



Creative Kids

Learning Center

Family Contract

Creative Kids Learning Center Mission Statement:

Here at creative Kids Learning Center, we strive to provide the highest quality childcare and educational services that promote and enhance each child's development; while assuring our parent's peace of mind through the care and service we render.

We provide a safe, nurturing and developmentally appropriate program which fosters active learning, support for the child, and encourages a friendly and inviting environment.

Our Goals:

- * Foster innovation
- * Embrace team work
- * Strive for excellence
- * Respect and support families
- * Commit to service at all levels
- * Respect and appreciate diversity
- * Actively listen and seek to understand
- * Communicate openly and productively
- * Utilize resources creatively and responsibly

- **HOURS OF OPERATION**

Monday through Friday-6:30am to 6:00pm

- **WEEKLY TUTION**

Weekly tuition is due on your family's first day of attendance each week. Unpaid tuition is subject to termination of care unless reasonable arrangements are made with Management and are put in writing. Tutton includes all statutory holidays and sick days as these are paid days. Tuition is based on booked days, not attendance unless vacation payment has been arranged in advance.

- **CENTER HOLIDAYS**

Creative kids will be closed on the following holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and the Friday after Thanksgiving Day

Christmas Day

- **REGISTRATION FEES AND ANNUAL RE-REGISTRATION FEES**

A non-refundable registration fee of \$70.00 for one child or \$100.00 for two or more children is required upon completion of registration to secure your child's placement in the center. An annual re-registration fee will be charged to all families each September. The re-registration fees are \$40.00 for one child or \$70.00 for two or more children. The following items must be received by Creative Kids Learning center prior to each child's enrollment: Enrollment Form(s)

Immunization Record and Current Physical (within 1 Year)

Family Contract

Non-refundable Registration Fee

- **CHILDCARE ASSISTANCE**

Families who qualify for Childcare Assistance must have full written approval prior to attendance. All co-pay fees are the parent/guardian's responsibility and must be paid on the child's first day of attendance each week.

- **Payment Policy**

Weekly Tuition is due on the first day of attendance for each family. Vacation payments **MUST BE PAID PRIOR TO VACATION.** An NSF fee of \$30.00 will be assessed to all returned checks. Upon a second occurrence of an NSF check, all subsequent payments must be made in cash or money order.

- **VACATION POLICY**

If your family will be absent for 5 consecutive days, you may pay ½ tuition for those days. Please let your child's lead teacher and a member of management know what days you are planning to use for vacation. Vacation payment must be paid prior to absence.

- **ILLNESS POLICY**

If your child has a fever of 101 or higher, infection, diarrhea, a communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold, please keep him/her out of the center until symptom free for 24 hours. If any of the above symptoms develop during the day at the center, a parent/guardian will be contacted and asked to pick the child up within an hour.

- **MEDICATION POLICY**

Prescription and over the counter medication may be administered at the center if the proper paperwork is provided. Please see a member of management to obtain this paperwork.

- **LATE PICK-UP POLICY**

Please be advised that the center closes each evening at 6:00pm. It is the parent/guardian's responsibility to ensure that children are picked up on time. If you are not able to pick your child up on time, alternate arrangements must be made and communicated to Center Management. Alternate individuals must be listed on enrollment forms and provide a valid ID.

A late pick-up fee of \$10.00 per fifteen minutes (or any portion of that time) will apply if a child remains in care after 6:00pm. This fee is due and payable to the staff remaining with the child upon pick-up or prior to next days care. In the event that a parent cannot be contacted, it is the policy of Creative Kid Learning Center to call an emergency contact should a child remain in care after 6:15pm.

- **TERMINATION**

Creative kids Learning Center reserves the right to suspend or terminate care of any child should it be deemed necessary for the overall safety and well-being of other children and/or staff in the center.

- **WITHDRAWAL**

Parents/Guardians agree to provide a minimum notice of (2) weeks.

- **HOLDING FEE**

If you chose to not have your child attend Creative Kids for an extended period of time you may pay \$40.00 holding fee per child. An example of this would be if you did not need care during the summer but are wanting to have them return in the fall.

- **STAFF TRAINING**

We have identified certain skills and competencies teachers must have to meet the child care and early education needs of children. Following a careful selection process, each staff member receives ongoing training, beginning with our new employee orientation process. Our management staff observes the teachers and provides feedback to ensure we are providing the most developmentally appropriate, high quality learning opportunities possible. We strongly support the professional development of our staff. Teachers are provided with a wide variety of in-service training and other resources to develop, maintain and update their teaching skills.

- **OPEN DOOR POLICY**

You are a welcome visitor in our program. We encourage you to visit at any time. Stop in, visit your child and join us in our activities. We strongly encourage parent participation and hope you become involved whenever possible.

With your approval, we also welcome other relatives or friends to visit your child at school. For the safety of all children enrolled in our school, visitors must provide current photo identification and sign in with the office upon arrival at the center. A staff member will accompany the visitor(s) at all times. We will adhere to all state licensing regulations regarding the health and background of volunteers.

- **FAMILY-TEACHER CONVERSATIONS**

We encourage you to schedule meetings with your child's teacher whenever you have questions or concerns. In addition, we offer family-teacher conversations once a year. Your director will contact you to schedule your conversation. This gives you the opportunity to discuss your child's interests, progress and any other questions you may have regarding our programs. We hope you will take advantage of these opportunities to visit with the teacher to discuss your child's interest and progress.

- **EMERGENCY CLOSING and INCLEMENT WEATHER INFORMATION**

It is our intention to be open and provide child care services every weekday of the year, excluding holidays. However, situations out of our control such as inclement weather, natural/national disasters or major building issues may disrupt service from time to time.

We ask that you call the center to ensure it is open during periods of inclement weather or other unusual situations. In the event of an emergency closing or inclement weather, we may notify local television stations so that you can determine the status of the center. In addition, you may check our website for updates at CreativeKidsOfAnkeny.com

If the center must close after you have dropped off your child, you or your designated emergency contacts will be notified by the center management so that you can make appropriate arrangements for picking up your child.

In the event that the center is unable to open or must close early, you are responsible for tuition payments for up to three business days.

- **FIRE and EMERGENCY DRILLS**

We conduct fire and emergency evacuation drills regularly. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the success of fire and emergency evacuation plans. During a fire or emergency drill, parents may not sign children into or out of the center, but must wait until the drill is complete and children have returned to the building. Parents can wait with their child's class in the designated safe zone outside of the building until the drill is complete.

In the event of a real fire or emergency situation, the Director will inform the classroom staff that the center will be evacuated. Parents will be notified of the situation as soon as possible. If it becomes necessary to remove the children from the center property, we have an emergency evacuation site. In the event of an emergency evacuation, you may be contacted and asked to pick up your child at the emergency evacuation site.

- **BITING**

If you are the parent of an older infant or toddler, we know it is distressing to learn your child has been bitten or has bitten a friend. Experts in the field of child development agree that biting is within a range of expected behaviors among toddlers thirteen months to three years of age. Common reasons cited for biting are: need for autonomy and control, exploration, teething, striving for attention, frustration, anxiety, mimicking, self-defense and lack of experience interacting with children in a group.

At the first sign of biting, we evaluate the environment and activities at the time of the bite. If warranted, adjustments in the environment, routines or transitions in the classroom may be made.

If a bite occurs, the teacher will first attend to the bitten child by comforting the child and gently cleaning the bitten area with soap and water. Staff will complete an incident report for the bitten child.

The child that has bitten will be removed from the immediate area and closely supervised for a period of time after the incident. We will complete an incident report for the child that has been bitten and discuss the incident with the child's parents. It is important to remember that biting is a developmentally appropriate behavior. For children who continue to bite, more specific intervention will be initiated, including a conference with family and the creation of a behavioral intervention plan. Each case will be assessed on an individual basis.

Staff cannot discuss, with either parent, the identity of the other child involved in the incident, nor can staff discuss the medical history of any child involved in a biting incident with the other parent.

Family Contract Agreement

It is agreed that your child/children will start attending the center on _____.

Your first payment will be due on the first day of attendance each week in the amount of \$_____.

I/We have read and agree with the above statements in the Family Contract.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Director/Assistant Director Signature

Date

Seesaw Information for Families at Creative Kids

We are currently using the Seesaw program here at Creative Kids. This is an app parents can either download to your computer or phone. Seesaw allows the classroom teachers to send and receive messages from parents, it also allows teachers to send pictures to parents throughout the day of different activities your child is doing. You may also receive the newsletter or reminders through the seesaw app. We have found this is a great way for parents and teachers to stay connected.

If you choose to come to Creative Kids, you will receive a code and the information you will need to get connected.

Below are some frequently asked questions about Seesaw. If you have any additional questions about the program please be sure to ask.

Frequently Asked Questions

What can families see? Families can view the work posted in their own child's journal. Families do not see the work of everyone else in the class.

How many family members can connect to a student? 10 family members can connect to each student.

Can family members add another child to their account? Yes, family members can connect up to 10 children. Families adding another child should sign in to their account, tap their profile icon, than choose +Add Child's Journal.

Do you have the family invites in other languages? Yes, from the Seesaw app or website, you can get invites in 10+ common languages.

INTAKE SHEET

Child's Identification Information

Name _____ Nickname _____
Sex _____ Birthdate _____ Name of School, if attending _____

Family Information: Parents or Guardians

Name _____ Address _____ Place of Employment _____ Work Phone _____

_____ Single _____ Married _____ Divorced _____ Separated _____ Foster Parent

Names and ages of other children in the home:

Emergency Contact

Name _____ Address _____ Place of Employment _____ Work Phone _____

Play and Sociability

How does your child get along with other children? _____

His/Her usual playmates are _____ girls _____ boys _____ older _____ younger

What is the usual size of your child's playgroup? _____

Previous group experience other than school: _____ preschool _____ playgroup _____ Sunday school

_____ Other (specify) _____

Personality and Emotional Development

Is your child affectionate? _____ To Whom? _____

Does she/he accept new people easily? _____ Yes _____ No

What are your child's fear? _____

Is your child usually happy? _____ Yes _____ No

What nervous habits does your child have? _____

Discipline

When you find it necessary to discipline your child, which parent usually does this and how?

Infants and Toddlers

Has your child had any feeding problems? _____ Yes _____ No If yes, please explain _____

Have you noticed any allergies or sensitivities to particular foods? _____

What foods are your child eating now?

Fruits _____ Juices _____

Vegetables _____ Meats _____

Cereals _____ Milk (formula) _____

Sleep habits during the day: _____

Does your child have a "fussy" time? When? _____

How do you handle this "fussy" time? _____

Do you have special ways of helping your child go to sleep? If yes, how? _____

Does your child use a pacifier or suck thumb/fingers? _____

Has toilet training been attempted? _____ Yes _____ No What is used at home? _____

Is your child's skin highly sensitive? _____ Yes _____ No What is used at home? _____

How does your child relate to strangers? _____

Is your child frightened by anything? _____

Other Information: Please list some of you child's favorites:

Snacks and Drinks: _____

Games: _____

Other Activities: _____

Please give us any other information you believe will be helpful to us in understanding your child. _____
