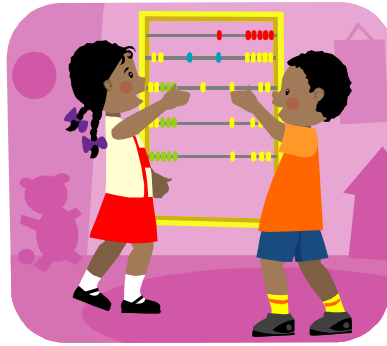


Jill's Creative Learning Parent Handbook



CHILDCARE AND DEVELOPMENT CENTER

Welcome to Jill's Creative Learning. This parent handbook provides valuable information about your child's experiences, our philosophy, policies, and general information about our program. Please read this handbook carefully, and feel free to discuss with us any questions that you may have.

MISSION STATEMENT

The staff at Jill's Creative Learning strives to provide the Highest Quality Childcare. We offer Educational Services that promote and enhance each child's development within a safe, nurturing and developmentally appropriate program, which fosters active learning in a trusting environment. To foster children learning we must support the family as a whole this is the key to success for all children.

PROGRAM

Our program is committed to the physical, intellectual, creative, social and emotional development of each child. Our goal is to provide quality, reliable childcare, with an atmosphere that is conducive to quality care, love, support and learning. Our teaching methods help enhance the child's abilities, by allowing them to progress at their own pace. We realize that each child progresses and comprehends individually; therefore, we support each child individually.

CURRICULUM

The Creative Curriculum is an age appropriate skills and concepts curriculum. Teachers plan opportunities for practice of these skills and understanding of these concepts within themes based on interest of the children. Hands-on activities enhance growth and development in social, emotional, physical, and cognitive areas.

COMMUNICATION

Good communication is of the utmost importance to us. When we accept a new family into our home, we like to be sure that we can share openly about any concerns or questions that may arise. It is important that there is similar childcare philosophy between the parents and staff. I welcome questions, feedback, or discussions of any kind that are orientated toward a positive outcome for the child(ren). Sensitive issues will be discussed in private.

It is my goal to keep you updated through our new app Brightwheel, which will explain what we are doing to better develop your child's learning abilities, the current topics, or any other information that may be of interest to you and your family.

ENROLLMENT POLICY

To begin enrollment please schedule a time in which you and your child/children can visit the child care. The enrollment of your child will be completed upon the receipt of the completed enrollment package and first week's tuition.

HOURS OF OPERATION



Hours of operation are 6:30 am to 5:30 pm, Monday through Friday. We ask that all children be picked up no later than 5:30 pm. If you cannot make it before 5:30 pm please be so kindly as to call us and let us know. Please note that a late fee does apply.

The child care will be closed on the following holidays: New Year's Eve and New Year's Day, Martin Luther King Day, Good Friday, Easter (Monday), Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday and Friday), Christmas Eve and Christmas Day.

These are paid holidays and full tuition is due.

TUITION



Full Day Program-Maximum of 10 hours

Infant & Toddler	\$250.00 per week
Preschool	\$200.00 per week
Before and After school care	\$ 100.00 per week

Tuition is **PREPAID**, it must be paid on Monday of the attendance week. No tuition adjustments can be made for absences due to vacations, or illness. In cases where a child is absent due to illness for more than one week, the fee will drop half after the first week. A tuition adjustment of \$10.00 is given for the second child from the same family on full time tuition only.

- Late tuition: \$25.00 late fee if not paid by Monday.
- Late pick up fee of \$2.00 a minute after 5:31pm.
- **Tuition payments must be paid in credit card and any approved electronic deposit.** Personal checks are not accepted.

Department of Human Services (DHS) and scholarship payments are accepted. DHS and scholarships do not cover the full tuition rate, resulting in a co-payment due each week. You, the parent/guardian, are **ultimately responsible** for submitting the childcare cost, including outstanding balances or co-payments on time and in full each week.

ABSENCE DAYS

Absence days will only be given to children who are enrolled on a full-time basis. If your child is enrolled 5 full days per week, your child will receive 10 unpaid absence days per year. Please inform us one week in advance when you are planning to use your absence days, unless used for a child's illness. Please notify us by 9:00am if your child will not be attending the child care that day.

WITHDRAWAL/DISENROLLMENT POLICY

A two weeks written notice prior to the withdrawal of your child is required. In case of withdrawal without notice, tuition paid in advance will not be refunded. We will disenroll a

child for non-payment of tuition, or excessive behavior problems that might cause harm to the other children or the staff. If dis-enrollment occurs the parent(s) will be notified by meeting and mail, stating our reason for dis-enrollment.

FOOD AND NUTRITION



Adequate nutrition for young children is essential for growth. Proper nutrition is required for all areas of a child's development, which includes physical, mental, social and emotional. JCL participates in Association for Child Development Food Program (ACD), each child's meal meets the requirements set by ACD food program. We serve a nutritious family style dining breakfast, lunch and snack each day. Jill's Creative Learning encourages and promotes the health and well-being of the children that we service through a healthy nutritious diet. We provide a positive learning experiences during meals/snack times where good nutritional foods and habits are developed in a happy and social environment. Parents are encouraged to participate in this approach to nutrition for their children.

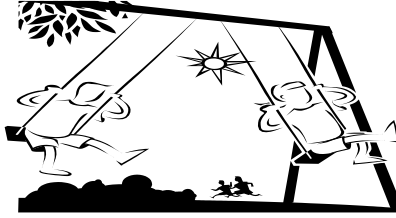
FIELD TRIPS



We feel that field trips help in the learning process along with classroom activities. Some of our field trips will be walks and others will include transportation. Field trips will be planned one to two times a week when weather permit. Permission slips must be signed and returned before each trip.

All safety procedures will be followed on field trips. Attendance will be taken upon departure at the child care, arrival of destination, departure of destination and arrival back to the child care. Parental involvement is encouraged for all away field trips. Nametags will be worn to protect any child who is lost so that we are able to locate them safely.

OUTSIDE PLAY



Children need the opportunity to play and run outside. We will go outside every day if the weather permits. Please make sure that your child has appropriate clothing for the weather.

NAPS/QUIET TIME



All children must either nap, or rest quietly during naptime. Rest time gives everyone a much-needed break during the day. Without rest time, some children irritable and short tempered with others. Infants nap times vary through the day, their sleep habits are not as controlled as toddlers or preschoolers. If you do have to pick your child up during nap time/quiet time please be so kindly as to be as quiet as possible to not disturb the napping children.

DISCIPLINE

We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency, and firmness. We stress the respect for other people, and the respect for property.

Under no circumstances will there be any spanking, physical abuse, verbal abuse, name-calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

If a discipline problem occurs that cannot be controlled. We will hold a conference with the parents. Together, we will try to find a solution. If your child's behavior is causing harm to the children or our staff members you will be called to pick your child up. If this behavior continues you will be asked to permanently remove your child from the child care to find a place that can more appropriately handle your child's behavior.

ARRIVAL/DEPARTURES

An adult must accompany each child into the child care. The child must be signed in and the teacher or caregiver has to be notified of the child's arrival.

Under no circumstances will your child be released to anyone who is not listed on the child's information card. Please be certain to notify the child care if another person besides the parents will be picking up the child from the child care.

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a uber or another authorized contact person. If the parent insists that they are able to drive and are not interested in a ride, the staff can explain to the parent that this is a legal requirement and that he/she is required to report any situation where a child may be in need of protection. If the parent still insists on driving, the staff should take the license plate number of the vehicle and immediately phone in their concern to the police.

CHILD CUSTODY CONFLICTS

It is the child care's legal right to withhold a child from a parent unless there has been a court action limiting the rights of one parent. In order for the child care to comply with the court decision, the child care must have a copy of the court order in the child's file. If someone comes to pick that child up other than the parent with legal rights, the file will be checked for any restrictions.

ABANDONED CHILD

If a child is not picked up at closing time, all attempts will be made to contact the parents and the person's listed on the emergency card. If no one has been contacted within 1 hour after the child care closes the child is considered abandoned and the Wayne County Protective Services Department will be contacted.

ILLNESS



It is our policy to temporarily dismiss children from our child care who may be infectious or may demonstrate symptoms that require continual one to one care.

Guidelines for dismissing sick children:

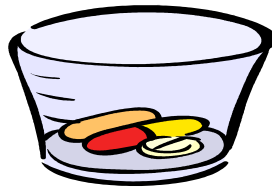
1. Fever over 100 degrees
2. Vomiting (within last 4 hours)
3. Diarrhea (2 or more times in a 24-hour period)

4. Conjunctivitis(pinkeye)
5. Excessive cough and or nasal discharge (green or yellow in color)
6. Contagious diseases such as measles, mumps, or chicken pox
7. Ear ache/infection,
8. Any draining sore or skin infection(ringworm)

A written note from a physician is required for a child who has been diagnosed with any contagious disease to be re-admitted. Your child must be free of the following conditions for a minimum of 24 hours before returning to the child care: fever, diarrhea, vomiting.

A HEALTHY CHILD IS A HAPPY CHILD!!!!!!!

MEDICATION



The staff cannot administer medication to a child without the written authority of the parents and precise instructions from a physician. Medication should be in the original container with the child's name on the label, dosage instructions, current date, name of the medication, and times to be administered clearly written. The parents must administer the 1st dose of medication to the child this makes sure that if the child has a reaction to the medication the parent will be available.

ORAL HYGIENE

Oral hygiene is very important for children to practice, JCL practices good oral hygiene daily by giving children the opportunity to brush their teeth each day after breakfast. Once a child has teeth, they will be encouraged to brush their teeth. If a child doesn't have teeth their gums will be wiped down with a wash cloth.

HEALTH AND SAFETY



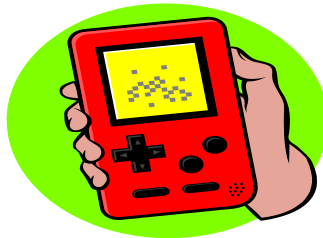
Our staff practices health and safety procedures. Cleanliness procedures will be practiced at all times (mealtimes, diapering, and bathroom times, etc.). This will help stop the spread of illness,

which is generally a concern in large group care. All toys and equipment will be cleaned on a regular basis to help keep germs and infections from spreading.

CLOTHING

Each child must keep a complete set of labeled clothing suitable for the season, at our child care. If a child brings home a soiled set of clothing, please replace it with an extra set the next day.

TOYS FROM HOME



Please leave all personal jewelry, toys and electronic at home, we are not responsible for broken, lost or stolen items and toys.

SMOKING AND ALCOHOLIC BEVERAGES



Smoking nor vaping and alcoholic beverages are not prohibited on the premises of the child care. Please refrain from smoking and drinking until you and/or your vehicle are off of the premises.

TORNADA AND FIRE DRILLS



These are emergency procedures posted in every room and they will be practiced throughout the year. Please discuss the procedures with your child and the importance of following the teacher's instructions. On the days that we have a practice drill we will discuss the importance and what to do in case of an emergency during circle time.

CONFIDENTIALITY POLICY

All information collected from the child care staff will be considered private and confidential and will not be disclosed without the consent from the individual. Personal Information includes any of the following that may apply to your child, yourself, or others designated by you for emergency purposes:

- Contact information, such as name, address, email, and phone numbers;
- Financial information, such as banking information;
- Demographic information, such as income, employment status, gender and age;
- Medical information including past history and current conditions
- Assessments done for the purpose of determining developmental areas for your child and grant application.

SCHOOL CLOSURES

The program is committed to serving our families despite weather variations. However, there are occasions when the severe weather or other events prevent the school from opening. In the event of school closure, the director will notify parents by text message and Brightwheel no later than 5:30 am for severe weather and as soon as possible for power outages and other such events. Please note that the program is open unless notified by the director of a closure.

NONDISCRIMINATION POLICY

We respect the value and cultural of each family in our program. Our staff works with each family to ensure that we provide care that is consistent with their parenting style, i.e. toileting, celebration and dietary needs. For the optimal development and learning of all children, we **accept** the legitimacy of children's home culture, **respect** (hold in high regard) the home culture, and **promote** and **encourage** the active involvement and support of all families, including extended and nontraditional family units. By doing this our book area offers multicultural books, children are introduced to multicultural foods and toys. We incorporate multicultural into our lesson plan.

We do not discriminate on the basis of race, religion, national origin, color, sex, age, veteran status, or disability.

INCLUSIVE CHILD CARE PRACTICES

Our goal is to offer inclusive care for children with special needs. Our staff is committed to working with parents and their agency to provide developmentally appropriate care to all children. We follow the American with Disabilities Act with respect to enrolling children with disabilities.

ACCEPTANCE OF POLICIES

This is to acknowledge that I have received a copy of the Jill's Creative Learning Parent Handbook and I understand that it contains information about the child care policies and practices of the program. I agree to read and understand the Parent Handbook.