



**Creative Child Inc. / Club Creative Children's Complex**

"Your child is the ❤️ of our center..."

**DHS LICENSED**

**Parent Information Handbook**

Infants-Toddlers - Pre-School - School Age

**Administrative Offices**

625 Tiogue Avenue - Coventry, RI 02816

Phone: 401-615-3846 EXT: 1

- Fax: 401-615-0570

**Creative Child, Inc.**

613 Tiogue Avenue - Coventry, RI 02816

Phone: 401-615-3846

(Follow Extension prompts for each classroom)

Fax: 401-615-0570

**[www.CreativeChildRI.com](http://www.CreativeChildRI.com)**

**Club Creative, LLC.**

614 Tiogue Avenue - Coventry, RI 02816

Phone: 401-615-3707 - Fax: 401-615-0570

**[www.ClubCreativeRI.com](http://www.ClubCreativeRI.com)**

Partners with: DHS/CCAP/Early Intervention/Child Outreach Services



# WELCOME!

Welcome to Creative Child, Inc. / Club Creative Children's Complex. It is our vision to provide your child with a joyful environment to thrive within; as well as to provide a safe and enjoyable experience in our, infant, toddler, early childhood education (Pre-School) and school age programs.

At Creative Child, Inc. our philosophy of quality child care and education is to provide an environment for the child that:

- ✚ Is as much like home as possible...
- ✚ Learning happens as a result of creative activities and play...
- ✚ Encourages socialization as well as parallel and independent play...
- ✚ Reinforces the values of honor and virtue...

- ✚ The child feels safe and happy...
- ✚ Is open and honest communication about your child daily and consistently...
- ✚ Is Up-to-date with information about your child's activities via classroom newsletters and verbal communications...
- ✚ Uses approaches to teamwork and partnership in all areas, including parent-teacher/ parent/ administration and teacher/child relationships...
- ✚ Including all children in our program...

***Our goals in caring for your child are to:***

- ✓ Getting to know your child's interests, strengths and challenges
- ✓ Provide goals and objectives for your child to work on daily for short and long term success through assessment
- ✓ Provide for planned and spontaneous adult-child interaction
- ✓ Use the assessment process to define future milestones for your child

### Hours of Operation

Monday through Friday 6:30 A.M. - 5:30 P.M.

**CLOSED Saturday & Sunday**

### The following Holidays will be observed

- New Year's Day
- President's Day
- Memorial Day
- Independence Day (4<sup>th</sup> of July Week. A 15% tuition discount will be applied, please see the office for details)
- VJ Day
- Labor Day
- Veteran's Day
- Columbus Day
- Thanksgiving Day
- Black Friday
- Christmas Eve (Close at 1:00pm)
- Christmas Day

### Tuition Policy

#### Payments:

All tuition is due by Thursday each week (for the following week). If your payment is not in by the indicated time frame above, there will be a \$25.00 late charge incurred. Creative Child is adamant regarding your tuition payments. There is a secure area to leave your tuition at each location. Credit is not given for scheduled school holidays, cancellations due to weather, or staff workshops pertaining to school curriculum. Cash, debit cards/ credit cards are acceptable forms of payment. We do not accept checks under any circumstances. You may set up re-occurring payments to come out of your banking account weekly if you wish, or call in with a credit or debit card number by Thursday afternoon for payment; you may also choose to keep a card on file and it will be run every Thursday and payment will process for Friday. Cash is also an acceptable form of payment.

#### Vacations:

There will be a 15% discount given twice a year for family vacations; one of the vacation weeks being, the week of the Fourth of July and the other week, of your choice. Creative Child Inc. and Club Creative Children's Complex has the right, if needed, to choose a collection agency of our choice to collect any outstanding tuition owed to us.

### Sibling Discounts:

There will be a sibling discount of 10% off of the oldest child's tuition. This will be calculated before enrolling your child.

### Registration Fee:

There will be a registration fee due upon registering your child (ren). A single child registration fee will be **\$100.00**, and a family registration fee will be **\$150.00**. A re-registration fee is due each year during the month of August. During the time of registration, a contractual agreement will be signed before starting your child care at Creative Child, Inc/ Club Creative Children's Complex. *If your child is to be taken out for the summer months, a **\$300.00** deposit is required to guarantee your child's spot for September, in addition to the registration fee.* If this is a family, the fee will be **\$500.00**, in addition to the registration fee.

If you receive financial aid from the state (DHS), registration fees are not covered, neither are holding fees; thus you must pay for the registration, re-registration and holding fees as they occur.

### Discharge Policy

#### Child Withdrawal:

If the parent/guardian finds it necessary to withdraw a child from the center, he or she must give a **two week notice** to the Administrative personnel prior to withdrawal. There will be no exceptions made for this two-week notice, *unless approved otherwise by the Director or Owner.*

#### Discharge:

It may be necessary for the director/ owner of Creative Child, Inc/ Club Creative Children's Complex to give notice to a parent/guardian to stop caring for a child. The center will give the parent/guardian two weeks' notice prior to ceasing care. In rare cases of severe problems (child or parent misconduct), the center may be forced to release the child from care without giving a two-week notice. Care may be terminated for the following reasons:

- Child is increasingly unhappy and unable to become comfortable with the child care setting
- Child consistently physically or verbally hurts other children

- Child may need additional services not provided by *Creative Child, Inc.*
- Parent/Guardian routinely abuses drop off and pick up times
- Parent/Guardian doesn't pay child care fees on time

- Parent/Guardian does not work with the center as a team to provide consistent guidance and discipline
- Parent/Guardian is disrespectful and defiant towards staff or administrative staff

### General Policies

#### Abiding by Schedules

There is a strict policy for each family to follow their scheduled times, that are on file and filled out on your registration paperwork. The classroom teachers will always make sure that parents/guardians are abiding by the drop off and pick up times, as we have master schedules for each child in each classroom.

*If a change to your child's schedule needs to be made, it MUST go through the office first, with new paperwork to be filled out.*

There will be no child to enter the building after 9:30AM on any given day, unless otherwise noted for an appointment, that we are aware of prior. There is a mandatory pick up time of 5:30 (CLOSING TIME). If you are running late at any given time, please call the main office or your child's classroom to give an advanced notice.

#### Safety and Supervision:

Parents or guardians are responsible for the safety and supervision of their child (ren) during drop offs, pickups and any other time they are present. They are expected to see that the children are under the supervision of a staff person before leaving the premises. Your child must be clocked in, in the AM and clocked out in PM.

#### Surveillance:

Both Creative Child, Inc. as well as Club Creative Children's Complex has state of the art surveillance systems that monitor both the interior and exterior of the buildings, including the playground areas. The surveillance records 24 hours a day and is **NOT** viewable on any online forums or social media platforms. The only individuals whom have access to the surveillance are the main system operators, owner of the facility, and site coordinators. The recording systems hold footage for 2 weeks; before it is automatically erased. If there is an incident that you wish to view that has taken place at either one of the centers that directly involves your child, you may schedule an appointment to view the footage.

#### Confidentiality

Creative Child, Inc. requires all employees, consultants, and volunteers to maintain

confidentiality of child, family, and staff information included in files, conversations, observations, meetings, correspondences, electronic media, or any other source. Information contained in a child's file / record shall only be released with written authorization from the child's parent/guardian. Creative Child, Inc. administration maintains authorizations on all files.

**Open Door Policy:**

Parents or guardians are welcome in their child's classroom at any time of the day and are invited to share in our experiences as often as possible. If the parent would like to volunteer for the day, they will need to have a BCI/ CANTS check on file for current and re-occurring purposes.

### Outside Toys (Toys from Home):

All toys should be kept at home!

### Clothing

Children should wear comfortable clothing which would allow them to participate freely in all indoor and outdoor activities. Staff will use their discretion daily regarding outdoor play. During colder weather, it is important to keep extra clothing, mittens, and hats in your child's extra clothing area. Your child needs to be dressed according to the weather. If you need clothing or assistance purchasing a winter jacket, please speak with the office. You are responsible for the extra clothing for your child to be replenished weekly.

### Outdoor Play

As temperatures fluctuate and our seasons change rapidly, Creative Child, Inc. is still mindful in allowing the children to access the outdoors frequently during the warmer and colder months. The term "weather permitting" becomes an important consideration that our program emphasizes when referencing what is acceptable weather to take children outdoors in. Creative Child, Inc. emphasizes outdoor play. Outdoor play allows children to maximize their learning environment and gross motor experiences throughout the day. Weather permitting is defined as: **almost every day unless there is active precipitation, extremely hot or cold conditions, or public announcements that advise people to remain indoors.** Outdoor play schedules will be flexible during changes in the weather.

### Sunscreen:

During the summer months, parents shall apply sunscreen prior to bringing their children to school. Creative Child provides a hypo-allergenic sunscreen to the children throughout the day. A bottle of sunscreen can be sent in from home if it is preferred by the parent or guardian.

### Hand Washing:

**All families MUST wash their hands (adults) and their child's hands during drop-off times.** Hand washing will be done throughout the day, as the children enter the building, and before and after snack, sensory table, lunch, outdoor play, toileting and nose blowing. Drinking water will NOT be provided from the same sink area that hands are washed in.

### Allergies:

Children with food allergies should be indicated on their registration. These allergies will be posted in each classroom. If your child is prescribed an Epi-Pen or Benadryl for their allergies, an up to date spare must be kept at the center at all times. Your child's EPI-PEN must be up to date, not expired, and a doctor's note MUST accompany it, in its original RX Box.

### Toilet- Training:

**Toddlers** entering our program will be assisted with toilet training throughout the day by our staff when they reach the appropriate age. **Preschool aged children (3-5 years)** are encouraged to be potty trained prior to enrollment; but Creative Child, Inc. will work with your child in becoming independently successful in becoming potty trained. Pull ups for Pre-School children or under garments are suitable for the potty training experiences. Please be mindful that if you are sending your child in underwear, you should pack 3-5 changes per day, in case of accidents occurring.

During diapering/ changing soiled pull ups, or underwear/ clothing our program follows guidelines that are consistent with the guidelines with current recommendations through: *Caring for Our Children: National Health and Safety Performance standards for out of home child care; a joint collaborative project of the American Academy of Pediatrics. American Public Health Association and National Resources Center for Health and Safety in child care.*

On site posted procedures are in each classroom's restroom areas for the teaching and support staff to implement and follow. If you would like a copy of the literature, please inquire upon enrollment.

### Court Orders:

Creative Child, Inc. must be supplied with a written court order to enforce a change in custody, restraining order or visitation requests. We cannot and will not accept verbal request or verbal changes. If there is no court order regarding your family's situation, a biological parent may pick up at any given point in time, unless supplied with a court order indicating otherwise.

### Lawful Authorities:

In the event of a conflict between parties at Creative Child, Inc. / Club Creative Children's complex we reserve the right to call the local or state authorities.

### Nutrition:

\*\*\*\*\*PEANUT BUTTER FREE\*\*\*\*\*

\*\*\*\*\*PEANUT BUTTER FREE\*\*\*\*\*

## CREATIVE CHILD, INC.'S TODDLER ROOMS AND PRE-3/4 CO-OP ROOMS HAVE A FAMILY PROVIDED SNACK DONATED MONTHLY. EACH FAMILY MUST DONATE A MONTHLY SNACK TO CONTRIBUTE TO THE CO-OP.

If your child needs to eat breakfast at school, he or she must do so by **8:30 A.M.** Your child must be provided a lunch on a daily basis, unless otherwise stated.

Heat-ups of any kind are not permitted in all other programs BESIDES infants (toddlers, pre-school, pre-K, school age). If your child needs to have a hot lunch, please provide a thermos with the contents heated at home. Heating lunches takes away from your child's lunch time, and staff-child interactions during the listening and talking phases of the day, which are important for children to share their daily experience and feelings with their teachers. Please pack a healthy lunch limiting sugary snacks and drinks. Creative Child, Inc. supplies morning snack and afternoon snack, following the *Caring for our children guidelines*.

*"One of the basic responsibilities of every parent/guardian and caregiver/teacher is to provide nourishing food daily that is clean, safe, and developmentally appropriate for children. Food is essential in any early care and education setting to keep infants and children free from hunger. Children also need freely available, clean drinking water. Feeding should occur in a relaxed and pleasant environment that fosters healthy digestion and positive social behavior. Food provides energy and nutrients needed by infants and children during the critical period of their growth and development.*

*Feeding nutritious food everyday must be accompanied by offering appropriate daily physical activity and play time for the healthy physical, social, and emotional development of infants and young children. There is solid evidence that physical activity can prevent a rapid gain in weight which leads to childhood obesity early in life. The early care and education setting is an ideal environment to foster the goal of providing supervised, age-appropriate physical activity during the critical years of growth when health habits and patterns are being developed for life. The overall benefits of practicing healthy eating patterns, while being physically active daily are significant. Physical, social, and emotional habits are developed during the early years and continue into adulthood; thus these habits can be improved in early childhood to prevent and reduce obesity and a range of chronic diseases. Active play and supervised structured physical activities promote healthy weight, improved overall fitness, including mental health, improved bone development, cardiovascular health, and*

*development of social skills. The physical activity standards outline the blueprint for practical methods of achieving the goal of promoting healthy bodies and minds of young children." - (CFOC)*

#### 4.3.2.1 : Meal and Snack Patterns for Toddlers and Preschoolers (CFOC)

Meals and snacks should contain the minimum amount of foods shown in the meal and snack patterns for toddlers and preschoolers described in the Child and Adult Care Food Program (CACFP).

When incorporating CACFP, caregivers/teachers should (1):

- Provide a variety of fruits and vegetables.
- Serve a fruit and/or vegetable during scheduled snacks.
- Provide one serving each of dark-green vegetables, red and orange vegetables, beans and peas, starchy vegetables, and other vegetables weekly.
- Serve whole grains and whole-grain products.
- Limit yogurt to no more than 23 grams of sugar per 6 ounces.
- Limit processed foods to once per week.

#### Water consumption:

Safe drinking water is supplied for your child's snack and meal time, as well as during indoor and outdoor gross motor play. The sinks that the drinking water is sourced from come from the kitchenette areas in each classroom, which are separate from the hand washing sinks in the restrooms. There are also outdoor water fountains provided for children during outdoor play.

#### Release Policy

- All authorized persons will enter through the vestibule area
- All authorized persons will receive a private access code or will be finger printed
- Electronic security doors will be locked at all times and can be accessed only with an authorized confidential code
- If your child is to be picked up by someone other than who is on the emergency contact list, a phone call or note from the parent/guardian to the center must be given to the child's teacher or administration IN ADDITION with a written documentation. The full name of the person or person(s) picking up must be

disclosed. That person's license must be shown and photocopied to be kept on file in the office

- The center opens at 6:30 A.M. and closes at 5:30 P.M. Any person picking up late will incur a late fee; repeat offenders (more than 3 times with documented verbal warnings) will be dismissed from the program.

### Criminal Background Checks:

Creative Child, Inc is in full compliance with all requirements related to criminal background checks, for all of the staff employed at Creative Child, Inc. as well as any volunteers entering the classrooms, or chaperones who attend field trips.

### Health Policies & Procedures

#### Illness:

If your child becomes ill during the day, you will be notified and expected to pick up your child within **1 hours' time**. Please be mindful in indicating someone whom may be present, if you cannot in a 1 hrs time on your emergency contact sheet.

**A child must remain home for 48 hours if a diagnosed illness is found:**

**\*\*\* ALL ITEMS MUST REQUIRE A DR. S NOTE FOR RETURN\*\***

- Temperature of 100.1 degrees or above (besides teething) (must return with a doctor's note) ...**48 hrs free upon return if diagnosable illness is found...**
- 2 bowel movements of diarrhea or uncontained bowel movements...**48 hrs free upon return if diagnosable illness is found...**
- 1 Vomit... **48 hours Free until return if diagnosable illness is found...**
- Unidentifiable rash (must return with a doctor's note) ...**48 hrs free upon return if diagnosable illness is found...**
- Pink eye (must return with a doctor's note) and drops must be administered 3 times before return ...
- ANY symptoms that are COVID-19 related...**48 hrs free upon return if diagnosable illness is found...**

**Doctor's note must indicate that the child is free of any communicable disease. And our policy is that there is a 48-hour return policy with any diagnosable illness.**

### Management of Medication and Medication Administration:

*In accordance to code 1.8 in the DCYF's regulations*

1. Prescribed and non-pre-scribed (over the counter) medication is not administered to a child without:
  - a. Written permission from the parent/guardian; and the physician
  - b. A written order from a licensed physician, physician's assistant, or nurse practitioner (which may include the label on the medication) indication that the medicine is for a specified child. The medication must be in the original container.

- c. The written order includes the name of the child, the name of the medication, circumstances under which it may be administered, route, dosage, and frequency of administration
2. The child care or school age administrator or designee dispenses all medications.
3. A daily log is maintained of every medication administered. This record includes the: child's name, name of medication administered, date and time of administered, printed name and signature of the person who administered the medication and, the name of license physician prescribing the medication.
4. The medication log is transported with the child to an emergency treatment facility in the event of an emergency.
5. The first dose of a medication must be administered by the parent / guardian (and documented).
6. Medications are stored in clearly labeled containers, lock boxes where children cannot reach, in a way that medication does not contaminate play surfaces or food preparation areas.

#### **Health Records and Support of all children:**

Immunization records and the date of your child's last physical examination must be kept up to date annually. Please notify the center of any health related problems your child may have upon enrollment, included by not limited to skin conditions, asthma, heart problems (previous or existing), diabetes, ADD, ADHD, ODD, ASD, and other communicative or cognitive disorders. **Creative Child, Inc. will make reasonable accommodations and will collaborate with key partners to support all children. Please reference Creative Child, Inc.'s program level assessment for the formal written plan (upon request) that describes the process of supporting all children including but NOT limited to those with developmental delays and disabilities, as well as mental health diagnosis's and behavioral challenges.**

*\* If you would like to obtain a copy of our program level written policies regarding collaboration and child assessment, please inquire upon enrollment. \**

### **First Aid Procedures and OSHA:**

Red Cross first-aid and poison center guidelines will be followed in case of an emergency or injury. Our providers are all certified in emergency care and CPR for infants and children annually. A first-aid kit containing items such as band aids, antibacterial ointment and icepacks will be on the premises at all times. Emergency phone numbers are available at all times and kept in each classroom. Parents will be notified of accidents and an injury record is kept for each child.

Creative Child, Inc. DOES NOT have defibrillators on-site.

Creative Child, Inc. Is OSHA certified and keeps up in compliance annually to satisfy this certification. You may find emergency eye wash stations at each main entrance area, as well as a handbook of the all chemicals that have been licensed and approved by a chief OSHA consultant: **Richard Palmiere; Chief Hazardous Substance Unit Tel: (401) 462-8549**

### **Medical Emergencies:**

In case of a medical emergency, immediate first-aid/CPR will be given. For emergencies beyond our control or expertise, an ambulance will be called and the parent will be immediately notified. A staff member will remain with your child and be in constant contact with you until a parent or guardian can get there. If hospital care is needed, the child will be immediately transported to either Hasbro Children's Hospital or Kent County Memorial Hospital. If a parent cannot get to the facility in a timely manner before the ambulance departs the classroom teacher or administrative staff will ride with your child to the hospital and remain with your child until you arrive. Parents are responsible for any expenses as a result of emergency room care and or hospital stay.

### **Emergency Contact Information**

Emergency information is mandatory to be on file for every child at our centers. This information should be updated every 6 months, or as needed. This information is especially important when your child is ill and we are unable to reach the parent or guardian. The next emergency contact listed will be notified if a situation arises while the child is at the center and the parent or guardian cannot be reached. Please be mindful of phone number changes, both at work, home, and cell.

### School Age Transportation Information

Transportation for our School Age programs run daily Monday through Friday, to and from the schools listed below. All districts below are FULL DAY Kindergarten programs.

#### Blackrock Elementary School VAN

8:30-Morning Drop Off

2:50-Afternoon Pickup

#### Hopkins Hill Elementary School VAN

9:00 -Morning Drop Off

3:30-Afternoon Pickup

#### Father John V. Doyle (Town School Bus)

7:25-Morning Pick Up

2:45-Afternoon Drop Off

#### Tiogue Elementary School (Town School Bus)

7:50-Morning Pick Up

3:30-Afternoon Drop Off

#### Washington Oak Elementary School VAN

9:00-Morning Drop Off

3:30-Afternoon Pick Up

#### Horgan Elementary School VAN

8:30-Morning Drop Off

3:10-Afternoon Pick Up

### **SCHOOL VACATION AND $\frac{1}{2}$ DAY INFORMATION**

School-Age Children will be transported on  $\frac{1}{2}$  Days and we serve all major school vacations, please see the [www.clubcreativeri.com](http://www.clubcreativeri.com) website, which states the  $\frac{1}{2}$  day dates and vacation weeks.

In order to sign up for school-vacations, there will be a GOOGLE FORM sent home 3 weeks prior, and this will be first come, first serve to the 25 first attendees to register. The administrator will inform the parents whom will be on the itinerary for the vacation week.

$\frac{1}{2}$  Day School Release do NOT need a sign up!

If your child will be absent, it is mandatory that you let your child's school know, as well as email our administrative office, so we are not expecting the child for PM pick up on our vans or bus drop offs, BEFORE 1:30 PM the day of.

### No School Days

In the case of a no school day/week(s) for any of the public schools, Creative Child offers full day care to School Age children. Your child's classroom teacher will ask parents/ guardians to sign their School Age child up if care is needed for those days. If a child is signed up to come that day but for some reason will not be attending, parents/guardians are required to call in the morning and let us know they will not be attending. During vacation weeks for Club Creative School Age Program, if your child is signed up for specific days, and fails to attend the days they were expected to attend; a **\$25.00 fee** will be applied per each day they do not *attend (if they were signed up for said days)*. Staffing and planning for school vacations, and no school days is important due to staff to child ratios and accurate count is important during these times. Also, if a child is not signed up for a no-school day, they will not be permitted to stay. Again, these policies are put in place because of staffing purposes and in accordance with proper DHS ratios.

**WE DO NOT HOST ANY FORM OF DISTANCE LEARNING AT OUR FACILITIES...**

## Curriculum

The content of curriculum on the program level at Creative Child, Inc. is the focus on what a child should know or is able to do. Based upon what we know of the content pertaining to what the child should know or is able to do, we can create a baseline for that child or children in building their social and emotional skill repertoire(s) in acquiring and obtaining skill sets the children can learn and build upon, we call these "milestone continuums" at Creative Child, Inc.

Through curriculum creation and being mindful in aligning the RIELDS (*Rhode Island Early Learning Standards*) to every part of the classroom planning. The content that is woven into the curriculum is critical to acknowledge that each domain within the RIELDS is being included. The content/ curriculum that Creative Child, Inc. provides is birthed from these **(9) domains** that make connections to all areas of planning:

1. Physical Healthy and Motor Development
2. Social and Emotional Development
3. Language Development
4. Literacy
5. Cognitive Development
6. Math
7. Science
8. Social Studies
9. Creative Arts

**RIELDS Website for further literature:**

- ➡ <http://www.ride.ri.gov/InstructionAssessment/EarlyChildhoodEducation/EarlyLearningandDevelopmentStandards.aspx>

**Center Web Sites where all of the above may be accessed:**

- ➡ [www.creativechildri.com](http://www.creativechildri.com)
- ➡ [www.clubcreativeri.com](http://www.clubcreativeri.com)

### **Program Educational Philosophy**

Creative Child, Inc's Pre-School program(s) promote clear educational goals that are comprehensible and shared by all, which is a critical aspect in the process of educational/ curricula implementation. Curriculum goals should be clearly defined, shared, and understood by all adults who have a stake in children's learning (e.g., families, teachers, program administrators). The curriculum and related teaching strategies are designed to help achieve goals in a unified, coherent way.

During the process of learning, teachers at Creative Child, Inc. shall have frequent, meaningful interactions with children. Curriculum implementation relies primarily on teachers and the nature of teacher/child interactions. Teachers' engagement with children also allows them to regularly assess each child's progress and make adjustments in the classroom as necessary. At Creative Child, Inc. the program relies on effective pedagogical and assessment strategies rely to a large extent on teachers' experience levels and educational backgrounds. To support effective teaching, curriculum should be linked to on-going professional development for teachers.

The process of curriculum at Creative Child, Inc. is evidence based, due to developmentally, culturally, and linguistically relevant ways for the children to express themselves. Most importantly, curriculum builds on children's prior learning and experiences. The content and implementation of the curriculum at Creative Child, Inc. should build on children's prior individual, age-related, and cultural learning and be inclusive of children with disabilities.

In addition, curriculum should support the knowledge that children gain from their families and communities and support children whose home language is not English in building a solid base for later learning. Effective curricula at Creative Child, Inc. will offer guidance, adaptations, and specific strategies to differentiate teaching and classroom activities according to the characteristics and backgrounds of the children, hence the meaning of "process".

Program-level curriculum consists of an evidence-based written plan, or curriculum framework, that outlines the program's priorities for teaching and learning. Program-level curriculum describes the expectations of teachers as they develop classroom-level curriculum to support each child's developmental level, learning style, and interests. Program-level curriculum is aligned with the Rhode Island Early Learning and Development Standards (RIELDS) or the Common Core State Standards/Grade Level Expectations for kindergarten. From the program level, classroom level framework is birthed. Teaching staff use the curriculum framework to guide the development of classroom-level curriculum, which is a plan for providing children access to experiences in large groups, in small groups, and individually that support their learning and development across all the domains of learning. High-quality early learning programs use both program level and classroom-level curricula to ensure that all children will enter school prepared to be successful (*Exceed tip sheet: Curriculum*).

The teaching staff at Creative Child, Inc. shall post a daily schedule that offers flexibility to meet all of the interests and individual needs of the children. This schedule prioritizes play and incorporates a combination of teacher and child initiated interactions, large and small group activities, indoor and outdoor activities, and age appropriate connections and balance between activeness and

quiet time. The teaching staffs at Creative Child, Inc. Pre-school level ensure that their programming is being documented by using the process of assessment throughout the year.

### **Assessment**

#### **Types of Assessment/ Purpose/ Methods/ informing families:**

Both informal and formal child assessment at Creative Child, Inc. occurs daily and weekly. As guiding classroom teachers strive to record as many observations informally, in the outline of anecdotal narratives to add to each child's individualized portfolio as well as guide the teacher's on a weekly basis, to be able to have woven in the observations and data collections within their classroom curriculum. Creative Child, Inc. conducts both formal and informal assessments of emerging and eventually mastered milestones and skills on a daily and weekly basis. The child and teacher will prepare for informal and formal assessment of each domain, learning goal, and age continuum.

Artifact collection is also a measurable way in which the classroom teachers are able to complete assessment. As children complete work and task demands that are implemented through program planning and the implementation of the RIELDS, the teacher's may collect the most meaningful pieces of work (*artifacts*) and file them in each child's assessment portfolio in the appropriate domain. Each artifact is labeled with the date, and the RIELDS domain, then filed in the corresponding area of reference for reference. It is important to note that each assessment is readily available to the guiding teaching staff, so that the information is not lost in transit. This means that each child file should be easily assessable for reference, data tracking, and dissemination. Each child assessment is used for future planning and programming at Creative Child, Inc. Assessment methods at Creative, Child Inc. are sensitive to and informed by family culture, experiences, children's abilities, and home language.

Each child's information and child file is kept fully confidential. Each assessment and child file is kept in a storage area where only the guiding classroom teacher and administrative staff, and educational coordinator, may access these items during formal and informal assessment. During the times of parent/family/guardian meetings or conferences, these items can be viewed by direct interested parties. Each parent/family/guardian may have access to these assessments and portfolios

upon request. Families will be a part of assessment and planning during all times of the year (*please reference family engagement*).

There are regular opportunities for families and relevant specialists to participate in two way communications to discuss each child's goals, progress, accomplishments, and developmental success's and challenges in the classroom and at home. During these times, Creative Child, Inc. will provide family members with information from verbal exchanges, meetings, and documents. The assessment data should be comprehensive to interpret so that the guiding staff can communicate this information to the families.

Creative Child, Inc. strives to use child assessment data at our program and classroom level to determine the amount to which the program and classroom is attaining the desired child outcomes and goals for all of the children in the classroom. These assessments also aid in determining patterns and trends across the program, as a general measure to use while completing classroom self-assessment. Program level child assessment is used to inform the program's continuous quality improvement plan as well as the development of not only the children, but the staff and teacher's as well.

Lastly, Creative Child, Inc. collaborates with Child Outreach programs in screening children annually through active collaborations. Creative Child, Inc. provides the space for onsite screenings, as well as coordinates community onsite/off site screening events for children and their families. These community onsite/offsite screenings will have a specific date and time as scheduled to ensure a successful screening environment with the least amount of barriers possible. Please reference the below letter as a sample of this past fall's Child Outreach screening. The same can also be located in each child's assessment portfolio.

#### **Field Trips (School-Age)**

Field trips are scheduled by our classroom teachers and coordinators at certain times of the year. Parents will receive notices of field trips well in advance of the trip and will be required to sign a permission slip and be responsible for payment. **Children not attending the field trip will not be permitted to attend for the day.** If chaperones are needed, they are asked to take their own child, in their own vehicle (Pre-school), while only transporting their own child. In addition, if you intend on

chaperoning a field trip, a clean BCI check must be completed 2 weeks prior to the trip, in order for you to attend.

### **Cancellations and Updates on Delays or Closures**

Cancellation of school takes place only during extraordinary circumstances such as extreme weather conditions, equipment failure or public crisis. On days when there may be a question about school closing or delayed opening, you are advised to listen to your local TV station, or log on to [www.cancellations.com](http://www.cancellations.com) . Enter zip code 02816 to obtain information for this area. If there is an instance of extraordinary circumstances and weather interrupts a normal scheduled school day, Creative Child Inc. / Club Creative Children's Complex has the right to use their best discretion and start early transportation; before the normal school dismissal time. In this instance you will be notified as the situation takes place and kept up to date via e-mail/ phone/ face book and via the

## **Rhode Island Broadcaster's Association**

### **Child Call outs**

If your child will not be in attendance for the day, days, or week it is the parent/ Guardian's duty to always call the center in which your child attends to let the administrative staff know of their absence, before 9:30 am.

### **Fire Drills and Procedures**

All child care centers are mandated to have periodical fire drills monthly so that the children are familiar with the sounds of the fire alarm and the exit plan to safely get outside. An emergency exit plan is posted in each classroom as to where to exit the building in case of a fire. To reduce the threat of fire, smoke detectors are installed in each classroom and checked quarterly to make sure they are in working order. Fire drills are completed 16-20 times per school-year.

### **Severe Storms and Tornadoes**

In case of severe storms or Tornadoes, the children will meet in the inner most area of the center, which is away from the windows.

During inclement weather, such as rain, sleet, or snow, the administration will use their discretion to close the center via Channel 10 and 12 news. The closing times may differ depending on the severity of the weather. If the closing times interrupt normal operating hours, every parent will be notified immediately by e-mail, text, and phone, until every child has been picked up safely.

### **Pool Safety**

At Creative Child, Inc/ Club Creative, we have a pool for the children's recreation throughout the summer months. It is mandated that a person with CPR and lifesaving training be on the pool at all times while the children are present. Children must follow all rules at all times while using the pools or they will be asked to leave the pool area and miss out on pool time. There is no ball playing or any horseplay/ diving allowed at any time while using the pool. Persons with long hair must pull it back into a ponytail and appropriate pool attire should be worn at all times.

### **Sanitization Hand Washing, Sanitizing and Laundering Policies**

Child care providers will wash hands before and after toileting, eating, handling and preparing food and handling contaminated materials. Children will wash their hands before and after snack/lunch, before and after toileting and after outside playtime. Children's blankets will be laundered once a week by the parent/guardian. Your child's sheet (which is provided by Creative Child, Inc/ Club Creative) will be laundered by Creative Child. Soiled clothing is to be taken home the same day.

Creative Child, Inc. uses appropriate bleach and water solutions, coupled with a pre-soap and water mix, as followed by the guidelines in the ERS tools, to disinfect surfaces, and routine cleaning. The routine cleaning is consistent with: **Caring for Our Children: National Health and Safety Performance standards for out of home child care; a joint collaborative project of the American Academy of Pediatrics. American Public Health Association and National Resources Center for Health and Safety in child care.**

#### **CPR & AED Certified**

All staff at Creative Child and Club Creative is CPR certified for adult, child and infant lifesaving procedures. Renewals are every 2 years through American Safety & Health Institute. All new staff must be trained in these procedures during the next training segment. CPR posters are posted in each classroom at Creative Child, Inc. The *choking-saving poster* is posted prominently where the children eat.

#### **Discipline Policy & Reporting**

***One of the goals of Creative Child, Inc. is to help children learn appropriate behavior. We want all children to act with:***

- Self-Control
- Respect for other children and teachers
- Obedience

***To help children reinforce these actions, we:***

- Model the behaviors that we want to see
- Establish clear, consistent and simple limits
- Explain reasons for rules
- Remain positive in our approach

**If your child is experiencing several barriers and write ups from maladaptive behaviors, a conference will be held. The child will be placed on a two week probation period, in which if the behaviors do not change, and parents are unwilling to work with the classrooms staff, there will be a dismissal resulting before the two week probation period.**

*In most cases, the way we encourage these actions is to reinforce positive behavior. In some cases, discipline is necessary. Before discipline of any kind is implemented, a review of other possible barriers will be considered. (I.e. is the child sick, tired, hungry?) When discipline is necessary, we will:*

- Redirect the child's attention to an acceptable action
- Explain the negative behavior and help the child identify solutions
- Relax time-A time alone away from activities to cool off with a staff member
- Follow up with a discipline report to the parent or guardian if necessary

**✗ FOOD WILL NEVER BE USED AS A PUNISHMENT**

**✗ FOOD MAY BE USED AS A REWARD ONLY UNLESS A CHILD HAS AN IEP/504 PLAN**

**✗ OUTDOOR TIME WILL NEVER BE TAKEN AWAY AS A PUNISHMENT**

All discipline reports are copied, one is given to the parent/guardian, and one will be filed in your child's school file. The incident will always be logged into our center's pro-care system for easy accessibility

#### **Discipline Policy & Reporting Ctd.**

*Any form of bullying (in person, through social media platforms, texting, etc.) will not be tolerated. Each occurrence or alleged occurrence of bullying will be reviewed by the director/owner and handled accordingly.*

#### **Incident/Injury Reporting**

When a serious incident involves a child in the center, an incident report is made. The information about the incident is provided to the parent/guardian. The purpose of these reports is to inform and follow-up on actions taken by the caregiver during the incident. Incident reports are made for the following serious incidents:

- Injuries involving falls, head injuries, facial injuries, arm/leg injuries
- Unexpected illness, contagious disease
- Poisoning or medication error
- Aggressive or unusual behavior
- Ingesting an allergy related food

## MANDATED REPORTERS

Every staff person(s) employed at Creative Child, Inc. / Club Creative Children's Complex are mandated reporters to the Department of

Children, Youth and Families. If there are suspicions of **ANY** form of neglect and or abuse, we will use our discretion based on the circumstance and or evidence that we have, and DCYF will be notified immediately regarding such matters.

### Parent/ Guardian Respectability

- ➡ Parents/Guardians shall not enter the parking lot and or building while on their cell phones.
- ➡ Parents/ Guardians are welcome to voice questions, comments, and concerns brought forward to the child care staff and or office staff in a tactful manner.
- ➡ Parent/ Guardians will be dismissed due to any occurrences of volatile behavior towards staff members, vulgarity, and or repeated offenses of disrespectful behavior(s).
- ➡ In the event of a child's dismissal, or the choice of parent/ guardian disenrollment of their child, no such forms of slander, false accusations, and or public bashing will be tolerated, through any form of social media. Creative Child, Inc. / Club Creative Children's complex has the right to legally pursue such issues that may arise.

### Discrimination Notice

Creative Child, Inc. admits children of any racial, national, religious, ethnic origin or ability level from all backgrounds, belief systems, family dynamics, and orientations. In short, we recognize and invite the participation of all people, no discriminating on any basis in the administration of our programs.



**Creative Child Inc. Pre-entry Child information**

Name of child: \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

***Strength and needs that you would like to share in regards to your child:***

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***Goals for your child:*** \_\_\_\_\_

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***Childs family history or background:*** \_\_\_\_\_

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***Please list any supports or accommodations to ensure your child's health, safety and anything to make early learning and development more accommodating for your child.***

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Print/Sign \_\_\_\_\_

Date: \_\_\_\_\_



### Parent/Guardian Acknowledgment Form

This form **MUST** be signed by the parent/guardian and returned to the administrative office upon the completion of reviewing the handbook. Signing this form means you have read this handbook and are aware of all of its contents.

Child's Name: \_\_\_\_\_

➡ Parent/ Guardian Name (Print) \_\_\_\_\_ Date: \_\_\_\_\_

➡ Parent/ Guardian Name (Sign) \_\_\_\_\_ Date: \_\_\_\_\_

➡ Administrative Witness (Sign) \_\_\_\_\_ Date: \_\_\_\_\_