CREATIVE CORNER
EARLY LEARNING

In Home Preschool

HANDBOOK

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PARENT HANDBOOK

Dear Parent/Guardian:

Welcome to **Creative Corner!** Creative Corner is a full day family child care center/ preschool for children ages 2 years old and up.

At Creative Corner, it is my mission to partner with parents to provide children with developmentally appropriate activities and materials where they are free to explore and learn. Since this will be your child's home away from home, I will provide a safe, caring, homelike atmosphere for your child while at the same time providing your child with physical, intellectual, emotional and social development.

At Creative Corner, I also encourage your child your child to develop self-control, to be persistent in an activity, and to become independent in feeding, dressing and toileting.

Creative Corner will provide developmentally appropriate activities and materials where your child is free to explore and learn.

I offer an age appropriate Structured Curriculum through Funshine Express. We follow a daily schedule which includes the following: (summer months are more laid back with a lot of outdoor play)

- Monthly themes
- Calendar
- Daily weather reporting
- Monthly shape
- Colors
- Letters
- numbers
- Name activities, learning names (spell, trace it, practice writing it, crafts with names)
- arts & crafts

- Dramatic Play
- Daily story time
- Daily rest/quiet time
- AM & PM Snack
- Lunch (provided by child)
- baking/cooking
- Free play
- Outdoor Play (weather permitted)
- Sensory Play
- Music dancing & movement

Children are encouraged to learn through play. Creative Corner has lots of learning areas available including, puzzles, blocks, dress-up, kitchen area, manipulatives, coloring/drawing, magnet boards, flannel board, reading area, cars & trucks, dolls etc. At Creative Corner I encourage activities and projects to allow your child to show their own individual creativity.

About Me

I have an associates degree in Early Childhood Education. Since 1999, I have been providing quality childcare for working professionals. For 2 years, I worked in Massachusetts as a teacher at a daycare in a toddler and preschool room. After that, I worked as a nanny for 13 years. In 2010, I moved to New Hampshire, and for 5 years, I continued working with children as a paraprofessional at Ossipee Central School.
I also am certified in First Aid and CPR.
(Please note: I also have a black Lab who will be at my home most days. He grew up around my children and is a very friendly, gentle, loving dog.)

Your Child's First Day

All children react differently to new situations. Your child may cry when you leave, but in most cases, the tears will end shortly after you leave. When saying goodbye to your child(ren), please let them know when you will be returning.

This will reassure your child that you are not deserting them. When you leave, please go with a smile and a cheerful good-bye. A consistent/routine drop off is best for your child so they know what to expect. Be assured that I will be sensitive to your child's needs.

RULES of my home/playground

- **No shoes past the mudroom**… this means children and parents.
- **Hands belong on your own body.**
- **Follow directions** to keep you safe.
- **Be nice to our friends**. No hurtful words are allowed.
- **Inside voices.** Loud voices are for outside.
- **Walking feet**. Running is only allowed outside.
- **All toys have a home.** When we are done playing with a toy, we return it to its proper location.
- **No climbing up the slide.**
- **We share with each other.**
- **We take turns with our friends.**
- **Respecting our friends at nap time.** If your child is not tired and does not want to take a nap, we encourage "quiet time" so other children can take a nap or rest.

Managing Behavior

Guidance and discipline should always be developmentally appropriate and based on an understanding of the individual needs of each child. I combine caring with fair and consistent limits within my home. Children who are treated this way feel safe and are usually more cooperative.

I will always offer praise for good behavior. Of course, there will be times when conflicts will arise. Whenever possible, children will be allowed to resolve conflicts and find solutions themselves.

If negative behavior happens, here are some ways I will address it:

- **Redirection**: I will intervene when necessary and your child will be redirected to another activity.
- **Talking**: Your child will be told in easy to understand terms why the behavior should not continue, and we will discuss appropriate behavior.
- **Taking a Break**: When redirection is ineffective, or when the difficult behavior is extreme or puts your child or other children at risk the child will be separated from the group to relax/calm down. The child will have access to limited activities. The child may return to the group as soon as the negative behavior and the child has regained control. If negative behavior continues, I will notify the parent.

There is no corporal punishment. Punishing children in any way relating to eating, sleeping, or using the toilet is strictly prohibited.

Enrollment
A minimum of **three** days a week is required in order to enroll your child in Creative Corner.

Drop off/Pick Up
All children are expected to arrive fully dressed and ready for the day. Please do not linger when dropping off your child. Should you need to talk to me about a particular matter, I am available to do so after hours.

If you need to come late, or remove your child due to an appointment, outing, etc., please do so before or after rest time. The only exception is if when a child needs to be sent home for an illness, or a family emergency.

All children should arrive by 9:00am, as we start our morning circle time at 9:15.

Alternate Designated Pickup Person
If someone other than a parent/guardian will be picking up your child, you will need to:

- Inform me that an alternate person will be picking up your child on a particular day;

Proof of ID is required from the alternate designated pickup person.

Emergency List
In case of an emergency, please provide a reliable list of people to reach, including name, relationship to child and their phone number.

Payment
Payment is required on the last day of care for the week at morning drop off. All payments will be for the following week of care.

Payments can also be made thru **Brightwheel**, if you choose this way for payments, payments will be due on Mondays or Wednesdays of each week depending on child's last day of care because it takes 2-3 days to process and clear. **Additional fees and drop ins are accepted in cash only.**

Returned Checks
If a check has insufficient funds, you will be charged an additional fee of If a check has insufficient funds, you will be charged an additional fee of $35 as well as the face amount of the check. Thereafter, payment will only be accepted in cash.

Termination
Rarely is it necessary for the child to find alternate care. If a child is not succeeding in their surroundings there is a reason for it. Every effort will be made to ensure that children are successful here. Reasons for termination:

- Failure to pay tuition on time.
- Failure to cooperate with policies
- Failure to provide the required health forms
- Physical or emotional impairment which I cannot reasonably accommodate
- Severe behavioral problems which cannot be controlled, and may endanger the child or other children.
- Excessive biting, hitting, or scratching
- Continuous behavioral issues

Any child that is terminated will be kept in strict confidence.

A goodbye party will be offered for the children to say goodbye to each other. Parents may choose the treat.

A **two-week** written notice is required should you or Creative Corner decide to terminate your child's daycare.

Payment is required during the two week notice, and you will be expected to pay each week in full regardless of whether your child attends daycare or not.

Creative Corner Sick/Bereavement Days
Hopefully, I will never need these, but I will require 2 bereavement days due to a family member passing for a wake and funeral. I am also including 3 sick days in case I need them. You can be rest assured that I will give you as much advance notice as possible.

Holidays
Creative Corner will be closed on the following **PAID** holidays. As stated in your contract, holidays are to be paid in full when they fall on a regular day of care, with the exception of Christmas week and one of my vacation weeks. If a major holiday falls on a Saturday or Sunday, Creative Corner will be closed for the following reserved holiday which would be on a Friday or Monday.
New Year's Day
Martin Luther King Day
Memorial day
Independence Day
Labor Day

Columbus Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve (if falls on week day)
Christmas Day

Vacation
Creative Corner will be closed for Christmas Break and 2 weeks which you will be notified in advance of these weeks.

Parents will receive at **least** 2 weeks' written notice in advance of the exact dates. There will be no fee incurred for 2 of the 3 weeks Creative Corner is closed for vacation.

Tuition for Family Vacation
Parents will be required to notify Creative Corner **two full weeks** in advance when your child is to be withdrawn to accompany parents on vacation.

Parents will be required to pay in full the regular weekly rate (IN ADVANCE) for the vacation time in order to assure readmission.

Note: Parents will be responsible for finding back-up care for their children during provider's vacations, holidays, and sick/bereavement days resulting in the daycare closing.

Clothing
Do not send your child in "dress clothes". Play clothes only. I will try my best to keep the children clean, but accidents do happen. (I will provide children with smocks when painting.)

Make sure your child has a complete change of clothing at all times, including underwear and socks. If your child is potty training, your child should have two sets of clothing and underwear. Please provide a different change of clothes when the ones here have been used, and when the seasons change. Please provide a summer jacket or light sweater.

Spring / Summer
Do not bring your child in flip flops. Only sandals with straps/backs and sneakers should be worn. The children will use water toys & sprinkler/pool if the weather is nice. Please provide a swimsuit and/or swim diapers if you wish for your child to participate.
***During mud season**, please bring mud/rain boots and bib snow pants.

Fall / Winter
Please make sure your child(ren) have the appropriate clothing. This includes a jacket, snow pants, boots, mittens, snow gloves & a hat. If your child does not have the appropriate clothing, your child will not be able to play outside nor will anyone else. We will go outside at **least** once a day during winter months, weather permitting. I encourage you to leave a spare hat, mittens and snow suit.

We go outside at least once a day so please make sure your child has the right clothing/shoes for outside play.

Please label all clothing.

Potty Training
There is no "right" age for toilet training. Training should be a satisfying experience in a child's development. It should only take a short time if you child is ready. I will work with you to make potty training successful. It is in the best interest of your child that we work together at home and at daycare to make potty training with your child a positive experience. If you discontinue potty training at home, please let me know. If your child shows no interest in potty training, we may choose to discontinue and try again at a later date. Under no circumstances will I force your child to participate in potty training if he/she is not interested even if parent/guardian wants me to do so.

Pull-ups are required for beginning potty training until your child has complete control of their bladder and bowels for a minimum of 2 weeks at home accident free and when they can verbally or sign to tell me that they have to use the bathroom. Under no circumstances will your child be allowed to potty-train in regular underwear. This is for sanitary reasons!

Please make sure your child has enough clothing during this time, at **least 3** sets of extra clothing including underwear, pants, shorts,socks and shirts and a extra pair of shoes. Also, please dress your child in **loose fitting clothing** that can be easily managed independently (as this is also part of process). Elastic waist are best. Further, if within 1-2 weeks, your child shows no signs of progress, I reserve the right to put your child back in diapers and try again in a few weeks.

Nap/Quiet Time
Every day between 1:00-3:00, we have nap/quiet time. Everyone will lay down on their cots to rest. Older children will be given quiet activities (coloring supplies, books, puzzles,etc.) during this time if they do not nap.

Parents are discouraged from visiting or calling at this time. Your child may bring a special blanket or stuffed animal for nap/quiet time. I ask that your child not bring **anything** else into the daycare. (There will be an exception on show and tell days which you will notified in advance).

Meals and Snacks

Children are expected to bring their own breakfast (if arriving before 7:45am) as well as lunch each day. Please try to keep their breakfast & lunch healthy, i.e., no candy or soda. I will provide water or milk with breakfast, lunch and snack and on occasion juice. Two snack will be provided, a morning and afternoon snack. We also have a weekly snack sharing program, where each family will provide one am or pm snack for all of the children. Please try and keep sharing snack healthy (once in awhile a special treat is fine).

Some ideas for snacks: crackers & cheese, any kind fruit, yogurt, graham crackers w/ yogurt, goldfish, rice cakes, nutrigrain bars, granola bars, popcorn, carrots w ranch dip, cucumbers,grape tomatoes, cheese sticks, pretzels and peanut butter, dry cereal, raisins, mini bagels w cream cheese, raisin bread, animal crackers, mini pancakes, apples & peanut butter, veggie sticks, gogurt, drinkable yogurts, crackers w cream cheese and jam, applesauce, fruit cocktail/fruit cups, pudding etc.
I will provide milk and/or water at all mealtimes and water whenever needed.

Food Allergies

It is very important to let me know if your child has any food allergies.

Birthday Treats

I like to celebrate each child's birthday nearest to the actual birth date. I will ask the birthday child's parent to provide the treats.

Health Policy

For the health and safety of your child and all of the children in daycare, please do not bring your child to daycare sick. I can only care for children with mild cold-like symptoms that are otherwise **feeling** and **acting** well.

Mild cold-like symptoms are clear runny nose, slight cough, and a slight or no fever. If you are not sure if your child should be brought to daycare, then please call and check with me. If a child becomes ill during daycare hours, parents will be contacted to pick up their child. Parents need to pick up their child within one hour of being notified. If parents are not available, the emergency contact person will be notified.

Full time children (**3 or more days/week**) are given 3 sicks days per year/contract, which no payment is required. *No sick days for summer only enrollment*.

Please Note: If your child is sent home from daycare due to illness, they may **not** return to daycare for 24 hours and until symptoms requiring removal are no longer present.

The child must also be void of any contagious diseases, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is feeling well enough to participate in our daily schedule. I will have the final say if your child should return to daycare.

A child with any of the following illnesses must be completely free of any symptoms before returning to Creative Corner.

- If the child is taking antibiotics for an illness, the child may return to daycare after the initial 24 hours of beginning antibiotics as long as he or she has a slight or no fever (**under** 100F under the arm), is no longer contagious, and is feeling well enough to participate in our daily schedule.
- Signs of illness include the following: unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, roseola, hepatitis A, lice, strep throat and any other contagious disease or rash or unknown rashes.
- **Any child with a fever of 100 degrees or above, orally (in the mouth), or axillary (under the arm), may not attend daycare.** I will notify parents of children who have been exposed to certain contagious diseases so that they can be aware of what symptoms to look out for. Please notify Creative Corner if your child becomes infected with a contagious illness, so a note can be posted.

I will not care for a child with any of the above listed symptoms. Symptoms must be gone for 24 hours prior to returning to daycare.

Child must be fever free for 24 hours WITHOUT THE USE OF FEVER REDUCING MEDICATION. Ibuprofen, Motrin, Tylenol, Acetaminophen etc.
Please Note: A fever in and of itself is not all bad (given that is not too high).
However, a fever is an obvious indicator that the child is sick and possibly contagious, therefore requiring exclusion from daycare.

If your child has had a sick visit to the doctor they can not return without a note from the doctor. If you knowingly send your child to preschool sick without notifying me, then it is grounds for **immediate** termination without notice.

Any child sent home due to a contagious illness is required to pay for the full day. I will also let you know in advance if my children have a contagious illness or cold.

Immunizations
All children are required to be up to date with their immunizations. Proof of immunizations will be required at enrollment.

Medications
Prior to administering **prescription** medications, I must have written permission and instructions for each medication. All medication must have proper labeling. For prescription medication the medication container must have the original label and carry the following basic information.

Please clearly label your child's prescription instructions with the following information:

- Name of child who will be receiving the medication.
- Name of child's doctor.
- Name of the medication.
- Proper dosage.
- How often to administer the dosage.
- Number of days that the child will be receiving the medication.
- Route of administration (the mouth).

If I am unfamiliar with administering a specific medicine because it is unfamiliar the parents/guardian must clearly explain how to administer the medication. I will then sign on the form that I have been clearly trained to administer that medication (example: epipen for allergy).

Non-prescription medications will be administered with parental permission according to manufacturer's instructions unless written instructions are from a licensed physician. Parents must sign a consent form for each medication.
If I feel a child may need medication the parents will be notified before it is administered (example motrin or tylenol for teething pain).

Sleeping
Each child will be provided with a safe comfortable sleeping space on a cot or pack 'n play with their own personal bedding that will be supplied by the parent and left at Creative Corner. I will wash your child's bedding once a week. *Please let me know if your child has any allergies to clothes detergents.*

Emergencies
Parents will be immediately notified in the event of a serious illness or accidental injury. If the parent cannot be reached, I will call your next emergency contact on the list that you provided to me. In the case of a life threatening emergency, I will call both the parent and an ambulance to take your child to the emergency room at Huggins Hospital. All emergency numbers are posted on wall near phone at Creative Corner.

**Please make sure that your contact information is always up to date, as well as medical permission slips and insurance.*

Incident/Accident Report
If a child is injured while at Creative Corner, an Injury/Accident Report Form will be filled out on Brightwheel app.

Pictures/Videos
Pictures or videos taken at Creative Corner Preschool may be used for marketing and only with written permission from parent. Please state in writing if you do not want your child's photo to be taken for marketing purposes (flyers, mailers and website).

Supervision
Supervision is critical to keep children safe. I will appropriately supervise children to ensure their health and safety at all times. I will use good judgment and consider several factors in determining the appropriate level of supervision for children including age, developmental needs, behavioral characteristics, the nature of activities and the space we are using.

Parents/Communication
I have an open door policy, you have the right to stop in anytime during your child's regular hours unannounced, but please refrain from doing so during rest hours. Rest time is from 1:00-3:00pm.

After a full day of learning, and playing children need down time for growth and rejuvenation. Disrupting this time by picking up, or dropping off is unfair to the children who need their rest. I expect parents to be partners in their child's care and encourage parents to volunteer for activities, birthday parties etc. whenever possible.

I know parents are busy, and it is difficult to always find time to talk, but daily communication helps me to better meet your needs and the needs of your child. Daily communication about your child's day will be done by the Brightwheel App. and will also include pictures and some pictures will also be posted on Creative Corner's facebook page (if you have agreed to allowing pictures of your child).

Smoking
Smoking is not allowed in my home or on daycare property.

Inclement Weather
If school is canceled in your town due to snow/ice, Creative Corner will be open. However there may be no planned curriculum on a snow day.

Field Trips
Field trips are limited. Parents are always welcome to attend field trips. The cost of field trips are not included in the general tuition payments. However I do try and pick trips that have no extra cost. Permission slips are sent out for each child one week prior the scheduled trip. These forms must be signed and returned to me before the time and if applicable, with money.When transporting children to our destination, every child will be in a toddler convertible seat 20 to 40lbs. or booster seat 40 to 60 lbs.

Child Abuse/Neglect
I will report to the appropriate authorities if I believe a child in my program is suffering from a serious physical or emotional injury resulting from abuse inflicted upon the child, or from neglect, no matter where the abuse or neglect may have occurred or by whom it was inflicted.

Daycare Forms
All forms must be completed **prior** to the first day of care. All weekly fees must be paid prior to the start of care in any given week. If forms are not completed and fees are not paid, no care will be provided.

Conclusion

Thank you for enrolling in Creative Corner Early Learning. I will do everything to make sure that your child's stay here is a happy one. Please let me know as soon as possible if you have any concerns. Consistent communication is key to the success of your child's stay at Creative Corner.

**Updates and changes are made throughout the year and you will be notified of these changes not a new handbook until the new year.*

April M. Libby
Owner, Creative Corner Early Learning

I have carefully READ and UNDERSTAND Creative Corner's handbook.

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Parent/guardian signature *date*