

2017-2018 SCHOOL YEAR

CREATIVE KIDS

Christian Learning Centers

Oak Grove Campus

330 Hegwood Rd.
Hattiesburg, MS 39402
(601) 268-9293

Wesley Campus

205 Methodist Blvd
Hattiesburg, MS 39402
(601) 268-5220

Dear Parents,

There is no greater gift from God than our children, and therefore no greater decision that you will make, than to entrust your child's care to someone else. At Creative Kids we take that responsibility seriously. We are honored that you have chosen us, and we will do everything possible to maintain your trust in our staff. Our philosophy is to provide social and intellectual development in an atmosphere of Christian love and support.

The early years of a child's development are critical. Their brains are like sponges, absorbing everything. This facility and the teachers wish to make your child's daily activities not only fun but opportunities for learning as well. We strongly believe their development is a combination of what they receive here and at home. For this reason, we suggest that parents take an active role in the daily activities here. Parents are welcomed to come in any time and observe or participate in classroom activities. We also welcome any recommendations you have to help us improve our facility, or meet any special needs of your particular child.

Once again, thank you for choosing Creative Kids. We look forward to many years of partnership with you, and facilitating the social, intellectual, and spiritual growth of these children.

Sincerely,
Jeffrey N. Bryant, RN
Creative Kids

After reading this manual, feel free to ask any questions you might have. I maintain the right to change any part of this manual at any time. Parents will be notified of the changes.

The following pages are an overview of the policies and practices of this center. The State Department of Health requires that certain information remain on file in the facility, these requirements are stated in this parent handbook. For this reason, please read through them carefully and sign the form in the back of the book. We need this record for our files.

Scope of Service: Creative Kids is a comprehensive child care facility providing care to children ages six weeks to 12 years of age.

Philosophy: To provide social and intellectual development in an atmosphere of Christian love and support. The program is designed to meet the physical, psychological, social, intellectual, and spiritual needs of children of varying ages and learning abilities. We strongly feel that Christian education be incorporated in daily life. While the program is Christian based, there is no specific denominational influence.

Owners: Jeffrey N. Bryant, RN
Christine R. Bryant, RN

Ashley N. Bryant

Address and Phone Numbers:

330 Hegwood Rd
Hattiesburg, MS 39402
601-268-9293 phone
601-268-1699 fax

205 Methodist Blvd
Hattiesburg, MS 39402
601-268-5220 phone
601-268-5219 fax

Hours of Operation: Monday through Friday 6:30 AM to 6:00 PM
Any children picked up after 6:00 PM will be charged a late fee of \$5.00 per child up to 6:10 PM. After 6:10, the charge is \$1.00 per minute. After 7:00, if no emergency contact can be reached, your children will be turned over to the Lamar Co. Sheriff's Department for pick up. This policy is designed to

assure that our teachers and directors get home to their families on time as well. In cases of emergency, special arrangements may be made. Please notify us as early as possible, so that we may make plans. Otherwise, at 6:10 we will notify those listed on the emergency list to pick up the child.

Holidays: Creative Kids will be closed on the major holidays, they are: New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Day after Thanksgiving, Christmas Eve, & Christmas Day. We will be open (for school age children as well as our preschoolers) on teacher workdays and other holidays observed by the Lamar County School District.

Inclement Weather: We understand how difficult it is to make arrangements for children when weather threatens. For this reason, we will remain open if at all possible.

Please listen closely to local radio and television stations for information on closures. If Oak Grove Schools close because of bad weather, we will probably be closed also. However, following a storm, we will reopen as soon as possible provided utilities are available. Please call the center. In the case of an emergency where we have to evacuate the center we will take the children to our Wesley Campus.

Emergency Procedure:

OAK GROVE CAMPUS: In the event of an emergency, where evacuation of our children is necessary, you can reach us at 601-268-5220. We have 2 different locations depending on the severity of the emergency. Our first location would be the Arnold Line Community Center located at the Oak Grove Optimist Ball Fields next door. Our second emergency location is CREATIVE KIDS WESLEY CAMPUS. We would transport our children by school bus and school vans. Parents would be notified as soon as possible if this happens.

In the event of a violent threat, we would have all children in their classroom with the outside doors locked down. Also, we would have the magnetic locks locked down. Police would also be notified immediately.

WESLEY CAMPUS: In the event of an emergency, where evacuation of our children is necessary, you can reach us at 601-268-9293. We have 2 different locations depending on the severity of the emergency. Our first emergency location is next door at the Asbury building. Second, We would transport our children by school bus and school vans to CREATIVE KIDS OAK GROVE CAMPUS. Parents will be notified as soon as possible if this happens.

In the event of a violent threat, we would have all children in their classroom with the outside doors locked down. Also, we would have the magnetic locks locked down. Police and hospital security would also be notified immediately.

Insurance Coverage: Parents or guardians are responsible for medical cost in the unfortunate event of an injury. Creative Kids, Inc. does provide liability coverage for students. This covers children both here and on field trips. Parents agree that they will not seek remuneration beyond the limits of that coverage, and document that agreement by signature on the enrollment application.

Organization Structure: The following is an organizational chart. This will give you an idea of the reporting structure for this facility. The owner/director is the final authority. The responsibilities are assigned and monitored based on this structure.

Jeffrey Bryant, RN and Chris Bryant, RN

OWNERS

Lindsay Chambliss (Oak Grove campus) & Machel Dyess (Wesley campus)

DIRECTORS

ASSISTANT DIRECTORS

TEACHERS

Arrival and Departure Procedures

1. Parents, or their delegates, must check children in and out by placing the time and complete signature (not initials) on the sign in log.
2. Parents are responsible for the care of their children until they are turned over to the teacher. Likewise, parents assume responsibility for their children upon removal from their classrooms.
3. Children are not allowed to enter or leave the building without a responsible adult due to Mississippi State Department of Health rules and safety issues.
4. Only those listed on the application will be allowed to remove a child from the day care without prior notification of the parents or

guardians. Even those listed should expect to provide a photo ID if requested. We are taking extra precautions to ensure your child's safety.

5. Parents/guardians are responsible to notify Creative Kids of any potential custody issues that may affect the child's safety. If possible a photo of the person not allowed to remove the child would be an added measure of security.

6. Children are to leave only from the front door. The playground gates are locked and will not be opened for departures.

7. All guests are to enter the building through the front doors. The other doors are locked and alarms sound when opened from the inside for an emergency.

8. In the event that a child is not picked up (without notification) by 6:15 PM, the other people on the emergency list will be called in proper order. The child will be cared for until arrangements are made.

9. Nap times are posted in each room. We ask that you refrain from bringing children during that time except for special circumstances. This practice is very disruptive when trying to get the children to sleep.

Enrollment Information

We know that the choice of a childcare facility is a difficult one. We encourage prospective clients to visit and bring their children to visit. Our staff is available to answer any questions or concerns.

1. We accept applications for enrollment during all working hours. We must have the following information before enrollment is approved: application (including appropriate release forms), Immunization Compliance Record Form 121 (shot record), and registration fee are required prior to acceptance to the center. Please see fee schedule to follow.

2. In order to maintain enrollment status, parents are expected to keep accounts up to date. We cannot guarantee student slots for children whose accounts are two weeks or more past due.

3. Parents are required by to maintain current Mississippi State Department of Health immunization record form 121 while their children are enrolled. This includes documentation of the immunization or appropriate physician documentation for postponing the immunization. Failure to comply with this standard may result in loss of their slot.

4. Parents wishing to remove their children from Creative Kids are required to provide a two-week notice in writing. Failure to provide notice will result in a charge of two-weeks tuition from last day attended.

Tuition and Fee Schedules

Creative Kids, Inc. has financial responsibility to creditors and employee payroll. For this reason, we expect our clients to maintain their financial responsibility to us. As stated above, failure to maintain account will result in the loss of enrollment status. **We appreciate our clients who maintain their accounts!** Any special payment arrangements must be made with the owner.

Any client discontinuing enrollment with a past due balance will maintain responsibility for that balance. The client is also responsible for accrued late fees and any collection fees in addition to the balance.

Vacation credit: After you have been enrolled for a period of 6 months, and your account is current, each family will receive one vacation week per year tuition free. You are responsible for payment for the remaining 51 weeks of the year regardless. You will not be eligible for this credit if you have any balance on your account.

Weekly Tuition: Tuition payments are due on Mondays for the current week. A late fee of \$20.00 will be automatically posted to any account not paid in full each Friday. In addition, family discounts will not apply to past due accounts. If your account becomes 2 weeks late, you cannot return until you pay your balance.

Birth up to one year	\$159.00 per week
One-year-old	\$149.00 per week
Two through 4 year old	\$144.00 per week
Before and After School Care	\$79.00 per week
Preschool After School Care	\$101.00 per week

School Age Children (during summer months)	\$120.00 per week
Registration Fee (paid annually)	\$65.00 first child \$35.00 additional
Sibling Discount (weekly)	\$ 7.00 per child

Annual book/activity fee for children in preschool programs to cover the cost of books and materials for classroom learning:

- 4 year old - \$70.00
- 3 year old - \$60.00
- 2 year old - \$45.00

There will be a \$35.00 service charge for all returned checks and check-writing privilege may be canceled.

Annual Registration fee will be due October 1st of each year.

Program and Activities

Age birth up to two years Daily activities for these children are based on a flexible schedule of informal learning and daily care activities. The daily schedule includes indoor and outdoor (weather permitting) play times. It also includes time for stories and crafts appropriate to the child's age.

Preschool program This program is a Christian based (A-BEKA) daily program from 8:30 to 11:30 AM. This program is a service of this facility and the only additional charge for this is a book fee for materials needed. Our goal with this is to prepare children for kindergarten. The curriculum includes letters, numbers, colors, basic phonics and Bible stories and verses, etc. Computer learning centers are also included at no additional cost. Parents will be able to follow their child's progress with the worksheets and crafts they bring home. Please take time to look at these with your children and discuss their day.

After lunch and rest period, children will have informal activity time both indoor and outside.

After school program Children who attend school are eligible for this program. Creative Kids provides transportation to and from Oak Grove primary, lower, and upper Schools. Activities after school include homework time and indoor and outdoor activity and craft time. Children also have access to computer learning. There are televisions in the rooms for limited viewing and educational programs.

Summer activities for this age group are organized to be fun and educational. These activities include skating, movies, and other field trips. The children have input into their activities.

Field Trips: We feel that experiences outside the facility are beneficial to the children. Field trips are organized in advance and permission slips sent to each parent/guardian. Teacher to student ratios will be maintained at all times, including bus transportation. Any children under four will be transported according to law in child safety seats. Parents need to provide that seat for the day for their children.

Personal belongings: Creative Kids is not responsible for the loss of personal items. Please label all items clearly. If your child has a particular pillow or blanket that they prefer they are welcomed to bring them. In addition, please provide us with an extra change of clothes, accidents happen at all ages. Each child has a "cubby" assigned in their room to keep any belongings. Any items of value: jewelry, money, electronics, etc, should not be brought to the daycare. Please refrain from sending small items, hair barrettes and clippies, money, jewelry, with any children under the age of three.

On occasion we have special days when children are asked to bring toys from home, (ball day, show and tell, etc.). However, we discourage you from sending toys any day but Friday, Toy Day.

Children's attire: Cowboy boots are not allowed at Creative Kids. Please allow your children to wear comfortable shoes that are easy to run and play in. Keep in mind that the children here stay very busy, and some activities can get messy, you may wish to dress them in play clothes that can take a few stains and splatters.

Photography consent: Parents have the option to consent to the photography of their children. A release for this is included on the application for enrollment. This includes photographs taken for classroom use, school pictures, facebook, parents and teachers during activities, and other forms of social media.

Discipline Policies: At Creative Kids we feel that discipline is imperative. Our intent is to maintain an orderly and safe environment whether the activities at that time are structured or informal. We feel that rules should be clearly defined and that children need to understand that there are consequences to inappropriate behavior. We also strongly feel that there should be positive rewards for appropriate behavior. Teachers will establish an age appropriate reward system in their rooms.

Corporal punishment is not used under any circumstances in this facility.

Any child whose behavior is considered inappropriate will have that behavior pointed out to him/her, and the reason why this behavior is inappropriate will be explained. After this one warning, discipline will follow. Time out is the preferred form of discipline in this facility. Time out will consist of the child being placed in an area isolated from other children, yet still in the classroom. Any activity that still persists after this will be addressed with the director and possibly a conference will be set up with the parents. Parents will be notified at the time of inappropriate behavior that does not stop after time out and a visit to the director. We will work with the parents and child to correct any inappropriate behavior. **If after all options are tried, and satisfactory improvement is not noted, the child may be asked to leave as a final measure, at the discretion of the Director.**

Health Maintenance: The Mississippi State Department of Health provides strict guidelines for caring for children that are ill. We follow these guidelines. Parents are asked to pay attention to their children's health prior to coming to day care. We understand that a sick child means that a parent will often have to miss work, and we understand how difficult making last minute arrangements can be. However, our goal is to keep all of our children safe and as well as possible. If your child runs a fever of 100 auxiliary or 101 orally, we require that you wait at least 24 hours of no fever before you bring the child back. Likewise, if a child is sent home with a fever, he/she cannot return to daycare the following day. Also, if a child is too sick to go outside, he/she is too sick to be at daycare. This is a direct

quote from the health department. Please read the following list and follow them.

Creative Kids will administer medication as needed. The following health and safety guidelines will be followed:

1. Parents have the option of signing permission for the administration of Tylenol and Motrin. This may be given based on label directions. Parents will be called before medicine is given.
2. Over the counter medications may be given based on label directions.
3. Prescription medications may be given based on label directions. The medication may be given only to the child for whom it is prescribed and it must be in the original bottle.
4. A Medication Administration Log is kept daily at the front desk. Parent's must complete and sign the log daily, before any medication can be administered.
5. Medications will be given on the following times only: 8:00, 11:00, & 3:00
6. Sun safe practices will be used during outdoor activities scheduled between 10AM-2 PM during the period April 1st to September 15th.

Meals and Snacks: We provide meals and snacks that are well balanced and nutritionally suited for the children. Our menus are approved by the Mississippi State Department of Health.

1. Menus for the week are posted in the foyer.
2. Meal and snack times are posted in the child's room.
3. The Department of health allows only two options for breakfast. Parents must either provide breakfast for their children prior to arrival to the center, or the children must eat the breakfast food provided by the daycare.
4. No food may to be brought into the center except on special occasions such as birthday parties, etc.
5. It is the responsibility of the parent/guardian to notify the center of any allergies on the child's application.

Law requires us to report any evidence or suspicion of abuse or neglect to the MS Department of Human services

Kidsvision Internet Camera

We have cameras in every classroom and on the playgrounds. These cameras are available to the parents for viewing their children at any time. Each classroom has a unique password to prevent unauthorized viewing of the children. As a parent, you can only view the rooms that your child will be in. The other rooms are blocked. Also, to help prevent unauthorized viewing, we ask that you limit the people you give your password to.

Nondiscrimination Statement

In accordance with Federal civil rights laws and the U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Exclusion Guidelines for Child Care Facilities

Some important symptoms of illness to look for:

- * Fever of 101 (oral) or 100 (under arm)
- * Diarrhea (more than one abnormally loose stool). If a child has only one loose stool, observe the child for additional loose stools or other symptoms. Be sure that the childcare providers wash their hands at all recommended times.
- * Severe coughing (the child gets red or blue in the face or makes high-pitched, "croupy" or "whooping" sounds after coughing)
- * Labored or rapid breathing (this is especially significant in infants less than six months old)
- * Yellowish tint to the skin or eyes (jaundice)
- * Tearing, irritation, and redness of eyelid lining, followed by swelling and discharge of pus (conjunctivitis, also called "pink eye")
- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Infected areas of skin with crusty, bright yellow, or gummy areas
- Unusually dark, tea-colored urine
- Grey or white stools
- Headache or stiff neck
- Vomiting
- Unusual behavior (crankiness, listlessness, crying more than usual, obvious general discomfort)
- Loss of appetite
- Severe itching of body or scalp or constant scratching of the scalp

What to do if a child at your center develops symptoms of disease:

Symptoms	Action
Any of the signs or symptoms listed	Isolate the child from other children and watch for other symptoms
Feverish appearance	Take the child's temperature Fever= 100 F by oral thermometer, 101 by rectal, and 99 by auxiliary
Any of the symptoms marked with a *	Contact the parents and ask them to take the child home
A fever and any of the signs or symptoms	Contact the parents and ask them to take the child home
Any of the symptoms not marked by* & no fever	Contact the parents to ask if they are aware of the symptoms and to obtain any information they may have about the child's condition

Source: Adapted from What You Can Do to Stop Disease in the Child Day-Care Center by the Centers for Disease Control, the Department of Health and Human Services, 1984

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