Christmas and one for graduation. Parent/Teacher conferences are scheduled yearly. The children's families are encouraged to attend.

The director handles complaints or assistance for any problems from parents and employees. If needed, a special conference may be called at any time by the director, a parent, or a teacher to discuss a child's progress.

**Ohio Department of Job and Family Services
Center Parent Information
Required by Ohio Administrative Code**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is:
<http://jfs.ohio.gov/cdc>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.

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Information Regarding Enrollment and Fees

1. **Children's enrollment and health information needed for admission:** Parents/guardians are responsible for completion of child's application packet before he will be accepted for enrollment. Each child's file includes but is not limited to: Child enrollment and health information, family history, parental agreement, financial contract and medical statement. A child will only be released to the authorized people on child's pick up list. Each person must have a picture ID. Any exceptions must be submitted in writing, dated and signed. Creative Learning Center will not enroll children unless parents grant consent to transport in case of emergency.

2. **Center's Fees,** including registration: All fees are subject to change. Please see attached fee sheet for current rates.

3. **Tuition:** Parents will pay all financial obligations on the first day of the week or one month in advance. Tuition is due regardless of absenteeism for holiday, school closing, illness, or family vacation. A registration fee of \$50.00 (non refundable) is required before the child will be enrolled. A two- week notice in writing must be given to the director if you are withdrawing your child from Creative Learning Center.

4. **Late Fees:** If for some reason you will not be able to pick up your child on time, please notify us so we may know what to tell your child and reassure him you will be here. If you will not be able to pick up your child before regular closing time, please make sure other arrangements have been made for his pick up and that the staff has been notified. A late fee is charged for pick up after 6:00 p.m. The charge is \$2.00 for the first 1 to 10 minutes and \$2.00 for each additional 5 minutes.

5. **Permanent disenrollment of a child:** If a child's behavior is deemed too disruptive or destructive for the preschool environment he will be dismissed. If the parent or guardian is uncooperative with the staff and disregards the rules of the school, the family will be asked to leave. Failure to make tuition payment promptly will result in being asked to leave. If your account is two or more weeks behind, you can be asked to leave the center.

6. Creative Learning Center's **Tax ID Number: 31-1050609**

Transitioning Agreement

I give permission for _____ to be transitioned into the _____. This transition will begin on (date)_____ and end on (date)_____. The transitioning time will begin upon arrival of the child at _____ a.m. until departure time at _____ p.m.

I understand that a conference will be held with me before my child is permanently assigned to their new class.

Date_____

Signature of Parent_____

Custodial Plan

Child's Name _____

Custodial Parent's Name _____

- A. Child may only be enrolled by custodial parent.
- B. Designated persons for pick up may only be authorized by custodial parent.
- C. Custodial parent is responsible for all tuition and fee payments.
- D. Copy of the court custodial agreement must be attached to custodial plan.

Custodial Parent's signature _____

Parent's signature _____

Date _____

Sample Daily Schedule for 2's and 3's

7:50-8:10	Breakfast
8:10-9:00	Centers Open
9:00-9:30	Fine Motor Toys
9:30-10:00	Gym
10:00-10:15	Circle Time
10:15-10:45	Centers Open/Art
10:45-11:00	Clean Up/Bathroom
11:00-11:30	Lunch
11:30-12:00	Playground
12:00-12:45	Music/Puzzles/Free Choosing
12:45-1:15	Books/Bible Time
1:15-1:30	Prepare for nap
1:30-3:30	Nap
3:30-4:00	Bathroom Break/Prepare for Snack
4:00-4:30	Snack
4:30-6:00	Playground/Gym/Centers Open

Activity times will vary: A detailed class schedule will be made available after the school year and summer camp begins. Schedules will be posted in each room.

Sample Daily Schedule for 4's and 5's

8:10-8:30	Breakfast
8:30-9:00	Playground/Classroom/Gym
9:00- 9:30	Circle Time
9:30-10:00	Art/Fine Motor
10:00-10:30	Playground
10:30-11:00	Bible Time
11:00-11:30	Music/Movement
11:30-12:00	Lunch
12:00-12:30	Gym
12:30-1:00	Centers Open
1:00- 1:30	Prepare for Nap/Books/Puzzles
1:30-3:15	Nap
3:15-3:30	Prepare for Snack
3:30-4:00	Snack
4:00-4:30	Playground/Gym
4:30-6:00	Free Choosing/Centers Open

Activity times will vary: A detailed class schedule will be made available after the school year and summer camp begins. Schedules will be posted in each room.

Sample daily schedule for kindergarten

8:30 8:50	Breakfast
9:00- 9:25	Opening Exercises/Calendar/Bible Time
9:25-10:05	Reading Rotation
10:05-10:35	Math
10:35-11:00	Center Time and Art
11:00-11:30	Gym/ Playground
11:30-12:00	Center Time and Art
12:00-12:30	Theme Activity/Science/Social Studies/Music/Writing
12:30-1:00	Lunch
1:00-1:30	Bathroom Break/Prepare for Nap/Pack Up
1:30-2:45	Naptime
2:45-3:00	Prepare for Snack
3:00-3:20	Snack
3:20-4:00	Playground/Gym
4:00-6:00	Centers Open/ Free Choosing

Activity times will vary: A detailed class schedule will be made available after the school year and summer camp begins. Schedules will be posted in each room.