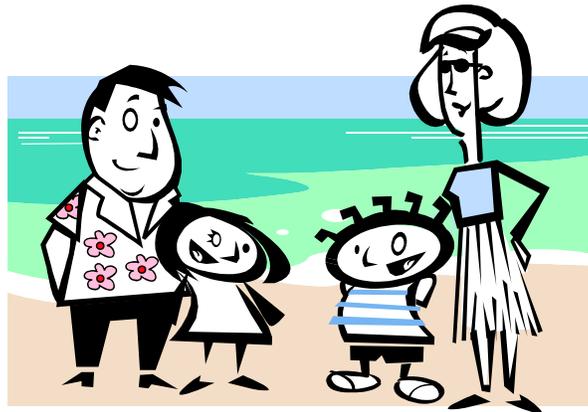


**CREATIVE KIDS  
DAY CARE AND PRESCHOOL  
PARENT MANUAL**



**2225 West Seltice Way  
Post Falls, Idaho 83854  
(208) 773-1301  
Revised 06/15/11**

## **PHILOSOPHY**

Creative Kids Day Care and Preschool was established to provide an outstanding program in early childhood development for the benefit of children, their parents, and the community within a Christian environment.

We believe that young children learn best through direct involvement with people and hands on experience. The child's changing developmental needs will be met by providing appropriate activities and experiences that challenge the child, allows individual creativity and growth in the following areas: Physical, Social Emotional, Creative, and Intellectual. Children will have a chance to explore, experiment, discover concepts, problem solve, cooperate, express thoughts and feelings, take initiative and responsibility, make friends, and appreciate our world.

It is our commitment to help children develop into confident, caring, creative, capable, and loving people.

## **GOALS**

### **TO DEVELOP:**

1. A positive self-image and a feeling of self worth.
2. An awareness of the needs of others, being able and willing to extend emotional hospitality toward others.
3. A clear idea of acceptable and unacceptable behavior, and an interest in doing the acceptable things. To this end, then move toward the achievement of self-discipline.
4. Resourcefulness in finding positive ways to satisfy their needs for attention, communication, productiveness and challenge.

## **PURPOSE**

The preschool will be a weekly program providing instruction to all children within a Christian Environment. The basic purpose shall be to:

1. Provide a unique opportunity to help children, learn to be warm, outgoing, and responsible people being taught by qualified, loving teachers.
2. Be concerned for each individual by giving each child an opportunity for mental, social, emotional, and spiritual growth development.
3. Provide a supervised and educational opportunity by offering a program of vigorous play, quiet creative activities, and the chance to know, accept and establish relationships with others.
4. Extend the child's world beyond his/her immediate family and neighborhood.
5. Promote parent education.
6. Introduce the child to simple stories of Jesus

## OBJECTIVES FOR CHILDREN

The preschool is committed to promoting the healthy growth and development of each preschool child according to his/her own potential in the following areas:

### **A. Physical Development**

To promote each child's growth and general health.

1. The recommended immunization program is completed for each child.
2. Abnormal physical conditions are detected.
3. Each child makes progress toward ideal height and weight norms.

### **B. Social and Emotional Development:**

To help each child gain social and personal adjustment needed for daily living.

1. Child develops self-esteem by positive sense of self-identification.
2. Child demonstrates self-confidence in relationships with adults by asking for help when needed and seeking affection when desired.
3. Child demonstrates self-confidence in relations with other children by planning and sharing.
4. Child develops ability to understand and manage his/her emotions - frustration, fear, joy etc.
5. Child develops an increasing sense of responsibility appropriate for his/her age.
6. Child develops persistence in completing a task and the ability to concentrate for increasing periods of time.
7. Child develops a sense of time as to when activities and events occur and recur in the daily schedule.
8. Objectionable behavior patterns which affect the child's acceptance of him/herself and by others are identified and modified.

### **C. Motor Skills:**

To help each child develop body and manual coordination appropriate for his/her age.

1. Child develops progressively complicated gross motor skills, such as walking, stair climbing, running, hopping, dancing and playing ball.
2. Child develops progressively complicated manual coordination from initial ability to grasp to eventual use of simple tools, such as crayons, scissors, hammer, etc.

**D. Intellectual Development:**

To help each child develop language skills, problem solving ability and perception.

1. Child develops verbal and communication skills as evidenced by use of growing vocabulary, connected sentences, plurals, and understandable speech.
2. Child develops number concepts by knowing his/her age, counting of objects and relationships of "more" or "less".
3. Child develops understanding of abstract concepts such as "over and under" "up and down," "sooner or later," "near and far, " etc.
4. Child develops color discrimination by ability to sort and match objects by color and to name various colors.

**E. Development of Creativity:**

To help each child develop creative potential.

1. Child uses materials provided by center (such as paper, glue, paints, wood, blocks, etc.) to create designs and objects.
2. Child displays imagination, as in dramatic play, storytelling, etc.

**F. Development of Self-Help Skills:**

To help each child develop skill and independence in caring for him/herself

1. Child learns to feed him/herself and to use eating and drinking utensils properly.
2. Child learns to dress him/herself, to wash, and to assume responsibility to toileting, according to age.

## STAFF

Karen Parke, owner of Creative Kids Day Care and Preschool is college degreed, professionally trained and certified as an Early Childhood Development Specialist. The Director, Kristen Chambers, has earned her college degree as an Early Childhood Educator and has earned her Masters Degree in Social Work Emphasizing on Children and Families. The teachers are educated, qualified, loving individuals and all are ready to provide resources that challenge and nurture children at varying developmental levels. At Creative Kids, we feel it is important for all teachers to continue their education in Early Childhood Development by attending seminars and reading child development books and articles to ensure we are providing you with the best staff available.

## CONFERENCES

Conferences are available so that parents and teachers can work as a team for the child's benefit. The Owner and Director are available for consultation, providing parents with support, and information about parenting and community resources.

## REGISTRATION

Registration is arranged with the director. An annual registration fee (non refundable) is required of each child. Prior to admission, each child must have proof of immunization and all forms completed. These forms must be turned in to the preschool office by the first day your child starts school/daycare.

## TUITION \* WITHDRAW

Tuition payments and withdraws are covered by the admission agreement form and a signed copy is given to the parent at the time of enrollment.

## HOLIDAYS

The preschool and Day Care will observe the same holiday's as schools and most business, and you will be notified when these occur. Tuition is not adjusted for school closure days. The school will remain open during the summer months.

## HEALTH AND SAFETY

To keep our health standards high, we check each child as he/she arrives, so as not to expose other children to colds and contagious diseases. Please keep your child at home if he/she shows any sign of ill health or behavior that is noticeably out of the ordinary.

If a child becomes ill, he/she is isolated immediately and parents are contacted to pick their child up. Please report contagious diseases immediately to the preschool office so parents of the other children in the group can be alerted. Children who have any excessive discharge from the nose or who continually cough will be sent home. If your child is susceptible to allergies which cause his/her nose to run, please be sure this information is included on your child Health History Form. Children with fevers must be fever free for 24 hours without the use of a fever reducer before returning to school.

For the safety and comfort of your child, we suggest washable play clothes. Play clothes that encourage self help are best. **Tennis shoes or sturdy rubber soled shoes must be worn daily.** Dress shoes, cowboy boots, sandals or other slick soled shoes are not appropriate for

outside play. Please mark all sweaters, coats, raincoats, etc. An extra set of clothing marked with your child's name should be brought to leave at school for any possible mishaps. No gum is allowed at the school.

## IMMUNIZATIONS

State Law requires us to keep immunization records on file for each child enrolled. The parent or guardian must provide documentation of their child's immunizations within 14 day's of the child's first attendance. Listed below is Idaho's recommended immunization schedule.

### IDAHO RECOMMENDED IMMUNIZATION SCHEDULE STARTING IN INFANCY

Vaccines	Newborn	2-4 months	4-6 months	6-8 months	15 months	4-6 years
POLIO		X	X		X	X
DTP, DT* (DIPHTHERIA TETANUS, PERTUSSIA)		X	X	X	X	X
MMR (Measles, Mumps, Rubella)					X	X
HIP (Haemophilus Influenzae Type b)		X	X	X	X	
HBV (hepatitis B)**	X	X		X		

\*DTaP (diphtheria, tetanus, acellular pertussia) vaccine may be used for 4<sup>th</sup> and 5<sup>th</sup> doses.

\*\*If 1<sup>st</sup> dose is not given in the hospital, then alternate schedule is 1<sup>st</sup> dose at 2-4 months; 2<sup>nd</sup> dose at 4-6 months and the 3<sup>rd</sup> dose at 6-18 months

## ACCIDENT OR INJURY

In case of accident or injury, we will make an immediate attempt to contact a parent. If we cannot reach a parent, we will call those persons on the list for emergencies, the child's physician, or, if necessary, an ambulance or paramedics. Until the arrival of a parent, an ambulance or paramedics, the director or acting director will be in charge and make all decisions about the care of the child. CREATIVE KIDS **DOES NOT** provide insurance to pay for medical or dental expenses when students are injured at school. It is our goal to provide a safe and caring environment for students. Even with the greatest precautions and the closest supervision, accidents can and do occur. Parents need to be prepared for possible medical expenses should their child be injured at school.

## EVACUATION PROCEDURE

In the event an evacuation is necessary, each teacher is responsible to remove the children from their respective rooms through the closest exit. The teacher will bring her daily attendance record to account for each child. The Director or acting Director is responsible to check all bathrooms, hallways, and classrooms for any other children before declaring the building evacuated. All teachers and children will meet in a centralized location which is our fence in playground area.

## MEDICATION POLICY

Our medication policy requires each parent to completely fill out a medication consent form. This form requires the child's name, name of medication, dosage of medication, time to administer medication, how long to continue, name of Doctor and where purchased. Additionally, the date, time and medication administered by will be filled out and kept on record.

## DISCIPLINE POLICY

The discipline policy of Creative Kids consists of the following: When inappropriate behavior occurs our emphasis is to teach the children to use their words to problem solve, and redirect the child to other activities. We believe that individual isolation is humiliating and counter-productive to the child and hinders the child from developing his/her social, emotional and self confidence skills.

## **NUTRITION AND BIRTHDAY'S**

We do have two snack times each day. They serve a number of purposes. Most important of course, snack is a refreshment and sustenance for the remainder of the day. Another is as a learning experience. We also introduce the children to a variety of sensory experiences, including different tastes, textures, colors and shapes. Often children actually "enjoy" food they might not eat elsewhere.

We also believe good nutrition, behavior, and effective learning are closely related. For this reason, our snacks are of high nutritional value, discouraging a large amount of sugar and refined starches. Lunches are to be brought each day from home. (We suggest a lunch box with a re-freezable ice block to be used.)

Each child will have the opportunity to celebrate his/her birthday at school. On this day, the parent may provide a special treat or snack. Please do not send any kind of party favors or take home treats. **Snacks and treats provided by parents must not have any peanut butter or peanut products of any kind.**

## **ARRIVAL AND DEPARTURE**

Children should arrive on time for the full benefit of our program.

Parents are required to sign their child in and out on the clip board at the entrance of his/her classroom. If for some reason your child is to be late or absent, please call us if possible. If someone other than the parent or authorized adult is to pick your child up, please notify the Director and teacher in writing beforehand. Proper identification will be requested.

We realize there are occasional emergencies and unexpected problems that come up to cause a parent to be late picking up their child, but for consistent tardiness, and because staff members also have families and matters to take care of after working hours, it is necessary to have the following policy: If the child has not been picked up at his/her scheduled pick-up time, there will be a \$1.00 charge for each one minute late, unless the Director is notified and waives the fee.

## **SCHOOL RECORDS**

All school records are confidential. These records are kept in the office. A child's school records are available to his/her parents at any time.

## **SNOW POLICY**

On severe weather day's (heavy snow or black ice) we will try to maintain our regular hours. Please be sure to call the school to verify we are open. If we need to close for a snow day, tuition will **not** be adjusted. We will notify all news stations, change our answering machine message, as well as post a notification on our face book page.

## VISITING PROCEDURE

Parents are always welcome at the preschool. Please check in with the director if you would like to observe. Extended visits should be arranged ahead of time. We hope that you will share with us any need, concern or observation you have about the preschool or your child. Non-parental adult visitors must make advance appointments and be authorized by the director.

## THE IMPORTANCE OF GETTING TO SCHOOL BY 8:30

Class starts at 8:30 am. It is hard for a child to enter a classroom that is already in progress. The child does not know what to do or where to go. This encourages children to want to stay with mom or dad, where they are comfortable.

When class is in session, teachers are occupied with the group and setting up the activities for the day. If a teacher must help a child into the classroom, the attention of the group and value of the lesson suffer.

Valuable lessons are going on at morning group time: calendar, share time, helpers assigned and story, just to name a few. Children have a better chance of understanding their world when they are allowed to practice, participate and repeat lessons. When a child arrives late to school, they miss this opportunity.

When a child arrives at or between 6:30 and 8:30 they enter into a free play situation. This is an inviting environment that encourages children to just say "Good Bye" and run off to find their friends and wonder what fun activity they will do first!

## PROGRAM SCHEDULE

The Creative Kids Day Care and Preschool is open year round from 6:30 am. Until 6:00 pm, Monday through Friday. Programs are available as follows:

**1. Full Day Program - 8:30 am. - 6:00 pm. includes regular morning preschool and early drop off as needed within the schools operating hours.**

2 day's	Tuesday/Thursday
3 day's	Monday/Wednesday/Friday
5 day's	Monday through Friday

**Early drop off hours 6:30 am - 8:30 am**

- \* Day's may vary if space is available
- \* Summer programs are offered
- \* Infant and Toddler care available

