

## Welcome to Creative Beginnings Preschool

We are thrilled that you have chosen Creative Beginnings Preschool. The faculty and staff at Creative Beginnings consider it a privilege and joy to serve you and your family during these early stages of your child's life.

This handbook has been written to provide you with general information about our program and administrative policies.

The school is a state-licensed pre-school (#434400346) with the goal of providing opportunities for your child to explore, discover, grow and create. At Creative Beginnings we believe that learning is a lifelong passion that begins its deep roots in early childhood.

Our staff is dedicated to working as a team to provide a positive and stimulating learning environment. All teachers meet state requirements for early childhood education. More importantly, teachers are professional, enthusiastic and caring.

The curriculum is thematic and within this framework provides well-planned experiences and stimulating materials. The preschool is concerned with all aspects of your child's development.

We look forward to sharing the experience in seeing your child grow physically, socially, cognitively and emotionally this year!

Blessing,  
Nelly Tuman  
Director

### **Our Mission**

The primary mission of the creative Beginnings is to live up to its name! Preschool children need a creative, active and stimulating environment. The goal is to provide superior care for children while at the same time giving parents an affordable program.

### **Program**

Creative Beginnings is a year-round school, however we offer two different programs during the year. Our regular School Year program starts from September 1st till June 15th.

Summer Program starts on June 16th and ends on August 31st. Parents have the choice of sending their children for school program and/or the summer program.

### **Admission Policy**

Admission into our program is open to children ages 2 to 6. Applications and enrollment are accepted without regard to race, color, religion, creed, gender or national origin. An initial

registration conference is required in order to complete appropriate forms, discuss policies and procedures of the center, and answer any questions you may have about the program. This conference must be scheduled in advance with the director. Parents are encouraged to bring their child to the conference to participate in activities, meet center staff and other children, and become familiar with the classroom and playground equipment. Most children feel more comfortable in the program having had this initial short visit while the parent is with him or her. Please plan to spend about 45 minutes so you and your child have time to observe and explore in addition to the tour given. Registration form (signed contract) and registration fee with deposit are required at time of registration. All admission forms and required documents long with half of the month as deposit must be completed and paid BEFORE the start date. The remaining of first month's tuition is due on first day of enrollment.

All children, including those presently enrolled must reapply each school year.

### **Enrollment**

Enrollment is on a first-come first-served basis. Priority shall be given to returning families and siblings of current students. There is a \$150.00 non-refundable Registration fee for each Child. This is a one time only fee with continued enrollment (including summer). Enrollment in the program is for one school year. In March of each school year, a letter with new tuition rates will be sent asking parents if they would like to enroll again for the following year.

### **Tuition**

Tuition is due on the 1st of each month, with a four days grace period for payment. No deductions or refunds are made for illness, holidays, vacation, in-service days and any emergency school shut down days. Tuition can be paid in check, direct bill payment or credit card. A \$10.00 per day late fee will be charged on tuition paid after 4<sup>th</sup>. If payment is not paid by 20<sup>th</sup> of month, the parent will be asked not to bring the child to the school the following day. Once balance is paid in full, the student will be allowed to return. We do not send out bills. **IT IS YOUR RESPONSIBILITY TO PAY YOUR ACCOUNT ON TIME.**

All rates are subject to change following a 30 days written notice.

### **Returned Check**

A \$35 service charge will be assessed for returned checks. After two checks have been returned, all future payments must be made by cash or money order.

### **Withdrawal from the Program**

If a child must be withdrawn from school, a minimum of **30 days** notice is required. Without the advanced notice, tuition payment will be required on a pro-rated basis. Creative Beginnings reserves the right to cancel enrollment of any child for unsatisfactory behavior or for medical reasons for which the center does not have the expertise to provide appropriate care. Any unused tuition will be refunded if Creative Beginnings requests that a child be withdrawn.

Children with "Special Needs" will be assessed and referred to the appropriate agency for assistance.

### **Change of Status**

Thirty days notice is required for any change of the status. Although, in most circumstances, change of status/schedule is approved, it is not always guaranteed upon request. We must consider factors of availability, waiting list, ratio, etc. Parents will be notified within 48 hours whether that change is approved or not.

### **Sign In and Out**

Parents are required to sign in upon arrival and sign out at the time of pick-up. When signing in or out, each parent is required with his/her full signature, the child's full name, and the time, in the spaces provided. **This is a monitored requirement of our licensing agency.** There is a \$75.00 fine per occurrences to be levied by Community Care Licensing of California. This fee will be passed on to the parent/guardian for every missed sign in/out occurrence. Children must be escorted by an adult to the child's classroom. Be sure to acknowledge your child's teacher when dropping your child off and picking him/her up at the end of the day.

### **School Hours**

Our school hours are Monday through Friday 7:00am to 6:00pm. Parents must be on time to pick up their children. Late pick ups are hardship for the child and an inconvenience for the staff. In event of an emergency, please contact the school to advise us of your situation. A \$1.00 fee will be charged for every minute period after the 1:00pm/3:30pm/6:00pm pick up times. Payment is to be made in cash at that time to the teacher in charge. Habitual tardiness may be cause for dismissal.

### **Pick-Up authorization**

Only the authorized individuals whose names and information has been added to the "Pick-Up Authorization List" in the child's file will be able to pick up the child. **NO EXCEPTIONS** are made. A teacher in charge of the child during the time of pick -up must recognized individual that is picking up the child. You will be asked to shown an approved photo ID (i.e. driver's license, passport, etc.) to identify if the teacher does not recognize the individual. Please consider and be prepared for this safety procedure if you know you are sending someone to pick up the child for the first time or if it is not the regular individual picking up. ( Minimum age of pick-up person is 18 years old).

### **Early Pick-Up**

If the child must be picked up early for medical appointments or any other personal reasons, the parent/guardian must notify the office and the child's teacher ahead of time. Regular sign out procedures must be followed during early pick-up. Please pick -up before or after naptime. (12:30pm-2:30pm). To preserve the integrity of the program and the child's need it is important

to be on time. Parents/guardians are asked to refrain from being late.

## **Rules of Discipline**

Our policy on discipline is to use praise and positive statements about our children rather than negative statements. We choose redirection as the preferred choice of discipline. The child is redirected toward a more acceptable mode of behavior. If we still have problems, then we will use a step-away from the situation for both the teacher and child to review the problem. Parents will be notified of the problem. In the event of any problem(s) our staff cannot handle or repetitive discipline issues, the school will call the parents to come and get the child. In any case, the school will not tolerate bad language, fighting or any other abusive behavior. This may be grounds for immediate withdrawal from the program. We feel the school and family need to work as a team to help all the children gain control of their behavior. Under no circumstances, corporal punishment will be used as a form of discipline at Creative Beginnings. Please let the school know of any problems your child may have had in the past or is currently having.

State Licensing Agency's Rights (outlined in SDSS Manual CCL-86-95 Section 101195 (b) & (c))

"The department has the authority to interview children, or staff; and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any child (ren), or staff members and for the examination of all records relating to the operation of the facility. The Department of the Licensing Agency shall have the authority to observe the physical condition of the child (ren), including conditions which indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child (ren)." The state also mandates that we report suspicion of child abuse to the proper authorities.

## **Communication**

Open communication is vital to your child's successful experience at the center. We welcome your comments, suggestions and concerns. Several communication channels are established so we encourage you to take advantage of them:

**Director/Teacher:** Staff is available and open to your comments and suggestions. They are there for you and your child so do not hesitate to communicate with them frequently.

## **Parent Center**

This table is used for announcements such as field trips, program schedules, open houses, and meetings. Be sure to check daily for important notices.

## **Folders**

Your child's work or any information or upcoming events will be placed in your child's folder. Check it daily.

## **Cubbies**

Your child's extra clothes will be kept in a basket with his/her name on it. All beddings need to put in a pillowcase. Children may share the cubby so please be respectful to other child's space and do not dominate the whole cubby to your own child. Receipts of tuition payments can be found in the child's cubby.

## **Tuition Box**

Only tuition checks or money orders should also be placed in the tuition box.

## **Suggestion Box**

We welcome any suggestion or comment. We believe a constructive comment can be helpful to improve our school.

## **Teachers' Mail Boxes/Emails**

You can drop a note for your child's teacher in her mailbox or simply e-mail them. Termination, vacation notices, changes in addresses, phone numbers, emergency information and any notes should be placed in Director's mailbox.

## **Parent/Teacher Conferences**

Formal parent/teacher conferences are scheduled in month of February to discuss the child's development and progress based on assessments made by the teacher. Additional conferences may be scheduled as needed during the year. The conference is usually 15-20 minutes long and provides a time for you and the teacher to discuss concerns regarding your child.

## **Newsletter**

Monthly activities will be published through our newsletter and send to you by e-mail.

## **Website**

Our school's website is [www.creativebeginningspreschool.com](http://www.creativebeginningspreschool.com). You can e-mail us through our website.

# Emergency Procedures

## Emergency and Disaster Preparedness

Creative Beginnings has taken the following steps to prepare our students and staff for the eventuality of an emergency or disaster:

- Our Teachers are First aid and CPR Certified and Health and Safety Trained
- We have Scheduled fire and Earthquake drills
- Lockdown Drills are scheduled twice a year
- We have a prepared disaster shed which holds water ,food for each students and staf members for 3 days
- Detailed " Evacuation plan Routes" are clearly posted in each classroom

## Emergency Hospital

The closest hospital to our center that we will use in any case of emergency will be Good Samaritan hospital on 2425 Samaritan Drive San Jose, CA 95124 (408) 559-2011

In any case of major earthquake or other disaster, students may have to be evacuated from their classroom. In case of such evacuation Creative Beginnings staff and children will be directed to Oster Elementry School on 1855 Lencar Way 95124 (408) 8121 or Methodist church on 1919 Gunston Way CA 95124(408) 377-8155

Depending on the magnitude of the incident, the school may be closed until further notice and will be in constant communication with all parents/guardians of the situation.

Students will NOT be released to any individual not listed on the "Emergency Contact Form" that is stated in the child's file. They must show a photo ID (driver's license, passport, etc.) to identify themselves if they are not familiar with the staff. Creative Beginnings Staff will always be the very last to leave the site in any state of emergency or disaster until each child is released.

## Provisions and Emergency Medical Care

Emergency information will be required of all parents. This information is to include phone numbers of parents or guardians, physicians' name and number and emergency contact and all pertinent special needs information (medication, allergies and special needs). Treatment of minor wounds requiring cleansing and a band-aid will take place at the school and a written note will be put in child's cubby. If emergency treatment is required and no one can be reached, the director will contact the paramedics and the child's physician. All emergency care costs incurred will be the responsibility of the child's parents and/or guardians.

Staff members of the preschool are trained in First Aide and CPR through Red Cross.

## Notification of Change

In order to be able to contact parents in case of an emergency, it is important that the school

maintain current and accurate record on each child. This includes address, home, work and cellular phone numbers, work location, names of authorized persons to pick up your child and record of immunizations. It is your responsibility to notify the school of any changes. Failure to do so could result in termination of services.

### **Health Policies**

It is imperative that we safeguard the health of our children and prevent the spread of contagious diseases in our classrooms. It is therefore required that all cases of communicable diseases be reported to the director. An exposure notice will be posted for parents, with signs of illness to watch and precautions. The child's name will not be released.

### **Illness Dismissal**

If a child shows evidence of being ill at school, he/she will be isolated and parents will be contacted immediately. The parents are responsible to pick up the child as soon as possible. In no case should the child be left at school for more than one hour after notification of illness. A child sent home with fever or stomach flu may not return to school the next day. **There must be a 24-hour recovery period.** The school reserves the right to refuse admittance to children who do not appear to be fully recovered. Full tuition is still due if the child is absent from school due to illness. Parents agree that they will cover personal insurance and will cover the cost of any injury that occurs at school under normal circumstances. **The office needs to be notified of the child's absence.**

### **Returning to School**

Children **CAN NOT** return to school after a contagious or serious illness without a physicians' written permission stating they are no longer contagious. Children with chronic sinus infection must be sent to school with a pocket size pack of tissues for the day and a note from their physician must be kept on file stating the chronic illness. When your child returns to class, inform teachers of illness they are recovering from so they may closely monitor their behaviors.



## **Criteria for Child Staying Home**

It is the parents/guardians responsibility to check the child's well-being before bringing them to school. Refer to the list of common symptoms of illness as a guide.

You may not bring your child to school if:

- Your child has a fever with a temperature of 100+/<sup>o</sup>orally or 100 on the forehead.
- If your child has been vomiting or has had diarrhea in the last 24 hours.
- If your child has discolored mucus ( with exception of a physicians note)
- If your child is listless or showing signs of illness (coughing, sneezing, etc.)
- If your child is having a difficult time comprehending their surroundings.
- If your child has an ear infection.
- If your child has meningitis or any forms of it.
- If your child has a sore throat.

## **Administering Medicine**

We prefer that parents administer medication to their children. However, if a child's medication schedule requires medicine to be administered while at the school, we will do so following specific guideline. Parents must complete a Medications Consent Form. Prescriptions must be in their original packaging and labeled with your child's name and dosing instructions.

Over the counter medications can be given according to the dose, schedule and instructions on the package. Otherwise, we need a doctor's note with dosing instructions. Please note that medications are kept in a lock box in the refrigerator and may not be placed in cubbies or lunch boxes. Children with severe allergies requiring Epi-Pen , must be provided with an (non-expired) Epi-Pen. All medications and Epi-pens must have a prescription label clearly stating the child's name and must be stored in the "Medication Box". You must indicate special instructions to an Office Administrator to help us effectively administer the medication.

## **Required Immunizations**

Up to date immunizations are required as per State requirements. All students must have taken a TB test within one year of enrollment or have their pediatrician complete the TB Risk Assessment form. Proof is required prior to attendance including a stamp of authenticity from the doctor's office.

## **Head Lice Policy**

Head lice are a common exposure in human beings since recorded time. After a parent/guardian or CB staff notifies the office of a child's exposure to head lice, the following procedures will take place:

Day one: - A follow up head lice check of the exposed child before permitting into the center.  
-We have a no nit policy. All nits (eggs)have to removed before returning to school.

-Second general head lice check of all CB staff and students after 24 hours.  
10 Days later - A general head lice check of all CB staff and students.

## **Contagious Diseases**

The state requires a physician's certification of good health prior to acceptance. Health regulations require that you notify Creative Beginnings immediately of any contagious diseases or serious illness in the family.

DO NOT bring your child to school if they have the following contagious diseases:

- HINI (Influenza, also commonly known as the flu)
- Dysentery (Severe Diarrhea)
- Hands, Food and Mouth Disease
- Pink Eye (mucus discharge from the eye)
- Fifth's Disease
- Chicken Pox
- Measles
- Mumps
- Head Lice/nits

## **Exposure Notices**

Parents / Guardians are required to notify school immediately if their child is diagnosed with a contagious illness or disease (as above). All parents will be notified through email with an "Exposure Notice" if a child may have been exposed to a contagious disease and a notice will be posted on front door. Children exhibiting symptoms of having had the illness may be sent home and may not return without a physicians note stating they are not contagious.

## **Accident Reports**

All accidents are reported daily and the parent of the child will receive a thorough written report. First-aid is administered to the child if needed.

## **Incident Reports**

Any incident, which results in an injury and/or chronic disciplinary problem, will be recorded as an incident report. For any type of incident involving the child's head, even if minor, parents will be called immediately.

## Insurance

Creative Beginnings Preschool is an insured facility but does not provide personal insurance for each individual. Medical and/or dental insurance is therefore provided by the parents insurance for their child.

Holidays			
We are closed on the following days:			
• Presidents Day	• Memorial Day	• Fourth of July	• Martin Luther King, Jr. Day
• Labor Day	• Thanksgiving Day (Thurs & Fri)	• Dec. 24-Jan. 1 (Winter Holiday)	

The center also closes for one week in August for in-service days; parents are notified 30 days in advance of the in-service days.

## Lesson Plans

Parents will receive lesson plans weekly by e-mails or the posted lesson plans. The purpose of the lesson plans is to keep parents informed of classroom activities and to encourage discussion of classroom activities at home.

## Photo/Video sharing

Creative Beginnings posts children pictures on our website as well as publication materials. **Parents acknowledge that they are informed and are granting permission to Creative Beginnings for publication of their child's picture.**

## Birthdays

Creative Beginnings desires to instill habits of good stewardship of our bodies including teaching healthy eating. To support our efforts, we ask that treats are not brought for birthday celebrations. Every month, we will hold one birthday celebration for all the birthdays of that month. Those celebrating their birthday that month will be honored and each of them will be given a special snack. On the child's actual birthday, they will wear a special birthday hat provided by school. In addition, we ask parents to donate a special book to the school on their child's birthday which will be shared and enjoyed by everyone. Please put a picture of your child and a written dedication inside the book.

If you are inviting any class members to your child's outside birthday party, we ask that you give the invitations to child's teacher to be put in children's folder in order to avoid causing hurt feelings.

## Cellular Phone

Creative Beginnings is a free cell zone. Please refrain from using mobile phones during arrival and departure.

## Share Day (Show and Tell)

The school feels "Show and Tell" is an important part of the curriculum. It gives the preschooler experience being the focus of a peer group while offering others a chance to listen to peers. Items related to the lesson plan are especially appropriate. Please bring non-breakable items for sharing, and label them with your child's name. **No toy weapons will be accepted for sharing.** Fragile toys are not permitted from home as children get very upset if their toy gets lost or broken. The following are exceptions to this rule: a stuffed animal for nap time. **Share day is on Wednesdays.**

## Napping and Rest Period

Nap/Rest times are provided every day in the Full Day program ONLY. Children are encouraged to rest quietly with music in the background. For children who cannot sleep, individual quiet activities are provided.

Each child will need a sheet, blanket and small pillow (all to be put in a pillow case), which are transported to and from home. Napping items are to be taken home at the end of each week, laundered and returned at the beginning of each week.

## Potty Training

Each child must provide their own supply of "Diapers"/ "Pull -Ups" and baby wipes for the week, which will be stored in the children's bathroom. As children are in the potty training process, they should wear clothing that can be easily removed, such as elastic bands. Avoid belts, "Onesies," etc.

All children are given the opportunity to go to the bathroom every 45 minutes or as needed and are changed every hour. Teachers keep records on the "potty chart" and will inform the parent/guardian of the progress of their child's success.

## Extra Clothing

Two sets of clothes must always be kept in a plastic bag in the child's basket. For the hesitant learner /non-potty trained children, please bring three sets of change of clothes. Please include tops (shirts/blouses), bottoms (shorts/pants), underwear, socks, etc.

## Labeling/Lost and Found

All students' possessions, including jackets, hats, bags, etc.; **MUST** be labeled with their name. This makes it easier for the school to return precious items to the rightful owners.

Many times , children have identical articles of clothing ,so this will help distinguish what belongs to whom.

The school does not assume responsibility for lost toys and clothing; however, teachers try

their best to see that personal property brought into the classrooms find its way home. Please do not send any jewelry, money, breakable or valuable items to school.

The school will keep a lost and found bin during school year. All unclaimed clothing will be donated to charity.

### **Visitation**

Parents are welcome to visit our school at any time. We have open door policy. We also welcome parents who wish to volunteer. We create a homelike atmosphere for children.

Throughout the school year, we offer a variety of special events and celebrations that you and your family are invited to attend.

In addition, if you have special skills, trade or talent that you would like to share with our friends at school, please let us know.

### **Dressing for School**

Students should come to school in washable play clothes that can be worn without fear of being stained or soiled during art experience. Smocks are provided but do not guarantee that clothes won't come in contact with paint and other art applications.

Please send in an extra change of clothes in case there is a need to change soiled clothing.

It is important to label all garments that the child wears at school. Teachers cannot keep track of all the clothing especially if there are identical items.

Sensible shoes are recommended. Open-toe sandals and flip-flops are **not** allowed at school. All shoes must have a strap or a back on them.

### **Chewing Gums**

Students may not chew gum anywhere at school at any time.

## Observing in the Classroom

Parents are welcome to observe in the classrooms. Please make arrangements with the director before the visiting date. Parents should allow their child at least 4 weeks in the program before observing. Siblings are welcomed to observe with parents as long as they do not distract the normal classroom routine. Parents are responsible for the sibling's behavior.

## Snacks

School will provide two nutrition snacks during the day. Monthly snack menu is posted on parents bulletin board. School requires all snacks to be store bought. Homemade treats will not be accepted.

If a child has an allergy or food preference outside of our menu, please feel free to bring substitute items to be stored in the kitchen cabinets or in the refrigerator.

Please read packaging to make sure the treat items do not contain nuts. If a child cannot drink or eat our snack because of allergies or other requirements of the parents, they need to bring their own snack from home.

## Lunch

If your child is here for lunch, bring his/her lunch box with an ice pack. Our teachers are happy to heat up dishes as needed. **Label containers and lids.**

All heat up lunches needs to be put on kitchen's shelf.

Please do not pack any Candies or chocolate in lunch boxes.

## Sunscreen

All parents/ guardians are responsible to make sure their child is prepared for outdoor play, especially in hot weather conditions. Apply sunscreen to your child prior to their scheduled drop off time. All children must have their own roll-on sun block stick with their name clearly labeled on it, which will be kept in school's Sunscreen basket. Parents acknowledge that staff may apply the sunscreen they have provided on their child as needed. We recommend that all children bring a cap or hat to protect them from the sun.

## Pets

Pets are not allowed inside the school as children might be allergic to them.

## Safety

Drive slowly and carefully for safety and to preserve our relationship with neighbors.

Please do not leave car running when picking up your child. No unsupervised children are allowed in our parking lot. Smoking is prohibited on center premises.

## **Parking**

Parents are required to park in an appropriate parking place. If you are planning to spend sometime at school, we ask you to park on the street. Parents are not allowed to park on the driveway and block other cars. Please avoid any social gathering on our parking lot.

## **Holidays Gifts**

Parents may choose to give gift cards to their child's teacher for holidays or birthdays only.

## **Donation**

Creative Beginnings gratefully accepts donations (toys, books, clothes, etc.) if the school has a need. Donations must be in good condition. Please contact director to arrange donation.

## **Field Trips**

Field trips are an integral part of our program and your child is expected to participate in them. You will be notified in advance each field trip involving vehicle transportation and asked to sign permission slip before the day or the field trip. All children are required to wear School's green T-shirt on all field trips. Children will ride in School's van. If we need additional help with transportation we will notify the parents. Parents are always welcomed to help with field trips. Younger siblings are welcomed on field trips as long as the parent(s) can supervise them. Some trips are not appropriate for young toddlers or infants. If a parent/guardian chooses for their child not to attend the field trip, necessary arrangements will be made for the child to stay at preschool.