



*Creative
Learning
Center*

Parent Handbook

“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these”

Mark 10:14

Table of Contents

1. Philosophy	4
2. Mission	5
3. Admission Requirements	6
4. Hours of Operation	6
5. Holidays	6
6. Center Breaks	6
7. Modified Hours	6
8. Parent Access	6
9. Adjustment	7
10. Arrival/Departure	7
11. Drop-off Policy	7
12. Pick-up Policy	7
13. Late Pick-up Policy	7
14. Custody Issues	7
15. Child Abuse Reporting Requirements	8
16. Payment of Fees	8
17. Registration Fee	8
18. Tuition	8
19. Late Fee	8
20. Bank Fees	8
21. Potty Training Fee	9
22. Payment Procedures	9
23. Termination of Services	9
24. Enrollment	9
25. Enrollment Records	10
26. Data Privacy	10
27. Absences/Tardiness	10
28. Health & Safety	10
29. Communicable Diseases	10
30. Medical Emergencies	11
31. Immunizations	11
32. Medications	11
33. Allergy Policy	12
34. Change of Clothing	12
35. Diapers	12
36. Outdoor Play	12
37. Nutrition	13
38. Naptime	13
39. Curriculum	13
40. Program Description	14
41. Conferences	14
42. Staff Cell Phones	14
43. Communication	14
44. Discipline	15

45. Biting Policy	16
46. Emergency Drills/Evacuation	16
47. Center Emergencies	16
48. Emergencies	16
49. Pandemics	16
50. Inclement Weather	17
51. Field Trips	17
52. Photographs	17
53. Babysitting Notice	17
54. Birthdays	17
55. Toys from Home	18
56. Licensing	18
57. Insurance	18
<i>Appendix A</i>	19
<i>Appendix B</i>	20
<i>Appendix C</i>	22

Childcare Regulations Summary for Parents

First Baptist Church Starkville
Creative Learning Center
106 E. Lampkin Street
Starkville, MS 39759
(Phone) 662-323-0111 (Fax) 660-268-7804
Email: rfarr@fbcestarkville.com

The Creative Learning Center (CLC) is a non-profit organization and a ministry of First Baptist Church Starkville and does not discriminate in providing services to children or their families based on religion, national origin, cultural heritage, race, gender, political beliefs, sexual orientation, marital status, or disability in its admissions or hiring practices.

Creative Learning Center Philosophy

Our hopes and vision for the center is that children would KNOW God in a personal way, that they would GROW strong developmentally in all areas (spiritual, physical, emotional, social, language and cognitive), and they would be able to SHOW this knowledge and growth in their daily lives.

It is at the heart of our vision to offer a program that addresses the whole child. The mission of our childcare center is to provide a safe, loving, and encouraging environment that not only meets children's developmental and academic needs, but also their spiritual needs.

Children love to play, and we believe God created them this way. We feel play, both directed and undirected is a critical component of learning. Play helps children learn new concepts and critical thinking skills in a natural, fun way. It is our mission to instill confidence, self-worth, and Christian morals in every child. The center will provide both an academic and faith-based curriculum taught by teachers with an emphasis on creative learning.

Through preschool play, cognitive development is nurtured and enhanced. Play also plays a large part in enhancing children's school readiness. We believe it is up to our teachers to offer the ideas, equipment, environment, and guidance which allow children to learn and explore.

Additionally, we feel children progress at an individual pace, and it is our staff's responsibility to design learning activities to foster individual development.

Creative Learning Center Mission

The Creative Learning Center is a ministry of First Baptist Church. The Church provides our leaders who exercise oversight on all policies and procedures. First Baptist Church insists our Center provide a quality preschool program with developmentally appropriate learning experiences in the context of a nurturing Bible-centered Christian environment.

We believe that:

- Each child is a unique creation of God.
- Children learn best about the world through direct exploration and hands-on discovery
- Families are a child's first and most influential teacher

Everything we do is intended to:

- Honor God
- Nurture children
- Support families
- Hope for the day your child accepts the Gospel of Jesus Christ

We will use the B.E.S.T. practices in all our activities – **B**elieving in one another, **E**ncouraging one another, **S**haring with one another, and **T**rusting one another. This applies to every relationship we encounter – Teacher to Teacher, Teacher to Child, Teacher to Parent and Child to Child.

Creative Learning Center Policies and Procedures

Creative Learning Center reserves the right to add, update, or change policies at any time.

Admission Requirements

Childcare services are offered to infants, once they have received their first set of immunizations through age four. Each child must have completed enrollment forms and a current MS 121 Immunization Record at time of enrollment.

Hours of Operation

The Center's hours of operation are 7:30am to 5:30pm Monday through Friday.

Holidays

Each student will receive a copy of the School Holiday/Closing Schedule and it will also be posted on the CLC website. The tuition rate remains the same for holidays. Please refer to *Appendix A* for more information about our School Holiday/Closing Schedule.

Center Breaks

The Center will also close for Christmas and New Year's Break. The Center will be open the week before Christmas, but with modified hours to allow for the loss of afternoon staff. The tuition rate remains the same for breaks.

Modified Hours

Throughout the year, the Center may need to operate on modified hours to allow for the loss of afternoon staff. Modified hours are 7:30am-3:30pm. A list of scheduled modified hours will be included of the School Holiday/Closing Schedule. There will not be a credit issued for scheduled modified hours. If the Center must modify hours for times other than listed, a \$10 credit per day may be applied to days that require a modified schedule.

Parental Access

Parents/guardians of an enrolled child shall, at any time the child is in attendance, be permitted access to all childcare areas of the Center, unless under state or federal guidelines in cases of pandemics or other widespread illnesses and shall make his or her presence known to Center personnel prior to removing the child from the Center.

Adjustment

Most children make a better adjustment if parents, during their first days, will bring them to the Center, assure them they will return later and leave promptly. The longer a parent lingers in the mornings, the more difficult the parent's departure becomes for the children.

Arrival/Departure

Please park in designated parking spaces when you come in to drop off or pick up your child. It is required by the Mississippi State Department of Health to have all parents sign their children in and out upon their arrival and departure to/from our childcare program. Each parent must walk their child to their classroom and sign them in, and in the afternoons, they must be signed out. **The person signing in and out must be 18 years of age or older and on the list of authorized persons that have been designated to pick them up.** Please remember to pick up pertinent paperwork, artwork, or possible soiled clothes as you sign them out.

Drop Off Policy

Children should arrive and be in their assigned rooms prior to 9:00am. This helps to keep the child and their class on schedule each day with limited interruptions. ***Children arriving after 9:00am, must have a doctor/dental excuse in hand at time of drop off to be permitted to stay.*** Please present your excuse to the Director or office staff upon arrival.

Pick-Up Policy

For those other than the parent/guardian or those designated by the parent/guardian to pick up a child, written parental permission and a photo-ID must be presented by the person picking up the child.

Late Pick-Up Policy

A late fee pick-up of \$10.00 per child will be charged for pick-up after 5:30pm. The late fee will be added to your monthly statement. It is especially important to pick children up on time or in the event of an emergency, to contact the Center. Please make sure all home, work and emergency phone numbers are correct.

Custody Issues

Staff members cannot prohibit a parent who is listed on the enrollment application, from picking up a child. If you provide the Center with a copy of a legal notice to have on file, staff will refuse to release the child. If the parent demands the child's release, staff will try to dissuade the parent and contact you. If the unauthorized parent physically takes the child, the Center staff will not be held legally liable to physically withhold the child but will contact you and the authorities immediately. This policy applies only for legal guardianship and only if a legal notice is in the child's file.

Child Abuse Reporting Requirements

Individuals working with children are mandated reporters and are required by [MS Code Section 43-21-353](#) to report cases to appropriate state authorities if they have reasonable cause to believe or suspect a child is suffering from neglect or is in danger of abuse or neglect. The appropriate child protective agency will determine appropriate action and may investigate. The Center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. Our concern is always the protection of the child.

Payment of Fees

Payment policies and fees are subject to change at the discretion of the CLC Committee. The CLC reserves the right to discontinue service to any family when in the best interest of the child or the Center. Please carefully read the following information about tuition and delinquent fees.

Registration Fee

All Students \$200 due at time of enrollment

Tuition

All Students \$650 monthly

It is required that each family financially support the space guaranteed for your child. **Tuition is not reduced for absences due to illness, accident, inclement weather, holidays, or vacations.**

Tuition payments are due monthly or bi-monthly. ***Children will not be allowed to attend if your account is two weeks past due.*** If tuition is one month past due, the child's place in the program may be forfeited.

As a courtesy, a two-week notice of withdrawing from the Center is requested in writing and delivered to the Director. No refunds will be issued for partial month withdrawals.

Late Fee

Monthly Payments:	Payments received after the 1 st	\$25.00
Bi-Monthly Payments:	Payments received after the 1 st	\$25.00
	and	
	Payments received after the 15 th	\$25.00

Bank Fees

A \$30.00 bank fee will be added to your account for payments returned for insufficient funds.

Potty Training Fee

If a child is not potty trained by age three, a \$25.00 weekly fee will be added to the regular tuition until the child is trained. We define potty training as two (2) or less accidents per week and in regular underwear throughout the entire day.

Payment Procedures

Tuition may be paid monthly or bi-monthly. Parents may set up their payment option on the Brightwheel App. Monthly payments are due on the 1st of each month and bi-monthly payments are due on the 1st and 15th. The preferred methods of payment are through the Brightwheel App and checks. However, if a cash payment must be made, it must be made in person, with exact change and in the CLC office. If you do not receive a receipt, please request one – this is your proof of payment.

Termination of Services

The Creative Learning Center reserves the right to terminate childcare services if:

1. Tuition is not paid timely
2. Policies & Procedures are not followed
3. Parent/guardian is not supportive in addressing behavioral problems, i.e., biting, inappropriate language, hitting or other forms of hurtful actions toward another child or staff member
4. Immunizations are not kept current
5. If a parent/guardian is abusive or disruptive to any staff member
6. Excessive tardiness at drop-off and pick-up times
7. Child's needs exceeding staff qualifications
8. Irreconcilable differences

Enrollment

Request for enrollment in the program may be made year-round using the waiting list. Children are enrolled in classes based on their age as of September 1 of the school year. We ask that parents do not make teacher requests. Our goal is to make classroom placements that are beneficial to each child. Enrollment priority is given in the following order:

- Currently enrolled families of the Creative Learning Center
- Members of First Baptist Church Starkville
- Child of an employee

Current families may enroll for the upcoming school year during the month of March each year. A non-refundable Registration Fee of \$200 per child will be due at time of registration to secure your child's space. Considerations may be used when making class assignments: balancing boy/girl ratios, blending of ages by class, and grouping recommendations by previous teachers.

Enrollment Records

Parents are responsible to keep their child's health records current to reflect any significant changes as they occur, (i.e., telephone numbers, work location(s), emergency contacts, child's physician, child's health status, infant feeding plans and immunization record). All information is considered confidential.

Data Privacy

The only persons permitted to see a child's records (name, address, phone, health information, emergency information, etc.) will be the parent or legal guardian, childcare employees, and the state licensing examiner.

Information will not be given to others without parent or legal guardian written consent. It is the policy of this program not to disclose the names of children who may have caused injuries to other children while at the program. This is a safeguard for each family's data privacy. We will not verify a child's enrollment to anyone via the telephone and without written parental consent.

Absence/Tardiness

Please call the CLC office or notify us through the Brightwheel App by 9:00 a.m. if your child will be absent due to illness or when he/she will be out more than 2 days. We ask that you **please report communicable diseases immediately!** There is no refund for absences.

Health & Safety

The Creative Learning Center makes every effort to ensure that the center is a safe and healthy environment for every child. If a child becomes ill or is injured at CLC, the parent will be contacted. If the parent cannot be contacted, the child will be isolated and cared for until the parent arrives. **Sick children should be picked up within one hour of being contacted.** In an emergency, the emergency numbers provided by parents on the enrollment form will be called. Please refer to *Appendix B* for more information.

We ask that you keep your child at home when he/she is sick or has been sick within the last 24 hours.

Communicable Diseases

Parents of the affected classroom(s) will be notified on the Brightwheel App if a communicable disease is introduced into the Center.

Medical Emergencies

A severely injured or ill child will be taken by ambulance to the nearest hospital unless emergency personnel transport to another facility or the Emergency Medical Treatment Consent states a hospital preference. Center personnel shall not impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. Parents and/or emergency contacts will be notified immediately.

Immunizations

Immunization records must be updated regularly. All new children must submit the required certificate at time of enrollment. Immunizations can be administered by a physician or at the County Health Department. The state required certificate, MS Form 121, which shows the month and date of next immunization, is the only record we accept.

You will be notified in writing prior to the expiration date of your child's record. According to the State Health Department you have fourteen calendar days from the expiration date to update your child's record. Failure to provide an updated record may result in termination of childcare services.

Medications

Parents may come and administer medication to their child during the day. Except for first aid or as authorized under Mississippi law, personnel shall not dispense prescription or non-prescription medications to a child without specific written authorization from the child's physician or parent. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent. Written authorization to dispense medications shall be limited to one week unless otherwise prescribed by a physician or authorized under Mississippi law. Medication shall only be dispensed out of its original container which must be labeled with the child's name or as authorized under Mississippi law. If more than one medication must be dispensed, separate forms must be completed. Medications, whether prescribed or non-prescribed will not be dispensed on an "as needed" basis. Parents will be notified immediately of any noticeable adverse reactions to medications.

A signed liability release form must be on file for the child prior to medication being dispensed. Medication may not be kept in a child's backpack, diaper bag, or cubbies. Emergency use of Epi-pens and asthma inhalers will be addressed with families who have children with allergies or breathing issues.

Allergy Policy

Information about substances to which your child is allergic should be written on the enrollment form. Please report, in writing, any changes or added information. If your child has an allergy that may require the use of an Epi-pen or other allergy medication, a form must be completed by your child's physician. An Epi-pen and any necessary medication is required to be always kept at the Center. If your child should require the use of the Epi-pen while in attendance, the following steps will be taken:

1. The Epi-pen would be injected by a staff member.
2. 911 would be called after the Epi-pen is injected.
3. The parent or guardian would then be contacted with further information.

Change of Clothing

Each child must have at least one emergency change of clothing (which includes underwear, pants, shirt & socks) which remains at the Center. All clothing should be labeled. The center does not accept responsibility for lost or damaged clothing. Children should wear play clothing because they will be involved in indoor/outdoor play, painting, etc. Children must also wear tennis shoes or shoes with straps; **flip flops are not permitted**. You will be contacted to bring your child clothing, if needed.

Diapers

Parents must supply disposable diapers and wet wipes for all children in diapers. Staff may bring to a parent's attention when they feel a child is ready for potty training; or the parent may discuss this with staff when they feel their child is ready. The Center is ready to cooperate with parents to accomplish this goal. Parents are asked to supply disposable pull-ups and additional clothing during this time.

Outdoor Play

The children are expected to play outdoors daily, weather permitting. Our feeling is that, if your child is well enough to be in the program, he/she is well enough to play outdoors. The fresh air and the exercise are something that each child needs daily for general well-being and healthy development.

We will not take the children outdoors in inclement weather, based on the judgment of the Director. Children will not go outside if it is below 40 degrees or feels like 40 or below or the temperature is 90 degrees or feels like 90 or above. We ask for appropriate clothing to be sent to school with your child each day. Non-aerosol sunscreen and insect repellent must be labeled with the child's full name and will only be used on that child.

Nutrition

Following MSDH guidelines, breakfast, lunch, and two afternoon snacks are provided. We offer a variety of nutritional foods. Please do not send any type of food item without speaking with the CLC Director first. **State regulations prohibit bringing food into the school unless it is for a special event.** Food allergies or diet restrictions should be noted on the Enrollment Form. These special dietary needs will be discussed with the CLC Director and teacher and posted in the classroom and kitchen area.

Licensing also prohibits any substitution of food or drink unless there is documentation by a physician on file stating that there needs to be an accommodation due to an allergy or special need. If there is documentation, the parent will be required to provide the substitute that is a nutritional equivalent food/drink item.

Nap Time

According to the Mississippi Department of Health, infants may not be placed in cribs on their stomachs unless there is a medical condition that specifies such. There must be written documentation from a physician addressing any condition that warrants this.

The U.S. Public Health Department and the American Academy of Pediatrics strongly recommends that infants be put to sleep on their backs to reduce the chance of sudden infant death syndrome (SIDS). Therefore, all infants who sleep in a crib will be put to sleep on their backs.

Infants will have rest periods as their individual schedule indicates or as needed.

All toddlers and preschoolers will be expected to rest and/or sleep from shortly after lunch until about 2:00 p.m. each day. Except in emergency, please do not pick up your child during this time because it may disturb the other children who are resting.

Curriculum

The Creative Learning Center utilizes a curriculum which combines Christian values with developmental activities that are consistent with the program's goals and objectives. We at the Creative Learning Center believe that Christ reveals Himself to others through us and our actions. We strive to provide an atmosphere whereby Christ's love through us is revealed to children and their parents. We celebrate and discuss the meaning of Christian holidays, read Bible stories, have blessings before we eat and discuss God and His love as it relates to the needs of our children. We also use the Early Learning Guidelines for Infants and Toddlers and Threes and Fours. A checklist of benchmarks showing your child's progress will be distributed to parents at least twice a year.

Program Description

Infants and Toddlers

Infant's individual needs are met for sleep, feeding and loving care. Licensing prohibits caregivers to place infants on their stomachs until they can roll over without help. As they get older, we work to get them on a schedule. The staff's primary goal is to help them develop a sense of trust and pleasure in the relationship with their caregivers. Formula and baby foods are to be provided by the parents. The staff to infant ratio is 1:5.

A scheduled day is planned indoors and outdoors (when weather permits) for toddlers. Age-appropriate activities foster the growth of each toddler's self-help skills, language development, social awareness and positive, non-aggressive problem solving. The children are fed breakfast, lunch and two snacks each day. Naptime is scheduled for all children during the afternoon. The staff to child ratio is 1:9 for toddlers.

Preschoolers 2 years – 4 years

Activities of social, motor, language, cognitive and sensory experiences are planned for the children through their units of study each week. They include large and small group activities for the day, music experiences, storytelling, finger plays, arts and crafts, and outdoor play. The children are fed breakfast, lunch and two snacks each day. Naptime is scheduled for all children during the afternoon. The staff to child ratio is 1:10 for two-year olds, 1:12 for three-year olds and 1:12 for four-year olds.

Conferences

Please schedule a conference if a discussion with the Director or teacher is needed.

Staff Cell Phones

To limit distractions and provide the safest environment for your child, the staff do not have personal cell phones in the classroom. We ask if you would like to check on your child, please contact the office by phone or through the Brightwheel App.

Communication

A log of your child's day is maintained and updated through the Brightwheel App. These updates will be entered as time allows, typically during naptime and before the end of the day. Written reports will also be sent home in cases of accidents, special events that happen, or unusual problems that occur. Teachers are always expected to communicate orally to parents concerning their child. A crisis at home affects your child's behavior at school. Please share with your child's teacher and director the joyous happenings, upsetting experiences or significant changes at home which may affect your child. Let the teacher know what a child has been told about an impending birth, serious illness, adoption, or a recent death, so any conversation held with the child can be conducted more intelligently. Please check your child's cubby/locker in his/her classroom for daily notes and child's work.

Discipline

Our goal is to guide each child with love, trust, understanding, and acceptance and care to redirect him/her and bring their actions under control. Staff will remove a child behaving inappropriately from the situation. The Creative Learning Center recognizes the distinction between discipline and punishment. Punishment involves the infliction of pain, either physical or mental, and is not allowed in this program. Discipline is the external tool to help children develop internal control. One of the goals of discipline is to help children develop tools to problem solve. Young children learn by experimenting, testing limits, and experiencing the consequences of their behavior.

In the process of setting and enforcing limits, our teachers assist the children in developing self-control and respect for the rights and property of others. Children need to learn the rules of getting along in a group and adults need to balance the need for individual rights and self-expression with the need of the group.

Our staff is trained to help your child, by word and example, to realize that the following actions are not desirable behavior: hitting or harming other children, adults, or property; teasing or name calling; and leaving the group without accompaniment by a staff person or parent. Children are not expected to immediately understand or immediately comply with all the rules. Rather, they are reminded or redirected.

Guidance and discipline techniques that will not be used with the children include:

The State regulations regarding discipline states that neither verbal or corporal punishment, nor total isolation is to be used as discipline measures. *Verbal punishment* is defined as humiliating, frightening, degrading a child, or name-calling, etc. *Corporal punishment* is defined as the use of physical force as a disciplinary measure. This includes, but is not limited to spanking, slapping, shaking, pulling of hair and so forth. *Isolation* refers to placing the child in a room or in the hallway alone without direct adult supervision.

Should a child's daily behavior become severe enough to interfere with his/her ability to function in the classroom, the following steps will be taken:

- A conference will be scheduled to discuss the behavior. The parent, director, and teacher will work together to develop a plan of guidance and the parents will sign the agreement developed from the conference.
- Parent may be required to pick up their child from the center if the undesirable behavior becomes harmful to their child or others, or if the problem is detrimental to the atmosphere of the classroom.
- In severe cases when the options listed above do not improve the undesired behavior, the Director and committee members have the authority to permanently remove the child from the center.

Biting Policy

Children who become chronic biters and do not show improvement must be strictly evaluated and documented. Please refer to *Appendix C* for more information about our biting policy.

Emergency Drills/Evacuation

Emergency plans for fires and tornadoes (or dangerous thunderstorms) are posted in each room. Practice drills are held monthly. The practice drills help the children and staff members become familiar with these safety procedures.

Crisis Management Plan- All staff and students have been trained to follow the CLC Crisis Management Plan to secure a safe environment. A copy of the plan may be reviewed in the CLC office.

Please Note: If an emergency occurs and evacuation is necessary, all children will be transported by church vans, CLC and First Baptist Church staff vehicles and any parent's vehicles available. Our relocation sites include FBC Starkville Warehouse, Starkville Academy located at 505 Academy Road (323-7814) and The Discovery Center located at 1504 S. Louisville Street (324-4155). Each parent will be notified by emergency contact information as to which relocation site was used so that they may come and pick up their child.

Center Emergencies

In the case of loss of power, water or gas expected to last over 2 hours, parents/guardians will be contacted to pick up their children within one hour of parent contact. It is especially important to pick children up on time or in the event of an emergency, to contact the Center. Make sure all home, work, and emergency phone numbers are correct.

Emergencies

If civil defense or other government officials (including SOCSO) announce local public closings due to inclement weather or other emergencies, children must be picked up within one hour of media announcements or telephone notifications. It is especially important to pick children up on time or in the event of an emergency, to contact the Center. Make sure all home, work and emergency phone numbers are correct.

Pandemics

If the state forces a closure for an extended period (one week or longer), 50% of your normal weekly tuition will still be due to retain a spot for your child. If the Center closes for an extended period (one week or longer) for any type of pandemic or widespread illness, your normal weekly tuition will still be due for the first week and 50% of your normal weekly tuition will be due for the second week to retain your spot.

Inclement Weather

During winter months especially, it is sometimes necessary to close the Center due to snow or icy roads. The decision to close for any weather-related event is based on the SOCSO. We will send a message through our current communication method Brightwheel and post a message on our website if we close or must delay opening. Our rate will remain the same if the Center is closed for inclement weather.

Field Trips

Field trips may be scheduled at the discretion of the Pre-K Four teacher with approval from the Director. For a child to attend a field trip, his/her parent or guardian MUST provide transportation and attend the outing.

Photographs

Children are photographed only with written permission from parents. From time to time, CLC, parents, and others take photographs or videotapes of children in connection with class projects, church programs, promotional materials, newspaper articles about the center, and the like.

Materials or items may be used in production of any church programs or productions, marketing materials, newsletters, websites, videotapes, and any other advertisements or promotions that CLC may decide to develop, now or in the future. Although it is not possible to ensure that a child will never be photographed or videotaped, particularly from a distance, CLC will make reasonable efforts to respect the wishes of parents who prefer that their children not be included in an individually identifiable way in such materials. Permission statements are provided on the enrollment form when a child enters the program.

Babysitting Notice

While the Creative Learning Center does not prevent or limit the ability of its staff from working as babysitters at times when they are not on duty, the Center does not endorse or govern those services, and it will not recommend or release names or phone numbers of staff for babysitting purposes.

Birthdays

If any parent wishes to celebrate their child's birthday, they should contact the teacher ahead of time. Per MSDH Licensing, your child's teacher will schedule 1 day a month for celebrations. All children with birthdays during that month will celebrate on that day. Your child's teacher will need to approve any food brought in due to allergies that may be present in the room. Your child may share party cookies or simple (very little icing) cupcakes and a drink with the other children. Invitations to private parties after school hours may be distributed in the classroom only if each child receives an invitation. No deliveries of flowers, balloons, or other items for children should be made to the Center.

Toys/Personal Items from Home

Bringing toys or personal items from home is discouraged and can be disruptive to your child's day. Items may be easily lost, broken, or could pose a choking hazard. We ask that parents take any toys, stuffed animals or blankets, jewelry (real or costume), dress-up or costumes, etc. with them after drop-off.

Licensing

Creative Learning Center is licensed by the Mississippi State Department of Health, Division of Childcare and Special Licensure. The purpose of licensure is to protect and promote the health and safety of children by requiring that minimum standards be met in childcare facilities. A licensing manual is in the CLC office and is available for review at any time. The licensing official responsible for our inspection can be reached at 866-489-8734.

Insurance

The CLC carries a supplemental accident insurance policy for your child. This plan is designed to cover eligible expenses that are not reimbursed after your other insurer(s) have made payment.

Appendix A

Creative Learning Center 2024 School Holiday Schedule

January 1, 2024	New Year's Day
<i>January 2</i>	<i>1st Day of Spring Semester</i>
January 15	Martin Luther King Jr.
March 29	Good Friday
May 27	Memorial Day
July 4-5	Independence Day
July 29-31	Staff Development
<i>August 1</i>	<i>First Day of Fall Semester</i>
September 2	Labor Day
October 11	Fall Break
November 27-29	Thanksgiving Holidays
December 23-January 1, 2025	Christmas & New Year's

NOTE: (Dates and times are subject to change)

- We are open Spring Break Week, with modified hours to allow for the loss of afternoon staff. March 11-15, 2024 our hours will be 7:30-3:30.
- We will have modified hours to allow for the loss of afternoon staff on October 10, 2024. Our hours will be 7:30-3:30.
- We are open Monday & Tuesday before Thanksgiving, with modified hours to allow for the loss of afternoon staff. November 25-26 our hours will be 7:30-3:30.
- We are open the week before Christmas, with modified hours to allow for the loss of afternoon staff. December 16-20 our hours will be 7:30-3:30.

APPENDIX B

Sick Child Policy

Children attending CLC should be free of known infectious diseases. Behavioral characteristics of children make for easy transmission of infectious agents. It is imperative that when an infection is recognized, alternative childcare be arranged due to both difficulty in identification of contagious illnesses during the incubation period and the fact that a contagion may be present well before symptoms develop. Teachers are to carefully question parents, guardians, or other family members as to symptoms of the infection in the child. Other symptoms such as excessive fussiness, excessive pulling on the ear, not eating, or lethargy will also result in a phone call.

Regardless of the disease, children should be excluded from childcare if the following is true:

- The staff determines the child is unwilling or unable to participate in normal classroom activities.
- The staff determines that they cannot care for the child without compromising their ability to care for the health and safety of the other children in the group.
- The child has a fever of 100.5 or higher.
- When a child has two (2) incidents of diarrhea in one day
- Unexplained Rash
- Vomiting
- Or any other suspected contagious illness

If your child is running a fever of 100.5 or higher, you will be called to pick up your child immediately. They need to be fever free for 24 hours, without the aid of medication, before returning to daycare.

If your child has two incidents of diarrhea in one day, you will be notified to come and pick up the child from daycare immediately. The child must stay out of daycare for at least 24 hours and until the child has a normal bowel movement without the use of preventative medications.

According to the CDC *recommendations*, a child who is not toilet trained and has diarrhea should be excluded from childcare settings regardless of the cause. The Creative Learning Center follows the CDC recommendation.

APPENDIX B HEALTH GUIDELINES – Cont’d

Each time you take your child to the doctor, be sure to ask the doctor if the child is contagious and/or when the child can return to daycare. Any contagious illness needs to be reported to the CLC office as soon as the diagnosis is confirmed. The Director will then send notices to the appropriate rooms or the entire daycare if necessary. ***A doctor’s note will be required to return to school for all contagious illnesses.*** Ultimately, exclusion is at the Director’s discretion.

The MSDH Licensing Guidelines lists illnesses that **must** be reported. A complete list of such illnesses is listed below. If your child is diagnosed with one or more of the following diseases, please contact the CLC office immediately.

- Chicken Pox (Varicella)
- Shingles (Varicella Zoster)
- Cytomegalovirus
- Diarrheal Diseases
- E. Coli
- Fifth Diseases
- Flu (Influenza)
- Hand-Food-And-Mouth
- Head Lice
- Hepatitis A
- Hepatitis B
- Hepatitis C
- HIV/AIDS
- Impetigo
- Measles
- Meningitis
- Mumps
- Pink Eye (Conjunctivitis)
- Pin Worms
- Respiratory Syncytial Virus (RSV)
- Ringworm
- Scabies
- Strep Throat
- Tuberculosis (TB)
- Whooping Cough (Pertussis)
- Covid-19

APPENDIX C

Biting Policy

Biting is unfortunately not an unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both ideas in mind. As a childcare center, we understand that biting, unfortunately, is a part of a daycare setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, the parent of the child biting will be notified.

When Biting Does Occur:

Our staff strongly disapprove of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents will receive a written report ("BOO-BOO REPORT") documenting the incident.

For the child who bit:

1. The teacher will let our friend know that biting is not safe, and we use gentle touches.
2. The child will be redirected to another choice in our room.
3. Parents will receive a written report documenting the incident.

APPENDIX C - cont'd

For Chronic Biters

Step 1

Identify a chronic biter as a child that bites two or more times per week for a period greater than one month without improvement in the frequency of biting episodes. (This definition was solicited and given by Dr. Jamison R. Roberts, MD). However, if a biter presents a severe enough problem in the professional opinion of the Director to cause a disruption to the daycare program, the case may be sent to the CLC Committee for consideration prior to the one-month period.

Step 2

Call the child's parents in for a conference. Place the child on a one-week probationary period. If improvement has not been made according to the definition as stated above, the child will be removed from the program for a one-week suspension period. During this time, we ask that the parents have the child evaluated by a pediatrician to ensure that there are no underlying health problems causing the chronic biting. We will require a letter from the child's pediatrician stating this has been done before we can allow the child back to the center. Payment will not be reduced during the suspension period.

Step 3

If the problem still exists termination from the program will be considered by the Director or CLC Committee.

I have read the 2023-2024 Creative Learning Center Handbook. I agree to comply with the policies and procedures while my child is enrolled at the Creative Learning Center. I understand revisions or additional policies may be given to me at any time.

I have also seen a copy of the Child Care Regulations Summary for Parents.

Child Name _____

Parent Signature _____

Date _____

PLEASE RETURN TO THE CLC OFFICE STAFF