



Learning Academy

2605 Broad Ave, NW Canton OH 44708

Center Phone Number: 234-214-8883

Center Fax Number: 330-754-6240

Cklakidz123@gmail.com

"The starting line for leaders of the future"

Creative Kidz Learning Academy

Welcome Parents

These policies attempt to explain some of the most common areas of concern to both parents and center staff members. We strongly believe in partnering with parents to provide an unsurpassed loving and nurturing, extended family environment through which our children will be ensured of having the greatest opportunities to become responsible members to their own families and leaders in our society.

For our vision to materialize, open communication between parents and staff members about respective responsibilities are imperative.

Please read the following policy statements and sign the Policy Agreement Form endorsing that you understand all policies within this document.

Sincerely,

Owner,
Samantha Snell

Vision Statement

WE PUT OUR KIDS FIRST

Partnering with parents to provide an unsurpassed loving and nurturing, extended family environment through which our children will be ensured of having the greatest opportunities to become responsible members of their own families and leaders in our society.

Philosophy Statement

In the movie “The Wizard of Oz”, Dorothy learned that there truly is “no place like home.” At Creative Kidz Learning Academy we couldn’t agree more. We truly believe that children thrive and prosper in nurturing home settings with their parents. Most parents would love to be able to provide this scenario. However, reality of life is that sometimes you as parents are unable to stay home to rear your children.

At Creative Kidz Learning Academy we believe in coming together with you, the parents to provide a unified approach to rearing your child(ren). Many times, children lead double lives, one at the childcare center, and the other at home. We strive to reinforce the values children learn from their parents at home. Our principles – based learning focuses on the moral aspect of life, so often missing from today’s educational institutions, emphasized love, empathy, honesty, responsibility, citizenship, and respect for oneself and others. We feel that it is important for the foundation of leadership in the community and at home to be laid from a very early age. We also meet with parents on at least a quarterly basis to stay in touch with the needs of the family, not only to deal with the center’s issues, but to assist the parents with any questions or problem they may be having with their children.

AGES SERVED The ages of the children we serve are 6 weeks up to 12 years old.

STAFFING RATIO:

CKLA Childcare will adhere to the childcare ratios adopted by ODJFS, which are as follows:

Age of Children	Staff/Child ratio - Group size
Infants (Birth and under 12 months)	1 to 5 or 2 to 12 in same room
Infants (12 months and under 18 months)	1 to 6 or 2 to 12 in same room
Toddlers (18 months and under 2 ½ years)	1 to 7 or 2 to 14 in same room
Toddlers (2 ½ years under 3 years)	1 to 8 or 2 to 16 in same room
Preschool – three years	1 to 12 or 2 to 24 in same room
Preschool- four and five years of age	1 to 14 or 2 to 28 in same room
School Age- Kindergarten to 11	1 to 18 or 2 to 36 in same room
School age- 11 years through 14 years	1 to 20 or 2 to 40 in same room

All children will be supervised consistently throughout the day at Creative Kidz Learning Academy by our staff. No Child will ever be left unattended.

DAYS AND HOURS OF OPERATION:

Creative Kidz Learning Academy has the Hours of operation of M-F 6:30 a.m. – 6:30 p.m. These hours are available for care of children but are not the hours that are allotted to the client for childcare. The client's allotted time is listed in your enrollment contract.

HOLIDAYS:

Creative Kidz Learning Academy is closed on major holidays. The following are observed holidays:

- *New Year's Day
- *Good Friday
- *Memorial Day
- *Juneteenth
- *July 4th
- *Labor Day
- *Thanksgiving Day
- *Day after Thanksgiving
- *Christmas Eve
- *Christmas Day
- *New Year's Eve

Please arrange for back-up care if needed. These are paid holidays, and your fee will not reduce during daycare closure. Depending on the day of the week that certain holidays fall, the center may close the day before or the day after. If any normally observed holiday is on Saturday or Sunday, we will be closed the Friday before or the Monday after. Generally, this would be the same day that most businesses observe.

Tuition:

Because services are PREPAID, your **full weeks tuition is due at drop off on your child's 1st day** regardless of the day you choose to start your child. This covers that week's services. All future payments will be due starting that Friday at drop off and every Friday thereafter no later than 6pm.

If payment is not received by Monday morning during drop off, this will result in a late fee of \$50 and your child will not be able to attend until payment is received. Suspension will occur the following Monday if all outstanding fees are not paid in full. Continuing to pay your tuition late will result in termination of your contract and you will lose your spot at Creative Kidz Learning Academy. PFCC parents will receive a 5-day termination notice the following Monday of the due date if balance is not paid in full. Please see the Billing Policy for complete details.

Your contracted rates are for a maximum of 10 hours a day for full time (unless otherwise arranged). You may pay your tuition by cash or credit/debit card.

LATE FEES:

Late pick-up fees are \$15 for the first ten minutes past your contracted time and \$2 each additional minute. There will be a \$50 charge for any past due balance. Any balance that remains after a week will be assessed an additional \$15/week. Children will not be allowed to attend the program until payment is made.

Please note late fees are not used as an option to choose to come later than arranged. They are to discourage late pickups to allow our workers the opportunity to go home on time.

HOLDING FEE:

A NON-refundable deposit of \$100 will need to be paid to hold a child’s spot that will not start by that upcoming Monday after submitting an application. The deposit will hold your child’s spot for up to 2 weeks. After 2 weeks, your full weekly tuition rate is required to continue to hold your child’s spot. The holding fee does NOT go towards your tuition.

ENROLLMENT FEE:

Creative Kidz Learning Academy charges a one-time \$20 enrollment fee per child (\$30 per family). This fee covers supplies for your child (paper, pencils, pens, etc.) as well as a T-shirt. All children require a Creative Kidz Learning Academy T-shirt, which is to be worn on ALL field trips. No child will be permitted to attend a field trip without a Creative Kidz Learning Academy T-shirt. Additional T-shirts can be purchased for \$15. Please see the center Director to purchase additional shirts.

DAILY SCHEDULE (subject to change)

Open-9:00am Drop off/Free Play/Breakfast
9:00am Circle Time/Daily Discussion
9:30am Morning Activity (craft, project, etc.)
10:30am Learning Centers
11:15am Recess
12:00pm Lunch
1:00pm Bathroom Break/Reading Circle
1:30pm Nap/Rest Time/Quiet Activities
3:30pm Wake up/Bathroom Break
3:45pm Snack
4:00pm Structured Activity
5:30pm- Close Pickup/Close

MEALTIMES:

Lunch:

Creative Kidz Learning Academy is not licensed to heat or refrigerate food. All meals must be provided by the parents.

Please note: Please bring food that your child can eat cold or at room temperature. Also, please bring food in lunch box with an ice pack (if needed). **Gum and/or candy IS NOT permitted. Please see examples of approved food items at the end of this handbook.

Infants (6 weeks to 18 months) – Parents will need to pack all food/ milk/ formula that will be needed during the visit. Bottles must be premixed/premade. (We also suggest adding 1 more snack or bottle than baby may need). Parents are required to provide a clean bottle/ nipple for each feeding. CKLA cannot wash or reuse bottles during a child’s visit. All bottles/ cups must be labeled with the child’s complete first and last name as well as the date (if breast milk is provided, the date of expression must be noted as well). Teachers will feed infants according to the schedule indicated by the parent.

Toddlers (18 months until 3rd birthday) – **Please remember that our center is not licensed to heat or refrigerate food.** Parents are required to provide lunch for children. Once a child is old enough to join the Toddler group, CKLA will provide snacks at the designated times. If you wish for your child to have something particular for snack, you are welcome to pack it keeping mind our nut policy. All cups must be labeled with the child’s complete first and last name as well as the date. Meals from home should be packed in a lunchbox or other container with an ice pack to keep the food cool.

Preschool and School Age (3 years to 12 years) – **Please remember that our center is not licensed to heat or refrigerate food.** Parents are required to provide lunch for their children. Once a child is old enough to join the preschool/school age group, CKLA will provide snacks at the designated times. If you wish for your child to have something particular for 10 snacks, you are welcome to pack it keeping in mind our nut policy. Meals from home should be packed in a lunchbox or other container that can be kept cool with an ice pack in the child’s cubby.

Modified Diets/ Food Supplements: If a child requires food supplements (such as pediatric nutrition drinks) or is on a modified diet, the parent/guardian of the child must fill out a JFS 1217 or 1236 Form – Request for the Administration of Medication for Child Care and medical physical care plan. Please see the administrator or director if your child requires these forms. Choking Hazards: These guidelines have come to us from ODJFS (who is the agency that licenses our center). There are standards that we must follow regarding all food brought to or provided by the center. For Older Infants and Toddlers (up to 24 months): Food should be cut into one-quarter of an inch (1/4”) or about the size of a pea. For Older Toddlers (24 to 36 Months): Food should be cut into cubes no larger than one-half inch (1/2”). Examples of foods that need this preparation are: Hot dogs/ Sausages, Strawberries/ Apples/Pears/Grapes, Celery, Meat/Chicken, Beans, Cherries, Melons, Cheese, Cherry/Grape Tomatoes, Carrots-cook until soft then cut (raw carrots may not be served). Foods that cannot be served to Infants and

Toddlers: Hard candies (Skittles/M&M's), Marshmallows, Popcorn, Crusty breads, Seeds, Bagels, Dried Fruit, Gum or Gum Drops, Gummy Candies, Fruit Snacks, Chips, Pretzels

Preschool (3-5 years old): Meat or Cheese should be cut into small pieces no larger than ½". The following foods should be cut in half lengthwise so that the shape is no longer round: Hot Dog, Grapes, Cherry Tomatoes, and Strawberries. Hard Candy over ½" diameter or Gum cannot be served at the center.

Snacks:

Creative Kidz Learning Academy will provide toddlers and preschool children with a nutritional snack.

If your child has any allergies, please let us know. **PEANUT PRODUCTS ARE NOT PERMITTED IN THE CENTER – Someone may have a severe peanut allergy so please do not feed your child peanut products before arrival or bring any food containing peanuts. There will be ZERO tolerance. Habitual offenders will be terminated.**

INFANT CARE:

Creative Kidz Learning Academy will follow the parent's guidelines for feeding and sleep times. All children will be fed infant formula or breast milk until approximately 12 months of age. Infant formula, baby food & special diet meals will be provided by the parent. If your child is taking breast milk, there are a few extra steps that you will need to follow.

*Please make sure your child has made the transition to a bottle prior to their first day.

*Send more than enough breast milk for us each day.

*All breast milk should come in tightly sealed bottles labeled with the child's name, date the milk was pumped and the date it was prepared

*All breast milk/supplement bottles will be sent home with you each evening. **CKLA will provide space for breastfeeding or pumping in our private area if needed. Please let us know if this is an accommodation that you require.**

BREAKING THE BOTTLE HABIT:

We attempt to have children off the bottle around 15 months as recommended by pediatricians. If they can successfully drink from a cup, they have no need for a bottle beyond this age. This helps to ensure healthy teeth and gums by not allowing them to continue to suck on a nipple when it is no longer needed. We encourage you to break the habit at home at the same time. Of course, you may have a few days (most likely nights) of hassle but it usually only last 2-3 days if you are consistent.

SAFETY:

We will always provide a warm, loving, and safe environment in which your child can explore, learn, and experience many different things. Some features that help ensure your child's safety are:

Inside:

- *Adequate ventilation throughout the center
- *Licensed social worker & Registered Nurse on staff or on call
- *No guns or firearms in the center
- *No Smoking in or around the center
- *Gates are used where needed when infants under 18 months are present
- *Fire extinguishers are maintained properly
- *Toys are age appropriate and in a safe manner.
- *Electrical outlets are covered
- *Pens, pencils, and office supplies are out of reach
- *Knives and scissors are kept out of reach
- *Cleaners and chemicals are out of reach
- *The hot water heater is regulated at 110 degrees
- *Medications are out of reach
- *A well-stocked first aid kit is kept near, and expiration dates are observed
- *Providers are CPR and First Aid certified

Outside:

- *Safe areas to play
- *Playground free of splinters and harmful objects
- *Safety approved play equipment and toys
- *Playground is routinely treated to prevent insects
- *Playground is fenced, and gate is locked
- *Children do not play outside unsupervised

EMERGENCIES:

In the event of an emergency with your child, you will be notified, the child will be transported by ambulance to the nearest hospital. We will provide parents with a copy of the incident report as well as complete a state required incident report on the state website. You will be responsible for all medical treatment necessary for your child's well-being. This is not limited to emergency room care, ambulance visits and co-pays to your insurance company. Creative Kidz Learning Academy is unable to provide care to children whose parents do not authorize permission to transport.

MANDATED REPORTING:

We are required to report suspected child maltreatment and abuse to an appropriate agency, such as Stark County Children Services Board or a law enforcement agency.

ILLNESS AND SICK CARE:

The health and wellbeing of all children are of utmost importance. It is for the protection of the children that if you present your child with any of the conditions listed below, they will not be admitted for care. Please read it carefully. If you have any questions or doubts regarding the statements it contains, please discuss them prior to your child's first day. If your child is unable to participate in the normal routine or needs more care than can be provided without neglecting the others in care, the child must stay home.

There are several immunizations required by law before your child may attend childcare. Upon application for enrollment, you will be asked to bring your child's immunization record. You will be informed of any immunizations that will be needed before your child starts childcare.

Children with minor illness may attend childcare at the provider's discretion.

COMMUNICABLE DISEASE POLICY / HEALTH EXCLUSION POLICY:

The center provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the center. They WILL be sent home!! A child with any of the above symptoms will be immediately isolated and discharged to the parent or emergency contact.

- Temp of 101 degrees F in combination with any other symptoms
- Diarrhea (more than three abnormally loose stools within a 24-hour period)
- Severe coughing (causing the child to become red in the face or make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Unusually dark urine, or grey or white stools -Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation
- Vomiting more than once when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness listed above will be isolated and carefully observed for symptoms and the parent will be notified. Anytime a child is isolated, they will be kept in sight and hearing of a staff member. The cot and linens used will be washed and disinfected before being used again.

It is the parent's responsibility to notify the center if a child is diagnosed with a communicable disease. Once notified, the center will notify other parents by a sign on the door. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms.

The center will administer medications to a child only after the parent completes a Request for Medication form. Medications will be stored in a designated area inaccessible to children. Medications may not be stored in a child's cubby or book bag. The only exception to this requirement is for school age children that require the immediate use of an inhaler for a medical condition. Medications without a current medication form may not be left in the center. Parents must sign a release form stating that they are permitting their child to always have access to their inhaler. The child must always keep the inhaler on his/her person, it may not be stored in his/her cubby or book bag. Anytime the child is unable to maintain control of the inhaler, it must be given to the attending staff member.

Prescription medications must be in their original containers and administered in accordance with the instructions on the label. Over the counter medications must also be administered in accordance with the label. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form. Over the counter medications will not be administered longer than three days without instructions from a physician.

If your child requires a food supplement or a modified diet, you must secure written instructions from your physician regarding this. Please speak with the administrator if you have any questions regarding this policy.

TRANSPORTATION:

Transportation to and from Creative Kidz Learning Academy will not be provided at this time. Should Creative Kidz decide to take the children for a short walking trip a permission slip will be required signed and dated on file by the parent, should a parent not want their child to participate then there will be a designated staff member to stay at the center with those children.

DIAPERING:

The diapering surface is waterproof and free of cracks. After use, the changing table is cleaned and sprayed with a bleach and water solution for disinfecting and cleaning. Soiled diapers and wipes are immediately thrown away. The hands of the child and caregiver are washed thoroughly and dried with a paper towel. It is our policy to change diapers every two hours (more often if required). Creams, ointments, and powders are not routinely used. On occasions that these products are needed it will be discussed with parents before applying. We very seldom have a problem with diaper rash. Most cases occur because of the child having been on certain medications. **Cloth diapers are not permitted at Creative Kidz Learning Academy.**

HANDWASHING:

Children's hands are washed before eating, after diapering or use of toilet, when coming in from outside, after encountering a sick child and/ or runny nose, after completing messy crafts or projects. Providers hands are washed upon arrival, before preparing food, feeding an infant, or giving a bottle, before and after giving medication, after diapering or assisting a child using the toilet, after touching body secretions and hands are always dried with a single use paper towel.

REST TIME:

Infants nap at varying times and their personal schedules take precedence. By the time a child reaches one year of age; they are generally into the same nap routine as the rest of the childcare group. We have rest time each afternoon. No child is allowed to be excluded from rest time. Quiet activities are provided for those that wake early from rest time. Cots and/or cribs, as well as blankets are supplied for the children. If you arrive during rest time, please quietly enter and keep your child quiet on your way out as to not disturb the other children.

INFANT SLEEP ARRANGEMENTS:

Infants will set their own schedule and will sleep on demand. In order to reduce the likelihood of Sudden Infant Death Syndrome (SIDS) the following practices are used and required by the State Child Care Regulations:

- *Infants must sleep on their back
- *Soft mattresses, pillows, sofas, and water beds are prohibited as sleep surfaces
- *Crib slats are no more than 2 3/8 inches apart
- *Mattresses are firm and tight-fitting, covered with a non-absorbent cleanable cover directly on top of the mattress or pad along with a tight-fitting sheet.
- *Blankets, comforters, quilts, pillows, or stuffed animals are not allowed in crib
- *Swaddling requires written parent/guardian permission. Blankets are prohibited for swaddling when laying an infant down to sleep, however a swaddle-blanket sleeper may be used.
- *Infants shall sleep only in cribs.
- *Non crawling infants will be provided “tummy time” each day and daily developmental appropriate activities such as but not limited to... Cognitive, social/emotional, physical wellbeing, language and literacy, and approaches towards learning.

SCREEN-TIME POLICY:

When applicable, children are only permitted to watch TV with written parent/guardian permission, shows will be age appropriate, educational, and fun. Video viewing will be limited to no more than one hour per day.

PROPER ATTIRE:

Child’s play is messy. Your child will be painting, playing outside and various other activities, so please dress them accordingly (play clothes or clothes that are okay to be stained), as the children will participate in all activities regardless of their dress. **All children are required to always keep one full extra set of clothing in their bin** (top, bottom, and underwear). If your child still has accidents from time to time, two sets of clothing may be required. Please remember to replace your child’s clothing in their bins at least every 6 months to assure we have a garment that fits.

BOTTLES, DIAPERS AND TOILETRIES:

For infants, you must furnish bottles. If your baby requires a special formula or must be on formula past one year of age, you must also provide that. We will coordinate with you when to start the child on solids. At this time, we will require you to provide diapers and wipes for your child.

TOYS AND PERSONAL ARTICLES FROM HOME:

No toys should be brought from home. They create problems with sharing and well as broken hearts when that toy gets lost or broken. Small toys also create a hazard to our smaller children. Creative Kidz Learning Academy is NOT responsible for lost, broken or stolen objects that are brought from home.

POTTY TRAINING:

We are willing to assist a child with potty training if you are actively doing so at home. Potty training must first begin at home. Only once your child has shown enough readiness and willingness, we will begin the training at daycare as well.

OUTSIDE PLAY:

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program daily. We will limit the amount of time if the temperatures are too hot or cold.

Children will not be taken outside when the temperature (heat index and wind chill factored in) drop below 25 degrees or rise above 90 degrees. If the situation requires, we will adjust our outdoor time due to rain, threatening weather, ozone warnings, etc. Outside play time is 45 minutes each morning. In the event of extenuating circumstances outdoor play time may be limited to up to 10 minutes twice a day. If outdoor play is not provided, we will include time for some indoor gross motor skills. Please send your children in the proper clothing, so they may be comfortable and safe whenever we are outdoors. This includes coats, hats, mittens, snow pants, and boots in the winter. At this time CKLA does not incorporate swimming field trips or any type of swimming for the children but we will however have outdoor water play weather permitting (water tables, sprinklers, etc.) Children will be always supervised. You will be permitted to send your child with a towel and swim ware, this can be clothes you don't mind getting wet or swimming suits/swim shorts. Staff will notify parents 24 hours before the day of water play outside.

OPEN DOOR POLICY

Please feel free to drop in and check on your child, however, keep in mind a child just adjusting to a new surrounding will want to leave with you when you pop in for a visit which may cause even more distress to your child. We do, however, encourage you to utilize our one-way windows in each classroom that will allow you to view your child's class without your child being able to see you. You are invited to call and check on your child and visit at any time.

INCLEMENT WEATHER

SAFETY IS PRIORITY

Our staff understands that our decision to open, close or delay hours opening during inclement weather often disrupts family schedules. We also understand that our children are better served – academically, emotionally, and socially – by being in school or daycare. But, as always, our top

priority is the safety of our children and staff, so the decision to close or delay opening is not an easy one. The process is complex and involves many people.

HOW DO WE MAKE OUR DECISION?

Please understand that we make the decision to open or close the center in bad weather based on a careful consideration of all relevant factors, including:

- Information on road conditions from transportation staff and from local law enforcement and road crews
- Amount of snow and/or ice accumulated
- Whether precipitation will continue throughout the day
- Temperature and wind chill
- Weather predictions (including those from a weather alert service)
- Storm timing, trajectory, and projection
- Building conditions (such as whether our building's electricity and/or heat service is disrupted)
- Parking lot conditions

**Generally, Creative Kidz Learning Academy will be closed or delayed for inclement weather when local school districts and government are both closed or delayed. Still, our center has its own exclusive circumstance.

WHO MAKES THE DECISION? Ultimately, Creative Kidz Learning Academy's directors are responsible for the final decision based on the above factors and recommendations from our city directors, who have staff out on the road observing transportation conditions.

WHEN IS THE DECISION MADE? We strive to make the decision to close by 5:00 a.m. or earlier so we can notify parents immediately via email, voice recording, or ProCare app. Please keep in mind that unusual weather conditions may force us to make the decision after this time. It is quite possible that bus or building issues could arise and not be discovered until after 6:00 a.m. In those cases, decisions on center closure may be made later in the day.

SHOULD CONDITIONS WORSEN: Even if the weather conditions worsen, we cannot reverse our decision in the morning without endangering the children and staff. If conditions worsen throughout the school day, we may need to have an early dismissal, but we will give as much notice as possible through the previously mentioned methods of communication. However, it is especially important for parents to have plans in place in case the decision needs to be made later. We encourage you to consider driving conditions. Always allow yourself plenty of time in the afternoon to pick up your child when the center closes early. Although we do our absolute best in this process, we know that often no perfect decision exists. If you do not feel that it is safe for your child to attend, please use your best judgment whether he or she should attend.

ATTENDANCE:

- No child will be accepted earlier or later than the scheduled hours of care unless prior arrangements have been made and agreed upon by the provider. Late arrivals do not allow for late pickups and scheduled missed days cannot be switched for unscheduled days.
- Absences/early departures do not change your contracted rate or days.

- Creative Kidz Learning Academy is open year-round, except for the holidays, days and vacations as stipulated in this contract and in the Parent Handbook.
- The client will notify the provider two (2) weeks in advance and in writing of any changes such as working hours, changes in employment, changes in residence etc. so that the child's files will always be updated and current
- Any time more than your contracted hours will be \$5/hr. added to your invoice which will be billed in one-hour increments. Ex: 10hrs 10 minutes will be billed 1 full hour.
- You are contracted for the contracted days and times only. Any day outside of your contracted schedule, if approved, will be billed at an additional \$50 for that day.

DROP OFF TIME:

Drop Off ends at 10:00am. Your child will not be permitted to stay if they arrive after 10:00am (unless arrangements have been made prior to the day of drop off). If your child will be arriving after 9:00am, please make sure he/she has had breakfast. (Should your child be arriving from another program or activity, and they do not arrive CKLA will reach out to that program and the parent of that child immediately.)

PRIOR TO THEIR ARRIVAL:

Children who bring food into the center require a separate staff member to supervise them. This disrupts our required group ratio.

SERVICES:

Full-Time:

Full-time care is defined as three (3) or more days a week with a maximum of ten (10) hours per day and a maximum of fifty (50) hours a week (unless otherwise arranged).

Part-Time:

Part-time is defined as two (2) or less days a week, a maximum of twenty (20) hours per week and a maximum of ten (10) hours per day. Time beyond this will be charged the full-time rate for that week.

Before & Aftercare:

Before & aftercare is defined as five (5) or less days a week for kids in kindergarten - 12yrs of age, for a maximum of 20 hours per week and a maximum of four (4) hours per day. If your child will attend full-time during summer break, your rate will be the same as the full-time rate during those weeks. If your child will attend for a school closing, you will be billed \$60 for that day. If your child attends for a full week during a school closure, you will be billed for the full-time weekly rate.

SIGN-IN/ SIGN-OUT: You are required to sign your child in and out each day via sign in sheet, front desk, or ProCare app.

ABSENCES / LATE ARRIVALS:

If your child will be absent, please call 234-214-8883 or send a message in ProCare app to let someone know. This will help us plan our day and is especially helpful in planning meals. Your child's absence will NOT reduce your weekly fee. Habitual no call no shows will be terminated.

NO CALL / NO SHOW:

If your child is absent and we have not received a call or text by 9:30am Creative Kidz Learning Academy will assume your child will not be attending for the day. After 2 consecutive no call no shows, it will be assumed that your child will no longer be attending Creative Kidz Learning Academy and your child's spot will be terminated. PFCC parents will receive a 5-day termination letter as required by ODJFS. You are still responsible for your weekly fee and any unpaid PFCC balances will be reported to ODJFS.

AUTHORIZED PICK-UP PERSON:

If you need to use a backup person to pick up your child, please call in advance and instruct this person to show up with their photo ID upon arrival.

RELEASE OF CHILD:

- *Your child will ONLY be released to the people you have authorized.
- *Children are to be signed in and out daily in your ProCare app.
- *Authorized people not known to Creative Kidz Learning Academy will be required to show a State issued ID.
- *Children will be released to only custodial parents unless previous arrangements have been made.
- *Court documents detailing custody arrangements are to be provided
- *If an authorized person appears intoxicated or under the influence of drugs or alcohol an emergency contact will be called. The police will be notified if the person departs with the child.

TRIAL PERIOD:

The first four weeks of your child's enrollment are on a trial basis. During those first four weeks either party may terminate this agreement at a moment's notice. After the initial four weeks, a 2-week written notice by either party is required to terminate this agreement unless there is a violation of this Parent Handbook or other required forms.

TERMINATION:

Self-Pay Parents:

If you decide to remove your child, we require a two weeks' written notice. You are required to pay for these two weeks. If it is decided that Creative Kidz Learning Academy can no longer provide care for your family, a two-week written notice will be provided for you. If violation of this agreement occurs, you may be given immediate termination by Creative Kidz Learning Academy and all fees will be forfeited by you.

PFCC Parents (Title XX):

If you decide to remove your child, we require a 5-day' written notice. You are required to pay for that week. If it is decided that Creative Kidz Learning Academy can no longer provide care for your family, a two-week written notice will be provided for you.

Examples of why your child's care would be terminated include but are not limited to:

- *Failure of parents to pay fee or are consistently late
- *Failure to complete and sign the required forms
- *Lack of parental cooperation
- *Failure of child to adjust after a reasonable amount of time
- *Gross misconduct on the part of the parent or child

POSITIVE BEHAVIOR MANAGEMENT:

Creative Kidz Learning Academy uses positive reinforcement and role modeling technique as a means to reinforce positive behavior. We encourage the use of re-direction and child-initiated dialogue as a means of settling issues. It is not the child, but the child's actions that are given attention. The use of "time-out" is used sparingly and only in cases where the child can reflect on past behavior and make the appropriate changes. The length of time in a "time-out" will not exceed one minute per year of the child's age.

No child will be denied food as a form of punishment. No child will be punished for not using the toilet. No force-feeding, threatening or physically striking a child. No child will be punished in a cruel, humiliating, or abusive manner.

If a child's behavior poses a continual threat to him/herself or the rest of the children, a consultation with the parents to recommend appropriate support services that will aid the child. If issues do not resolve after a reasonable time, termination will occur.

Please note that in rare cases children's misbehavior or developmental needs are an immediate threat to the staff or other children in the center. Should the risk to other children, or the child with needs, be determined to be too great, immediate dismissal from the program. may be necessary (**expulsion**) or under some circumstances a short **suspension** from the center may be warranted.

In these scenarios parents will be notified by phone or email to come to the center and meet with the Director. Parents will be provided with a written report and options regarding care and referrals will be discussed. All suspension and expulsion decisions are made by the Director.

ASSESSMENTS:

Creative Kidz Learning Academy will utilize screenings, progress monitoring tools, and formal assessments to ensure that the children's learning needs are being met. CKLA will share this information with families during conferences and in a monthly report on their child's progress. CKLA does not report this information regarding screening tools and assessments to ODJFS.

COMMUNICATION AND PARENT INVOLVEMENT:

You will receive important information via our ProCare App and It is your responsibility to check for updates, changes, notices etc. It is imperative that if you have opted not to use our ProCare app, that during Sign-in and Sign-out you check for any letters or notices hanging with your Child's name.

Parent involvement will include but are not limited to:

- meetings with teachers should be scheduled directly with the teacher at least 24 hours in advance.
- Open house twice a year to allow parents to enjoy the child/children's classrooms.
- Story time with your child's classroom (this must be approved by classroom teacher and administration.)
- Parents are encouraged to sign up and stop in on our monthly "Talk 'n' Luncheon" with teachers and children.

ENROLLMENT PROCEDURES:

All necessary forms must be completed and returned before we can assume the responsibility of caring for your child. All forms must be updated at least every year, sometimes sooner according to need. Please inform us immediately of any changes.

Listed below you will find the list of forms that you will need to return to Creative Kidz Learning Academy prior to your child's 1st day of attendance.

*Child Enrollment and Health Information (JFS 01234)

*Child Medical Statement (JFS 01305)

*Copy of Child's shot records

*Child Medical/Physical Care Plan (JFS 01236)- if applicable

*Routine Permission Slip (JFS 01225)

*Acknowledgement of Receipt of Handbook (last page of handbook)

*Parental Agreement of Hours *Photograph Release *Student Information Sheet

In the event your child **does not** have his or her immunizations it will be up to Creative Kidz Learning academy to accept or deny that child's application on a case-by-case basis. Should we approve the application you will be required to provide us with proper documentation from your child's pediatrician and any other information we may need.

Americans with Disabilities Act

Our center is committed to providing equal educational opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate for an otherwise qualified individual to participate in their early education. It is the parent's responsibility to notify the executive director of the need for accommodation, which includes administering medication or caring for children with disabilities. Upon doing so, the executive director will meet with the parents to discuss reasonable accommodation they believe may be necessary or the functional limitations caused by the disability. If a child is suspected of having a disability, the center will run screenings (described in screenings/assessment policy) and give referrals to outside resources. Parents are expected to follow up on these referrals to assure the

success of their child at Creative Kidz Learning Academy and assist in setting the accommodations. Also, when appropriate, or as required by Ohio law, we may need parent permission to obtain additional information from your physician or other medical or rehabilitation professionals, **regarding providing care and or medication**. The organization will not seek genetic information in connection with requests for accommodation. All medical information received by the organization in connection with a request for accommodation will be treated as confidential. The center will not exclude children with disabilities from the program unless their presence poses a direct threat to the health or safety of others, or themselves, or requires accommodations that are not deemed reasonable.

GOALS:

The primary goal of our program is to provide a loving, safe and stimulating environment for your child while you are at work. It is important that we work together as partners and that we feel comfortable discussing your child's needs. We look forward to a long and rewarding friendship with your child and family. As a provider, we reserve the right to make changes in the childcare environment without advance notice to parents, as long as any change remains within state licensing requirements and regulations. There may be updates to this parent handbook occasionally. We will give you a separate addendum as the need arises. **Communication is the key!** Please feel free to discuss your concerns with us.

MISCELLANEOUS:

- Blankets will be provided by the center, kept at the center, and laundered weekly. We do allow blankets from home if they are freshly washed and intact (No holes, strings, etc.)
- Please feel free to send nonfood treats to celebrate birthdays.
- Children are not permitted to bring money, electronics, hard candy, or gum to the Center.
- All children should always have an extra change of weather appropriate clothing in their bin.
- Hair beads and/or ball type ponytail holders (hair balls, etc.) not permitted as it is a choking hazard to young children.

GRIEVANCE POLICY:

Effective communication between parents and the provider is an essential part of any successful childcare arrangement. Each party should feel free to share concerns and ask questions. Creative Kidz welcomes your questions and feedback so that together we can assure a happy, safe, and nurturing childcare environment for your children. If concerns between you and a staff member cannot be resolved, please fill out a grievance form and give it to one of the directors, who will be happy to discuss the issue with all parties involved. All complaints, grievances and outcomes will be documented to inform future policy and procedure changes.

THANK YOU FOR CHOOSING AND TRUSTING CREATIVE KIDZ LEARNING
ACADEMY FOR ALL YOUR CHILDREN'S NEEDS !!!

ACKNOWLEDGEMENT FORM

This paper is to be signed by the parent/guardian and placed in the child(s) file. Please initial each paragraph, sign at the bottom, and return this form to the center.

_____ I have received a copy of the Creative Kidz Learning Academy's Handbook and acknowledge that I am responsible for abiding by the policies outlined in the handbook. If I have any questions or concerns, I will speak with the Director to resolve them.

_____ I understand that to maintain the COVID-19 requirements all children may be required to have a temperature check prior to entering facility. If temperature is recorded at 100.0 degrees Fahrenheit or higher they will not be permitted on premises. Each patron may be required to answer questions regarding COVID-19 symptoms. Example - Have you been in close contact with a confirmed case of COVID-19? Are you experiencing a cough, shortness of breath, or sore throat? Have you had a fever in the last 48 hours?

_____ I understand children will be required to wash hands after every activity and upon arrival and departure for their safety. (Where necessary and age-appropriate hand sanitizer may be used)

_____ I understand that Creative Kidz Learning Academy is not responsible for personal property lost or stolen from members while at the center, on Creative Kidz premises, or participation in any of Creative Kidz Learning Academy's programs.

_____ I understand that Creative Kidz Learning Academy does not permit its employees to provide care for any of the contracted children outside of the program (i.e., Babysitting)

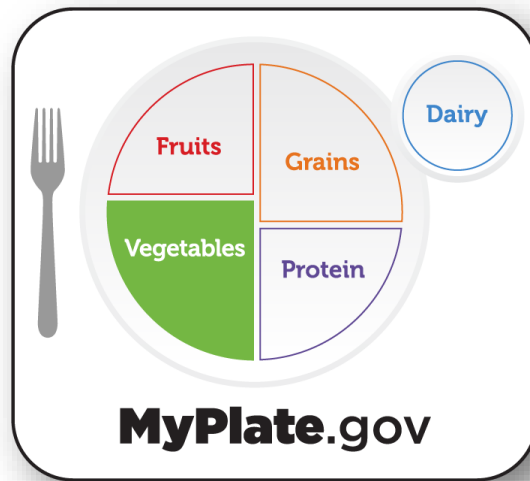
Child's Name:

Parent/Guardian, Signature:

Directors Signature:

Date:

This form is to be placed in child's file



Creative Kidz Learning Academy promotes the right environment for our children to understand the importance of making healthy food choices. We ensure that children are served fluid milk unless the parent provides written instructions by a licensed physician, physician's assistant (PA), advanced practice registered nurse (APRN) or certified nurse practitioner (CNP). Please refer to the charts below that show portion sizes for meals and milk requirements.

Portion Sizes for Meals

Meal	Component	Minimum Serving		
	Age of Child	1 & 2 years	3-5 years	6-12 years
Breakfast	Meat or Meat Alternative (optional)	½ oz.	½ oz.	1 oz.
	Fluid Milk	½ cup	¾ cup	1 cup
	Juice/Fruit or Vegetable	¼ cup	½ cup	½ cup
	Grains/Breads/Dry Cereal	½ slice ¼ cup or ½ oz.	½ slice ½ cup or ½ oz.	½ slice ¾ cup or 1 oz.
Meal	Meat or Meat Alternative	1 oz	1 ½ oz.	2 oz.
	Fruit Or Vegetable	¼ cup	½ cup	¾ cup
	Grains/Breads/Pasta/Noodles (cooked)	½ slice ¼ cup	½ slice ¼ cup	1 slice ½ cup
	Fluid Milk	½ cup	¾ cup	1 cup
Snack	Meat or Meat Alternative	½ oz.	½ oz.	1 oz.
	Fruit Or Vegetable	½ cup	½ cup	¾ cup
	Grains/Breads/Pasta/Noodles (cooked)	½ slice ¼ cup or ½ oz.	½ slice ¼ cup or ½ oz.	½ slice ¼ cup or ½ oz.
	Fluid Milk	½ cup	½ cup	1 cup

Age	Fluid Milk Requirement
Infants up to twelve months of age	<ul style="list-style-type: none"> • Formula • Breast milk
Infants and toddlers twelve months of age up to twenty-four months of age	<ul style="list-style-type: none"> • Unflavored whole homogenized vitamin D fortified cow's milk • Breast milk at parent's request, without written instructions from a licensed physician, PA or CNP • Non-cow milk substitutions that are nutritionally equivalent to milk, with written parental consent
Toddlers and children twenty-four months of age and older	<ul style="list-style-type: none"> • Unflavored one per cent milk that is vitamin A and D fortified • Unflavored fat free or skim milk that is vitamin A and D fortified • Non-cow milk substitutions that are nutritionally equivalent to milk, with written parental consent

The center is not to use reconstituted dry powdered milk as a beverage unless the parent provides written instructions by a licensed physician, PA, APRN or CNP.

Packed Lunches Food Examples

Fruits - blackberries, blueberries, cranberries, raspberries, strawberries, 100% fruit juice (apple, orange, cranberry, grapefruit, pineapple, etc.), cantaloupe, honeydew, watermelon, apple, orange, peach, banana.
 Vegetables – avocado, cauliflower, celery, cucumber, lettuce,
 Grains – crackers, buns, bread, pasta, tortilla, cornbread, bagel, biscuit, pancakes, pizza crust, rice cakes
 Protein – beef, turkey, ham, chicken, lean luncheon/deli meat
 Dairy – yogurt, cheese (sliced, cubed, sticks),

The following should not be included in packed lunches:

- Drinks of any kind especially fizzy/sugary drinks in cartons, bottles or cans (including diet or energy drinks which contain high levels of caffeine and other additives which are not suitable for children)
- Confectionary such as chocolate bars and sweets.
- Raisins
- Uncooked carrots or hard raw vegetables
- Grapes
- Popcorn
- Hotdogs
- Peanuts and tree nuts

We will make sure all children have access to drinking water at all times.

To promote healthy eating, we will regularly monitor the content of packed lunches and snacks. We will offer advice and guidance to parents and guardians on packed lunches if required. We will provide substitutions for missing food group items with foods listed above. There will be a \$1.00 fee applied for each food group we provide.

Staff/Child Ratios, Age Grouping and Maximum Group Size

Age of Children	Child Care Staff Member/Child Ratio	Maximum Group Size
Young Infants (birth to less than 12 months)	1:5 or 2:12 in same room	12
Older Infants (at least 12 months and less than 18 months)	1:6	12
Young Toddlers (at least 18 months and less than 2 1/2 years)	1:7	14
Older Toddlers (at least 2 1/2 years and less than 3 years)	1:8	16
Young Preschoolers (at least 3 years and less than 4 years)	1:12	24
Older Preschoolers (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	28
Young Schoolagers (enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years)	1:18	36
Older Schoolagers (at least 11 years and less than 15 years)	1:20	40