

Policy & Procedures

Welcome to Kreative Kids Family Daycare. Kreative Kids accepts children ages 6 weeks-13 years. Kreative Kids operates year round, except for the holidays listed in the handbook. The hours of operation are 7am-5:30pm Monday through Friday.

Tuition

Tuition is due on Friday for the next week by 6:00pm. Payments can be made in the Procare Parent Portal. If your payment is not made by 6:00pm, a late fee of \$50.00 will be assessed on your child's account. **If tuition is not paid by Sunday, your child will not be able to attend until the full payment is made plus the late charges.** No account will be held for more than 2 weeks without half tuition to hold the slot. **In order to hold your child's space, payment must be paid whether your child attends or not. Payment is based on contract, not attendance. Your daycare tuition will remain the same (AKA grandfathered in) except if the child stops and then restarts paid attendance in the daycare. The new payment fees will default to the current price of the newly enrolled schedule.** Parents that receive subsidized child care assistance fees are to be paid including parent fees from the CAPS program. Full tuition is due for full-time care which is 3 days or more. Part-time is 2 days, and based on availability and space. The weekly tuition includes Breakfast, Lunch, and Snack.

Vacation Weeks

After any child has been enrolled at Kreative Kids for a period of one (1) year, Kreative Kids will honor (1) week tuition unpaid. Please notify me two weeks prior to when your child will be on vacation.

****The daycare will be closed for vacation weeks. The weeks will be Spring Break week: April 7-11, Thanksgiving Break November 24-28 and Christmas and New Year Break December 22-January 2, 2025****

Communication

Kreative Kids makes every attempt to keep parents up to date on happenings here at the daycare and in the community. Daycare newsletters are sent out monthly. Mandatory Parent meetings are held at 7:00 pm by Zoom. The months are: January, April, July, and October. Dates will be announced prior to the meeting. The Parent Information Center (located on the back of the front door) and the daycare website is updated monthly with 1) Daycare Newsletter 2) Weekly Menus 3) Monthly Activity Calendar.

Parents, please read them. It is also the parent's responsibility to keep up to date by being aware and checking for updates. Please visit our daycare website www.kreativekidsfamilydaycare.com and join our daycare Facebook page @Kreative Kids Family Daycare.

Transitioning

Transitioning can be challenging for the children and also the parents. To assist families with the transition in my program I provide each family with practical ways to help ease the transition from home to daycare and also from daycare to kindergarten. I have included books to read to the children about transitioning and they are located in the reading area.

Holidays & Personal Days

The daycare will be closed on all major holidays. The holidays are: New Year's Eve & New Year's Day, Martin Luther King's Holiday, Memorial Day, Juneteenth, 4th of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the day after, Christmas Eve, and Christmas Day. If the holiday falls on a weekend day the holiday will be observed the following day. I will have (10) personal days that I will be closed during the year that will be used for required professional development training, doctor's appointment or illness. I will inform you at least 2 weeks in advance of the daycare closings. Please make sure you have made arrangements for backup care during these days of closure. In order to continue to have a spot for your child during the holidays, full tuition is due. Full tuition must be paid for vacation weeks. Parents that have CAPS subsidies must pay the parent fee during the vacation weeks.

Parties

This day is an exciting day for your child and to share this experience with them is also exciting. If you would like to have a party for your child please let me know at least 24 hours ahead of time so that I can prepare a place and time that doesn't interfere with our daily activities.

Important Paperwork

Upon registration, you will receive paperwork to register your child. The paperwork must be completely filled out in detail. Also in part of the registration process, your child will need a current immunization form (Form 3231). **This form will be needed within 30 days of when your child is enrolled.** Also if your child has any allergies please let me know in writing.

When a child turns 4 years old, I require parents to bring Health Forms 3300 within 90 days. I will have your child's name and the allergy posted so that I am aware of this immediately. An Allergy Action Plan must be filled out and kept on file.

Fees (Effective 1/1/2025)

Infants- (6 weeks-18 months) \$225.00

1 years -\$205.00 2 years-\$200.00

Preschool- (3 years) - \$190.00 Pre-K (4 & 5 years) - \$180.00

Drop In –Infants-\$65 per day Toddlers- \$55.00 per day Preschool \$45.00 per day

Registration Fee- \$85.00 (workbooks and learning materials) paid every August for the upcoming year or during enrollment

Late pickup fee- (after your 10 hour contracted time of 5:30pm, a fee of \$1.00 per minute will be expected at the time of pickup.

Toileting & Diapering

If your child is the age that toileting or diapering is needed, please provide the daycare with enough diapers, wipes, and pull-ups for your child. I will begin to toilet train at the age of 2. If your child is 2, please send pull-ups for them. Your child will be changed every 2 hours, or as needed.

Cleanliness

General cleaning and sanitizing will be done regularly to prevent your child from becoming ill. Each child will use its own blanket and sheet. The blankets and sheets are laundered weekly on Friday. Toys and other play items are sanitized daily at the end of the day. This process is used to keep down germs in the center.

Also when your child is sick, he/she will not be able to attend the center until the illness is cleared for 48 hours. If your child contracts a long term illness, a doctor's statement will be needed when the child returns.

Outside Food & Toys

Outside food of any sort is not allowed. Please feed your child before arrival. If it is past the meal times you will need to feed your child before dropping off at the daycare. Also outside toys are only allowed on designated days (Fridays for Show and Tell). **Kreative Kids is not responsible for toys that are sent to the daycare without authorization.**

Field Trips

The daycare will have educational related field trips throughout the school year. Parent participation is encouraged and needed. Each parent should sign up for one field trip so that the same parents will not need to volunteer for all the trips. If there are not enough chaperones for the assigned trip, it will be canceled. A child may be excluded from participation in a field trip for safety, health, or disciplinary reasons.

Schedule

Children need a simple routine to follow. This helps them learn and anticipate what comes next. This is the subject from day to day depending on the children's interest and of course the weather.

Please make sure your child is dropped off and picked up by your time contracted. **There will be no drop off after 9 am for regular daycare services unless there is a doctor's excuse. If there is a doctor's appointment, no drop off after 11 am.** We plan our day according to the children that will be here. If you are going to be more than 30 minutes late please call. Otherwise I will assume your child will be absent that day.

Time	Activity
7:00am-9:00am	Arrival
7:30am-8:30am	Breakfast
9:00 am- 9:20am	Circle Time / Music & Movement
9:20am- 9:40am	Curriculum
9:40am-10:00am	Arts & Crafts
10:00am-10:30 am	Centers (Free Play)
10:30am-11:15 am	Outdoor Play (Weather Permits)
11:15am-11:30am	Wash up and Prepare for Lunch
11:30am-12:30pm	Lunch
1:00pm-3:00pm	Naptime
3:00pm-3:30pm	Potty/ Prepare for snack
3:30pm-4:00pm	Snack
4:00pm-4:15pm	Story –Time
4:15pm-5:00pm	Outdoor Play (Weather Permit)
5:00pm-5:30pm	Prepare for Dismissal

Our day will consist of one or more of the following: Use and development of language skills, use of large and small muscles, use of materials that encourage creativity and imaginary play, daily indoor and outdoor activities depending on the weather, active and quiet play and individual and group activities. This will all help in learning new ideas and skills being exposed to a variety of cultures. Each child will be assessed throughout the year. I will use several assessments to assist with the children's progress. Some of the assessments are portfolios, anecdotal notes and an online assessment called CDC Milestones Tracker.

Behavior & Discipline

A child's discipline must be a collaborative responsibility with the staff, the child, and the parents. At certain ages, children's developmental stages range from crying, hitting, and biting. I believe that positive discipline is a guidance process that helps children. The following ways will be followed in order to provide a positive environment for your child. I will teach your child the basic human values of respect, trust, responsibility, honesty, and care for others. I will also teach your child to self-regulate. Time out will only be used as a cooling off period rather than a punishment. I will also understand that hitting and biting are big issues with toddler's and three year olds. I will inform the parent if this is a problem that your child is experiencing. I will interact with the parent and the child to try to resolve the problem. If the problem increases, and becomes unsafe for the children, I will have to make a decision to remove the child from the center.

Medication

In order for your child to receive medication at my home, an authorization for medication form will need to be filled out completely for your child. If your child will need to take the medication for a long period of time, an updated form will need to be completed to continue the medication. Only the medication that you provide for your child will be given.

Medication: I may give medications if the following occurs:

1. **Medicine must be in the original container, have the child's name, current date, and frequency to be given, and amount to be given.**
2. **These requirements also apply to age appropriate over-the-counter medications such as Tylenol or cough medicine.**
3. **A Medication Authorization form must be on file for each medication to be administered whether prescription or non-prescription. A new form must be filled out daily unless otherwise stated on prescription.**
4. **Non-prescription medications without specific dosage instructions for young children must be accompanied by a physician's written statement of authorization.**

Guidelines for parents to follow when a child becomes ill.

Fever Anytime a child runs a temperature of 101° or greater, the child must be picked up. No other symptoms need to be present. For fevers of an unknown origin, I will not give any fever reducers. The child shall be fever free for a period of 24 hours before returning to daycare without the aid of a fever reducer.

Diarrhea Any child with diarrhea accompanied by either (1) running a fever of 100° or higher or (2) vomiting or (3) three or more episodes of uncontrollable diarrhea, should not be in the daycare. Parents will be called to pick up their child should this occur. Diarrhea must have subsided for a period of 24 hours before the child can return to the Center.

Vomiting One occasion of vomiting may indicate the need for the child to leave the daycare. In the event of two or more incidents, or accompanied with a fever of 101° or higher, the parent will be notified to pick up the child. Vomiting must have subsided for a period of 24 hours before the child may return.

Impetigo Any indication of Impetigo, the parent will be notified to pick up the child. The child may return 24 hours after treatment is started and there is no discharge.

Hand, Foot & Mouth Any indication of Hand, Foot & Mouth the parent will be notified to pick up the child. Normally the child will be able to return to the Center after 3 days.

Conjunctivitis (Pink Eye) Any recognition of Conjunctivitis, the parent will be notified to pick up the child. The child may return 24-hours after treatment is started and there is no discharge. A physician's note will be required to retain the child if Conjunctivitis is not determined.

Chicken Pox A child may return to daycare after all lesions have crusted, but no sooner than seven days after the onset of the rash.

Thrush Any signs of thrush, the child must be picked up and seen by a physician before returning to the daycare.

Rash Any signs of a rash of unknown origin, the child must be picked up and a determination must be made by the child's physician to retain the child at the daycare.

Teething medication provided by the parent will be given to the child with written permission that details the amount and specific time to be given.

Covid- If a parent or child test positive for Covid, the child can only return to the daycare with a negative Covid test that was taken within 48 hours. The results must have the current date, and the child's name and the negative test result.

Emergencies

In case an emergency situation occurs at the center, you will be notified immediately. Your child's safety is very important to me and my staff. If an accident occurs while your child is here an accident report will be filled out and you will receive a copy. You will receive a phone call from me informing you of the situation, and the procedures we took to correct the situation. No matter how big or small the situation is, you will be notified immediately. Please make sure that the information that is listed in your child's file is current and updated regularly. Please notify me of any changes in your child's schedule in writing (such as a change in emergency pick-ups). **Only the individual's listed or with written permission from the parent will be allowed to leave with the child. If there is any concern, I reserve the right to deny a parent's request to pick-up the child.**

Children's Belongings

During the winter months, each child will need to have a coat or jacket due to the weather. We will go outside whenever the weather permits. Please label your child's belongings that are brought to the center. I want to make certain that everything that your child brings to the daycare will be returned with them at the end of the day. Each child will need certain items that they will need to have daily. Please look at the items sheet in the Parent Handbook. Also please make sure that your child has the proper items. I wouldn't want to disturb you at work and inform you that your child doesn't have these items. Parents please don't allow your child to bring toys from home. This causes friction with the other children, and Kreative Kids will not be responsible for lost toys.

Food Preparation

Your child's breakfast, snack, and lunch menu will be posted for the entire week at the beginning of the week. If your child can't eat certain food due to allergies, or religious reasons, please inform me so that I can post it. I am on the Food Program, so I am required to prepare certain meals that meet the guidelines for nutritious meals. If your child can't eat a certain meal due to religion, a letter stating this will need to be documented in your child's file. **No outside food is allowed.**

Transportation

Transportation will be provided for field trip purposes. A transportation form will need to be filled out completely in order for your child to participate on the field trips. I will also transport to and from the local elementary schools and the class field trips. If transportation is needed during the school year please let me know, and I will transport a child in case of a medical emergency. All children will be restrained in a car seat (according to the state law and childcare rules) and will not be transported without your written permission. All vehicles will be properly licensed and insured. Your child will never be left unattended in a vehicle.

Naptime

Your child will have a designated time during the day to rest his/her body. Naptime is designed to give your child time during the day to settle down and relax. During this time your child will be allowed to become comfortable with their favorite stuffed animal, blanket, or something that soothes him/her. Please bring these items to my home so that this time will be an enjoyable moment for your child.

Custody Orders

Until custody has been established by a court action, one parent may not limit the other parent from picking up a child in our care. The daycare must be notified immediately of the changes in the custody orders. Certified orders must be provided to the daycare.

Child Abuse and Neglect

I am a mandated reporter. By law I am required to report any suspected child abuse or neglect.

Termination of childcare services

The daycare reserves the right to proceed with termination of a child if the child care fees are not paid by 2 weeks or prior arrangements have been made with me. The daycare reserves the right to termination of a child if that child becomes a danger to other children and I deem other children at the center unsafe in the presence of that child, or if I am unable to meet the needs of the child in group settings. There is a trial period of 4 weeks from the date child care begins. If the child care arrangement is not mutually satisfactory, either party can terminate this agreement with a 1(one) week notice – any monies already paid are non-refundable.

Few Final Thoughts

As a parent in my child care home, please

Take an interest in your child's activities and development at daycare, and share your child's habits, fears, and concerns with me;

Read all correspondence given to you, and those posted.

Promptly sign and return those forms needing to be signed;

Remember that you are responsible for your child while on my premises so please remain in complete contact with your child during that time;

Call me! Your concerns and feedback are important to me.