

# Creative Wonders Learning Center

## Parent Handbook

**Creative Wonders Learning Center** was created with the convenience of the working parent in mind. **Our mission** is to provide children the opportunity to learn and develop in a happy, secure, creative and stimulating environment. We pledge that your child will receive the very best in early childhood education from caring and highly trained teachers who provide rich learning and problem solving opportunities in a broad integrated curriculum. Our goal is to provide each child a safe, healthy, relaxed but stimulating, nurturing environment, which fosters educational excellence.

Our center provides a wide variety of experiences that include field trips (for children ages four and up) and community resources within the framework of a classroom setting. Our program includes *curriculum units* such as art, music, math, science, social studies, *life skills* such as good nutrition habits, table manners and appropriate social behaviors as well as *self-help skills* such as potty training, buttoning, zipping, tying shoes and healthy homework habits.

All children, regardless of race, color, gender, national and ethnic background, religious beliefs, or differing abilities, are equal, and participate in our non-discriminatory environment. We are a licensed childcare facility, meeting and exceeding the regulations established by the Virginia Department of Social Services, and the local and health regulations.

---

---

### PROGRAMS

---

---

#### Full Day Care

Full day care includes morning preschool classes when applicable. The children are assigned to specific classes according to their age and developmental level. Class time is between 9:00 & 11:00 a.m.

Each class enjoys outside play on our creative playground area. Naptime (Toddlers through Jr. Kindergarten) provides a soothing, restful period after a busy morning. The afternoon program provides your child with supervised activities in the areas of curriculum review, games, music, story time and creative play. Our staff is equipped to teach the children sign language. Five words are chosen weekly, and the words are reviewed every morning during circle time and throughout the day.

Parents are provided with the following material each week: a theme sheet, indicating the theme of the week, the color, the number, and the letter that your child's class will be learning; a complete lesson plan, indicating how the following material will be administered; and a sign language sheet (when applicable) which illustrates the five words that your child will be learning. We provide each family with the following material and hope that you will review the instruction to better your child's chances of retaining the information that has been taught.

Our school is staffed with trained, enthusiastic individuals who have been selected not only for their educational background and experience, but also for their understanding of and dedication to young children. Staff training is an ongoing process. Our teachers participate in center-wide training sessions, professional workshops and college-level courses.

#### Religious Curriculum

We are a privately owned daycare and we have the right to practice a religious theme taught from the King James Version Bible. Although we do not currently have a weekly religious curriculum in place, we do say blessings before each meal. Blessings for the week can be located at the front office or you may request a copy from your child's teacher.

#### Infants

"Primary Care" is the key phrase in understanding the quality of care your baby will receive as a part of our infant care program. This term refers to our method of insuring that each infant is cared for by the same caregiver(s) daily. This is an important aspect of our program because it guarantees quick, easy bonding between child and caregiver. Parents will know exactly who to communicate with daily about their child's progress.

Infant schedules are fully individualized based upon parent specifications. No weekend transitions will be necessary when your baby's schedule at **Creative Wonders Learning Center** is the same as it is at home!

Loving care and plenty of time for cuddling is our focus for the infants, but we also keep your little one on track developmentally by utilizing the "*Small Wonder*" curriculum corresponding with your baby's age in months. These activities will be documented for you weekly, and the daily note you receive will describe your baby's response to each activity. Your baby's loving, well-trained caregiver can also teach you activities to do at home to expand on our lesson plans.

#### Toddlers

Our Toddler Room is full of action and adventure! Because of its connection to the Infant Room, transitions into the Toddler Room can be accomplished at each child's individual pace and readiness level. Our educated and trained professionals provide a sensitive but secure environment so your toddler receives the individualized attention he or she deserves.

There are no boundaries when it comes to your child's ability to learn at this age! Appropriate activities will be prepared weekly to encourage each individual's milestones of development. We foster these milestones by concentrating on the following areas: communication as well as sign language, Gross and Fine Motor Skills, Problem Solving Skills, Personal & Social Development, through stacking/building, stringing things, puzzles, play doh, parachute play, throwing and catching balls, sensory activities, looking at books, naming objects, finger plays, sound differentiation, classification, sorting, matching, positions, sizes, shapes, counting, writing and drawing.

### **Two Year Olds**

Verbal Skills, Social Skills, Fine & Gross motor skills, potty training, eating independently, self help skills, manners, understanding and expressing emotion, and adhering to simple tasks are some of the areas of focus for the Two's Classroom. Self-discipline, cooperation creative expression, sign language are fostered through fun activities and role-playing during circle time. Our goal is to foster and help develop your child's language, thinking, creative, social and physical skills. Exploration of manipulative toys, books, indoor and outdoor play equipment, materials such as water, sand, pebbles and snow helps to develop the child's curiosity, creativity and independence. Art and music experiences with a variety of materials are an integral part of the program.

### **Preschool**

Our preschool is divided into two separate classrooms, young two to three year olds and three to four year olds. Upon enrollment, our trained staff deciphers your child's ability and developmental level and places your child in the appropriate classroom, which suits their needs. Areas of concentration include but are not limited to the following: following directions, fine and gross motor skills, color recognition, counting, identifying rhyming words, counting, and general concepts of the alphabet. We also encourage your preschooler to reasonably perform the following tasks: use the restrooms independently (with a little help), put on their jacket and clothes (with a little help) sit during circle time, attend to a story or activity, carry on a conversation (at developmental level), and adhere to simple class rules. Additionally, your child's curiosity, independence and self-confidence are fostered through the use of center play activities. As for our curriculum – our trained staff prepare lesson plans through thematic units. Our units are carefully organized to correlate directly to the Virginia Standards of Learning. We enhance your child's understanding and enjoyment of the presented units through manipulative toys, art experiences and field trips.

### **Jr. Kindergarten/K4**

The four-year-old child is ready for the exploration of concepts in the areas of reading and math readiness, science and social studies, as well as the continued growth of language and physical development skills. Other areas of content include, recognizing lower and uppercase letters and letter sounds, orientation to a book, identifying rhyming words, and writing their name, following directions, fine motor skills (holding pencils and scissors), color recognition, counting, 1 to 1 correspondence, and number recognition 1 – 20. We also encourage your child to do the following: use the restrooms independently, put on their jacket and clothes independently, sit in a group, during circle time for a reasonable amount of time, attend to a story or activity, carry on a conversation, and adhere to simple class rules. Additionally, your child's curiosity, independence and self-confidence are fostered through the use of center play activities. As for our curriculum – our trained staff prepare lesson plans through thematic units. Our units are carefully organized to correlate directly to the Virginia Standards of Learning. We enhance your child's understanding and enjoyment of the presented units through manipulative toys, art experiences and field trips.

### **Four Year Preschool (and Jr. K.) Summer Camp**

The end of the school year signals the beginning of our Summer Camp Program. Creative, recreational and outdoor activities are the focus of this program. Presented in weekly thematic sessions, children can be enrolled in this program for one week of summer fun or an entire summer adventure. At least two field trips to local and regional points of interest are scheduled weekly. PLEASE remember to leave your child's car seat. It is Virginia State Law that children are in a car restraint through the age of seven.

Arts and crafts, cooking projects, music, movement, nature activities, swimming lessons and recreational swimming are an integral part of the program. . Parents are invited and welcome to attend any field trip!

### **Before/After School Program**

Our ***Before and After School Program*** is designed for children ages five through twelve that are attending elementary school. A full breakfast and afternoon snack are provided. Our program presents a variety of activities to meet the child's needs: Outdoor play, table games, cooking activities, quiet time, arts and crafts, and a supervised homework period. Field trips are scheduled for extended days. Additional charges will be added to accounts for children that attend full days (during school holidays, teacher work days, and full day snow days). Before/After: \$9.00 extra per day. Before or After Only: \$12.00 per day.

### **Summer Camp Program**

Our School Age Summer Camp Program begins with the conclusion of the school year and runs through the end of the summer break. Our schedule is based around weekly themes of interest and field trips that complement each unit. Your school-ager will enjoy

approximately four trips each week! The children will enjoy arts and crafts, music and movement, cooking, dramatic play, nature study, recreational swimming, and many other field trips. Swimming lessons, dance, karate, gymnastics and music classes are also offered during the camp for an extra fee. Most field trips are included in the weekly fee (any exceptions will be noted on the calendar), and all food is provided, even packed lunches!

We will accommodate Summer School attendees by scheduling trips around classes as much as possible but will not be able to provide transportation to or from school.

### **Progress Reports**

Upon enrolling, your child (ren) will receive an individual assessment, which is based upon knowledge in academic skills and social skills. These tests are individualized and are very informal. Parent-Teacher Conferences will be encouraged at those times, but may be scheduled at any time by contacting either your child's teacher, or the director. Open communication between home and school is vital to a child's school success. We encourage parental participation in their child's learning and in school activities.

### **Field Trips/Special Events**

A variety of field trips will be planned to enhance your child's learning encounters and to expand his/her life experiences. Trips are taken to libraries, hospitals, fire stations, grocery stores, parks, museums, historic landmarks, petting zoos, etc. for children ages three and older. All age groups interested may participate in monthly 'in-house' field trips such as: Puppet, Magic, Educational, Historic, Animal and Musical Shows. A nominal fee is charged to cover costs.

Parents are notified in advance and a Field Trip Permission Form must be completed and returned to school for each van transported field trip. A fee is charged to cover entry costs and transportation. Also, by law we are required to secure children that are three years old in a car seat. Parents are required to provide their child(ren) with a car seat. The seats may be left in the lobby.

## **Policies**

---

### **Registration**

A \$45.00 Registration Fee and current Medical Forms must be submitted along with a completed, signed and notarized Registration Form on or by the first day of attendance by the child. The Registration Fee is paid annually in June, and is non-refundable. Families attending for less than six months who have already paid a registration form will not pay an additional fee until the following June.

### **Tuition**

The tuition rate is established by the program in which the child is enrolled and not by his/her age. The weekly tuition is based upon a yearly rate that is divided into weekly payments. There is no discount to the weekly tuition because of holidays that the school is closed, late openings or early closings due to inclement weather or absences of less than five consecutive days. Tuition is charged on Monday of each week. Payment is due each Monday. A \$10.00 Late Fee will be assessed to each account not paid by Tuesday at 5:00 p.m. A service fee of \$25.00 is charged for a returned check. Childcare services will be terminated for accounts more than one week in arrears. The child (ren) may be re-enrolled upon full payment of the account and an additional \$45.00 Registration Fee.

Families with two children enrolled receive a 10% discount on the lower tuition of the two children. Families with 3 or more children enrolled receive a 10% discount on the total family tuition.

### **Absence/Vacation**

Our staffing patterns are based upon the number of children enrolled. Therefore, we cannot give tuition refunds for days your child is absent. An exception is made for an extended absence, such as vacations or prolonged illness of five consecutive days or longer. In these cases, arrangements can be made to hold your child's place at a charge of half the regular fee, up to a maximum of three weeks per year. You must inform us of your desire to utilize the half rate -- in writing. The half-tuition must be paid in advance. If this tuition is paid after the absence/vacation week, a \$10.00 Late Fee is charged. Your half payment option must be used within the calendar year, January through December, and refunds are not given for unused vacation time. Vacation time cannot be carried into the following calendar year. Half payment options may not be used in any other situation other than 5 consecutive days of absence, and unused vacation weeks are lost as of midnight, December 31.

### **Attendance**

Creative Wonders Learning Center is dedicated in providing the best quality childcare available, however ***we do reserve the right to charge additionally for daycare services if your child is present at daycare more than forty-five hours per week.*** If you should have a problem maintaining our forty-five hour weekly policy you may speak with our Administrator, Tracy Armentrout.

### **Holidays**

Our schools will be closed in observance of the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and two days at Christmas. We will close at 4:00 p.m. on New Year's Eve and Christmas Eve. There is no discount to the weekly tuition because of holidays that the school is closed, late openings or early closings

### Withdrawal

When a family's childcare needs change, a two-week notice in writing is necessary to withdraw. Without this notice, the individual responsible for the child's account will be liable for two weeks of tuition.

### Hours of Operation

The hours of operation are tentatively scheduled Monday through Friday, from 5:30 a.m. to 6:00 p.m. If community needs dictate, adjustments may be made.

### Late Pick-up Policies and Fees

Children picked up after the center's closing time will incur a late pick-up fee. The charge is \$25.00. This fee will be billed to the family's account and may accrue late payment fees if not paid promptly. There are no exceptions to this policy, unless the director is notified of your lateness a head of time.

When a child is not picked up within five minutes of the closing of the center, the Director or Closing Supervisor will begin to call the parents and each listed emergency contact for the child. If a contact cannot be made for the child by 8:00 p.m., the Department of Social Services will be called for direction in this matter. In the event that the Department of Social Services is unavailable, the Police Department will be contacted for counsel.

### Weather Policy

We will strive to open the center regardless of the weather. If you have a question, please call prior to bringing your child. Cancellations will be announced on the 94.3 (Star 94) and 95.3 (Sky 95) radio stations. The center may open late if management feels that opening on time would endanger staff. We will close early at the discretion of management and will contact you if the severity of the weather necessitates us to close early.

### Health

Our health policies are designed to insure the health, safety and welfare of all our children and staff. A copy of each child's medical forms must be received prior to or on the first day of attendance. All medical form updates must be presented in a timely manner and/or upon request of center management. Childcare services may be terminated due to inaccurate or expired medical records.

Parents will be contacted when the child has a temperature over 100.8 degrees. If a child's temperature is taken and their temperature is not over 100.8 degrees, the teacher will note that a temperature check was done, while indicating the time the temperature was taken and what the temperature was. Parents will also be notified when the child experiences vomiting or diarrhea, or exhibits other symptoms of a communicable disease. These symptoms include, but are not limited to rashes of undocumented origin, discharges from the eye, and open sores.

Parents must pick up an ill child within the hour. If a parent fails to pick up his/her child after one hour, the center will charge the parent by the hour in the amount of \$10.00. If and when your child leaves the center with a temperature, the temperature must remain normal without medication for 24 hours prior to returning to the center. Children experiencing vomiting or diarrhea or other symptoms of a communicable disease cannot return to the center until these conditions have cleared completely.

In the case that the parents cannot be contacted in a medical emergency situation, the hospital must have parental authorization to perform emergency services. The **Medical Authorization Form** must be completed in full, signed by the parents and notarized. This form is submitted with the child's registration information.

According to the Division of Licensing, parents or guardians of children enrolled in the program, must inform Creative Wonders within 24 hours or the next business day after his/her child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

### Medication

Medication is secured in a locked box or cabinet. All medication given at Creative Wonders Learning Center will be prescribed by a doctor, and must be in the original, labeled container. Each medication given must have an "**Authorization to Administer Medication Form**" completed by the parent or guardian, signed by a doctor and will be administered only for the duration of the prescription. Med forms are only valid for 10 working days. Medicine not picked up after 10 working days will be discarded.

### Safety

When dropping off and picking up their child(ren), parents must turn off the motor of their car. The carbon monoxide gases, as well as the instability of a running car pose a dangerous situation.

Parents are required to sign their child in and out of the building each day. The computer is on the reception desk. The child(ren) must be escorted from the car to the classroom and left only under teacher supervision.

The parent must notify the supervising teacher when picking up the child. Children will be released ONLY to those individuals who have been authorized on the child's Registration Form, or added to the list in writing. Parents who wish to permit certain individuals for a specific period of time must place that authorization in writing. Individuals will show a picture ID to prove their identity and authorization when picking up a child.

Creative Wonders Learning Center must have on file a copy of custody papers to deny pick-up authority to a natural parent.

When a child has an accident that requires first aid, an Accident Report is written by the supervising teacher, and reviewed by the Director or Supervisor. The parent reviews the report, signs it and may receive a copy if desired.

Creative Wonders has an emergency preparedness plan that has been carefully developed for the safety of your children. This plan of action is kept on file in the Personnel policies handbook and is available upon your request

Creative Wonders Learning Center has supplementary accident insurance for children participating in the program that will pay usual and customary charges to a maximum of \$5,000.00. This policy provides medical coverage for any accident or injury that occurs during the time the child is in our care and is not covered by family insurance.

### **Reporting of Suspected Child Abuse**

We are required by the State of Virginia to report any and all instances of suspected child abuse. When a staff member has information of evidence of suspected child abuse, the Director is informed of his/her concerns and the Department of Social Services is contacted with this information. The Department of Social Services will determine the action to be taken from the point of staff contact.

### **Outdoor Play**

Children are required to go outdoors for an hour each day, weather permitting. Please dress your child appropriately for outdoor play during the cold weather season. Any deviation from this requirement must be accompanied by a doctor's written statement. Children

### **Discipline**

Discipline will be constructive in nature and include techniques such as:

1. Using limits that are fair, consistently applied, appropriate, and understandable for the child's level.
2. Providing children with reasons for limits.
3. Giving positively worded directions.
4. Modeling and redirecting children to acceptable behavior.
5. Helping children to constructively express their feelings and frustrations to resolve conflict.
6. Arranging the classroom environment in a way that promotes desirable behavior.
7. Time Out (one minute for each year of age) When time out is used as a disciplinary action, the child will be placed in an area in the classroom that is within sight and sound of the teacher. Reasons for the time out will be discussed with the child both before and after the allotted duration.

There will be no physical punishment or disciplinary action administered to the body. Verbal abuse and the withholding or substituting of food or naps will not occur.

### **Dismissal**

Our services will be terminated under the following conditions:

1. The child's tuition account becomes more than one week in arrears.
2. We do not receive the support and help of the parents when their child is found to have a serious learning or behavior problem.
3. Medical records are not updated in a timely fashion or upon the request of management.
4. The parents are no longer supportive of our program and philosophy and become negative and uncooperative in their actions and opinions that may undermine the operation of the center.
5. A child receives **three** incident reports in one day parents will be required to pick their children up within one hour of the call.

### **Child's Personal Needs**

The child is designated a cubby for the storage of his/her personal belongings and a coat hook for his/her coat.

Parents must provide a complete extra set of clothing for their child that includes socks and underwear. Clothing should be appropriate for the season and changed accordingly.

All outer garments, such as coats, sweaters, hats and gloves must be labeled clearly with the child's name. We are not responsible for unlabeled clothing. Clothing or personal items unclaimed two weeks after the child leaves our care will become property of the school.

### Toys

Toys are not allowed unless requested by the teacher for Show and Tell or a special "Toy Day". Children may, however, bring a soft doll or stuffed animal for naptime. All toys should be labeled with the child's name. No sports cards of any type, Game Boys, or Pokemon are permitted on school premises. Game boys may be permitted, but only at the teacher's discretion.

### Food Policies

Breakfast, lunch and afternoon snack are served daily. Breakfast is served until 8:45 a.m., Lunch at 11:15 a.m. (Toddlers and Twos) or 11:30 (all others), and Afternoon Snack at 2:45 p.m.

A high nutritional standard is displayed in all food prepared at the center. Milk, fruit and vegetables are a part of each day's menu. These meals and snacks meet the nutritional standards of the Child Care Food Program of the U.S. Department of Agriculture.

The center does allow certain food to be brought from home. The only categories of food permitted from home are infant formula and jar food for babies and beverages including foods for celebrations, parties, or field trips. The center will provide adequate storage space for the food brought from home as well as adequate refrigeration space for those foods requiring refrigeration in order to protect against food contamination or spoilage. The center will guarantee that no food brought by one parent for a specific child will be consumed by another child unless the food is intended to be shared by other children, such as a birthday cake or treats for a party. All unused portions of the food brought from home will be discarded or returned to the parents at the end of each day. In the case of misplaced or inedible food brought from home, the center will provide a meal to take the place of the lost food. Parents should also maintain a high quality of care in the food brought from home in order that contamination or spoilage does not occur.

### Transportation Safety

Our School Age Program transports to field trips and to and from the public schools serviced by Creative Wonders Learning Center. Children are strictly monitored around traffic. Staff will insure that streets are safe to cross for the children and if necessary, stop traffic before leading the children across a street. Our vans are driven by licensed and trained van drivers with documented safe driving records. Our vans are regularly inspected and maintained for safety. All children over 4 years of age are secured by seat belts. Those children under 4 years of age must be secured in a child restraint seat provided by the parent. Children are supervised at all times while being transported. All van safety rules must be obeyed at all times by the children. Suspension of transportation services will result from continued disregard of van rules. Van drivers have immediate access to emergency phone number and assistance from the center if needed at any time.

### Licensing Information for Parents about Child Day Programs

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well being of a child for any part of a 24-hour day are safe. Title 63.1 Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day center, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes not required to be licensed. Standards for licensed child day center address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program, and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

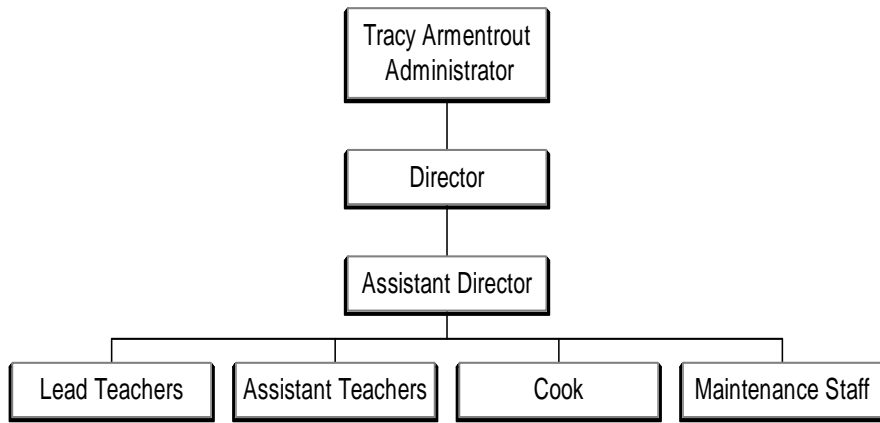
Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition parents or other individuals may register a complaint about a program that will be investigated if it violates a standard.

Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor, which, upon conviction, can be punishable by a fine of up to \$100.00 or imprisonment of up to 12 months. If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services at (703) 248-0345, or write: Verona Licensing Office, P.O. Box 350, Verona, VA 24482.

---

## Organizational Chart

---



---

1/14/08