

CREATIVE KIDS LEARNING CENTER

1456 BERLIN TURNPIKE
BERLIN, CT 06037
860-828-0101
FAX 860-828-7702

Our Mission Statement

*To provide high quality child care for infants, toddlers,
and preschoolers in a safe, loving environment while
focusing on developmentally appropriate social
skills by providing educational activities that stimulate
positive growth and development.*

MELISSA MARTURANO
DIRECTOR

POLICIES OF OPERATION

Creative Kids Learning Center accepts children from ages 6 weeks to 12 years. The hours of operation are 6:30-6:00. Please read through the entire handbook before making a decision to enroll your child at the center. If you have any questions or need clarification on any policy, please contact the Director. Please do not discard this handbook if your child is enrolled. It will serve as a reference in the future.

ADMISSION PROCEDURES

1. Parent visits the Center with child before applying.
2. The Director conducts an interview with the parent(s) and answers questions and concerns about the center.
3. A Parent Packet containing the centers policies and procedures will be presented to the parents at this time. All necessary forms and applications needed for registration are in this packet.
4. If a parent chooses to register a child in the program the following is necessary **BEFORE** the child starts at the Center.
 - Child's application totally complete and presented to the Director for review.
 - Child's medical form signed and updated by doctor.
(This is a State requirement and is mandatory for a child to attend the center.)
 - \$200.00 security deposit per child.

CONTACT US BY...

If you need to contact the center please call **860-828-0101**. If you have a question that does not need an immediate response, please feel free to email us if you feel it is more convenient. Please ask us for our email address and we do check it at least once per day. We will respond to your question as soon as possible. If you need to fax us anything, our fax number is **860-828-7702**

HOLDING A SPOT FOR THE FUTURE

If you would like to secure a spot for future enrollment you can pay a downpayment of \$200.00. If you are planning to enroll your child more than one month away, a downpayment must be received or the spot can be available to anyone. This downpayment is **non-refundable** but it will be used towards your security deposit.

PROGRAM FEES

SECURITY DEPOSIT

The fee for the security deposit is \$200.00 per child. A security deposit is required and is to be used towards the last week your child is at the center provided we are given a TWO WEEK NOTICE that your child is leaving the program. If you do not give a two week notice, your security deposit will be forfeited. Again, in the event that you withdraw your child from the program, all security deposit money will be used at that time.

NOTE: If you pay a security deposit in advance and then decide not to attend the center, this deposit will not be refunded.

TUITION

Tuition is payable every Monday and is considered late after 10:00 on Tuesday. If your child does not attend until Wednesday, then it will be due by 10:00 that morning. If tuition is received late, you will be charged a late payment fee of \$25.00. Your regular tuition will be due and payable regardless of your child's attendance, i.e., vacation, sick days, holiday weeks. If the center is closed for any purpose including inclement weather, tuition is still due. If you have gone more than 30 days without payment, we reserve the right to void your security deposit and you will be asked to leave the center if payment is not made in full. With payment, you will need to pay another security deposit. Please speak with us if you are having trouble making payments and we will see if arrangements can be made to avoid getting charged a late fee every week. It is your responsibility to make sure that you are up to date with your payment. The center will notify you as much as possible if your account is past due and again, it is not our responsibility if you fall behind with your payments. You will receive a monthly statement that will show your billing and the payments that you have made. Please review it each month to make sure all of the information is correct and that your account is up to date.

METHOD OF PAYMENT

Payment can be made by check, cash, bank check, or money order. We reserve the right to refuse a check if more than 2 checks have bounced. The fee for a bounced check is \$25.00. If you pay in cash, it must be placed in a sealed envelope with your last name on it.

ARRIVAL AND DEPARTURE

All children have contracted hours of arrival and departure. These hours are determined by you and are written on the child's application. The total time each day, from arrival to departure, cannot exceed 10 hours. If the daily 10 hours are exceeded for any reason your weekly fee will be adjusted at the rate of \$5.50 per 1/2 hour, per child. It is important to note that your weekly fee structure is based on a 10 hour day, and the staff's schedules are based on the children's daily schedule. If after placing your child in the program you find that you need to adjust the arrival and departure times, please notify your Director. If for some reason you are going to be late in your arrival or pick up please call and notify the Director. In the event that you need to change your child's schedule from full time to part time, or visa versa, you must give the Director at least two week's notice in writing so that arrangements can be made, if they are available. If the days that you request are not available, you will be put on the center's waiting list. When you arrive to pickup your child for the day, they are your responsibility. Please do not allow them to roam around the center unsupervised. All property within the center is to be treated with respect so please do not allow children to climb on tables, throw toys, run through the hallways, etc.

ATTENDANCE

Parents must bring their child(ren) into the child's classroom each morning. We do not allow children to be left at the front door. This is important so that the teachers know when the child is in our care. Please do not pick up your child over the fence. Come inside the building or within the fenced area and greet your child with his teacher. This is to ensure the safety of all those involved.

It is highly recommended that each parent take the responsibility of bringing and picking up his child each day in order to have daily contact with the daycare staff. This builds communication between the staff and the parents for the benefit of the child.

Children will not be allowed to go home with anyone other than a parent, designated guardian, or the escort whose name appears on the child's application, unless the Director has been notified in advance in writing by the parent. Anyone coming into the Center to pick up a child must be able to identify himself or herself with an acceptable photo ID. Please let this person know that we will be checking their identification when they do arrive so they are prepared for this. This is to ensure the safety of your child and others at the center. It is crucial that you properly notify the Director as to any changes in your pick up plans, as we will not let a child leave the center unless properly notified. A phone call in an emergency is acceptable, but it must go to the Director. We appreciate your cooperation in this matter.

Temporary switching of days is not permitted unless you add a day to your child's week if you have a scheduling conflict or an emergency. Example- If your child attends M, W, F and you need to bring your child on a Tuesday instead of Wednesday, you will need to pay for the additional day even if your child does not come that Wednesday.

ABSENCES

Please notify the Director when your child will be absent, whether it is for illness, vacation, day off, etc. Please note that your regular tuition is due for that week, regardless of time taken off from the program.

LATE PICK UP CHARGE and NO SHOW PICK UP!

It is important that you pick up your child at the designated time, as we schedule our staff around these times. In the event that your pick up time is near our closing time, please try to arrive a few minutes early, so that you can talk to your child's teacher and collect his belongings. We close promptly at 6:00 P.M. and expect all children to be picked up by this time. A \$1.00 per minute late penalty per child will be charged for the first 5 minutes and \$5.00 per minute for every minute thereafter if you pick up past closing time. If you are unable to pick up by closing time, please make every effort to call the center to avoid concern. There will always be two staff members on the premises to stay with your child. If for some reason you are more than 15 minutes late and we can not reach you or any of your emergency contacts we will be notifying the police to come and pick up your child from the center.

EMERGENCY CONTACT PERSONS

Every parent must fill out an emergency contact form naming at least two (2) emergency contacts, i.e., relative, friend, neighbor, who is willing and able to assume responsibility for picking up your child in the event that you cannot be reached. We must have accurate phone numbers at home and work so that we can contact these persons at any time, in the event that the

parents cannot be reached. If you will not be able to be contacted on a certain day, please let us know the person to contact in case of emergency.

KEEPING INFORMATION CURRENT

It is extremely important that you notify the Director immediately if you should:

- CHANGE YOUR ADDRESS
- PHONE NUMBER
- WORKPLACE
- CELL PHONE
- CHANGE IN CUSTODY
- WORK PHONE NUMBER
- CHANGE YOUR HOURS OF ATTENDANCE
- E-MAIL ADDRESS

You must also keep your EMERGENCY CONTACTS current as well as their address, work and home phone numbers. Your Director will pass out an emergency information update sheet every 6 months to keep this information current. We will also update allergies every 6 months. Please keep us posted if anything changes for your child.

WITHDRAWAL OF CHILD BY PARENT

At least two (2) weeks written notice is required prior to date of withdrawal from the program. In lieu of notice you may wish to pay the extra two weeks and remove your child without notice.

NOTE: The center reserves the right to refuse placement of any child if the Director feels such placement would be detrimental to either the new child or to existing enrolled children. We also reserve the right to ask for removal of a child after placement by giving two weeks notice if in our judgment continued attendance would be detrimental to the child or others.

TEMPORARY DISENROLLMENT

If you would like to disenroll your child and return at a later date, there are two options.

- 1.) You can disenroll the child and be placed on the waiting list. When your spot is available, you will be contacted.
- 2.) You can pay 60% of tuition for the time that you are out. You need to be out of the center for a minimum of 3 weeks.

VACATIONS

Parents receive one week of vacation time after one year of enrollment. This vacation time is based on your child's start date. If your child starts in the month of September, you will have until next September to use your week of vacation. Vacation is based upon your weekly tuition. If your child comes 2 days per week, you are not entitled to 5 days worth of vacation.

NOTE: Vacation time cannot be split up. It must be taken all at once and the child cannot be in attendance.

Vacation time will not be granted unless a two week notice is given. Forms can be found outside of the office or it can be sent by email or written personally.

Please indicate when you will be taking your vacation when you submit your request.

HOLIDAY SCHEDULE

Holidays are subject to change based on the day that it falls on. We reserve the right to close for any day whether it is a holiday or not. If a change is made in this schedule, you will be notified at least 30 days in advance. We are closed for the following days unless otherwise noted.

- NEW YEARS EVE DAY (Dec. 31)
- NEW YEAR'S DAY (on the day of National celebration)***
- GOOD FRIDAY
- MEMORIAL DAY (on the day of State celebration)
- INDEPENDENCE DAY (on the day of State celebration)***
- LABOR DAY (on the day of State celebration)
- THANKSGIVING DAY (on the day of National celebration)
- FRIDAY AFTER THANKSGIVING
- CHRISTMAS EVE DAY (Dec. 24)
- CHRISTMAS DAY (on the day of National celebration) ***

NOTE: ALL TUITION FEES REMAIN THE SAME FOR HOLIDAY WEEKS.

***** NOTE** When the holiday falls on Sunday, we will be closed on the following Monday. When the holiday falls on Saturday, we will be closed on the preceding Friday.

OPEN DOOR POLICY

We have an "OPEN DOOR" policy and we invite you to participate, attend, or observe your child's daily activities AT ANY TIME without prior notice. We also encourage you to call whenever there is a concern or if you just want to "check in" on your child.

DAILY REPORTS

It is our policy to provide each parent with a daily report (up to the age of three) at pick up time. This will give you information on when they ate, what they ate, when they slept, when their diaper was changed or went potty, as well as special notes. If for some reason you fail to receive these reports please request them. There will also be a Curriculum Sheet, which is theme-based, posted in each room so you can be kept informed of the daily activities and the objectives of the week.

FAMILY RATES

For two or more full time children in the same family, we have a policy you will receive a 10% discount from their base rate. The first child will be at the full rate and each child thereafter will be discounted. The discount will be taken off the lesser amount(s).

HEALTH and SAFETY

PHYSICAL EXAMINATIONS

Your child must have current physical and all required immunizations BEFORE he enters the Center. There is an Immunization Schedule included in your Parent Handbook, on the back of the physical form. The State Day Care Licensing Division requires that your child have an annual physical examination. Your Director will give you ample notification when your child's physical will be expiring. If you cannot get an updated physical before the date it expires, a written note from the doctor confirming your child's appointment is needed for his file. Failure to comply with this request will result in suspension of your child from the Center. Once your child is school age, only the required school physical is necessary for your child's file. The State does not require an annual physical at this point.

ILLNESS POLICY AND EXCLUSION CRITERIA

1. A child should remain at home when:

A. He/she exhibits symptoms of a communicable disease such as:

1. Vomiting and/or diarrhea-loose stools or increased frequency. Child may return to the Center 24 hours after all symptoms are gone.
2. Conjunctivitis-red, itchy, draining, or crusted eyes. May return to the Center after 24 hours and at least 3 doses of antibiotic therapy.
3. Strep throat-sore throat and/or fever; should be seen by a pediatrician for a throat culture and antibiotics; if positive, return to the Center after 24 hours of treatment; scarlet fever can arise as a complication of untreated strep infection.
4. Chicken Pox-onset 10-21 days after exposure; may return to the Center after all blister-like eruptions have crusted over and dried.
5. Measles, mumps-children should be immunized, thereby, hopefully eliminating these diseases.
6. Lice/hair infestation-children may return to the Center after having received a shampoo with Kwell upon advice of pediatrician. All signs of eggs must be gone before returning to the Center.
7. Impetigo-staph infection-child may return to the Center after 24 hours of antibiotic therapy and the sores are crusted over and dry.
8. Pin worms-intense rectal itching, especially at night. Child may return to the Center after manifestation has cleared, usually 7-10 days after initiation of medication.

9. When a child has been diagnosed with lice, impetigo, or pinworms, all bedding and clothing should be washed in hot, soapy water and put through a dryer.

B. Has a fever of greater than 101.00 degrees Fahrenheit.

1. Children must remain out of the Center until temperature has remained in the normal range for 24 consecutive hours off a Tylenol and/or aspirin product.
2. He/she is not well enough to participate in the full program, including outdoor activities. Children with colds may attend the Center if there is no associated fever or decrease in activity patterns.

II. If a child becomes ill while at the Center:

- A. After observing that a child is sick (fever over 101° F., vomiting, diarrhea, etc.) notify the Director.
- B. Director will bring see that the child is comfortably resting and be supervised while their parents are being contacted.
- C. Parents will need to pick up their child within one hour.

Reasons for a child being sent home from the center include but are not limited to vomiting, diarrhea more than 3 times in one hour, a fever, an unidentified rash, or possible conjunctivitis.

III. The child will not be able to return to the center unless they are not contagious, are symptom free, and/or have been on medication for 24 hours.

- This is for the health and safety of the other children and staff.
- A written note from the child's physician is required before the child is allowed to return to the center due to an illness. This note should state that the child is not contagious.
- We are very strict about this policy because we have an obligation to all our parents and children as well as the staff to provide a safe, healthy environment. The Director may refuse to accept your child into the center on a day that there is a concern about his well-being.
- We do appreciate a phone call any time your child is ill so we can document the illness and be aware of any other concerns with other children within the center.

MEDICATION

Our staff is certified to administer medication and there are regulations that need to be followed. If you have the need for medication to be administered, the proper form will need to be filled out by the child's physician. There is also a part that needs to be filled out by a parent/legal guardian. If the form is not complete, the staff member cannot administer the medicine. We cannot give any type of over the counter medication without the form being completed. When

medication is brought in, it cannot be left in the child's classroom. If there is not a staff member available to lock it up in the appropriate place, please leave it in the office with the child's name on it. Please notify the staff as to what time the medication needs to be given each day.

NAPTIME/REST PERIOD

All children rest or nap for approximately 1 1/2 to 2 hours after lunch. Please be sure to bring in the proper nap items for your child to rest with. Your child will need a blanket and a crib size sheet. These items will be sent home once per week to be washed. Please respect the children's naptime. If you have to pick up your child early, make sure to let the teachers know, so we can have your child up and ready when you arrive.

CLOTHING POLICIES

Because the children in all our groups have busy creative days, it is important that they dress appropriately. Children should wear comfortable, washable clothes suitable for the season. During the winter we will all go outside so snowsuits, hats, mittens, and boots are a MUST. Bathing suits and towels are needed for the summer months. Every child must keep at school a complete change of clothes; even older children may occasionally have bathroom accidents or spills at the table that require changing. We remind parents that our program provides a variety of activities many of which can be regarded as somewhat "messy", i.e., finger-painting, water play, and sand play. According to the State Health Department, we are unable to clean any clothing that a child has soiled or vomited on. When clothes get soiled or wet, we will send them home in a sealed bag. Please remember to send in a new set of spare clothes, and keep all items LABELED. If a child does not have a pair of underwear to change into, we cannot borrow these items. They will need to go without underwear for the remainder of the day. If we send your child home in clothes that were borrowed from here, please wash them and bring them back promptly. We have a limited supply of clothing to offer and if we do not receive it back, we will not have it for someone else. If you would ever like to donate old clothing for this purpose, it is accepted and appreciated.

FOOTWEAR

For your child's safety footwear must be worn at all times. During winter months when children may be wearing boots, please leave an extra pair of shoes for your child to change into, as boots are inappropriate for inside activities. Also we ask that children not wear clogs, flip-flops or slipper type shoes. This type of footwear is dangerous for running, jumping, and climbing on the playground equipment.

EMERGENCIES

We must be able to reach you or an emergency person in the event that your child is involved in an emergency. On your child's application there must be at least two (2) emergency contact people. The State requires one (1) we would prefer two (2). Please be sure you have all home phone numbers and business phone numbers listed correctly in our files, and that you report any changes to us promptly. If you take a day off from work and are out doing errands or on appointments, we still need to have phone numbers where you can be reached. In the event of an emergency we will contact you and expect someone to come immediately to bring your child to the nearest emergency facility. A teacher from the Center can go with you and your child if you wish. If you are far away we can bring your child to the facility. We require that you give us written authorization to obtain emergency medical treatment for your child. Most facilities, however, require the parent's to be present before they will begin treatment.

ACCIDENT/INCIDENT REPORTS

If your child should sustain a minor injury while attending the center the staff person witnessing the accident will fill out an accident report. The report will indicate the time of the accident, how it occurred, type of injury, and the medical attention if any, required. The report will be signed by the witnessing staff member, and the parent. A copy will be placed in your child's file and a copy given to the parent, if they so desire.

If an injury occurs that needs medical attention other than what we can provide, we will call 911 and then notify the parent.

NUTRITION POLICIES

MEALS

If your child wishes to have breakfast at the center, he must do so before 8:00 A.M. Because of our schedule and routine we prefer not to have children eating breakfast after 8:00 A.M. Again, we will not provide the breakfast, but will serve it. If your child eats breakfast on a daily basis you will need to provide milk with his/her breakfast.

We do not provide meals at the center, but we will serve lunch for your child. Our facilities have refrigerators and microwaves. so you may send items to be prepared. Any item your child has that needs refrigeration will need an icepack. Lunches may not be stored in the refrigerator. Infant parents may put bottles in the designated areas of the refrigerator. If you forget to bring your child's lunch, we will call you and we would prefer that you brought something for your child. If that cannot be done, we will provide what we can for lunch and you will be charged \$2.00. Payment can be left in the tuition box.

SNACKS

The Center will provide two nutritious snacks for the children, one in the morning and one in the afternoon. These will always be served with juice or water. The snack list for the week will be posted.

FOOD SUGGESTIONS

We ask that you do not send candy, soda, or "junk foods" to the Center with your child for lunch. We encourage you to send nutritious foods to promote healthy eating habits at an early age. We will also be encouraging your child to try new foods with our delicious variety of snacks, and look for reinforcement from parents. The staff will try to let you know what "new" foods your child has tried or is interested in.

ALLERGIES

If your child is allergic to a particular food or medication please let the Director know. We keep a list of allergies in each room so that the staff is aware of these concerns. Please remember to notify the Director if your child has outgrown the allergy. We will try to update these lists every 6 months.

PARENT/CENTER RESPONSIBILITIES

When you place your child in our program, he will be under our care and supervision for up to 5 days a week. This is a substantial amount of time. However, our caregivers do not take the place of a parent as being the primary source of love, support, and nurturing for the child. Therefore, parents play a very important role in our program and have special responsibilities to fulfill. As parents, your cooperation and input are vital to our program and important to your child.

PARENT INVOLVEMENT

Your interest and support can only enrich your child's development during these important pre-school years. Simply praising your child while learning a new song, making a project, and spending time going through their school papers, can be a vital tool to encourage achievement in your child. Please make sure to check your child's cubby or mailbox DAILY to take home those "special" projects.

We encourage family participation in all Center events throughout the year, i.e., Halloween parties, Thanksgiving feasts, Holiday parties, Graduation, and family picnics.

Note: If you would like to have your child's birthday party at the Center, please see your child's teacher or the Director to work out the details. You can bring in cupcakes, cake, ice cream, pizza, etc if you wish

WE WANT YOU AND YOUR ENTIRE FAMILY TO FEEL WELCOME AND A PART OF THE CENTER, BEING INVOLVED IN YOUR CHILD'S EARLY EXPERIENCES. WE HOPE YOU CAN JOIN US THROUGHOUT THE YEAR.

PARENTS NEED TO TELL US IF

- your child has had a bad night's sleep.
- your child was recently ill, is teething, etc.
- something has happened at home, i.e., change in schedule, parent is out of town, recent death in the family.
- your child has expressed a feeling about the center, a staff member, or another child.
- your child has been exposed to a contagious disease.
- your child's behavior or mood is different than usual.
- there are any injuries that may have happened at home.

STAFF AT THE CENTER WILL TELL YOU

- about your child's day.
- if your child did not eat normally or was out of sorts.
- if something upset your child or made him happy.
- any important information you wish to know about your child's day.
- any concerns we may have about your child's behavior.
- upcoming events happening in your child's room. At times we may choose to call you during the day to let you know how your child is doing, if there are concerns. We encourage you to do the same.

In order to maximize the benefits that your child is receiving from our programs, we hope that you will invest your time and make a personal commitment to be involved with your child, the center, and the staff.

NEWSLETTER

The Director and staff compile a newsletter. The purpose of the newsletter is to inform parents of classroom activities and events, to relay messages about the Center's services, problems, and goals, to share information of interest to parents, and to welcome new staff and children. This will also give you information on the themes that they will be working on for the month. We hope they're helpful! The newsletter will be posted on the Creative Kids website. You will receive a e-mail notification when the newsletter is posted! Please take the time to read it.

“OUR DAY”

At the end of each day, your child's teacher will post an “Our Day” outside of your child's classroom. This will give you information on what your child did during the time that they spent here and will give you something to talk about when you go home for the evening. Please take the time to read this everyday to find out what your child has been doing.

TOYS FROM HOME

We ask that all of your children's toys be left at home. We cannot be responsible for items brought to the Center. If your child wishes to bring something in for "Show and Tell", please check with his teacher to find out what day this will be. Also, remember to label any item from home.

SUNSCREEN

All children will need sunscreen for the months of May-September. It is your responsibility to bring in a bottle of sunscreen for your child. Please label it and leave it in your child's cubby and a staff member will put it on your child before they go outside.

To help speed the process up in the morning, we ask that children come into the center with sunscreen applied. This will allow the children more time to spend outside as it takes a while to get sunscreen on all of the children.

NURSE CONSULTANT

We have a registered nurse on our staff that visits each Center weekly. He is an RN nurse at an area hospital. He serves as a resource, visiting the rooms and talking with staff and children. He makes sure all medical forms are current, answers our questions about injuries and illnesses, and helps to observe when we have concerns. If any parent would like to set up a conference with him, please contact the Director.

PARENT CONFERENCES

Any parent may request a parent-teacher conference at any time. Please contact the Director if you would like a conference. Conferences for parents whose children are in the nursery school program are held in the spring.

PROCEDURES FOR COMPLAINTS/COMPLIMENTS

If you should have a complaint or a problem at the Center please follow the following procedure:

1. Discuss the problem or complaint with your child's teacher or caregiver.
If you are not satisfied...

2. Discuss the problem or complaint with the Director. If you are still not satisfied you may contact the Department of Health Services, Daycare Licensing Unit, State of Connecticut. The name and address is posted in the center.
We appreciate hearing compliments, as well as your concerns, and hope you and your child have a positive experience with our center.

TUITION RATES

The following tuition rates apply as of August 26, 2013. Tuition prices are subject to change. If rates will be changing, you will receive a notice 30 days in advance. Rates are based on how many days your child attends the center unless your child is in the Before and After School Program. Part time is 2 or 3 days per week and full time is 4 or 5 days per week.

<u>Age</u>	<u>Cost For Full Time</u>	<u>Cost for Part Time</u>
6 weeks to 2 years old	\$220.00 per week	\$55.00 per day
3 to 5 years old	\$185.00 per week	\$45.00 per day

If your child enters the preschool program and is not potty trained, tuition will stay at the 2 year old rate until he/she is potty trained. If your child is potty trained before they enter the preschool program, the rate will not drop until they have moved into preschool. This is based on the ratio that is still required for this age group.

Before and After School Program

Willard St. Pauls and McGee

AM Only

1-3 Days \$60.00 per week
4-5 Days \$ 70.00 per week

Pm Only

1-3 Days \$75.00 per week
4-5 Days \$100.00 per week

Both AM and PM

1-3 Days \$100.00 per week
4-5 Days \$135.00 per week

Hubbard and Griswold

AM only

1-3 Days \$70.00 per week
4-5 Days \$ 80.00 per week

PM Only

1-3 Days per week \$85.00 per week
4-5 Days per week \$110.00 per week

Both AM and PM

1-3 Days \$110.00 per week
4-5 Days \$ 145.00 per week

Discounts

*Each additional child gets 10% off the lesser amount

PARENT ACKNOWLEDGMENT

We, the undersigned parents/guardians, have read the Parent Handbook, and understand the rules and regulations of Creative Kids Learning Center. We understand that if we have any questions concerning policies or procedures, we can address them to the Director.

We also agree to abide by the following specific policies and understand them.

1. All fees are due on the first day of attendance each week, and that if tuition is late (after Wednesday morning), I will automatically include a \$5.00 late fee per child.
2. If we are behind in payment more than one (1) week we may lose our spot at Creative Kids Learning Center.
3. We understand tuition is due each week, regardless of my child's attendance. If we take vacation, if my child is sick, or there is a holiday, we are still obligated to pay our regular tuition. If my child is here more than ten hours per day, I understand the late payment is \$5.50 per child for every 1/2 hour that I am late. If my child is here past the 6:00 p.m. closing time, I understand the late payment is \$5.00 per child for every 10 minutes that I am late.
4. I know my child's medical form must be current and up to date on a yearly basis, until he is school age.
5. I understand that each time a check is not paid by my bank, I will pay a \$25.00 fee.
6. I understand that Creative Kids Learning Center requires a two (2) week written notice when I decide to remove my child(ren) from the program.
7. I understand the Sick Policy, and will pick up my child within one (1) hour after receiving a phone call from the Center, if he is ill.
8. I will make sure that the Center is notified, in writing, if someone other than the usual parent will be picking up my child.
9. I will keep all my emergency phone numbers, emergency contact people, allergy information, etc. current and up to date.

(Parent/ Legal Guardian)

(Date)

(Parent/ Legal Guardian)

(Date)

(Director)

(Date)

TWO COPIES MUST BE SIGNED

- ONE FOR PARENTS

- ONE WILL STAY AT THE CENTER

We, the undersigned parents/guardians, have read the Parent Handbook, and understand the rules and regulations of Creative Kids Learning Center. We understand that if we have any questions concerning policies or procedures, we can address them to the Director.
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1. All fees are due on the first day of attendance each week, and that if tuition is late (after Tuesday morning), I will automatically include a \$5.00 late fee per child.
2. If we are behind in payment more than one (1) week we may lose our spot at Creative Kids Learning Center.
3. We understand tuition is due each week, regardless of my child's attendance. If we take vacation, if my child is sick, or there is a holiday, we are still obligated to pay our regular tuition. If my child is here more than nine and one half hours per day, I understand the late payment is \$5.50 per child for every 1/2 hour that I am late. If my child is here past the 6:00 p.m. closing time, I understand the late payment is \$5.00 per child for every 10 minutes that I am late.
4. I know my child's medical form must be current and up to date on a yearly basis, until he is school age.
5. I understand that each time a check is not paid by my bank, I will pay a \$25.00 fee.
6. I understand that Creative Kids Learning Center requires a two (2) week written notice when I decide to remove my child(ren) from the program.
7. I understand the Sick Policy, and will pick up my child within one (1) hour after receiving a phone call from the Center, if he is ill.
8. I will make sure that the Center is notified, in writing, if someone other than the usual parent will be picking up my child.
9. I will keep all my emergency phone numbers, emergency contact people, allergy information, etc. current and up to date.

(Parent/ Legal Guardian)

(Date)

(Parent/ Legal Guardian)

(Date)

(Director)

(Date)

TWO COPIES MUST BE SIGNED
- ONE FOR PARENTS
- ONE WILL STAY AT THE CENTER

BEHAVIOR MANAGEMENT STRATEGIES

Behavior Management Strategies for Preschool (Age 5 and Younger)

We provide a consistent routine to the days and structure to the environment. We let the children know when the routine is changing or something unusual is going to happen, such as a visit from a relative, a trip to the store or a vacation.

We give your child clear boundaries and expectations. These instructions and guidelines are best given right before the activity or situation.

We devise an appropriate reward system for good behavior or for completing a certain number of positive behaviors, such as a merit point or gold star program with a specific reward, such as a favorite activity. We avoid using food and especially candy for rewards.

We engage your child in constructive and mind- building activities, such as reading, games and puzzles by participating in the activities with them.

Sometimes we find that using a timer for activities is a good way to build and reinforce structure. For example, setting a reasonable time limit for coloring or playtime activity can help train the child to expect limitations, even on pleasurable activities. Giving a child a time limit for cleaning up completion is also useful, especially if a reward is given for finishing on time.

Behavior Management Strategies for Children Ages 6-12

As much as possible, we give clear instructions and explanations for tasks throughout the day. If a task is complex or lengthy, we break it down into steps that are more manageable, keeping mind that as the child learns to manage their behavior, the steps and tasks can become more complex.

We reward the child appropriately for good behavior and tasks completed. We set up a clear system of rewards (point system, gold stars) so that the child knows what to expect when they complete a task or refine their behavior.

Bear in mind that as your child gets older they will be more sensitive to how they appear to others and may overreact or be unduly ashamed when they are disciplined in front of others. It is important to have a plan for appropriate discipline for misbehaving that does not require carrying out in front of others. Setting up a specific consequence for a certain behavior is probably the best method of providing consistency and fairness for your child.

Regular communication with your child's teacher is important so that behavior patterns can be dealt with before they become a major problem and before the teachers get overly frustrated with the situation. We always set an example for the children. Children with ADHD need role models for behavior more than other children, and the adults in their lives are very important.

Please feel free to contact me to discuss any issues or concerns. Please sign below that we have discussed and that you understand our Behavior Management Strategies

Parents signature _____
Staff Signature: _____

Creative Kids Learning Center

1456 Berlin Turnpike
Berlin, CT 06037
Tel. 828-0101

Emergency Medical Permission

Re: _____ Date of Birth _____ Blood Type _____

Allergies to Foods or Medications _____

In the event of an extreme emergency I/We grant permission to Creative Kids Learning Center and its staff to call the emergency 911 telephone number to request an ambulance and/or emergency medical services. I/We understand that one staff person will accompany our child to a medical facility deemed necessary by emergency medical personnel. I/We understand that all ambulance and medical emergency charges will be the responsibility of us, the parents and or guardians.

Also in the event of any incident which is deemed necessary by Creative Kids Learning Center to require immediate medical attention I/We grant permission to Creative Kids Learning Center and its staff to transport my child by means of personal vehicle to either New Britain General Hospital or the Middlesex Walk-in Clinic. I/We also understand that the above mentioned transportation is offered by Creative Kids Learning Center personnel as a gesture of Creative Kids Learning Center commitment to the safety and well being of the children. Creative Kids Learning Center and its personnel will not be liable for any incident or occurrence which may result from said transportation. I/We understand that all medical emergency charges will be the responsibility of us, the parents and or guardians.

Parent or Guardian will be notified immediately in the event of any emergency. Please keep all home and work phone numbers as well as emergency contact phone numbers current and up to date.

Mother's Name _____ Address _____

Mother's Work Phone # _____ Ext _____ Home Phone # _____

Father's Name _____ Address _____

Father's Work Phone # _____ Ext _____ Home Phone # _____

Child or Family Physician's Name _____

Address _____ Physician's Phone # _____

_____	_____
Mother or Guardian Signature	Date

_____	_____
Father or Guardian Signature	Date

THIS AUTHORITY IS VALID UNTIL REVOKED IN WRITING BY EITHER PARENT OR GUARDIAN

Creative Kids Learning Center

1456 Berlin Turnpike
Berlin, CT 06037

Enrollment Form

General Information

Enrollment Date _____

Sex: _____

Child's Full Name _____

D.O.B. _____

Address: _____ Zip Code: _____

Hours Of Attendance (10 hour maximum per day)

Monday	Tuesday	Wednesday	Thursday	Friday
In	In	In	In	In
Out	Out	Out	Out	Out

Parent Information

Home Phone No. _____

Mother's Name _____ Address _____

City _____ State _____ Zip _____

Mother's Employer _____ Work Address _____

Mother's Work Phone # _____ Ext. _____ Cell Phone _____

e-mail _____

e-mail _____

Father's Name _____ Address _____

City _____ State _____ Zip _____

Father's Employer _____ Work Address _____

Father's Work Phone # _____ Ext. _____ Cell Phone _____

Parent's Are: ☐ Married ☐ Divorced ☐ Separated ☐ Widowed ☐ Other _____

Child Resides With: ☐ Both Parents ☐ Mother ☐ Father ☐ Guardian

Creative Kids has a secure entry. It is a finger scan system which will recognize the finger that has been scanned to the child/children in your care. On your child's first day or prior to their start date, please set a time to register your finger scan with the director.

Child or Family Physician _____ Physician's Phone # _____

Physician's Address _____

Alternate/Emergency Contact Information

In the event of an emergency please contact: (Please do not list parents names. The people listed will be contacted if we cannot reach the parents/legal guardians)

Name	Daytime Phone No./Cell Phone	Relation to Child

I authorize Creative Kids to release my child to the people listed above.

Signature of Release: _____

Child Information

Favorite Foods
Foods They Dislike
Allergies
Sleeping Habits
Favorite Sleeping Item
Average Sleeping Time
Any Fears You Are Aware Of
Additional Information or Comments

Additional Family Members That Reside With Child:

Name	Relation
Name	Relation

Parent/Guardian Signature _____ Date _____

Creative Kids Learning Center
Tuition Contract

Child's Name: _____

Child's Name: _____

Child's Name: _____

Parent/Legal Guardian's Name: _____

-By signing this agreement, I agree to pay Creative Kids Learning Center the full amount of tuition each week (unless other arrangements are made).

-Creative Kids Learning Center will provide care for my child which will not exceed 10 hours per day.

-Creative Kids Learning Center will provide my child with juice, snack, and milk above the age of one year.

-Wipes are supplied by the center for those children that are not potty trained.

-I agree to pay a security deposit of one week tuition per child which will be returned or used towards my child's last weeks of attendance.

-I agree to give Creative Kids Learning Center written notice if I choose to disenroll my child. If two weeks notice is not given, I understand that my security deposit will not be returned.

-If Creative Kids Learning Center is closed for a holiday, inclement weather, etc, payment is still due. If my child does not attend his/her regularly scheduled days, tuition is still required.

-I agree to keep a current physical on file at all times. If I do not, I understand that my child may not be able to attend until one is provided.

-If a check for tuition is returned, I am responsible for paying a \$25.00 fee.

-Tuition is due by 10:00 every Tuesday and it is considered late thereafter. If my child is in attendance and tuition is not paid, I understand that I am subject to a \$25.00 late fee.

-If my child is not in attendance due to sickness, vacation, etc., tuition will be paid the first day that my child does attend.

-I understand the sick policy and I agree to the terms.

-If I would like to use my vacation time, I understand that I need to put it in writing two weeks in advance.

-I have read and understand the policies of Creative Kids Learning Center.

Parent Signature: _____

Date: _____

Director Signature: _____

Date: _____

Creative Kids Learning Center

1456 Berlin Turnpike
Berlin, CT 06037
(860)828-0101

Photography Permission

I give Creative Kids Learning Center permission to photograph or video tape my child/children while in the care of the center. The photographs or video may be used for the Creative Kids website, to post around the rooms and for our local newspaper.

Parent or Guardian Signature

GETTING TO KNOW YOUR INFANT

Please fill out this form for your child ages 0 to 12 months. It will help me get to know your child better. Thank you ☺

Child's Name: _____ Child's Date of Birth: _____

Child's General Mood: Are they mostly happy, fussy, colicky..... _____

Has child stayed with anyone else besides parents? _____ If so who? _____

Is child Bottle or breast-fed? _____ If using both, when do you use bottle vs. breast? _____

How do you give bottle, room temp, warmed, cold? _____

If you warm the bottle, what procedure do you use to warm bottle? _____

Does the child hold his or her own bottle? _____

Is child on formula or milk? _____ What kind of milk or formula do you use? _____

Is child on baby cereal? _____ List the kinds you use: _____

Is child on strained or other baby foods? _____ List the varieties you use fruits veggies etc: _____

Food likes: _____ Food Dislikes: _____

List amounts of food, types of food and times your child usually eats below:

Breakfast _____

Lunch _____

Snack _____

Will your child have a bottle or breast fed before arriving? _____

Will your child need breakfast? _____

Does your child use a pacifier? _____ When? _____

Does your child sleep through the night? _____ If not how often do they wake and what do you do when they wake – feed, rock change etc ? _____

When does your child wake in the morning? _____

When does your child nap morning? _____ Afternoon? _____

Please list any other important information or special instructions on the care of your child below:

Signature _____ Relationship to Child _____ Date _____