

Parent Handbook



WELCOME TO THE

Creative World Family!!

Dear Parent,

As a parent myself, I understand how important and difficult decisions about childcare can be, and I'm honored that you're considering the Creative World of Learning. If you're anything like me, you probably have very clear expectations regarding the care of your child:

- You absolutely want the best for your child, which means choosing a care provider you trust to offer the same genuine affection and personal attention that you would yourself.
- You want your child to learn, play, and grow in a safe, comfortable, home-like environment.
- You want certified, professional caregivers to teach your child using a proven curriculum, age-appropriate activities, and a variety of enrichment opportunities.

In short, you want to know that your child will be in the very best hands whenever you can't be there yourself. At Creative World, we understand and share your feelings, and our top priority is to provide the outstanding, reliable care that you and your child need—and deserve.

I hope you will find the information in this handbook helpful, and if you haven't already done so, I invite you to visit our facility and meet some of the Creative World team members eager to provide exceptional care for your child.

Again, thank you for the opportunity to earn your trust and play an important role in your family's life.

Sincerely,



Karen Lampe

President/ CEO

CWCC, Inc.

Overview

The entire Creative World team is dedicated to serving you and meeting your individual needs while providing creative learning experiences for your children. While our newest facility had its grand opening in 2016, we have owned and operated quality childcare centers in the Miami Valley since 1975. Over the course of three decades in the community, we have served an average of more than 800 children each year, from six weeks of age through the early elementary years. In all this time our primary goal has never changed: to provide high-quality, affordable childcare that meets the specific needs of both parents and children.

This handbook will help you get to know us and learn what Creative World is all about. Please read it carefully and keep it on hand to refer to as needed. Enrolling your child is considered acknowledgment that you have reviewed and accept the information covered in this handbook. Should parents and/or employees ever have any questions or concerns, they may reach out to a center administrator or contact a corporate staff member at 937-938-1235.

We hope you will be pleased with what you discover in this handbook, and we welcome the opportunity to play a part in one of your family's most important and rewarding experiences—the growth and development of your child.

Table of Contents

Philosophy and Objectives	4
Facility Details	5-6
Management and Licensing	5
Hours of Operation	5-6
Fees and Programs.....	7
Health and Safety	8-15
Caring Guidance and Positive Reinforcement	8
Security Measures	8-10
Health Guidelines	11
Biting	12
Additional Safety Policies.....	13
Supervision.....	14
Nutrition.....	14
Administration of Medication.....	15
Parent Involvement	16
Curriculum and Assessment	17
Program Transitions	17-18
Infant Program.....	19 - 21
Toddler Program	22 - 23
Preschool Program.....	24 - 25
School-Age Program	26 - 28

Philosophy and Objectives

At Creative World, our top priority is to provide exceptional childcare services based on the specific needs of each family. We pursue this mission through educational and enrichment programs designed to give children a firm foundation for success in school and lifelong growth and development. Creative World programs are based on a proven curriculum and focus on the physical, socio-emotional, and cognitive development of each child entrusted to our care.

Our goals and services are as personalized as the roles we fill in the life of each child and family.

- As teachers: we strive to provide creative experiences for all children based on their individual physical development, socio-emotional adjustment, and intellectual readiness.
- As caregivers: we offer supportive, nurturing care that promotes the development of a positive self-image in each child.
- As trusted adults: we build on and supplement parental guidance— never substitute for it.
- As business people: we provide cost-effective, high-quality services to meet parents' needs.
- As professionals: we continually expand our knowledge and specialized skills through educational opportunities and participation in national, state, and local professional organizations.

Our experienced, caring Faculty focuses on each child as an individual and fills each day with supervised activities to enhance physical, emotional, and mental development in a relaxed climate free from tension. Daily schedules vary based on the needs of each child and his/her small group, and they balance activity and quiet play, both indoors and outside, as well as opportunities to explore the creative arts, music, language arts, science, math, and numerous enrichment areas.

Facility Details

MANAGEMENT AND LICENSING

Creative World is proud to be locally owned and operated by Creative World of Child Care, Inc., a multiple-center corporation with a long history of service in the Miami Valley. We are large enough to maintain a faculty of dedicated specialists but small enough to provide personal attention and adapt quickly to changes in the community. We know each of our families and children personally and recognize all as the unique, wonderful people they are.

Our programs are licensed by the Ohio Department of Job and Family Services, with licenses posted in the facility lobby. Information on laws and rules governing licensing will always be provided to parents gladly when requested, and our licensing record is available for review by written request from the Director of the Ohio Department of Job and Family Services. The department also maintains a hotline (1-866-635-3748) to address consumer concerns.

At Creative World, we strive to embrace diversity in all forms, and we will never discriminate on the basis of race, sex, age, religion, ethnicity, national origin, marital status, or political beliefs. This policy applies equally to the employment of faculty and the enrollment of children.

This facility is licensed for infants, toddlers, preschool-age children, and school-age children.

Creative World of Learning

Fairborn

12 W. Goodman Ave.
Fairborn, OH 45324
937.878.4206
fairborn@inspirechildren.com

Huber Heights

5030 Nebraska Ave.
Huber Heights, OH 45424
937.236.6116
huber@inspirechildren.com

Huber Heights Satellite

5013 Nebraska Ave.
Huber Heights, OH 45424
937.237.555
hubersatellite@inspirechildren.com

Kettering

2100 Hewitt Ave.
Kettering, OH 45440
937.433.5722
kettering@inspirechildren.com

Springfield

332 Kensington Place South
Springfield, OH 45503
937.399.0109
springfield@inspirechildren.com

Englewood/Union

210 W. Martindale Rd.
Union, OH 45322
937.832.2320
union@inspirechildren.com

HOURS OF OPERATION

Creative World is open from 6:30 a.m. to 6:00 p.m. Monday through Friday. The center will be closed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Christmas Day

The center will be open for childcare and school-age activities on other days when the public schools are closed.

The part-time preschool program runs from 9:00 - 11:30 a.m. and follows the local school district calendar. When public school is not in session, there will be no part-time preschool.

Creative World of Learning will operate a full-day program for school agers when school is closed for vacations and cancellations.

Weather-related closings or delays will be announced on local television and radio stations, Facebook and WHIO push notifications.

The following documents must be received prior to admission in the center. Those documents include: Enrollment and Health Information form, Medical Statement, Infant Care Plan, Child Information Form and Health Care Plan (if applicable). Creative World of Learning will provide care for children who are not immunized for personal or religious reasons; this will require a statement from the parent or guardian.

Creative World of Learning is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit: <http://jfs.ohio.gov/cdc/families.stm>

Fees and Programs

The Creative World enrollment and tuition policies are established in order to deliver a consistently high quality learning environment in an efficient manner. Fees are determined by child's age and classroom assignment and therefore, may change as your child develops. Fees and policies may be adjusted at any time; normally they are adjusted January 1 of each year. The program will notify you of any fee or tuition changes prior to the effective changes. You will be asked to sign a new Fee and Tuition Agreement at this time.

- Tuition is due in full on or before the first day of each month regardless of attendance pattern. If any account is not paid in full by the 1st day of the month; services may be discontinued until the account is brought up to date.
- Accounts are subject to a 1% charge per month on all outstanding balances after 15 days
- Full tuition is charged for weeks that include holidays.
- Full tuition is required even when children are absent—this allows us to maintain enrollment and ensure a child's space won't go to the next family on the waiting list.
- Disenrollment for lack of payment can result in a family's being placed at the bottom of the waiting list for re-enrollment.
- One month's written notice is required for voluntary disenrollment.
- Normal program fees continue to accrue until written notification of withdrawal is provided to the program administration.
- Late fee: \$1.00 per minute/ per child for the first 15 minutes; \$5.00 each additional minute/per child

VACATION

As a courtesy to our long-term families, we're pleased to allow one week of vacation per year, without fees or penalties, after six months of enrollment in a full-time program. We require written notice at least one week prior to vacation (in order to properly credit your account) and your account must be current. For vacations extending beyond one week, we must charge 50% of the weekly tuition in order to maintain enrollment. This fee should be paid before the vacation begins.

ABSENCES

Absence policies help us ensure that every child enrolled in a Creative World program is properly accounted for and that parents can be informed of possible health concerns. Parents must notify the center whenever a child is absent. Following absences of two consecutive days without notification, the program administrator will attempt to contact the parent. Full tuition is required even when children are absent. If a child is absent at pickup from a remote location, the center will take the following steps to locate the child:

1. Check with the school where the child was to be picked up.
2. Check with the center.
3. Call family for information/notification.

Health and Safety

We continually strive to provide a safe, positive environment to help every child and family feel secure and comfortable. Every faculty member personally embraces this duty and will do everything possible to ensure the safety and well-being of every child in our care. We support their efforts with specific policies on discipline, security, health and hygiene, safety, and nutrition as outlined below.

CARING GUIDANCE AND POSITIVE REINFORCEMENT

An important part of growing up involves learning to make positive behavioral choices, interact well with others, and take responsibility for one's actions. We help children achieve these goals by promoting self-discipline, reinforcing positive behaviors, and allowing children to experience the natural and logical consequences, when safe and appropriate, of their actions.

For unacceptable behaviors we use redirection and positive guidance. We begin by clearly telling children what they may do in the center, and we help them define and develop socially acceptable behaviors that balance the rights of individual children with responsibilities to other members of the group.

Specific discipline policies include:

- We absolutely do not condone verbal abuse or physical punishment of any kind.
- Discipline will always be handled by an experienced professional—never delegated to a child.
- Children will not be punished for failure to eat or sleep or for toilet accidents.
- Food will not be used as a reward or punishment.
- When appropriate, verbal correction will be quiet, simple, short, and concluded on a positive note.
- Behavior that could result in injury or destruction of property will be immediately addressed by a faculty member.
- Behavioral guidelines apply equally to children and to all adults who come into contact with them while entrusted to our care.

Please note that this discipline policy applies to all individuals (parents, faculty and visitors) while at Creative World.

SECURITY MEASURES

We have established a number of guidelines and security measures to ensure the safekeeping of the Creative World facilities and every child in our care, as well as to help children make a successful transition to and from the center each day.

- Under the laws of the state of Ohio, both parents may have the right to pick up their child, unless a court document restricts that right. The enrolling parent, who chooses not to include the child's other parent on the authorized pick-up list, must file an official court document (e.g., current restraining order, sole custody decree, divorce decree stating sole custody). Absent that

document, the center may release the child to either parent, provided that parent documents his paternity/her maternity of the child.

- Adults are required to check in with the program administration or appropriate faculty member at drop-off and pickup, then, escort children to or from their classrooms. Faculty members inside of the classroom will mark the child's arrival/departure time of the appropriate attendance sheet, therefore it is required that adults speak briefly with the faculty member to ensure the attendance reflects the child's information. Adults are not allowed to drop children off at the door to, or entryway of, the center.
- Children will only be released to a custodial parent or other authorized individual unless written prior notification has been given to the manager of center operations.
- Video surveillance and possible recording is active in most centers.
- Creative World of Learning has locked facilities that require codes to enter the premises. ***These codes should be shared on a need to know basis only.***
- Creative World of Learning has a safety plan in place to deal with serious emergency situations. This plan is on file with the State of Ohio.
- Adults are required to clock their child in. Please allow time in your morning and afternoon schedule for these important steps.
- Children should not be dropped off or picked up in the parking lot or at the front door.
- Authorized individuals must check in at the front desk with photo identification.
- Creative World of Learning has devised procedures to follow in the event of an emergency that would occur while children are in the center's care. In the event of a fire or tornado; faculty follows the instructions that are posted in each classroom, describing emergency evacuation routes.
- In order to prepare the students for emergency evacuation; the center conducts monthly fire drills, tornado drills and safety drills. Parents will be notified that children have been moved to the location. Further procedures will be given to parents depending on the situation.

The following summaries are procedures for emergency situations:

Fire evacuation:

- Teacher and/ or Administrator will take attendance roster, secure the classroom, exit the building with the children designated meeting place, account for all children, and notify administration or faculty in charge whether all children are present or if any are missing. Faculty and children are not to return to the classrooms until the all clear is sounded.

Weather Alert:

- Teacher and/ or Administrator will take attendance roster and any emergency medication/supplies, secure the classroom, lead children to the designated "safe place, account for all children, have children assume the safe position-covering head and neck, if

blankets or protective covering is available, cover children. Notify administrator or faculty in charge if all children are present or if any are missing. Faculty and children will stay in designated "safe place" until the all clear is sounded.

Emergency Evacuations:

- Teacher and/ or Administrator will take attendance roster and any emergency medication/supplies, first aid kit, emergency contact information for children, account for all children, exit building to the designated evacuation spot, account for all children with a name to face check off. Parents will be notified as soon as possible.

Threat of Violence:

- Teacher and/ or Administrator will secure children in the safest location in the building or outside, take attendance roster, contact 9-1-1/Police. Teachers and/ or Administrators will follow instructions from authorities, account for all children with name to face attendance, notify parents as soon as possible, complete an incident report and provide to parents. ODJFS will be notified within 24 hours.

Loss of Power, Water, Heat:

- Administrator or designee will contact utilities company and CWCC, Inc. Corporate office to notify of outage and assess expected time of outage, evaluate factors, including safety, temperature, daylight, refrigeration requirements, ability to follow sanitary hygiene practices. Corporate office will make the determination whether the center needs to be closed or not.

EMERGENCY DESTINATIONS

Creative World of Learning- Springfield:

Blessed Hope Baptist Church located at 315 S Kensington Place, Springfield, Ohio 45503

Creative World of Learning- Fairborn:

Fairborn Primary School located at 4 West Dayton Yellow Springs Road, Fairborn, Ohio 45324

Creative World of Learning- Kettering:

The American Legion located at 5700 Kentshire Drive, Kettering, Ohio 45440

Creative World of Learning- Huber Heights:

The American Legion located at 5046 Nebraska Ave, Huber Heights, Ohio 45424

Creative World of Learning- Union:

Abundant Life Christ Centered Ministries located at 201 W. Martindale Road 45322

HEALTH GUIDELINES

All Creative World team members care deeply about—and work hard to ensure—the health and happiness of every child in our care. In addition to establishing center policies and providing internal training to promote and protect good health, Creative World of Learning requires all faculty members to be trained by certified individuals or licensed physicians to administer first aid and CPR, recognize communicable diseases, and identify suspected child abuse.

1. In the event of an illness or accident; faculty will immediately notify the program administrator or designated person in charge. While attending to a sick or injured child, faculty members will make sure other children are supervised at all times.

2. A faculty member will observe each child before allowing him/her to join a group and will report suspected illness to the director. If indicated, the child may be isolated within sight and hearing of an adult, or parents may be contacted and asked to pick up their child. If applicable, the contaminated area, including, but not limited to, surfaces, cots, blankets will be disinfected. Readmission to the center will be according to the child's recovery and communicable disease guidelines. In order to protect all enrolled children, we reserve the right to request a doctor's statement before readmitting a child after a contagious illness.

3. As childcare providers, we are also required by law to report suspected cases of child abuse or neglect to the local children's services agency. If signs of suspected child abuse are present, a faculty member will notify children's services, in addition to the program administrator and our corporate headquarters.

4. Faculty members will have access to a first aid kit, communicable disease chart, parent's work phone numbers, other emergency contact information, children's medical histories, and emergency transport authorizations, as needed.

5. In the event of a serious emergency, the rescue squad and parents will be called immediately by the program administrator or designated person in charge. Creative World of Learning will provide care for children whose parents refuse to grant consent for transportation. However, if the rescue squad responds to the center and feels that the child needs to be transported to the nearest facility; we will comply.

6. If a child needs to be removed from the center before a parent arrives, the child's medical history information and a program administrator will accompany the child to the hospital whenever possible.

7. In the event of an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by an emergency squad; or an unusual or unexpected event occurs that jeopardizes the safety the child, a faculty member witnessing or assisting with the illness/incident will complete and sign a detailed incident report which you will also be asked to sign. You will be given a copy of the form.

8. A child with any of the following signs or symptoms of illness will immediately be isolated, and a parent or guardian will be asked to pick up the child:

- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Severe coughing, resulting in a red or blue face or a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
- Temperature of 100 degrees Fahrenheit taken by the axillary method—when in combination with any other sign of illness

- Untreated infected skin patches or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Sore throat or difficulty swallowing
- Vomiting more than once or when accompanied by any other sign of illness
- Evidence of lice
- Scabies
- Other parasitic infestation

9. A child with any of the following signs or symptoms of illness will immediately be isolated from other children, but the center director and a parent or guardian will decide whether the child should be discharged immediately or later in the day:

- Unusual spots or rashes
- Sore throat or difficulty in breathing
- Elevated temperature
- Vomiting

10. Parents should immediately inform the center of any diagnosed contagious condition so we can monitor any children who may have been exposed and inform parents appropriately.

11. The center director will inform parents in writing if a child has been exposed to a communicable disease or contagious condition.

12. Any child experiencing minor common cold symptoms or not feeling well enough to participate in activities will be monitored within the group and carefully observed for signs of worsening condition.

13. All faculty members are trained in hand washing and disinfection techniques.

14. Any faculty member exhibiting symptoms listed in the first section of number 9 above will be replaced by a substitute.

BITING

Biting and chewing are very natural behaviors for infants and toddlers, both as a way to explore their environment and as a means of expressing strong emotion. Creative World caregivers realize the potential for biting when very young children interact with one another, and they take continual, careful action to prevent biting incidents before they can occur. Specific preventive actions might include stressing the importance of gentle and respectful play, providing distractions and safe objects to bite or chew, and encouraging other forms of expression.

When a biting incident does occur, faculty members take steps to address the problem immediately, document the incident, and provide a full report to parents of the children involved. Our first priority is to ensure the physical safety and emotional comfort of all children, whether this requires treatment of a wound, soothing of upset feelings, or simply personal attention following a distressing incident. Caregivers can also offer advice and support to parents to help ensure an incident is not repeated and no hurt feelings linger on either side.

ADDITIONAL SAFETY POLICIES

In addition to specific security measures, health guidelines, and common-sense practices, we have developed several policies to help promote safety for every child and faculty member:

- Parents are required to inform a faculty member whenever a child enters or leaves the group.
- No child will ever be left alone or unsupervised. However, school children may run errands inside the building and use the restroom alone (or in groups of no more than six children) without adult supervision.
- We will hold monthly fire drills and keep records of them. Fire emergency and weather disaster plans will be posted in each room.
- Aerosol sprays will not be used in the presence of children.
- Faculty members will have access to lobby phones for emergencies only.
- Teachers must report to the program administration situations and/or activities that could be dangerous.
- On non-routine trips away from the center, we require a signed permission form from the parent or guardian, and each child will be identified with the center's name, address, and phone number.
- Faculty members accompanying children outside the center will be trained in first aid and have a first aid kit available.
- Emergency transportation authorization and health records for each child will be taken on all trips away from the center.
- We will try to help every child feel comfortable in the program and enjoy a positive, rewarding experience at Creative World, but in rare cases a successful adjustment is not possible. In order to ensure a safe, comfortable, beneficial environment for all children in our care, we reserve the right to disenroll anyone at any time.
- Creative World of Learning reserves the right to disenroll children; due to the actions or inactions of parents and/or guardians.

Outdoor Play Policy:

Children are scheduled to have outside time (weather permitting) twice daily. Large motor activities are scheduled in case weather conditions do not allow children to go outside.

Cold Weather Policy for Outdoor Play

Teachers shall take infants (over 12 months of age), toddlers, preschool, preK and school age outside if the temperature is above twenty-five degrees Fahrenheit (with the wind chill factored in). Children will not go outside if there is precipitation. When going outside on cold days, teachers shall make sure that children's coats are zipped and caps or hoods and mittens are on.

Hot Weather Policy for Outdoor Play

Teachers shall not take infants (over 12 months of age), toddlers, preschool, pre K, and school age outside if the temperature reaches 90 degrees Fahrenheit (with the heat index factored in) or on ozone alert days. On hot days, teachers shall be mindful of the effect of the heat on children by providing opportunities for shade, allowing children to have access to water and limiting the amount of time the children are outdoors.

SUPERVISION

Supervision of children is the function of actively observing and guiding a child or group of children. This includes awareness of and responsibility for the activity of each child and being physically present and near enough to intervene if needed. Supervision means faculty members have knowledge of children's needs, accountability for their care, and knowledge of which children they are responsible for at all times. All faculty has been trained in active supervision.

NUTRITION

Creative World of Learning offers daily breakfast, lunch, and an afternoon snack.

Food habits for a lifetime are usually formed in childhood, so we stress a positive approach to eating by serving children balanced, nutritional, family-style meals. We strive to provide bright, colorful combinations of foods with different textures in order to make meals both attractive and easy to manage. Meal times are relaxed, with pleasant conversation and attention to appropriate table manners. Faculty members will make sure that each child has a comfortable seat and dishes and utensils suitable for small hands. Children will be encouraged to take small helpings and return for seconds, if desired.

Children will sometimes be encouraged to help set the table, serve food, clear plates, and help with cleanup in order to foster positive habits and appreciation for meals. Tables will be washed and sanitized by teachers before and after each meal and snack. Any spills and crumbs will be cleaned up as a way to teach cleanliness, neatness, and responsibility.

Lunches include one-third of recommended daily dietary allowances, feature foods from all four basic food groups, and are developmentally appropriate for each child. We post menus weekly, and any changes after the posting will be noted by hand on the menu. If your child has any unique dietary needs, please see the manager of center operations for further assistance.

We will also serve nutritious snacks daily and feature special cooking activities throughout the year. These activities are planned in conjunction with holiday celebrations and the study of customs, habits, and foods of different cultures.

We very much enjoy celebrating children's birthdays as special events at the center. If you wish to provide a special snack for your child's group on his/her birthday, please check with your program administrator for suggestions.

In accordance with Federal civil rights law and 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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency

(State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)- 877-8339). Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)-632-9992. Submit your completed form or letter to USDA by:

- 1.) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Ave, SW
Washington, D.C. 20250-9410
- 2.) Fax: (202) 690-7442; or
- 3.) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

ADMINISTRATION OF MEDICATION

Medications must only be given to program administration, or designated person in charge. **Only prescription medications will be accepted to administer to children.** The only exception to this is sunscreen or diaper cream used to prevent, not treat, a condition. Sunscreen and diaper cream will be kept in the designated area in the child's classroom.

Only prescription medications that are required to be given to a child during the hours that he or she is in our care will be permitted. If the medication can be given at home, we will not administer it.

All medication must be accompanied with a completed ODJFS Administration of Medication Form and Healthcare Plan Form (if applicable).

No medication, food supplement or special diets will be administered without written consent from a parent or physician on the prescribed state form.

All medication will be stored out of reach of children. Medications requiring refrigeration will be stored separately from food items.

Children may not keep inhalers, chapstick, lotion and/or other ointment with them inside the center. Inhalers, chapstick, lotion and/or other ointments with the accompanying ODJFS form 1217 must be given to the director for safekeeping and will be made available to children as needed.

Parent Involvement

At Creative World, we realize that our extensive professional training, experience, and dedication to childcare are no substitute for parental insight and attention. Simply put, you know your child better than anyone else, and your involvement is essential to help us ensure that your child's needs are met and he/she has a wonderful experience at Creative World. Faculty members, on the other hand, know more about a child's daily activities and the overall program in which he/she is enrolled, and they will eagerly share this information with parents.

Open, honest, respectful communication is the heart of our approach to parental involvement— please don't hesitate to ask any questions or share any information you think will help us provide the best possible care for your child.

In addition to daily conversations and regular correspondence, faculty members will reach out to parents via meetings, conferences, newsletters, and other means so they can work together to address children's needs.

- **Mini-Conferences** are brief conversations that occur daily at drop-off and pickup times and involve factual information about the child to help smooth the transitions between home, center, and school.
- **Daily Information Sheets** for infants will be provided every day at pickup time and will cover the child's toileting, feeding, naptime, medication, etc., for the day.
- **Parent/Teacher Conferences** are scheduled meetings to discuss a child's development and progress, including successes in the program and any problems the child may be experiencing. Conferences also allow caregivers a chance to learn about the child's life outside the center. At least one conference will be scheduled per academic year.
Monday Morning Mail will be published throughout the year and sent home or posted on bulletin boards to keep parents informed and involved. Content will include information such as faculty member profiles, parent reminders, articles on childcare issues, policy information, and safety suggestions.
- **Special Programs** involving both parents and children are scheduled at least once per year and may include holiday musicals, Thanksgiving luncheons, Father's Day barbecues, summer picnics, Mother's Day breakfasts, open houses, etc. These programs provide children with interesting projects to help channel their creative energies and give parents and children an opportunity to participate in an activity together.
Parent Groups can be formed by interested parents with guidance and support by faculty members. Group rosters will be updated annually and are available upon request.
- **Parent Communication Boards** will be maintained for each care group and will include up-to-date lesson plans, field trip details, and other information. We encourage parents to check this board frequently for current information on their child's program.
- **Developmental Updates** will be provided throughout the year following an initial developmental screening (upon enrollment) and the creation of a personalized development program based on each child's unique needs.

Parents or guardians that want to receive contact information for other parents and guardians with children enrolled in the program can request a copy of the center directory. Parent information will be listed only with permission.

Curriculum and Assessment

Every child is unique, and no two children develop and learn in exactly the same way or at precisely the same pace. That said, it is possible to accommodate individual learning styles and developmental progress within a comprehensive, flexible educational framework.

The Creative Curriculum helps teachers develop effective lessons and activities based on the needs of the children they serve and a proven long-term educational plan. It also involves parents in planning for and appreciating their child's growth and development. The Creative Curriculum helps children acquire social and learning skills at every stage of life, because it provides seamless transitions from the infant stage of development through the preschool years and into school-age enrichment.

The Creative Curriculum for infants and toddlers focuses on building relationships by fostering a sense of security and self-identity during the first 3 years of a child's life. For preschoolers, The Creative Curriculum expands to cover literacy, math, science, social studies, the arts, technology, diversity, and physical and cognitive development while continuing to support social/emotional development. In addition to the core curriculum, Creative World offers numerous rotating enrichment programs, including music, art, martial arts, and languages such as Spanish and American Sign Language.

In conjunction with The Creative Curriculum, Creative World teachers use the Developmental Continuum Assessment System to gauge children's progress and plan effective lessons based on development in four key areas—social/emotional, physical, cognitive, and language. When applicable, Creative World of Learning may be required to share Early Learning Assessment results with the Ohio Department of Job and Family Services (ODJFS).

Program Transitions

Creative World is proud to offer a comprehensive care and education program that addresses the needs of children from 6 weeks to 12 years old. Based on age, developmental progress, and individual needs, children enrolled at Creative World may be able to transition from one program to another. In such cases the transition process is designed to be comfortable, positive, and appropriate for each child.

At Creative World the process of transitioning a child to a new classroom as a child grows is a partnership. We value the parents' desires and the needs of each child. Some children adapt to a new program immediately, while others may need to build up to it through increasingly longer periods of "visiting" a new group. With this in mind, some children will need to be supported with a transition process that gradually introduces the child to the new setting over the course of a few days or weeks and others may not. In each case, caregivers and parents together will complete a written transition agreement. Caregivers will then provide the continuity and encouragement children need to feel comfortable with these important milestones.

School age children may run errands inside of the building or use the restroom alone or in groups of no more than six children without adult supervision, as long as the following criteria are met:

- Children are within hearing distance of a teacher
- The teacher checks on the child(ren) by sight or hearing every 5 minutes
- The restroom is for the exclusive use of the center

One group of more than six school age children, Fourth grade or older, may engage in activities which pose no physical risk to their safety in a room without a childcare faculty member, as long as the children are within sight or sound of a teacher and checked every 5 minutes.

At times, it may be necessary for an enrolled child to arrive at the center from another program. If a child is scheduled to arrive to the center and does not arrive at the scheduled time; we will contact the parent to confirm that the child is scheduled to be at the center that day, and then we will contact the program that they are to have arrived from. We will consult the parent to determine further action, if needed. It is very important that parents contact the center if their child is not going to be in attendance.

Creative World of Learning will operate a full-day program for school agers when school is closed for vacations and cancellations.



Infant Program Description

The Creative World Infant program facilitates the development of a positive self-image in each child through a variety of hands-on experiences leading to mastery of self and environment. Our infants are active participants in their day and typically learn through eager exploration of their surroundings at their own pace.

Each infant will have an assigned primary caregiver, and all caregivers will follow infants' cues in order to meet their needs, including routines such as diapering and feeding. Caregivers will typically work with infants in small groups to promote individual and responsive care while providing a safe, positive, emotionally nurturing environment.

In addition to meeting the basic comfort needs of each infant, faculty members work to stimulate language development and sensory integration. For example, young infants are always held for bottle feeding. The crib area is separate from play areas and maintained as a soothing environment conducive to sleep. One-to-one interaction between infants and caregivers is very important, and during waking hours, teachers expose each infant to a variety of developmentally appropriate activities to provide sensory, visual, auditory, fine motor, gross motor, and cognitive skill development. Each day, caregivers will prepare a daily report for parents summarizing activities and other details of each infant's care. Caregivers will change infant's diapers every 2 hours; or soiled with a bowel movement.

Every attempt is made to maintain a stable faculty schedule with as few changes as possible, enabling each infant to develop a sense of trust and security with the primary faculty.

We strive to operate at lower teacher/child ratios than the state mandates. The state mandated teacher/child ratios are: 1:5, with a maximum of 12 infants per group.

Parents need to provide:

(all items should be clearly labeled)

- Disposable diapers
- Needed diaper preparation products
- Four bottles
- Two complete changes of clothing

Note: Creative World is pleased to provide infant formula and baby food free of charge to all infants enrolled in our program. If your child requires a special kind of formula due to dietary restrictions or personal preference, you may provide it for caregivers to use instead of the regular formula.

A space is provided at each location for mothers to breastfeed and/or pump.

At drop-off, faculty members will check diaper bags for required supplies and parents should provide information on the child's day so far. During the transition from parent to caregiver, each infant will be assessed for signs of illness. Feeding, diapering, and napping will vary according to each infant's schedule, and faculty and parents work together to ensure a smooth transition between home and center. Awake time will include short periods outdoors when possible; introduction of developmentally appropriate toys, equipment, and creative materials; and individualized infant stimulation activities.

At pickup, parents will receive an information sheet about the infant's eating, sleeping, toileting, activities, and disposition. In addition to daily verbal communication with parents, faculty will document age-stage development. The primary caregiver will confer with parents daily as needed and at least once per year during a parent-teacher conference.

INFANT SLEEP POLICY

To ensure the safety of the infants in our programs; Creative World must comply with ODJFS regulations and have adopted the following infant safe sleep practices:

- Infants will always be placed flat on their backs to sleep. This is in accordance with the AAP recommendations.
- Infants who use pacifiers will be offered their pacifier when they are placed to sleep, but it will not be put back in should the pacifier fall out once they fall asleep.
- When infants are in their cribs, they will be within sight and sound of faculty at all times.
- Devices such as wedges or infant positioners will not be used.
- Cribs will be free from bumper pads, blankets, loose bedding and other soft objects (i.e., pillows, quilts, comforters, sheepskins, stuffed toys, etc.)
- Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, may be used as alternatives to blankets. Creative World will provide sleep sacks for your child or you may bring your own; as long as it is an approved alternative.
- Infants will not be placed in the crib with any items which could pose a strangulation or suffocation risk, such as a bib, pacifier clip, or any sort of necklace, etc.

INFANT SAMPLE SCHEDULE

6:30am.....Center opens
7:00 - 8:00am.....Breakfast
8:00 - 9:00am.....Music and movement
9:00 - 10:00am.....Sensory activities and fine motor experiences
10:00 - 10:30am.....Outdoor time (weather permitting)/Gross Motor Activity
10:30 - 10:45am.....Early literacy concepts (stories and book exploration)
10:45 - 11:00amPrepare for lunch
11:00 - 11:45amLunch
11:45 - 12:00pm.....Clean up
12:00 - 2:00pm.....Quiet/Rest time
2:00 - 2:30pm.....Snack
2:30 - 3:00pm.....Prepare for outdoor time
3:00 - 3:45pm.....Outdoor time (weather permitting)/Music and movement
3:45 - 5:00pm.....Environment exploration (language, fine motor, nature, sensory)
5:00 - 5:30pm.....Clean up
5:30 - 6:00pm.....Quiet activities/Departure



Toddler Program Description

As toddlers, Creative World children continue to be active participants in their day by exploring their world through constant movement. Toddlers are always trying new skills, experimenting with independence, and developing a sense of identity through interaction with others. At this stage of development, social guidelines are introduced throughout the daily routine.

Each toddler will have an assigned primary caregiver, and all caregivers will follow children's cues in order to meet their needs, including routines such as diapering and feeding. Caregivers will typically work with toddlers in small groups to promote individual and responsive care while providing a safe, positive, emotionally nurturing environment.

Our toddler program is very flexible, with activities adjusted according to individual and small group needs. Expansion of language skills and development of self-help skills are the focal points of this phase of our program. Each child is encouraged to explore, experience, and enjoy the environment at his/her own pace.

The faculty plans activities that gradually lead children from individualized experiences to successful small group interactions. Toddlers' emerging sense of independence is encouraged through opportunities for safe mastery of the environment. Faculty members are specially trained to know when to gently nudge each child into responsible independence. Written reports are available to supplement verbal exchanges between parent and child about each day's events. Caregivers will change toddler's diapers every 2 hours; or soiled with a bowel movement.

We strive to operate at lower teacher/child ratios than the state mandates. The state mandated teacher/child ratios are: 1:7, with a maximum group size of 14 toddlers.

Parents need to provide:

(all items should be clearly labeled)

- Disposable diapers and diaper products; as appropriate
- Two complete changes of clothing
- Extra training pants as appropriate
- A small blanket for naptime (to take home and launder weekly)

Note: If your child has a special security item, it will be available during rest times, but we encourage leaving these items in the locker area during activity times. Please do not

bring toys to the center, as they could get lost or broken, and sharing can be difficult at this age.

TODDLER SAMPLE SCHEDULE

6:30am.....Center opens
7:00 - 8:00am.....Breakfast
8:00 – 8:30am.....Activity time – creative activity, small manipulative
8:30 – 8:45am.....Clean up and prepare for outdoor time
8:45 - 9:30am.....Outdoor time (weather permitting)/Gross Motor Activity
9:30 - 10:00am..... Snack Time
10:00 - 10:30am Sensory activities and fine motor experiences
10:30 - 10:50am Music and movement
10:50 - 11:05am..... Early literacy concepts (stories and songs)
11:05 - 11:15am.....Prepare for Lunch
11:15 – 11:45am.....Lunch
11:45 - 12:00pm.....Clean up and prepare for Quiet/ Rest time
12:00 - 2:00pm.....Quiet/ Rest time
2:00 – 2:30pm..... Snack
2:30 - 3:30pm.....Free choice (language, fine motor, nature, sensory)
3:30 - 3:45pm.....Clean up and prepare for outdoor time
3:45 - 4:30pm.....Outdoor time (weather permitting)/Music and movement
4:30 - 5:15pm.....Activity time – creative activity, small manipulative
5:15 - 5:30pm.....Clean up
5:30 - 6:00pm.....Quiet activities/Departure



Preschool Program Description

Our preschool program focuses on self-help skills essential for daily life as well as readiness skills to help children adjust to formal schooling. Each child's day is filled with activities that enhance physical, social, emotional, and mental development. These supervised activities encourage exploration and experimentation in an atmosphere that is relaxed and free from tension, allowing each child to develop skills and gain mastery at his/her own pace.

There is a balance of active and quiet play, both indoors and outside, to provide children with opportunities to enjoy creative arts, music, language arts, science, and math. Specific attention is given to the development of perceptual motor skills and a positive self-concept that will

help children adjust well to kindergarten. Faculty members will conduct periodic developmental assessments to be shared with parents and kept in each child's file. Any water play conducted at the center will be in water less than two feet in depth, and all wading pools will be emptied when not supervised by adults.

We strive to operate at lower teacher/child ratios than the state mandates. The state mandated teacher/child ratios are: for 3-year-olds 1:12, with a maximum group size of 24. For 4-year-olds the ratio is 1:14, with a maximum group size of 28.

Parents need to provide:

(items not being worn by children at drop-off should be clearly labeled)

- Comfortable, washable clothes (We try to keep children reasonably clean, but activities can involve paint, sand, water, and other messy materials.)
- An extra change of clothes
- Durable play shoes (rather than dress shoes, cowboy boots, flip-flops, or loose-fitting sandals)
- A small blanket for rest time (to take home and launder weekly)

Note: We ask that no toys be brought from home, as they may get lost or broken, and sharing a favorite object may cause problems. Bringing a book or CD (labeled) for everyone in the group to enjoy is perfectly fine, however.

PRESCHOOL SAMPLE SCHEDULE

6:30-8:30amArrival and breakfast
8:00 - 8:30am.....Quiet activities (puzzles, writing center, library, listening center)
8:30 - 9:00am.....Music & movement activities
9:00 - 9:15am.....Group time
9:15 - 10:15am.....Choice time and small group activities
10:15 - 10:25am.....Clean up time
10:30 - 11:15amOutdoor time (weather permitting)/Music and movement
11:15 - 11:30am.....Group time/Reflection & prepare for lunch
11:30 - 12:00pm.....Lunch
12:00 - 2:00pm.....Quiet/ Rest time
2:00 - 2:30pm.....Restrooms, snack time
2:30 - 3:30pm.....Outdoor time (weather permitting)/Music and movement
3:30 - 3:45pm.....Group time (story, songs, and plan for choice time)
3:45 - 4:45pm.....Choice time (all areas)
4:45 - 5:00pm.....Clean up
5:00 - 6:00pm.....Quiet activities (library, writing center, computer)/Departure



School-Age Program Description

School-age children are encouraged to demonstrate more independence in self-help areas and refine social skills when interacting in a group. This program is designed to provide opportunities for refinement of interactive social skills and independent mastery of more complex environments.

A wide range of field trips and activities are planned for non-school days and summers for your school-age child. There is a yearly activity fee assessed for summer school programs/camps. If there is an additional fee for non-school day activities, the program administrator will inform you and collect the money prior to the event. Please do not send additional pocket money with your children, as it can be easily lost.

Written permission will be required for school children to leave the center for specific activities or to participate in other activities within the building.

Since a large component of the school-age program revolves around transportation routines, the following bus/field trip rules will be equally and evenly enforced with all children:

- All children must use the restroom before departing.
- Everyone walks to and from the bus.
- All seatbelts must be fastened before the engine is started and must remain on until the engine is turned off.
- No standing is allowed on the bus
- Children must keep hands to themselves, not on the person next to them, out the window, etc.
- Quiet conversation is permitted; loud voices are a distraction and a hazard to the driver.
- Lunchboxes, purses, and school bags must remain closed at all times.
- Rude, disrespectful behavior toward any person will not be tolerated.
- Children may not be picked up from the bus or a field trip. A parent or guardian must come inside the building to sign their child out.
- The classroom attendance will travel with the group at all times.

Prior to water activities, all parents of school-age children must complete a water activity permission slip. All swimming activities will be conducted in locations supervised by certified lifeguards/water safety instructors. There will be at least two responsible adults accompanying and supervising any school-age water activities away from the center.

We strive to operate at lower teacher/child ratios than the state mandates. The state mandated teacher/child ratios are: 1:18, with a maximum group size of 36 children.

Note: We ask that no toys be brought from home, as they may get lost or broken, and sharing a favorite object may cause problems. Bringing a book or CD (labeled) for everyone in the group to enjoy is perfectly fine, however.

SCHOOL AGE SAMPLE SCHEDULE

When school is in session:

- 6:30am..... Center opens
- 7:00 - 8:00am.....Breakfast
- 8:15am.....Van departures
- 3:45 - 4:00pm.....Van arrives
- 3:45 - 4:15pm.....Snack
- 4:15 - 4:45pm.....Quiet activities/Homework
- 4:45 - 5:30pm.....Free choice activities, games
- 5:30 - 6:00pm.....Quiet activities/Departure

When school is not in session:

- 6:30am..... Center opens
- 7:30 - 8:00amBreakfast
- 8:00 - 9:00am.....Choice time – dramatic play, construction, art, games
- 9:00 - 9:10am.....Clean up
- 9:10 - 10:15am.....Outdoor time (weather permitting)/Music and movement
- 10:15 - 11:15am.....Group activity (art, construction, etc.)
- 11:15 - 11:30am.....Prepare for lunch
- 11:30 - 12:00pm.....Lunch
- 12:00 - 12:30pm.....Quiet activities (books, computers, puzzles, etc.)
- 12:30 - 1:30pm.....Choice time – dramatic play, construction, art, games
- 1:30 - 1:40pm.....Clean up
- 1:40 - 2:30pm.....Group activity
- 2:30 - 3:00pm.....Snack time
- 3:00 - 3:45pm.....Quiet activities
- 3:45 - 5:00pm.....Outdoor time (weather permitting)/Music and movement
- 5:00 - 6:00pm.....Books, games, puzzles/Departure



www.inspirechildren.com