

**We are honored that you have become a part of the Creative Science Academy family. We share a small amount of your child's life and are privileged to be given the opportunity. Our goal is to impact our students' lives educationally, emotionally and socially so they are provided with a strong foundation for their educational career. We look forward to working as a family to help each child reach goals that are set for them throughout their time at Creative Science Academy. We strive not only to provide a challenging academic program but a secure, personal environment of care to each individual student.**

**We hope that we can exceed all of our families' expectations and want to take this time to personally welcome your family to Creative Science Academy.**

**We look forward to working with you!**

**Sincerely,**

**Layla Ali**

# Child Care Policies and Procedures Parents Handbook

## Behavior Guidance Policy

### Purpose of the Policy

Creative Science Academy strives to create a positive learning environment at all times, including those times that require disciplinary measures. Creative Science Academy creates positive behavioral guidance interventions and engage in positive intervention strategies rather than corporal punishment.

It is necessary at times in imposing limits and setting standards of acceptable behavior. Teachers are guided by their knowledge and understanding of a child's growth and development, as well as an understanding of the individual child. Appropriate guidance of the children's behavior occurs in an environment where a trusting and caring relationship has been established between teacher and child. The role of the staff is to support a child's sense of being a worthwhile person while providing opportunities for the child to learn appropriate ways to interact with others.

By nature, children differ from each other in activity level, personality and level of development. As teachers of young children, we must respect and expect these differences and design our curriculum around them. We recognize that growing and learning means making mistakes and that difficulties are a normal and expected part of children's development

There is a well-planned and consistent schedule. Although the schedule is flexible, the teachers make sure we do not deviate from it consistently and if this happens, the teachers will share that information with parents so they can recalibrate their expectations. The teachers ensure that the schedule reflects and good balance of active and quiet activities.

## **Positive Behavior Guidelines**

Creative Science Academy teachers engage in the following behavior guidelines:

### Set Clear Limits and Provide Explanations for Limits.

Limits are what behavior is expected of the children in the classroom. Teachers make sure that limits are clearly stated within the child's ability to understand, that they are consistently enforced by all adults. Teachers are responsible for telling the children why they should follow the limit. When children understand the reason for limits, they are more likely to follow the rules. Limits are related to the safety, protections and rights of self, others and the environment.

### State Limits in a Positive Way and Remind Children.

The teachers tell children what to do, rather than what not to do. The teachers reminds children what is acceptable and what is not.

### Give Children Choices Throughout the Day.

Children need opportunities to fulfill their decision-making skills. It is essential to provide times throughout the day for children to make choices. Decision making is not only a valuable skill to learn, it also reinforces child control and minimizes frustration.

### Focus on the Behavior, Not on the Child.

In a discipline situation, focusing on the child's character tends to produce feelings of guilt and shame for the child and ultimately lowers self-esteem. On the other hand, focusing on the behavior preserves the child's dignity as well as provides information for correcting the behavior.

### Prepare Children for Transitions.

Sometimes transitions are difficult for children. The teacher warns the children prior to the end of one activity and the start of another. In addition, helping children feel excited about the next activity.

### Model and Encourage Appropriate Behavior.

Children learn a lot by observation. Thus, if we want children to exhibit pro-social behavior then teachers must strive to model it in the classroom. Further, when children behave appropriately, the teachers encourage them by recognizing the positive behavior.

## **Intervention Strategies**

Creative Science Academy teachers engage in the following behavior guidelines:

### Physical Closeness.

Adults can often help put children back on the track to appropriate behavior or help them regain self-control by physically getting closer to them. The teachers use these strategies if appropriate.

### Remind and Redirect, if necessary.

Reminding children of the classroom rules is an effective strategy, especially when the rules being broken are not putting anyone in danger. When behavior is putting someone in danger, a teacher may need to both remind and redirect. For example, if a child, who is throwing blocks at other children, may need to be reminded that blocks stay inside the box because throwing items will hurt other children.

### Obtaining the Child's Attention

When a teacher has to intervene in a discipline situation, which is not causing immediate danger to anyone involved, the teacher will approach the child in a respectful way. Teachers do not shout at the child from across the room. Teachers will walk over, get down to the child's level, establish eye contact and use a controlled voice. A calm and controlled voice tone along with non-threatening body language can assist in diffusing a discipline situation rather than escalating it.

### Acknowledge Feelings

When dealing with a behavior guidance issue, teachers make sure that we acknowledge the feelings of the child and/or children involved.

### Disciplining, when necessary.

When discipline is necessary, teachers engage in the following process:

1. **Step 1:** Verbal warning & verbally correcting the behavior
2. **Step 2:** A written note sent home with the child
3. **Step 3:** A parent-teacher conference with the child present.

## Specialized Individual Behavioral Interventions

If a teacher has determined, through careful documented observations and consultations with parents and teachers, that is a child who is not responding to the behavior guidance strategies outlined in this policy and implemented by our teachers, a teacher may engage with the parent or legal guardian to develop a specialized behavioral intervention program for the child. Such an intervention program is not to be taken lightly and will be considered only after all other strategies have proven ineffective and have determined that there are no medical issues that require other treatment.

## **Hygiene, Food and Nutrition**

### Hygiene, Food and Nutrition

Creative Science Academy teaches a good hygiene routine appropriate to the child's age, and teach independence in toileting needs and generally basic life routines.

#### Hygiene

1. We provide liquid hand soap and single use paper towels that will be used for hand washing.
2. Children will wash their hands before and after eating and after toileting and blowing their nose.
3. Paper towels and soap will be kept near the sink to be easily accessible to the children
4. We ask parents to toilet train their children before they start coming to daycare, however, for certain situations diapering will be done in the bathroom on a change mat, in where, parents are required to supply diapers/pull-ups and wipes.
5. Parents need to supply a change of clothes.

#### Food and Nutrition

Creative Science Academy encourages parents to provide a healthy snack for the morning. For example, fresh fruits along with crackers/cheese/yogurt/green beans/smoothies/veggies. We do not provide a morning snack, however, an afternoon snack will be provided.

Creative Science Academy will provide lunch for their child. We ask that families do not send chocolate, candies, chips, pop or fast food. These items will only be brought to daycare on special occasions. Water is available throughout the day. At no time children will be forced to eat or drink. Children will always be supervised while eating and drinking. We will encourage the children to stay seated during lunch/snack times by sitting at the table with them to ensure safe eating/drinking. We will also promote healthy choices by setting good examples for the children.

At no time do we use food or drink will be used as a reward or punishment. If any child has a care plan that has nutrition components, we will follow it specifically.

### Screen Time Policy

We care about the health and wellbeing of the children in our care and follow best practice recommendations on screen time

Screen time includes the use of television. Television will be provided on special occasions and for educational purposes only.

Television usage can get in the way of playtime, physical activity and interactions with others, which all contribute to learning and healthy physical/social development. We will restrict screen time by adhering to the following guidelines:

1. Creative Science Academy does not play television or movies to be left on as background noise.
2. Creative Science Academy does not play television or movies playing during mealtimes.
3. Creative Science Academy does not offer screen time as a reward.

Screen time is prohibited for children under the age of 2 years.

### Health and Illness Policy

1. All parents are required to provide us at the time of registration with the record of child's immunizations, including if their child is not immunized as required by Oregon Law.
2. All parents must provide their family doctor's name and telephone number and if their child has any kind of allergies.
3. Parents must inform us within 24 hours of a diagnosis of a serious illness or contagious disease or the exposure of their child or an immediate family member to a serious illness.
4. Please do not bring a sick child to the Center as it is unfair to him/her and to the other children and staff. A child must be symptom free for 24 hours before returning. We will refuse to accept and child deemed too ill to attend.
5. Creative Science Academy will perform a temperature check on children.
6. Parents should keep a child at home when:
  - a. The child is not well enough to take part in the regular program, indoor or outdoor

- b. When a child is infectious to others or has diarrhea, vomiting, fever (38 Degrees Celsius), nausea, difficulty in breathing, sore throat, infected skin or eyes, headache or undiagnosed rash.
7. If your child becomes ill during the day, Creative Science Academy will contact the parent or guardian to arrange for the child to be taken home.
8. Should an emergency arise we will contact your emergency contact. For this reason, it is essential that you keep us informed of your emergency contact information. If your emergency contact is not available, we will contact your family doctor.
9. Creative Science Academy will not give a child any medicine unless prescribe by a doctor and parents sign a medicine consent form. The child's name should be clearly labeled on the medicine and also the dosage should be given to the child.
10. Mask are optional & Creative Science Academy does not require a COVID vaccine.

### Injuries

We will notify you if your child is injured while in our care. We will provide you with an injury report and ask you to read and sign the form.

### Reportable Incidents

Creative Science Academy reports to Oregon's local child care licensing officer any time a serious illness or injury that occurs to a child, and any other incident that may seriously affect the health or safety of a child.

## **Medication Administration Policy**

Creative Science Academy will ensure that:

1. All staff read and understand the facility policy for medication administration and staff shall administer medication in accordance with this policy.

### Medications Administration

1. Medication will be administered to children only when necessary with the following guidelines.
2. Parents must fill out the medication form before any medication can be administered to the child.
3. The form includes:
  - a. Date
  - b. Child's name,
  - c. Dr. Name and phone number,
  - d. Dosage and information about the medication.
4. Be in original vial or bottle with original pharmacy label.
5. Have no hand-written changes on vial.
6. Be kept in a locked medication container inaccessible to the children.
7. Regarding inhalers, they will be kept in a clear Ziploc Bag (labelled with the child's name)
8. All inhalers must be prescribed by a doctor and a medical form must be filled out; inhalers must be handed directly to staff in a Ziploc Bag with the child's name on it.

**PLEASE DO NOT GIVE ANY MEDICATIONS (over the counter or prescribed) IN YOUR CHILD'S BACKPACK OR LUNCH KIT!**

## **Active Learning and Physical Activity Policy**



We are committed to the importance of a healthy lifestyle, which includes being physically active every day. Active learning and physical activity that contribute to good health and overall well-being. Provide a carefully planned environment, providing opportunities for exploration and risk taking. This helps all children to find out about themselves and their capabilities. It also helps develop self-confidence, independence and lays the foundations for a healthier life. Our objectives are to provide a well-balanced program of activities to support the physical development, health and well-being of children. If your child has special needs we should consider this when planning the active learning and physical activities. Please let us know.

### Child Releasing Policy

Creative Science Academy will require each parent to fill up a Child Releasing Form at the time of registration that names each person who will be dropping and picking up their child. In the case of an emergency you must call or email in advance to provide us with the information about the person who is will pick up the child. We will require that person to produce picture ID.

Creative Science Academy will not release the child to any person that shows signs of intoxication or that otherwise appears. If, in such circumstances the person insists on removing the child we will release the child and immediately call the appropriate authorities. These measures are taking for your child's own safety and well-being.

### Drop-off

It is the parent's responsibility to ensure that children are dropped off between 8:00 – 8:30 a.m. Please allow enough time for each child's temperature check. Per COVID protocols, parents are not permitted inside the facility during drop-off times.

### Pick-up

It is the parent's responsibility to ensure that children are picked up between 3:30 – 4:00 p.m. Because we have to pay extra for staffing, we charge a late fee if a child is picked up after 4:00 p.m. Our late fee is \$X, plus \$X/per minute for every minute after 4:00 p.m. We will contact to the appropriate authorities if we have not heard from you and you have not picked up your child by 5:00 p.m.

### Rest Time (Nap time)

Children will be provided a 45-minute supervised nap or rest period. Children who do not sleep after 20 – 45 minutes of quiet time will be provided an alternative quiet activity. The activity may be in the same room where children are sleeping if it is not distracting to sleeping children.

### Breaks

Children will have multiple opportunities to rest if tired. Creative Science Academy will provide a space that encourages rest for those children who wish to rest. In addition, depending on inclement weather conditions, Creative Science Academy will encourage supervised morning walks.

### Emergency Disaster Plan

Creative Science Academy has an emergency plan which includes procedures for documentation and procedures for evacuating the building. We conduct monthly fire drills and earthquake drills where all the children and staff vacate the building from the closest emergency exit and meet at the “playground” if it’s safe to use at the time of emergency. We post the fire escape route on the walls by both exit doors. We have fire extinguishers next to the exit doors.

In the case of a fire we will take children outside to the safe area and notify the parents along with the fire station. We will meet with the parents outside on the “corner of the lane”.

### Emergency Disaster Kits

We ask that parents provide us with an emergency disaster kits to be given to the children in the event of an earthquake or disaster. The idea is that the contents will bring comfort to the children. They will know that you are thinking of them and are on your way to pick them up. They will also know that they will have something special to help them wait. Place items in a larger Ziplock bag with the child’s name. Some ideas follow:

1. Nutritional Bar
2. Game or small toy
3. Pictures of family
4. A personal note

## **Video Monitoring Policy**

Creative Science Academy takes safety and security of your children seriously. We have contracted with a company that specializes in video surveillance. They installed cameras in the classroom and other public spaces. We notify parents of the video surveillance in the registration form and ask for a waiver/release of images of their child. Only parents are allowed access to the video footage. Parents will be provided with the ability to set up an account on an encrypted site to view the video footage of their child's classroom. For privacy reasons, parents are not allowed access to other classrooms.

The goal of our security system is to give parents a peace of mind knowing that their children are safe.

## **Fees and Payment**

### Fees

To maintain the stability of our program, we charge based on booked days, not on attendance. You pay even if your child is sick, your booked day is a national holiday, you take a vacation or your child otherwise does not attend. We do not have refunds or credits regardless of for days where your child does not attend.

Parents pay all fees (regardless of or part time attendance) before the first of each month in advance. We accept payments by checks or e-transfer. The fee remains the same for the months during which there are holidays and closures.

### Drop-in Policy

We allow children to attend on a drop-in basis when we have space available for that day. The rate for a drop-in child is \$ X per day, paid at the time of drop off.

## **Resignation Policy**

Occasionally, a child will experience some difficulty in adapting to our environment or abiding by our rules of behavior. Our teacher will schedule a conference with you if your child experiences some difficulty. We will work closely with you and your child to see if the problem can be resolved. If the child's behavior continues to be disruptive to the group, we reserve the right to ask you to withdraw your child from Creative Science Academy.

You must give a two weeks' notice when voluntarily withdrawing your child from Creative Science Academy. You will be responsible for all final payments through the end of the notice period, whether in attendance or not. We reserve the right to terminate the child's contract with us at any time if the parents or child does not follow our rules and procedures, including but not limited to the following reasons:

1. Failure to comply with the parent contract.
2. Destructive or hurtful behavior of a child that persists even with parent cooperation in stopping the behavior.
3. Non-payment of fees and/or recurring late payment of fees.
4. Repeated failure to pick up the child at scheduled times.
5. Failure of the child to attend Creative Science Academy 5 consecutive days without any communication.
6. Creative Science Academy's inability to meet the child's needs without additional staff.
7. Blatant disrespect towards Creative Science Academy.
8. Verbal or physical abuse towards staff, staff families, other children and their families.
9. Consistent child-rearing style differences between the parent and provider.
10. False information given by a parent either verbally or in writing.

## Confirmation of Receipt

I acknowledge that I have received a copy of the Creative Science Academy Parent Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures in the handbook.

I understand that Creative Science Academy has adopted this handbook only as a general guide about policies, rules and the work environment, and that they are subject to change at any time at Creative Science Academy's sole discretion. I also understand that the handbook controls over any other contradictory statements.

If you have any questions about this parent handbook, please do not hesitate to ask Layla Ali

We look forward to working with you!

Sincerely,

Layla Ali

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Parent Signature

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Date

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Child Name: Printed