



FAMILY HANDBOOK

EARLY CHILDHOOD EDUCATION PROGRAM 2018-2019

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Welcome to the Early Childhood Education Program at Creation Kids Village (CKV). CKV provides quality early care and education services to more than 200 children ages six weeks to five years old. We are excited to join your family as you develop and grow. By partnering together, we can holistically develop your child while they are in our care. We look forward to the journey!

PURPOSE OF THIS HANDBOOK

Please use this handbook to familiarize yourself with your child's care, the Early Childhood Education Program, and the procedures and policies, which help our program function effectively and with quality. It is your responsibility to read and follow the policies outlined and to ask for help or explanation if needed.

ABOUT THE PROGRAM

CKV is a non-profit organization serving families with early childhood education based on Christian values and focused on health. We exist to strengthen our community by supporting you in raising children who are strong in body, mind, and spirit. Our mission is to provide high quality early childhood education and services to enhance whole child development.

CKV serves children ages six weeks through Pre-Kindergarten whose parent(s) are affiliated with Florida Hospital and from the local community from 6:15 a.m. to 6:45 p.m. Our programs are licensed by the Florida Department of Children and Families (DCF).

At CKV we believe that it is you, the parent, who has the most influence on your child's development and education. That is why we believe in building a strong partnership in order for your child to obtain the maximum advantage from our program; your help and participation are encouraged. Please become an active participant in your child's program through fund raising or volunteering your time in the classroom. We encourage you to talk to your child's teacher and the Dean of Campus if you have any questions. Thank you for supporting your child's education and CKV's Early Childhood Education Program.

CURRICULUM

CKV utilizes The Creative Curriculum®, a play-based and emergent curriculum model that incorporates both teacher-initiated and child-initiated activities as well as small and large group activities. Our classrooms provide rich learning environments with age-appropriate play equipment and materials, learning centers that encourage exploration and discovery, and child and adult interaction. Teachers plan activities based on children's interests and individualized goals for their learning of content and skills. All teachers and teacher assistants work to develop positive relationships with you and your child. It is the teacher's responsibility to keep you informed of your child's progress and keep the lines of communication clear and open. Teachers will conduct your parent conferences, your child's assessments, and transitions to your child's next educational setting. While we utilize tablets to help our teachers communicate with our families, we are a screen-free and battery-free center for our children.

Preschool, Pre-Kindergarten, and Voluntary Pre-Kindergarten classrooms utilize the Learning Without Tears™ Get Set for School® curriculum. Through this program, we teach skills for kindergarten readiness such as alphabet knowledge, fine motor skills through crayon use with drawing and coloring, color and

shape recognition, counting and number recognition, letters and beginning writing. This program is taught through music, multisensory products, and child friendly books with hands-on letter and number play.

OUR PHILOSOPHY AND APPROACH

At CKV, we believe children need healthy development of social, emotional, spiritual, physical, and cognitive skills. This is accomplished by building working partnerships with our parents, families, and the community to provide a child development program that nurtures a healthy sense of self-worth, fosters the development of skills in all developmental domains, encourages the development of independence, and promotes diverse cultural values and acceptance.

Therefore, we provide a rich environment filled with opportunities to nurture confidence, curiosity, cooperation, and Christ-centered values. Our teachers encourage children to feel empowerment over his or her life through independence, trial and error, and successful challenges. This creates a loving, supportive environment where well-trained, sensitive faculty appreciate the uniqueness of each child.

Core to our approach is CREATION Health, a holistic approach to living life to the fullest potential (John 10:10).

- **Choice** – How to make the right choices is key to your child’s development. Our education team works with your child, teaching them a value-based decision making framework.
- **Rest** – Children require an adequate amount of rest in order for their body and mind to develop fully. A key component of your child’s day includes focused time for rest through sleep and relaxation.
- **Environment** – Your child is strongly shaped by their environment. That is why our classrooms are like a home; friendly, inviting, and personal, creating a space that fosters learning.
- **Activity** – Your child loves to move and what better way than in nature. Our natural playscape provides an active learning palette through which your child can explore and grow.
- **Trust** – Learning requires trust. Our educators create a safe environment where your child is encouraged to inquire, discover, and create.
- **Interpersonal Relationships** – Learning how to make connections and love friends is core to a child’s future. Our team works with your child on how to live, learn, and grow socially.
- **Outlook** – The way your child views the world is remarkable and unique. Our educators literally get on their level to help shape and grow their worldview together.
- **Nutrition** – Eating right fuels your child’s development. Our meals are nutritious, emphasizing natural vegetarian foods prepared in our Kitchen and enjoyed family style in our classroom.

These principles provide your child with the foundation to live healthy active lives and form the basis for our developmental approach.

The Constructivist Approach is robustly practiced in Reggio, Italy where Loris Malaguzzi developed a unique approach to education. The Reggio Emilia approach to teaching young children puts the natural development of children as well as the close relationships that they share with their environment at the center of its philosophy.

The Reggio approach believes that children, teachers and parents are partners in learning, and that children have the right and the ability to construct their own learning with the support and participation of teachers and parents. At the basis of this process is the pedagogy of relationships and listening.

Educators in Reggio believe that children have the right and the ability to express their thinking, theories, ideas, learning and emotions in many ways. Therefore, Reggio educators provide children with a wide range of materials and media, and welcome a diversity of experiences, so that children encounter many avenues for thinking, revising, constructing, negotiating, developing and symbolically expressing their thoughts and feelings. In this way, teachers, parents and children can better understand each other. These languages can include drawing, paint, clay, wire, natural and recycled materials, light and shadow, dramatic play, music and dance.

OUR GOALS FOR CHILDREN

We value the importance of early childhood education, as well as the faculty who work here. The care at CKV is provided by a teaching faculty trained in developmentally appropriate practices for children. This means that the children are engaged in learning throughout the day, including lunch time, rest time, outside play, and more. In order for our students to learn and be ready for school and life, our faculty provide a safe, nurturing environment in which children experience activities including taking turns, exploring, testing limits, making mistakes and trying again.

Daily activities are designed to grow your child in wisdom and stature and in favor with God and others (Luke 2:52). We provide age-appropriate, research-based experiences in the following developmental areas:

SOCIAL/EMOTIONAL/SPIRITUAL

- Learning love for God and others
- Enjoying school
- Developing a love for learning
- Getting along in groups
- Learning responsible behavior (e.g. taking turns, cooperation)
- Respecting ethnic, cultural, and age differences
- Expressing feelings appropriately
- Gaining positive self-image
- Developing independence, initiative, trust, and grit

COGNITIVE /LANGUAGE /PRE-LITERACY

- Acquiring early language and literacy skills, including pre-reading and early writing skills
- Learning numeracy (pre-math) and science concepts
- Increasing curiosity about the world through observation, exploration, and experimentation
- Enhancing language skills and self-expression through music, movement, and interactive dialogue between peers and adults
- Promoting experimentation, inquiry, observation, and exploration through play

HEALTH

- Modeling healthy eating habits and nutrition
- Practicing hygiene habits (including hand washing and toileting)

- Learning to balance adequate rest periods with activity times
- Sharing healthy, nutritious food throughout the day

PHYSICAL DEVELOPMENT

- Developing fine and gross motor skills
- Improving eye-hand coordination and perceptual skills
- Increasing body awareness
- Exploring and participating in rhythm and movement activities

PROGRAM OVERVIEW

Infants are cared for in a nurturing and stimulating environment. Student needs are attended to throughout the day on an individualized schedule created by you the parent and your child’s classroom teacher. As your child grows, we provide additional stimulating and engaging developmental experiences, with a high focus on sensory exploration. The Infant classrooms utilize The Creative Curriculum® for Infants and Toddlers.

Families with infants will provide breast milk, formula, and/or infant food daily for their child in a “ready-to-serve” format. All edible materials must be labeled with your child’s first and last name. The classroom teachers will prepare and serve the food to your child and work closely with your family to help your child transition to solid foods and eventually to eating and serving himself or herself. Breastfeeding mothers are welcome to continue their feeding routines at school as needed. Cloth diapers are welcome. Your family is responsible for supplying diapers for your children, however CKV provides wipes on site. All diaper creams and topical ointments will be treated as medication and we will provide you with a Medication Form to complete beforehand. Diapers will be changed as needed, or every two hours.

We are a “Back to Sleep” facility. DCF regulations require infants sleeping in a crib to be placed on their backs to sleep, however infants that change position on their own after being placed in the crib on their back may remain in that position. While in their cribs, infants may not have any blankets, stuffed animals, pacifier clips, bibs, or jackets in the crib with them. We recommend that you provide a fitted sleep sack if your child requires additional coverage or swaddling while sleeping. If your child medically needs any variations to these guidelines, you must provide a physician’s note with the sleeping position, sleeping materials, or sleeping incline required with a start date, end date (usually when the child is 12 months), and valid signature prior to CKV beginning the alternate routine. It is the guardian’s responsibility to provide any wedges needed to prop the crib mattress to an alternative incline.

Young Toddlers are active learners. We support your child in this classroom by offering a robust and engaging curriculum. In this age group, your child will begin gaining more independence. One way we build independence is through the practice of students self-feeding and the use of sippy cups or straw cups in place of the bottles used in the Infant classroom. The teachers will work with you to determine the appropriate timeframe and method of weaning off pacifiers while providing the comfort and security your child needs to make this transition. This usually occurs by limiting usage while awake and engaged, and providing again during rest periods. This is important for the budding speech development of your child. Students in the Young Toddler classrooms are on a unified schedule and utilize The Creative Curriculum® for Infants and Toddlers.

The teachers focus on fostering positive interpersonal relationships and teaching social awareness and interaction between peers through daily activities such as full-group circle time, small and large group activities, outdoor exploration, and independent discovery opportunities. Students are encouraged to express their needs both verbally and nonverbally while communication is being built and strengthened. Routines established in the Infant classrooms are reinforced and built upon in the Young Toddler classrooms. At this age, consistency for your child is paramount. You can help create consistency for your student by bringing them to school at the same time each day, establishing a 1-2 minute drop-off routine, and maintaining a similar schedule and expectation of your child both at school and at home.

Early Preschool students are building upon the communication, interpersonal, and independence skills learned in the Young Toddler classrooms. The Early Preschool classroom uses The Creative Curriculum® for Infants and Toddlers. One key component of the Early Preschool classroom is the addition of active toilet learning. In order to toilet learn successfully, we read each child's individual readiness signs and pair that with a partnership between your family and our teaching team. We utilize the principles of Conscious Discipline®, with the approach that toilet learning is a highly independent process for a child that incorporates routine, positive reinforcement from the adult present, and acceptance of accidents with a calm and helpful response. Teachers will work with guardians to continue the toilet learning philosophy at home. For children not yet using the toilet, the faculty will change diapers as needed or every two hours. Parents are responsible for supplying disposable diapers and ointments that are labeled with the child's first and last name.

If a child should have an accident and soils his or her clothing, teachers will escort the child to the restroom to be cleaned and provided with a change of clothes. The soiled clothes will then be put into a plastic bag labeled with the child's name. The bag of soiled clothes will be given to the parent upon pick up.

Children must be toilet trained to move up into the Preschool program in order to be developmentally ready for all age-related activities.

Preschool children thrive in a program environment that offers a variety of activities in a rich, well-equipped classroom with a consistent daily schedule. Learning opportunities are available to the students in both structured and unstructured formats, including 'free exploration' times, small or large group activities, and routines such as eating, dressing and toileting and washing. Throughout all types of activities, the interactions between teachers and children are critical to children's learning, social, self-image and communication skills. Teachers strive to get to know each child's unique strengths and needs so they can provide individualized learning opportunities and guidance in a caring, supportive atmosphere. The Preschool classroom utilizes The Creative Curriculum® for Preschool.

Pre-Kindergarten and Voluntary Pre-Kindergarten (VPK) classrooms follow the principles of the Preschool classroom while increasing personal student responsibility, fostering greater student independence, and delivering developmentally appropriate depth to academic programs in order to prepare the students for their Kindergarten year. The Pre-Kindergarten classrooms utilize a merger between The Creative Curriculum® for Preschool and The Creative Curriculum® for Kindergarten to ensure all students receive stimulating and challenging coursework at a level appropriate for their age and development. The Pre-Kindergarten students also begin the Learning Without Tears™ Get Set for School® curriculum, which teaches alphabet knowledge, counting and numbers, letters and beginning writing, and more to students who are four years old or developmentally ready. The teachers incorporate many hands-on manipulatives, engaging visuals, and practice opportunities for all students throughout the day and continue to teach the curriculum through play-based experiences.

The VPK program is a program through the state of Florida. Children must live in Florida and be four years old on or before September 1 of the current year to be eligible. If their birthday falls from February 2 through September 1, you may wait to enroll your child the following year when they are five years old. Please visit <http://www.familyservices.floridaearlylearning.com/> to learn more about the Florida VPK program and to register for a Certificate of Eligibility for your child.

All students enrolled in Pre-Kindergarten or Voluntary Pre-Kindergarten follow the uniform policy of Creation Kids Village (pg. 15).

DAILY PROGRAM ROUTINES AND SCHEDULES

Daily Activities

During **free-choice periods**, children may select one or more activities in one of the many learning centers prepared for them, such as block building, dramatic play, arts, music, books, ‘manipulatives’ (such as puzzles and building sets), science and nature study, outdoor activities and much more. They may play and work alone, with another student or in a small group, and with a teacher’s guidance or independently. As they finish, they may choose another activity after putting away their materials or toys. Circle time is conducted by the teacher or teacher assistant and may consist of planning or discussing the day’s activities or special events in school or the community, sharing experiences and belongings from home, singing songs and sharing an interactive story. Children have opportunities to get to know all their classmates as they learn new concepts and practice communication and social skills, such as taking turns. Music and movement activities may also be conducted during circle time.

Small-group learning activities are planned and directed by teachers related to curriculum topics in the areas of language arts (e.g. letter recognition and sounds), mathematics (e.g. counting and sorting objects, measuring liquids), science (e.g. properties of magnets), art projects, cooking projects and sensory exploration for younger children.

Outdoor play also is an essential part of the day, when children can get vigorous exercise and gain physical strength, coordination and skills through running, climbing, ball play and cooperative games. For younger children this includes walks, exploring the environment and taking activities outside.

Routine activities such as meals, snack, or rest time, toileting and hand washing are important opportunities for children to learn self-care and social skills, good health habits, and independence.

Walking field trips take place in the Preschool, Pre-Kindergarten, and VPK classrooms and are great opportunities for exploration and excitement. Walking trips to specific locations will be planned in advance and parents will be given a consent form to sign for the specific walking trip. Teachers will assess the readiness for children to attend walking trips. Individual classrooms will not make these trips until all children are ready. If parents decide for their child not to participate in any field trips, they should plan for alternative arrangements.

All of the types of activities described above are planned during the children’s day with each classroom having a published schedule and weekly lesson plan. We utilize tadpoles® as our school-based communication application to provide daily updates to our parents. Updates will be provided in real-time for incidents and most activities. Some updates may be provided during rest periods.

CHILD ASSESSMENTS

Teachers and teacher assistants observe and document each child's day through our parent communication application, Tadpoles®. All children are assessed using Ages & Stages Questionnaires®, Third Edition (ASQ-3). After each assessment, the results are shared with the family during a parent conference. Parents are encouraged to continue the children's learning activities in the home with stories, outings, songs, and helping around the house to teach important skills. Assessments are then used in program planning to assure optimum developmental growth of each child. Should further assessment be required our team utilizes Teaching Strategies Gold™ and additional observational resources.

BEHAVIOR MANAGEMENT AND DISCIPLINE

An important aspect of learning in early childhood is how to interact appropriately with others, control one's own behavior and understand social rules. As children learn about the world and acquire social interaction skills (such as how to approach others and join play), they may exhibit "mistaken behavior" — trying a strategy that's not suitable; they may not be intending to "misbehave." At other times, children may act inappropriately to gain attention or for other reasons. In any case, we will not allow a child's behavior to continue if it appears that a child will hurt himself/herself or someone else, or that property will be damaged. We believe that children learn acceptable behaviors by modeling the actions of those around them, including parents, teachers, and other children.

We expect our teachers to implement this policy with techniques that help children learn positive strategies for interaction and problem-solving, understand the perspectives of others and why the behavior is not acceptable, and to gain self-control. CKV teachers are trained in and apply Conscious Discipline® which includes a variety of constructive techniques, such as redirecting children to other activities and enacting logical consequences. This may include offering positive alternatives for behavior or gently separating the child from the group for private, one-on-one counseling about the situation. Time-out, physical punishment, and humiliation are never permitted at our centers, by faculty, children or parents.

Children with significant behavior difficulties, such as repeated hitting or biting other children or faculty, will be observed and their behavior documented. Faculty may confer at times with a behavioral specialist to help determine cause and possible solutions to inappropriate behaviors. We will do our best to work with you and your child to improve any developmentally inappropriate behavior. Usually, a conference will be requested with parents to discuss possible methods of dealing with problem behaviors once faculty has made several observations. Working with a child's behavior consistently at home and school is essential for improvement. Parents and faculty must have shared understanding of the reasons for the behavior and strategies for managing it.

Referral to support services may be made by administration if developmentally inappropriate behaviors continue to occur. Parents may be asked to seek counseling or attend parenting classes as a condition for their child to continue in the child development program. However, we do consider it in everyone's best interest to exclude a child or parent who exhibits a continuing problem that threatens the safety of other children, faculty, or the child. Classroom settings and group activities are not appropriate for all children. If we determine that our program is not appropriate for your child, or that you or your child constitutes a safety or legal hazard, we reserve the right to withdraw services.

FACULTY

Teachers are hired based on their education, experience, creativity, warmth and care for children. We want to assure the highest quality care and education for your child. All teachers hold DCF credentials and many have A.A., B.A., or Masters Degrees. We encourage all faculty to continue their professional development through college coursework, conferences and in-service training.

A strong part of our character development for your child is instilling respect. One of the ways children at our Center learn respect is by calling their teachers by either Miss or Mister followed by their last name (I.e. Ms. Smith).

For the safety of your child, references and criminal record checks are gathered upon hire for all faculty. CKV further does not allow our faculty to babysit enrolled children.

SCHOOL CALENDAR AND HOLIDAYS

CKV operates both academic-year classrooms and year-round classrooms. We also schedule professional development and training days, and allow for faculty to transition during certain times of the year. A calendar for the year is provided to all parents upon enrollment and is subject to change with prior notice to parents. Please visit our website for the current calendar.

PARENT PARTICIPATION AND INVOLVEMENT

Your direct involvement with your child's classroom will increase the benefits he or she derives from the program. CKV has an open-door policy to encourage parents to participate in the daily activities whenever possible. Please offer your time, your talents and donations to the classroom, and attend evening or weekend activities with other families. We also require that parents maintain standards of confidentiality toward other families and children enrolled in the program, respecting individual differences and working to help provide a safe and supportive environment for children, families, and faculty.

Parent participation in the classroom can be scheduled through your classroom's teacher. One hour per week in your child's classroom can be beneficial to your child as well as help the teachers to create a stimulating and fun environment for all of the children. If you are unable to participate directly due to scheduling conflicts or other circumstances, you may be able to take materials home or contribute in another way. Please consult your child's teacher for scheduling.

Parent-teacher conferences are held at least twice per year and teachers are available to meet with you more often at your convenience to discuss your child's progress and developmental needs. We encourage ongoing communication between the faculty and parents. Please feel free to ask questions about our program, or provide insights that you feel would enrich your child's experience at school. The parent-teacher conference is a time to learn more about your child's activities in school, developmental progress, and ways you can support your child's learning and readiness for their next classroom or developmental group. Private matters regarding child and parent conferences are to be kept confidential.

CODE OF CONDUCT FOR PARENTS

We believe each student is a unique child of God. When at CKV or are involved in a school event, parents are expected to respect children's rights and act in the following manner:

- Treat others with love and respect
- Speak the truth in love
- Support an environment that promotes health and safety
- Model cooperation and communication
- Promote children's self-esteem through positive guidance
- Respect children's choices and self-expression
- Respect the teachers' leadership role in the classroom
- Lead child activities as requested and/or directed by the faculty
- Refrain from expressing physical affection or disciplining children other than their own

Guardians or other adults authorized to drop off or pick up children who use inappropriate language, threaten faculty or otherwise act in an aggressive manner will be asked to leave the property. In addition, the center reserves the right to suspend or terminate services to a family in the event that a member of that family is inappropriate and/or threatening to faculty or participants in the program. This will be determined by the Dean.

POLICIES AND PROCEDURES

REMINDER TO PARENTS: It is your responsibility to read and follow the policies and procedures explained in the following sections. Please note that SMOKING and PEANUT PRODUCTS are never allowed on the premises. Aside from class pets and service animals, PETS must be approved to visit the school by the Dean and must be fully up to date on vaccinations with proof of vaccination provided by or before the date of visit.

ATTENDANCE

Attendance is taken every day at the time of the child's arrival. It is requested that your child be in their classrooms by 9:00am in order to fully participate and engage in the day's instruction and activities. If a child is to be absent from the program, the guardian must contact CKV and alert the school of the student's absence.

For our Voluntary Pre-Kindergarten (VPK) program, students are required to be in the classroom by 9:00am.

ARRIVAL AND DEPARTURE

Guardians and designated adults must sign-in via the biometric system Procure® when they enter CKV for drop off or pick up. Guardians should escort their child into their assigned room at the beginning of each day and pick their child up at the end of each day. Children will not be permitted to leave the facility with an unauthorized adult. All students must be accompanied by a teacher or guardian at all times. Guardians are required to keep any children in their care with them and may not leave non-enrolled children in the care of a CKV faculty member.

At drop-off we encourage you to spend a few minutes in the classroom with your child before you leave for the day. Never leave your child unattended. Please inform the teacher of any medication or special circumstances that may affect your child during the day (e.g. poor night's sleep, upsetting event at home). A child who appears to faculty to show signs of illness may be excluded from class. In these cases, a guardian will be called in order for the student to be taken home. If medication is provided, the child's name must be on every item and a current Medication Form (available at the Front Desk) is required for every item, including over-the-counter medicine. Medications must be dropped off at the Front Desk to be administered. Medications are not permitted inside of the classrooms and may not be left in student bags, backpacks, or cubbies. For safety precautions, any medication administered in food or drink must be announced and may not be left in the classroom. Families may not bring bottles or sippy cups with medication mixed into the beverage without proper clearance from the Front Desk. If medication is required by a physician to be mixed into food or beverages, Creation Kids Village must be the ones to mix the medication with the food or beverage.

Each classroom has their own drop-off routine and rituals. Please speak with your teaching team on ways that you can integrate your child's morning routine into the classrooms.

Sign out at the end of the day and let your teacher know that you are taking your child home. Take a few minutes to look over your child's work and talk with the teacher about your child's day. After sign out, please do not leave your child unattended. Anyone who is not known by the faculty will be asked to

show a valid Driver's License or other photo identification. Persons not authorized by you on your child's approved pick up list will not be permitted to take your child from the center. **Children will not be released to anyone under the age of 18**, or to anyone who is suspected to be under the influence of drugs or alcohol or who may be considered a danger to the child. Those parents who may have custody issues should consult with an attorney regarding legal protection for their children. Parents must provide us with any court orders so that we can call the police to enforce their legal rights should the need arise.

Late Pick Up after the Center Closes

State law requires the Center to contact the police if a guardian cannot be contacted and they are 30 minutes late picking up a child after the Center is closed. A late fee will be assessed at \$25 for the first 10 minutes, and for every minute after 6:55pm an additional fee of a \$1 per minute will be assessed when a child is picked up late after the Center is closed. In the case of more than one sibling, the charge will be \$40 for the first 10 minutes and an additional fee of \$1 per minute for each child will be assessed when a child is picked up late after the Center is closed. Continued late pick up can lead to termination of services at CKV's discretion.

Transportation to and from CKV is the guardians' responsibility.

NUTRITION PROGRAM & MEAL SERVICE

Providing nutritious meals and introducing new foods to the children are important aspects of our Nutrition Program. As part of our curriculum, we do food-preparation activities and teach basic nutrition information. Infants are provided from home with breast milk or formula and age appropriate baby foods. Depending on your child's hours of attendance, he or she will be served one or more of the meals. Menus are posted on our website. Meals and snacks must meet minimum requirements for food components and quantities under the USDA Child Care Food Program. **Children are not allowed to bring food unless a doctor's note is provided.** Nutrition is the foundation of your child's growth and learning – if you provide food from home, please bring a selection of healthy, filling items for your child and refrain from bringing “junk food” such as candy, sweets, chips, etc. for your child to eat at school.

For the safety of your child, you must indicate any food allergies on your child's medical form and bring a note from the child's doctor upon entrance to the program. This note must include any steps to be taken in the event of an allergic reaction. Please discuss this with your child's teacher and the Dean.

Due to severe peanut allergies, our center has adopted a “peanut free policy”. We do not serve any foods that contain peanuts (e.g., peanut butter) and discourage any foods coming to the center that contain other types of nuts as well.

Allergies to foods, chemicals or other environmental issues (such as nuts, pollen) should be listed in the “Allergies” section of the child's information form. Please include any reactions and treatments of the allergies. This information will be placed on a master list and confidentially posted in food preparation and distribution areas, the front desk and classroom area. Faculty will be informed of children's allergies and instructed to avoid these products.

The Healthy Eating team serve a fully vegetarian breakfast, lunch, afternoon snack, and evening snack. Faculty members assist children with hand washing, containers, utensils, and cleanup. Sharing of food among children is not permitted.

Section 65C-22.005 of the Department of Children and Family Services Child Care Standards requires CKV to have and maintain a guardian permission form for each child in order for them to be able to participate in food-related activities, such as special occasions and learning activities, which include food consumption.

BIRTHDAYS AND SPECIAL EVENTS

Birthdays and holidays are special times for children and for our program. We encourage you to take part in the celebrations if you wish by bringing a treat (food item) for all of the children in the classroom. Please talk with your child's teacher in advance to find out what is appropriate to bring. Let the teachers know if it is your wish for your child not to celebrate events due to religious, cultural or other reasons. If you prefer that your child not participate in a planned activity (such as Halloween, birthdays or Valentine's Day), please make other arrangements for the care of your child. Our teachers respect individual diversity and will do their best to make your child comfortable in the classroom regardless of their participation in celebrations.

Children are invited to celebrate their birthdays at school. Guardians are always welcome at their child's birthday celebration. We are also delighted to help guardians celebrate other events at the center arranged in consultation with the teacher and administration.

We do not allow any type of balloon within our center.

If guardians choose to bring a birthday treat, we prefer a treat that is nutritious and healthy. All foods brought into the center **must be store bought according to state regulations.**

- No homemade foods are allowed to be served to the children (for allergy and regulatory purposes).
- Goody bags must be age appropriate so choking hazards will not occur.

It is our policy not to exclude any children in the room from the festivities and by enrolling your child at Creation Kids Village you are agreeing to allowing your child to be served school-approved food items brought in for parties that may not be listed on the daily menu. We will always take allergies into consideration and will provide substitute items when necessary and available. If you do not wish for your child to eat food provided at parties, you must visit the Front Desk and sign a form stating you do not wish your child to eat non-menu prepackaged treats.

In the spirit of inclusion, it is important that invitations and/or party items brought in by guardians are provided for each child. Guardians often donate a book, puzzle, or game to the classroom to honor the birthday of their child. Your child's lead teacher will help you make this choice.

CLOTHING AND NAP EQUIPMENT

Dress your child for comfort and for active play. It is likely that your child will come home with dirty, painted or torn clothes at times. Clothing is the responsibility of the parents as children's freedom to play and learn is more important to us than clean, neat and tidy clothes at the end of their day. Children

are required to bring a change of clothing to keep at the center. This will ensure that your child will have dry clothes available after water play or an accident that may occur during the day.

Provide tennis shoes or other closed-toe shoes so that your child may climb and run safely. Please be sure your child's shoes and clothing fit well, as poorly fitting shoes and clothes can cause accidents. For safety reasons, open-toed, plastic (jellies), backless shoes, slippery soles and thongs/flip flops are not recommended.

Label the inside of your child's clothing with permanent ink or name labels (especially jackets, sweaters, gloves and hats). We encourage children to care for their clothing, but we do not take responsibility for clothing that is lost at the center. Occasionally, your child may wear another child's clothing or shoes home by mistake. If this should happen, please return the clothing the next day.

It is the responsibility of the guardian to ensure their child is dressed and ready for the day. Students must be fully dressed upon arrival to school. If a child arrives to school without appropriate clothing (no shoes, shorts in cold weather, etc.) we will contact the guardian in order for them to bring the extra clothing items to school. If this is not possible, we will exclude the student from any activities where their current clothing might compromise comfort or safety. For example, the student may be required to stay in an alternate classroom during outdoor times.

For special events, students may require a change of clothing. Please discuss these events and situations with your teaching team to determine the best clothing to arrive to school in and the expectation for changing into the alternative wear.

Infants are provided with individual cribs. All students take an afternoon nap or rest quietly on cots we provide. Each child is provided with a sheet for naptime. If your child has a special toy, pillow or blanket, please discuss this with the teacher in the classroom, and we will do our best to accommodate your needs.

PRE-KINDERGARTEN AND VOLUNTARY PRE-KINDERGARTEN (VPK) UNIFORM POLICY

At Creation Kids Village we strive to present ourselves and our students in a professional manner. We want to prepare our students for the professional world and encourage them to be aware of their appearance and the way they carry themselves at all times. We believe this is accomplished by wearing their proper, full uniform. This uniform policy applies to all children in the Pre-Kindergarten and Voluntary Pre-Kindergarten programs.

Students are required to follow the dress code. The Head of School and Dean of Campus reserve the right to interpret and/or make changes. To order your uniform items, you may see French Toast and order under the approved school code: QS5PEBU.

The following guidelines indicate appropriate dress (see the following page):

Uniform Provider	French Toast: www.frenchtoast.com / School Code: QS5PEBU
	Uniform Colors
When to Wear Your Uniform	Top <ul style="list-style-type: none"> • Gray • Light Blue • Navy • White Bottom <ul style="list-style-type: none"> • Gray • Khaki • Navy
	<ul style="list-style-type: none"> • Every school day unless otherwise noted.

Girls	Boys
Top <ul style="list-style-type: none"> • Stretch Pique Polo (short or long sleeve) • Puff-Sleeve Polo Bottom <ul style="list-style-type: none"> • Girls Adjustable Waist Pant • Pull-On Girls Pant • Bermuda Short • Pleated Hem Jumper • Ruffled Pique Polo Dress • Canvas Safari Shirdress • Two-in-One Pleated Dress • Pleated Scooter with Grosgrain Ribbon • Front-Pleated Skirt with Tabs Shoes <ul style="list-style-type: none"> • Closed-Toe Shoes • Socks 	Top <ul style="list-style-type: none"> • Pique Polo Shirt with Knit Collar (short or long sleeve) Bottom <ul style="list-style-type: none"> • Pull-On Boys Pant • Adjustable Waist Double-Knee Pant (Modern Fit) • Pull-On Boys Short • Flat Front Adjustable Waist Short Shoes <ul style="list-style-type: none"> • Closed-Toe Shoes • Socks

General Clothing Guidelines

- All shirts, polo tops, skirts, scooters, pants, shorts, dresses, and jumpers must be French Toast and must match the approved items listed above and in our online FrenchToast.com school catalog. If your child requires an exception or alteration to the daily uniform, it must be made in writing to the Dean with appropriate documentation (i.e. doctor’s recommendation or order) to be approved. Clothing can be purchased online at www.frenchtoast.com or through retailers such as Target, Sears, or Kohls all of whom carry French Toast school clothing. Pay close attention to style numbers when purchasing.
- Creation Kids Village Early Education logos will not be available for the pre-kindergarten uniforms.
- All clothing must be clean, in good condition, modest, and of appropriate size and fit without being too tight, baggy, or revealing.
- Prohibited clothing/style include the following: denim (or look alike fabric), camouflage clothing, off the shoulder tops, overalls, combat-style boots, hats, bandanas, visible underwear, offensive

(i.e. drug, alcohol, or sexual references/innuendoes), torn or cut clothing; unnatural color or distracting print.

- If an undershirt is worn, it should be white.
- Hair should be styled in a way that is consistent with the spirit of this policy. Male students must wear their hair above the collar, eyebrows, and ears
- Jewelry and makeup (if worn) should be simple and tasteful.
- Uniforms should appear neat at all times - ironed when needed.
- During cool weather children can wear additional jackets for outside use.
- Shoes must be closed-toe with non-marking rubber soles. Heelys are strictly prohibited and shoes may not illuminate or make electronic noise.

CHILDREN'S PERSONAL BELONGINGS

Your child may bring special items — stuffed animal, photograph, etc. — to share on the teacher's designated "share day." Talk with the teacher about the appropriateness of an item if you are not sure. Shared items will be stored in children's cubbies when not in use. Items in a child's cubby are limited to what will 'fit' without touching items in the adjacent cubbies.

Candy, gum, money, balloons, and violent toys (such as guns) must be left at home. We will not be held responsible for lost jewelry, toys, or other personal items. Children often take small things home with them to remind them of their school. If you find any small toys, building blocks, puzzle pieces or other items that belong to the school, please help your child return them to his or her classroom.

CHILD SAFETY

Children experiencing minor injuries or illness such as bumps, bruises, scrapes, bee stings and stomach upsets will be treated by the teacher trained to administer first aid. CKV utilizes two forms to document your child's health and safety at the Center.

- For all first aid we utilize an Incident Report documented within one hour of the incident.
- For all illness we utilize an Illness Report.

The forms are signed by the teacher, administrative faculty, and guardian. If the child's symptoms persist, guardians will be asked to pick up their child. Guardians will be contacted in the event that an Incident occurs per the guidelines outlined below:

Minor Incidents:

Definition: Scrapes, bumps, bruises, scratches, etc. on the body but not the face (see "Head Injuries" for more details)

1. **Incident Report** filled out and signed by the Dean/Front Desk.
2. **Tadpoles® "Incident" Alert** to parents.
3. **Phone call, once, to both parents.** If no answer, a voicemail will be left to return the call when able.

All Head Injuries and Severe Injuries:

Definition: Any and all incidents involving the face or head (face bumps, falls, scratches, scrapes, injuries to lips/teeth), any bites that occur, and any extreme incidents that require immediate medical attention (seizures, gashes, broken bones):

1. **Medical emergencies will result in immediate contact to 911**
 - a. A member of administration will accompany your child at all times until you are able to arrive at your child's location.
2. **Calls to both parents and emergency contacts until they are able to speak to someone directly.**
 - a. The school will continue to call every 30 minutes until they are able to speak to someone directly.
 - b. If no answer, a voicemail will be left to return the call immediately.
3. **Tadpoles® "Incident" Alert to parents.**
4. **Incident Report** filled out and signed by the Dean/Front Desk.

If a child's fever reaches 104.0° and an emergency contact is unable to be reached or cannot arrive within 30 minutes of the temperature, CKV will immediately call 911.

Sickness Requiring Child Pick Up:

Definition: three diarrheas, two throw-ups, 101.1° temperature or higher (underarm thermometers: add 1° to results), suspicion of contagious illness (rash, bumps, discharge from eyes), etc.

1. **Calls to both parents and emergency contacts until they are able to speak to someone directly.**
 - a. The school will continue to call every 30 minutes until they are able to speak to someone directly.
 - b. If no answer, a voicemail will be left to return the call immediately.
2. **Tadpoles® "Incident" Alert to parents.**
3. **Illness Report** filled out and signed by the Dean/Front Desk.

In the event of a serious accident or illness, an ambulance will be called.

Additionally, video cameras are placed in every classroom, as well as around the grounds (outside the school) for internal CKV use. These cameras have been set up to ensure the safety and security of all of the children in our care. Camera footage is never released, and there are no cameras or recording devices in private areas, such as restroom. Camera footage may be used internally for incident review, coaching, and safety precautions.

CHILD ABUSE REPORTING

In order to ensure the well-being of the children in our care, our faculty has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children and Families and to cooperate in any investigation of such possible neglect or abuse. All faculty members are mandatory reporters and must follow Florida statutes for mandatory reporting. We do not have discretion in this matter, but must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including non-family members. Faculty is not allowed to comment to guardians, other faculty or any other persons on the subject of reported child abuse. Guardians may not accuse or question faculty concerning child abuse allegations. Child abuse investigations are a matter for DCF.

PREVENTION OF ILLNESS

Young children in group settings tend to be exposed to colds and other contagious illnesses since they have not yet developed immunities and are still learning good health habits. Most illnesses are spread by hand contact, not from cold weather. Hand washing has been shown to be the most effective means of keeping children and adults healthy. We help children to practice good habits of hand washing, using and disposing properly of tissues, covering the mouth when sneezing, etc. Families can assist by doing the same at home as well as by keeping the child home if showing symptoms of illness. Please thoroughly wash your hands and your child's hands when entering your child's classroom each day. Often children and adults pass on viruses before they become symptomatic.

CKV will ensure that all specified equipment, items or surfaces (including floors and walls) are cleaned and disinfected as needed to maintain a sanitary environment. Cribs, cots, and machine washable fabric toys are washed and disinfected at least monthly or more frequently as needed to maintain cleanliness. Sheets, blankets or other coverings will be laundered daily in our infant room and weekly or as needed in our other classrooms.

Creation Kids Village is one of just 225 Centers worldwide that utilizes the ZONO Sanitizing Cabinet. The ZONO Cabinet is an eco-friendly system used to sanitize toys and materials of infectious diseases and viruses. It is guaranteed to kill Staph, E. Coli, Norovirus, and Hand, Foot, and Mouth disease. Our system also incorporates a heating option to kill lice and eggs. The ZONO Cabinet uses no harsh chemicals to sanitize hard and soft items – instead, it uses ozone created from ambient air, less than one half ounce of water, and three cents of electricity to sanitize porous, semi-porous, and nonporous surfaces. With this system, we are able to sanitize items not regularly capable of being washed such as crayons, books, papers, and larger items such as cots and furniture. We are also able to sanitize your child's carseat! We sanitize materials on a daily rotational or even more frequently as needed.

Frequent hand washing with soap and running water is necessary to prevent the spread of disease. Children and adults need to wash their hands before preparing or eating snacks, before and after water play, touching animals or pets, toileting, coughing and wiping noses. Teachers set a good example and teach children how to clean their hands. Faculty, children and guardians are asked to wash their hands upon entering the classroom.

POLICY REGARDING SICK CHILDREN

Children may become sick during the day or show signs or symptoms of illness prior to arrival. Please call your child's teacher before 9:00am if your child will be out for the day.

If your child becomes ill while at the center and we believe it is better for your child to be home rather than in contact with other children, we will call and ask you to pick up your child no more than one hour later. While waiting for pick up your child will be removed from the classroom and will remain in the front office with one of our administrative team until guardian arrival within the one-hour timeframe.

To reduce the spread of illness and maintain the health of all children at the center, we may temporarily exclude your child from attending the center. Please refer to the following section for information on the types of illnesses that we cannot support at the center, as well as the criteria required for return to the center. If you have questions or need more information on a specific illness or criteria for return, please contact the Dean.

We will ask that your child remain away from the center if he or she has an illness or symptom that prevents participation in routine daily program activities including outdoor activities or if your child has an illness that requires more individual care than our center faculty members can provide without compromising the health, safety, and activities of the other children. For their protection, children who have not been immunized against certain childhood illnesses may be subject to longer periods of temporary exclusion from the center.

In addition to the illnesses referenced in the table that follows, we may require health care provider clearance for other illnesses at our discretion.

ILLNESS	CRITERIA FOR RETURN TO CENTER
Abdominal pain which is persistent and continues two or more hours	When symptoms are no longer present
Boil, abscess or cellulitis	When lesion(s) are covered and drainage is contained in covering/bandage
Chicken Pox/Varicella	When all sores have dried and crusted, usually after six days
Conjunctivitis (eye discharge) or pink eye accompanied by a fever, behavioral changes, or a recommendation for exclusion from the health department	24 hours after initial antibiotic treatment and when fever or behavior changes are no longer present and symptoms of red, watery eyes are resolved
Coughing (severe) Including Croup	When symptoms are no longer present
Cytomegalovirus accompanied by fever	When fever has been resolved
Diarrhea - Including conditions with diarrhea symptoms (Campylobacter, Yersinia, Giardiasis, Rotavirus)	When the stool of diapered children is contained by the diaper, even if the stools remain loose, and when toilet trained children do not have toileting accidents OR when stool frequency has reduced to fewer than two stools above normal for that child, even if stools remain loose
Diarrhea if bloody or caused by Cryptosporidium	Health Care Provider clearance required
Diphtheria	Health Care Provider clearance required
E-coli (O157:H7)	Health Care Provider and Public Health Authority clearance required
Fever $\geq 101^{\circ}\text{F}$ (armpit or ear accompanied by signs or symptoms of illness or behavior change (we will follow state licensing and health department requirements if fever is defined differently))	When fever is below 100°F (armpit or ear) without the use of fever-reducing medicines
Fifth Disease (Human Parvovirus) accompanied by fever or behavior change or the child has an underlying blood disorder, such as sickle cell disease, or compromised immune system; children with these conditions may shed large amounts of virus and may appear ill	When symptoms are no longer present

Hand-Foot-and-Mouth Disease (Coxsackievirus) accompanied by mouth ulcers or blisters and no control of drooling or fever or behavior change	When the child has stopped drooling and does not have exposed open sores and the rash has started to decrease
Head Lice/Nits or other Infestation	Require proof of treatment in order to return to school. Proof of student clearance can be provided in the form of a receipt from a lice removal service or a box from a home treatment. A head check will be performed by Administration in a private area, if the student is free of nits and lice he or she will be cleared for re-admittance. If homebased or homeopathic remedies are utilized, we require a 48-hour leave from school before the student can be screened at school for re-admittance.
Hepatitis A virus	Health Care Provider clearance required
Hepatitis B virus	Health Care Provider clearance required and skin lesions, If any, are dry or able to be completely covered by a bandage
Herpes Simplex accompanied by mouth ulcers or blisters and no control of drooling or fever or behavior change	When the child has stopped drooling and does not have exposed open sores
Human Immunodeficiency Virus (HIV/AIDS)	Health Care Provider clearance required and skin lesions, if any, are dry or able to be completely covered by a bandage
Impetigo	When 24 hours have passed since topical, oral, or other systemic antibiotics were started, if the sores can be kept clean and dry and If they can be completely covered
Influenza/Flu (all strains) accompanied with fever	Health Care Provider clearance required and child's fever and signs of fever must be resolved for 24 hours without the use of fever-reducing medications
Lyme Disease (or other tick-borne diseases) accompanied by fever	When fever is no longer present
Measles	Health Care Provider clearance required
Meningitis (bacterial or viral)	Health Care Provider clearance required
Mononucleosis accompanied by fever and/or behavior change	When fever is no longer present
MRSA (Methicillin-Resistant Staphylococcus Aureus)	Health Care Provider clearance required
Mumps	Health Care Provider clearance required
Pertussis (whooping cough)	Health Care Provider clearance required
Pneumonia if accompanied by fever, severe coughing, rapid breathing, or behavior change	When symptoms are no longer present
Ringworm (Tinea)	After treatment has been started
Roseola (Human Herpesvirus 6) accompanied by fever	When fever is no longer present

RSV (Respiratory Syncytial Virus)	Health Care Provider clearance required and child's fever and signs of fever must be resolved for 24 hours without the use of fever-reducing medications
Rubella	Health Care Provider clearance required
Salmonella	Health Care Provider clearance required
Scabies	After treatment has been completed
Shigella	Health Care Provider clearance required
Strep Throat or other streptococcal Infection	24 hours after initial antibiotic treatment and when fever is no longer present
Tuberculosis	Health Care Provider clearance required
Vomiting more than two times in a 24-hour period or accompanied by fever, green or bloody vomit, no urine output in eight hours, recent history of head injury or looks/acts very ill	24 hours symptom free

We value your child's health and recognize that preventing the spread of infectious diseases is very important part of quality childcare. To help us prevent the spread of infectious diseases parents are required to call the center immediately to report contagious conditions. We will post exposure notices in the classroom and through Tadpoles® when we discover that children may have been exposed to a contagious illness at the center. Please check for these notices, since you will need to watch for symptoms in your child, and may want to consult with your doctor regarding your exposure if you are pregnant or have a condition that may compromise your health.

In the very rare circumstance that a contagious outbreak occurs causing the majority of a classroom to be out sick at one time, the program reserves the right to close a classroom fully to maintain the health and well-being of other children/faculty at that center.

MEDICATION ADMINISTRATION POLICY

CKV follows the recommendations of both the National Association for the Education of Young Children (NAEYC) and the American Academy of Pediatrics.

CKV requires that parent or guardian assume the responsibility of providing any necessary medications their child may require and informing the teaching faculty what they have been given prior to drop-off. You may consider asking your physician or health care provider for prescriptions with 12-hour dosages. We further expect that the first dose of any new medication given at home be observed at home so that side effects (i.e. drowsiness, diarrhea etc.) can be identified and communicated to us prior to care. We discourage use of "over-the-counter" medications that only treat symptoms of illness, when a day or two of rest at home might be what is needed most.

This said, we realize that during the school day we may need to administer some medications in your absence, with a written doctor's note describing the procedure for faculty. Due to daily scheduling, medications will be administered between the hours of 10:00am-3:00pm only. Medications due outside of these hours cannot be guaranteed and parents should make arrangements to align dosage times within our available hours. On-site treatment for medical emergencies, such as basic first aid or use of an EpiPen, will be administered at the time of need. Medications must be dropped off at the Front Desk

to be administered. Medications are not permitted inside of the classrooms and may not be left in student bags, backpacks, or cubbies.

Prescription medication will only be administered on the written order of the child's physician and must be in the original container with the child's name, the name of the drug and directions for its administration and storage on the label and accompanied by the CKV Medication Form. All nonprescription oral medication must have be accompanied by the CKV Medication Form (e.g., cough syrup, Tylenol®). All the appropriate tools to administer the medicine are required; if the tools are not given to the faculty with the medicine the person administering the medicine will not be able to give it to the child.

For safety precautions, any medication administered in food or drink must be announced and may not be left in the classroom. Families may not bring bottles or sippy cups with medication mixed into the beverage without proper clearance from the Front Desk. If medication is required by a physician to be mixed into food or beverages, Creation Kids Village must be the ones to mix the medication with the food or beverage.

Medication administered in our center:

1. MEDICATION FORM SIGNED AND COMPLETED

The parent or guardian is required to complete and sign the CKV Medication Form and hand it directly Front Desk together with the medication and an administration device (spoon, cup) with clearly marked measurements, if in liquid form.

2. ORIGINAL LABELED CONTAINER

All medication must be in the original, childproof container and every item must be labeled with child's first and last name. Prescription medications must be accompanied by the original prescription and in the original packaging.

3. STORED IN THE ADMINISTRATIVE AREA

Medication containers and dispensers will be stored out of the reach of children and in a lockable cabinet or container, or refrigerator if necessary.

4. MAINTAIN WRITTEN RECORDS

Creation Kids Village will maintain a written record of administration times, amount given, and who administered the medication with witness.

5. MEDICATION ADMINISTERED AS PRESCRIBED

Prescription medication will be administered in accordance with the pharmacy label directions as prescribed by the child's health care provider. Instructions from the child's parent or guardian shall not conflict with the label directions as prescribed by health care provider. If possible, parent or guardian should provide patient information sheets, available at the pharmacy, for each prescribed medication listing side effects and what to do if a dose is missed.

6. WRITTEN PROCEDURES FOR SPECIAL MEDICATIONS

Special medications authorized by a health care provider's order for acute or chronic conditions such as allergic reactions and asthma should, **in addition to the above**, be accompanied by a written plan of administration, as well as step by step procedures for faculty to follow in identifying reactions to be alert for in the child's behavior or physical condition.

7. PERMISSION REQUIRED FOR OTC MEDICATIONS

Non-prescription over-the-counter (OTC) medications may only be administered with a completed CKV Medication Form. OTC medications will only be dispensed in accordance with the product label directions. Instructions from the parent or guardian shall not conflict with above directions. Sunscreen, diaper creams, and insect repellent that will be administered with must also include the child's name labeled on these items.

8. RETURNED OR DISPOSED OF WHEN NO LONGER NEEDED

When no longer needed by the child, or when the child withdraws from the program, all medications will be returned to the child's parent or guardian, or disposed of after an attempt to reach parent or guardian.

Approved and trained faculty at Creation Kids Village will administer medications that meet the above guidelines only if they can be administered orally, by the ocular route, by the otic route, nasally, by inhalation or nebulizer, or topically. CKV will not administer medication rectally, vaginally, or by injection. If your child requires an emergency medication that needs special consideration, please speak with the Dean.

HANDLING EMERGENCIES

If a child becomes sick or is injured while at the center, parents will be notified immediately. If your child needs immediate medical attention and you cannot be reached by phone or cannot come to the center in a reasonable time, a faculty person will call 911 for immediate medical attention. It is important that you provide us with an up-to-date list of contacts for people who are available to pick up your child in case of emergency. For your child's health and safety, it is important that you notify us immediately if there are changes during the year in your work or home phone numbers or contact information for others listed on the emergency card.

In the event of a major disaster, parents may not be able to contact the center by phone. Faculty will remain with the children at the center until they are picked up by you or an adult designated on the emergency card unless they have been evacuated from the center. Fire and safety drills are conducted regularly with the children so they will know how to respond and follow instructions in emergency situations. Please become familiar with the evacuation location listed in your classroom. In the event that we are required to evacuate the building and relocate, our off-site location is the Main Lobby at Florida Hospital Celebration Health.

The procedure for notifying families if severe weather or conditions prevent the facility from opening on time, or at all, will be sent via email, our communication apps, and posted at the location. If it is necessary for the facility to close early, it is the family's responsibility to arrange for the child's pick up. There is no reduction in tuition as a result of inclement weather.

In the case of a major emergency (such as broken bones, puncture wounds, etc.), the child's guardian will immediately be called. As necessary, the child may be taken by ambulance to the nearest emergency medical facility. A member of administration will accompany the student in the ambulance and at the hospital until a parent or guardian arrives. Health forms on file include child and guardian information, emergency numbers when guardians cannot be reached, and a medical release to seek treatment if guardians cannot be reached.

ELIGIBILITY AND ENROLLMENT

Children and parents are welcome to all services regardless of sex, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental disability or physical disability. Placement of children with identified disabilities will be handled on a case-by-case basis.

All forms provided to you upon enrollment must be completed for registration to be finalized and before your child may attend. By Florida law, we require your child's file to include an up-to-date Physical Record on form DH 3040 and an up-to-date Immunization Record on form DH 680 (or the Immunization Religious Exemption Form DH 681). These requirements can be found in the Florida Administrative Code 65C-22.006. We also require a copy of your child's birth certificate.

All documents in a child's file are considered confidential records and are not disclosed to outsiders, except officials of the Florida Department of Children and Families, Child Care Licensing Program, without the guardians' or guardian's written permission. By enrolling your child at Creation Kids Village, you are granting permission for the faculty of Creation Kids Village to have access to your child's file.

An established number of slots are available within each age group. A wait pool of applicants is maintained and guardians are informed when a space is available that fits the child's schedule. Children will be placed into the classroom as space becomes available. Children are not assigned a number in the wait pool since the complexity of requests and needs change often. In order for the child to be placed in the wait pool, the family must complete the Parent Interview with the Dean and submit the formal completed and signed application. When a classroom space becomes available, the family must confirm a start day within a week of notification and must begin attending within 30 days of acceptance or the space will be offered to another family in the wait pool.

CKV reserves the right to adjust the priority based on the needs of children and/or their age grouping. Applications are accepted by the following priorities:

- Florida Hospital Employees
- Celebration Fitness Center Members
- Walt Disney World Employees
- Siblings of currently reenrolled families
- Children of faculty not assigned to guardian's classroom
- Other applicants

SCHEDULING

All children are placed on a fixed schedule Monday through Friday. Once you have a day in your child's schedule, the full day is available for your use. We ask that you notify the Front Desk by 9:00am if you will be later than 9:00am or absent for the day. VPK students not enrolled in the Wrap Care program must attend class Monday through Friday from 9:00am-12:00pm and may not extend this hours without prior approval and payment.

Your child may only attend on the days you have scheduled. If you plan to change your child(ren)'s schedule, you must request **two weeks** in advance the schedule change to the Front Desk. If space is

available, your schedule will be revised and a new tuition agreement must be signed. If your child is part-time and you wish to bring your child on a non-scheduled day or stay for extra hours, please see the Dean to determine the availability. Please be advised that there is an additional charge for extra hours and days. If your child attends school part-time and misses a day, you are not eligible to pick up an additional day the next week without payment of additional add-on fees. Keep in mind, extra hours or additional days cannot be guaranteed. Please see the Dean for rate information.

TUITION

Creation Kids Village requires all tuition to be paid the Friday prior to services rendered, and no later than the following Tuesday by 12:00pm. Late balances will result in a \$25 fee per week.

Number of Days

Guardians must pay for the number of days their child is scheduled whether the child uses them or not. No make-up days will be given. Holiday closures are included in tuition and are not non-payment days.

Collections

When an account balance is two weeks behind in payment, whether in date or in equivalent fee amount, Creation Kids Village requires the account payer to enter into a payment plan based through or Tuition Payment Plan Form which provides options for payment including withdrawal.

Payment

Guardians may pay by one of the following methods:

- Bank Withdraw (ACH)
- Credit/ Debit Card (*Visa, MasterCard, and Discover*)

Registration Fee

The registration fee is an annual nonrefundable fee that is due upon enrolling and every April thereafter. VPK families do not have to pay the annual registration fee **unless** they opt to have wrap-around care, in which case the annual registration fee will apply.

Additional Fees

Our general policy is to review our tuition rates bi-annually. Some additional fees may be assessed such as annual re-registration, equipment fees, extracurricular activities, and special classroom events. Please see the Dean for further information on tuition, fees, and payment policies. In the event of a late payment or a payment declined for non-sufficient funds a \$25 fee will be assessed to the bill as a processing fee.

Credits

CKV offers tuition credits to full-time enrolled families, which do not apply to part-time families. Only one credit can be applied to an account and credits are not available for VPK wrap around care. Credits are available for Florida Hospital Employees, Sibling Enrollments, Celebration Fitness Centre Members and Walt Disney World Employees with valid proof of employment or membership.

Time Away Credit

At Creation Kids Village, we know how important family time is. Families are entitled to Time Away Credits for sick, vacation, or holiday time based on the number of days per week they are enrolled. For

example, if your child is enrolled fulltime they would be eligible for 5 days credit per year; if your child is enrolled for two days a week then they would be eligible for 2 days per year. The Time Away Credit is available during the current school year (August to July) and does not roll over. If previously utilized, your Time Away Credit will reset in the next school year (August to July) according to your student's schedule at that time. Utilize the Time Away Credit Claim Form to place your request to be used for individual sick days or for up to one week of vacation.

If a guardian stops being employed by Florida Hospital or Walt Disney World or if they are no longer a member of the Celebration Fitness Centre or they no longer have more than one child in the program; the applicable credit will be removed for their child(ren) in the next billing cycle.

Make-up Days

CKV does not provide make-up days, instead we provide the Vacation Credit.

Tuition Transitions

Children's tuition is based on currently enrolled classroom and not by the age of the student. Tuition changes occur when a student transitions into another age group classroom.

Holiday Billing

Fees are based on a full year's operating budget and consideration for holidays is already included. Accordingly, weekly fees remain the same regardless of holidays and closures. However, you may use your Time-off Credit during this time.

Extended Leave Policies

If absent more than two weeks, guardians will have the option of paying an extended leave reservation. If the absence is for more than 90 days, the family will need to continue to pay tuition or withdraw as CKV will be unable to provide a reservation. Only one of the extended leaves may be used during the school year.

- **60-day Extended Leave**

The Extended Leave reservation is a one-time nonrefundable fee of \$300 per child payable upfront. The extended leave hold fee is only good for up to 60 consecutive calendar days. The request must be made two weeks in advance in writing via the extended leave form available at the front desk.

- **90-day Extended Leave**

The Extended Leave reservation is a one-time nonrefundable fee of \$450 per child payable upfront. The extended leave hold fee is only good for up to 90 consecutive calendar days. The request must be made two weeks in advance in writing via the extended leave form available at the front desk.

Billing Concerns

Billing issues are handled by the appropriate administrative faculty. Guardians are encouraged to request a copy of their billing statement from the front desk or by emailing accounting@creationkidsvillage.com.

WITHDRAWAL

Parents requesting withdrawal shall submit a 14-day written notice to the Dean, and shall continue to be responsible for fees, whether or not the child attends the program.

TERMINATION OF SERVICES

Termination of services can occur for the following reasons:

- Failure to pay childcare fees based on our tuition policy and/or tuition payment plan
- Aggressive or abusive behavior by a parent or child, either physical or verbal (i.e.: threats, slander or obscene language) toward children, faculty or other personnel
- Failure to adhere to CKV policies as outlined in the Family Handbook, or to comply with DCF Licensing requirements
- Failure to provide necessary documentation and paperwork by our program
- Failure to provide verification of child's physical exam or immunization records within 30 days of their expiration or as needed
- Fraud, including falsifying any documentation presented to the program regarding eligibility

Group program settings and activities are not appropriate for all children. If we determine that our program is not appropriate for a child or that the parent or child constitutes a safety or legal hazard to the child, other children, faculty, or the program, we reserve the right to terminate services at any time.

PARENT CONCERNS

Our vision is to provide a high-quality, safe, and stimulating environment for your children. In order to meet that vision, and to help us grow, we need your involvement and feedback. We take your feedback very seriously and make every effort to address issues within our Center. We also welcome any new ideas.

Parents who have a concern regarding CKV should follow the following procedure:

- Meet with the classroom teacher initially to resolve any classroom specific conflict.
- If you are uncomfortable or unable to resolve the issue with the teacher, contact the Dean.
- Next, contact the Head of School.

RIGHTS OF THE LICENSING AGENCY

CKV is administered by a highly qualified group of educators. The Dean of Campus and Assistant Dean hold current and valid Director's Credentials from the State of Florida as well as formal degrees in Early Childhood Education.

CKV is a licensed nonprofit childcare center by the Department of Children and Families, State of Florida (FS402.26 – 402.319). We meet all requirements of this licensing process and are open to visits by licensing personnel and guardians. The license is renewed annually. Representatives of the Department of Children and Families may check the status of children's records, including their confidential files and medication forms during unannounced visits to the facility. It is essential that all documentation for child(ren) be complete and current as instructed by Child Care Administrative Code, 65C-22.

In addition, our program strives to provide quality childcare services beyond the Child Care Licensing Standards. Our ongoing commitment is to continue to evaluate and commence self-study of our childcare services to achieve the highest endorsement of quality in the childcare industry.

2018-2019 Location & Licensing Information

Creation Kids Village
599 Celebration Place
Celebration, FL 34747

Phone: 407.900.7708
Fax: 321.400.1448
Email: info@creationkidsvillage.com

Federal Tax ID: 30-0724172

Head of School: Derek Cummings
Dean of Campus: Mollye Harrom
Dean of Enrichments: Nalani Cummings
Assistant Dean: Molly Rose

Hours of Operation: 6:15 AM – 6:45 PM
Days of Operation: Monday through Friday

DCF License Number: C09OS0111

DCF Ratios

- **Children under 12 months:** 1 to 3-4
- **Children age 12 to 23 months:** 1 to 4-6
- **Children age 24 to 35 months:** 1 to 6-11
- **Children age 36 to 47 months:** 1 to 10-15
- **Children age 48 months to 59 months:** 1 to 10-20
- **Children age 60 months (5 years old) or older:** 1 to 10-25