



The Creative Pre-School

Home of the
Beyond Centers &
Circle Time Curriculum



Parent Handbook

Dear Parents,

Welcome to Creative Pre-School, home of the Beyond Centers and Circle Time Curriculum. The school you have chosen for your child is a nationally recognized model for the inclusion of children with disabilities and accredited by APPLE (Accredited Professional Preschool Learning Environment). In a concerted effort to improve the quality of care for all children, Creative has partnered with Kaplan Early Learning Company to carry our books, posters, videos, and training materials nationwide. Our curriculum has been adopted as a national Pre-K curriculum for the Republic of Indonesia and is recognized as a successful curriculum for pre-kindergarten programs by the Department of Education in Florida and Georgia. Consultants from our training group, The Creative Center for Childhood Research and Training, Inc. (CCCRT), have provided training for parents and early childhood educators throughout the United States as well as Japan, Singapore, Indonesia, and the Caribbean.

The Creative staff is chosen and trained to provide care for your child in a loving environment throughout each day. We accept the trust you have placed in us by enrolling your child and promise that he/she will receive the best possible care and educational experience we can provide. To ensure your comfort and confidence in our program, we encourage you to use this handbook as a guide to our policies and programs.

We appreciate that you have chosen Creative. With your help and cooperation, we can work together to provide the best care for your child. Creative views itself as a partner in helping to support the development of your child. As a new parent we ask you to visit with your child so that we can get to know all of you. Please feel free to visit often as-long-as you are with us and participate in parent meetings whenever possible.

Remember we have a very strong and active Creative Parent Club. Please join.

Sincerely,
Creative Pre-School Staff

Philosophy

The Creative Pre-School on Tharpe Street opened as a full-day early education program in April of 1973. Creative was the first private center in the area to be fully integrated and we have always served children with challenges. In the 90's we were chosen as a model inclusion program by the Florida Department of Education and recognized by a study under-taken by the Department of Education of the state of Ohio and Ohio State University as one of six inclusion models in the nation. Creative has always stived to be a microcosm of the world that we believe would benefit all and that means that we are accepting of all religions, races, sexualities, abilities and cultures.

The young children who attend Creative will live in a very different world from the one we experience today. We have no idea what jobs will be needed, how closely people will need to live or how diversified our population will become. These children will need to be open minded, problem solvers and critical thinkers. They will need to be accepting of differences and open to new and innovative ideas. To this end we have chosen to use play as a vehicle for learning and to create an environment that supports the skills and knowledge, they will need to be successful in the future.

This philosophy guides all our daily activities and goals for the future. When you enroll your child in our program. we are accepting the parenting responsibilities with you. We will support your family needs and help in times of crisis.

Welcome to the Creative Family

Additional Hours of Care: If you require care during our regular business hours in addition to your contracted hours; you should discuss this with the **Director (not the teacher)** of the program to ensure that it is feasible. It is the parent's responsibility to inform the office about payment of these extra hours. Payment is expected at the time of care. For example: If your child is in a half day space you can lengthen their time with us as needed when approved by the director.

Admission: The Creative Pre-School has a waiting list of families seeking entrance to the program for their child/children. Tours are provided individually when we are contacted about availability through our website or by e-mail. Participants are provided complete information concerning the organization and operation of the program. Upon completion of the tour a waiting list application may be submitted to the office

Once the space is accepted, all new children and families are expected to visit the program prior to entrance so that the child and family become fully acclimated. The amount of visitation required depends on each child and their family. It is imperative that the staff and the family feel comfortable with each other and the program. We take enrollment seriously because we are entering into a contact with families to help raise their children. Our philosophies must mesh.

Though we strive to offer slots to siblings of existing students before new families we cannot guarantee the time the space will be available. **If you are expecting a child, please let us know as soon as possible when you will need a space.** Our baby room spaces are limited and are usually filled a year in advance. We will do our best to meet your needs while maintaining the ratio that works best for this program.

Animals: When Creative first opened we had a farm. Because the city has grown around us and licensing regulations have changed, we closed our farm 20 years ago. The only animals we have now are in our fish aquarium. If we have visiting animals, we check to see if any of our children have allergies and put a sign on the building door to notify families of the visitation.

Assessment: Anecdotal records of children's development are confidentially maintained by all staff. After a child at the Baby House has adjusted to the

program and the staff feels that a normal assessment can be achieved the age-appropriate "Ages and Stages" check list is filled out. These are maintained throughout each child's attendance in the Baby House program. If red flag areas of development are discerned during any of these assessments further recommendations are made to the family through a private conference. Children under the age of two are sent to Early Steps for more in-depth evaluations.

When children either move from the Baby House to the Big School or they enroll in the Big School, base line data is gathered in the following areas:

Blocks, easel, drawing, cutting, gross motor skills, and dramatic play using the scales research by CPS and published in the BCCT curriculum. Anecdotal information is also maintained by each staff member. When children enter VPK the state required assessment (STAR) is given three times during the year and the information provided to families. Creative also maintains the CPS checklist which contains the state standards and other indicators of readiness for kindergarten. These are discussed with each family personally in the spring of each year. Suggestions for kindergarten placement is given and letters written to the schools if requested by the family.

During a child's enrollment at CPS if issues of behavior or development are observed referrals are made to the appropriate supports. Creative allows private speech therapist, physical therapists, behavior therapists and others to work within the program so that their activities can be observed and repeated with the children.

Automobiles: Cars should be parked on the side and front of the buildings. **Be aware of blocking the regular flow of traffic.** The staff is assigned parking spaces starting at the wooden train proceeding down Nani Drive and around the house behind the baby house. Do not leave your car with the MOTOR RUNNING or the keys in the ignition. Purses and other valuables should be locked inside your car. We are on a busy street and have had several incidences of theft. **CHILDREN SHOULD NEVER BE ALLOWED TO RIDE IN VEHICLES WITHOUT BEING PROPERLY RESTRAINED IN A CAR SEAT OR WITH A SEAT BELT.**

Babysitting: Employees who offer to baby sit in your home, **must** have approval from the main office. Please check with any of the directors for information about staff who are available to sit after school hours. Parents must make arrangements directly with the employee and all payments are between the parent and the caregiver. Teachers in the 90-day probationary period are not allowed to baby sit Creative Pre-School children. We will not recommend a person to work alone with children that we have not fully trained.

Birthdays: Children may celebrate their birthdays at school during lunch. All children's birthdays will be celebrated within their program area; e.g. Big School celebrates during the lunch or breakfast circle with crowns, etc. These circles are videoed and placed on a thumb drive for the parents to have at home. If your family wishes to provide a special snack for your child's birthday celebration, please make sure it is healthy. Fruit and breads, small cupcakes, or cookies that are made with healthy ingredients are desirable. We strive to limit the sugar intake of our children. Colors of icing such as reds, bright blues and greens color the children's faces and mouths. We suggest white icing when used.

For your private parties we ask that you consider inviting all the children in a playgroup and /or a food family so that no one is left out. Smaller parties are best for children of the preschool age. Toddlers do best with the number of friends that they are in age. Example: Two friends for a two-year-old and three friends for a three-year-old. Large groups can be overwhelming to young children.

BUG SPRAY: Because we live in Florida mosquitos are an everyday problem. We do everything we can to prevent standing water, and the county mosquito truck regularly sprays around our property. When we go outside the children are sprayed with bug repellent. A form is provided in our entrance packet. If a family wants to use our spray, they can sign the form if not they can bring their own product, and we will label it and use it only on their child. Our parent club keeps us supplied with the needed spray for the generic pool.

The Creative Center for Childhood Research and Training (CCCRT):

This is our non-profit corporation that functions within the Creative Pre-School. Workshops on parenting skills, techniques, stressing the development of a positive self-concept and methods of constructive interaction, as well as child development are offered throughout the year. A form is included in the entrance packet which gives CCCRT consultants permission to use pictures of children in training materials. If any pictures are used for publications such as books or articles addition permission will be requested.

Child Abuse: Any suspected abuse of a child is to be reported immediately to the director and the main office. Staff is legally responsible for reporting this.
PROFESSIONAL BEHAVIOR IS OF THE UTMOST IMPORTANCE IN SUCH MATTERS.

Children with Challenges: Creative has always enrolled children with challenges. For twenty-five years we had a public private partnership with the Leon County Public School system to include children with varying needs and challenges. We no longer employ

those special support teachers and so we cannot serve all children. Every effort will be made to provide quality care for a child whenever possible. Speech, occupational therapy and physical therapy is offered through private agencies, and these therapists are welcome to provide the services during the Creative Program. These services are planned with the families and paid for through parent insurance etc. Most children need to be treated as children and their exposure to typical models helps them develop appropriate social, emotional and cognitive skills and knowledge.

Children's Clothing: Your child should come to school dressed appropriately for the weather and ready to play. Comfortable, durable play clothes are suggested, and sturdy sneakers are highly recommended. Sandals, boots, jellies, and flip-flops are inappropriate and unsafe for play activities.

- Send a change of clothing so that your child can be changed as needed during the day.
- Please label all articles of clothing brought to school. We cannot be responsible for unlabeled items.
- Children are encouraged to show responsibility for their personal items. Labeled coat hooks, buckets, and lockers are provided to facilitate the development of responsible behavior in the Big School.
- Dirty or wet clothing taken off children will be put into labeled plastic bags and placed on the child's art hook to be taken home.

Conferences: Conferences concerning your child's progress are provided with the input of the entire staff. Parents, who would like a conference, can set an appointment through the program director or the main office. Please do not expect impromptu conferences with individual teachers during program hours. Our staff is instructed not to counsel parents about their children. All conferences will be made in a professional manner with the input of all staff working with your child.

Daily discussions are held with families of infants and toddlers and individual conferences are held if any concerns are held by staff or parent.

While we cannot provide you with a full unplanned conference, daily discussions about what your child participated in during the day are regular happenings. You are an integral part of our program and daily conversations are important. We strive to know our families and their expectations for their children. You are invited to stay in the a.m. and p.m. during school hours to participate with your child/children.

Daily activity sheets are provided for all infants so that parents know about sleep habits, eating, play and diapering.

Formal conferences are held with all VPK children which provides parents with information that supports their decisions about kindergarten.

Dr. Pam provides information for expecting parents. Preparing well for the second or third child can prevent many problems with the older sibling/s.

Contact Information:

2746 W. Tharpe Street • Tallahassee, Florida 32303
850-386-1450 Big School • 850-385-8545 Baby House • 850-422-1283 FAX
e-mail cccrt.comcast.net Website www.cpstally.com

Contracts: Each family is required to maintain a contract with the Creative office concerning their child's participation in the program. Creative provides care for a specific number of children. In-order to maintain a child's program space, a minimum of four full days or 5 mornings must be contracted and paid for throughout the year, regardless of vacations or illness. Families are expected to financially fulfill their contracted hours for the current contract period.

Curriculum: The Creative Pre-School has written and published The Beyond Centers and Circle Time Curriculum series (BCCT). These materials are used by numerous programs and are approved by the Division of Early Learning at the Florida Department of Education. **Copies of these materials will be provided to families upon request.** Each month the theme focus is published in the newsletter and copies of the Baby House focus are provided to families.

Diary or Daily Log: A daily log is kept in each program area. Information about vacations, unusual comings and goings, or special requests should be written in this log. This is a public log and should not be used for complaints or private concerns.

Discipline: The environment of the Creative Pre-School is structured to allow the children choices of play activities and materials. This structure gives the child control over his environment and avoids behavior problems involving conflicts with others. Children are encouraged to develop language skills that help them communicate their needs and feelings to others. Adults and older children model language for them so that they may gain skills in using this tool for problem solving.

When a child is having trouble being self-directing and using language in one area, he/she will be offered another play space. In the event, that the child still does not have control over his/herself, cannot make appropriate choices, or use language to solve his/her problems, then he or she is removed from the problem situation and offered a personal space away from others to regain control. The child imposes time limits in this personal space. The child may return to the group or activity whenever he/she feels they are in control of themselves.

Guidelines for behavior are clearly explained to children. Appropriate behavior is modeled, and language is continuously encouraged to avoid conflict and allow the children opportunities for decision-making and self-direction.

If professional interventions are needed either for school or home, we will help secure counseling and other necessary supports.

Our goal for each child is to help them develop self-regulation skills and be able to get their needs met through the use of appropriate language.

CORPORAL PUNISHMENT IS NEVER APPROPRIATE AND NEVER USED

No child has ever been expelled from the Creative program. In the event that our program cannot meet the developmental needs of your child, every effort will be made to support your family in securing an appropriate placement.

Diseases and Illness: All children with any signs of illness must be isolated and leave the program. Parents will be contacted immediately. Please be prepared to promptly pick up your child if he/she becomes ill at school. It is not the responsibility of Creative Pre-School to prove illness. We are bound by the health guidelines provided to us by the Health Department and these guidelines require that all children who are ill or suspected to be ill leave the program.

ANY FEVER, RASH, VOMITING, OR DIARRHEA IS CONSIDERED TO BE AN ILLNESS. CHILDREN SHOULD NOT RETURN UNTIL ALL SYMPTOMS HAVE BEEN RESOLVED WITHOUT MEDICATION FOR 24 HOURS. We must protect ourselves and the other children from illness by strictly adhering to this policy. A note from a physician is required if a child may return to the program after being treated with antibiotics for 24 hours. If, however, our experience dictates that additional time is necessary to maintain the well-being of our children and staff, Creative reserves the right to delay return to the program.

Electronic Media: Videos and computers are used **minimally** within the Creative Pre-School program and **never** used with children under the age of

two. Creative encourages families to avoid excessive use of electronic media. Stories and personal interaction prepare children for later school success not video or television.

VCR tapes and DVDs **that support the current theme** are acceptable if parents have previewed them to ensure that there is no objectionable content. (I.e., racial, sexist, and violent scenes) These are used only at the Big School and only if the content can add to the topics under discussion.

Grievances or Problems: Creative staff is trained to develop positive language and conflict resolution skills. Creative needs to know when a family is unhappy with any facet of our program. Creative staff is prepared to listen and address all concerns. Parents should always feel free to openly discuss their needs and/or concerns in a private manner with their child's caregiver, the program director, or Dr. Pam. Families often are concerned that when they voice a problem their children may be treated differently. Creative is a professional program, and all staff are dedicated to meeting the needs of families and children. Open communication with our families is vital to the continued excellence of our program. Creative staff will work diligently to address any concerns you may have. Do not hesitate to let us know how we can better serve your family.

Health Records: Within 30 days of enrollment, each child must have a written statement from a licensed physician on file stating that:

A. The child is in good health, or that any known irregular condition is under treatment.

B. Immunizations appropriate to the child's age are up to date or in the process of being brought up to date.

NEW PHYSICALS ARE REQUIRED EVERY TWO YEARS; IMMUNIZATIONS SHOULD BE REPORTED TO THE OFFICE AS THEY OCCUR ON A FORM FROM THE PHYSICIANS OFFICE.

The Health Department checks these records quarterly. The following is a list of needed immunizations and tests:

Vaccine	2 months	4 months	6 months	12-15 months	4-6 years prior to enter Kindergarten
DTP	1st	2nd	3rd	4th	5th
HIB	1st	2nd	3rd	4th	
POLIO	1st	2nd	3rd		4th
MMR				1st	2nd
TB test				1 st (12 mos.) and again if date of entry is 1 yr after TB test	

- Hepatitis B shots are being given by some pediatricians (birth, 2 mos., 6 mos.) and are mandatory to enter Kindergarten check with your doctor concerning this immunization. Also available at 1 year is the new chicken pox vaccine.
- Ask your pediatrician when your child should receive the Flu and COVID Vaccines.

Special problems (allergies, etc.) MUST be brought to the attention of the program director. If your child has a severe or even life-threatening allergy an action plan form should be filled out and placed throughout the school.

If your baby or toddler has special needs concerning diapers, cream for diaper rash, etc, please inform the staff.

Holidays: Creative will be closed on most legal holidays. We plan these dates around those of the State and the public schools. The specific dates each year will be posted at the beginning of the school year in September and a copy provided for each family and added periodically to our monthly newsletter.

The longest holiday period is during the winter holidays. We use this time to refurbish the buildings and rest. PLEASE PLAN AHEAD... WE PREFER STAFF NOT BE REQUESTED TO CARE FOR CHILDREN DURING THIS TIME.

Your monthly fee payment is based on a twenty day per month schedule. Since some months have more than 20 school days, this gives families extra days of unpaid care during certain months. These extra days cover the Creative holidays.

IN THE EVENT THAT PUBLIC SCHOOLS ARE CLOSED DUE TO INCLEMENT WEATHER OR OTHER EMERGENCY CONDITIONS, THE CREATIVE PRE-SCHOOL WILL ALSO BE

CLOSED. Every effort will be made to notify local TV and radio stations of our closing and parents will be notified personally through our e-mail system.

Information Form: Creative requires that **CURRENT** contact information be on file for parents and other involved parties so that we may reach you quickly in case of an emergency or illness. **Please give the main office changes in home and work numbers as soon as they occur.** An e-mail address will help the office contact your family with special information.

Leaving and Picking Up Children: For your child's safety, the Leon County Health Department requires that he or she be personally received by a staff member and signed in and out. We prefer that you walk through the building to pick up or leave your child and sign out on the sign out sheet. **PLEASE DO NOT LEAVE YOUR CHILD ON THE FRONT STEPS TO WALK INSIDE ALONE, REGARDLESS OF AGE.**

We insist on being notified when a different person is sent for pickup. **NO CHILD WILL BE ALLOWED TO LEAVE WITHOUT NOTIFICATION AND NEW PERSONS MUST HAVE A PHOTO ID.**

Any person suspected of being under the influence of drugs or alcohol, or otherwise exhibiting impaired judgment, will not be allowed to remove a child from the premises.

Mealtimes: The sharing of food is basic to our humanity. We pay close attention to the quality of food we serve and to the way it is served. Our meals are important social and language rich experiences. Many of the Florida Early Learning and Developmental Standards can be experienced through a well-planned and implemented meal or snack. A teacher is always sitting with our food families participating fully in the meal experience.

Breakfast and lunch are served each day with an afternoon snack at the Big School. Breakfast, lunch, supper, and two snacks are served to toddler children. We make our own baby food, and our babies are fed on demand.

A typical breakfast consists of fruit, yogurt and milk, cold or hot cereal, or bread. A protein is served with each breakfast. Lunches consist of protein, vegetable and fruit, bread product, and milk. Vegetarian meals are provided when requested. Water is served, as a beverage, for all snacks. Creative is consistently aware of salt, sugar, and additives. We strive to limit all of these for the health of our children and staff.

Creative discourages children from bringing food from home unless it is to be shared with their food family. We avoid the use of gooey, sweet birthday goodies, but do encourage healthy snacks for birthday celebrations with food families. A times, we have children enrolled who have serious allergies and food from home may be unsafe for them to be around.

All the children throughout the program are served the same meal unless they have a special dietary need that we can meet. Children who are allergic or have other special diets will receive a meal that is as closely related to the regular meal as possible. These special cases should be defined by the family's lifestyle, religion and/or allergies and not by the child's likes or dislikes. A request form should be filled out for special food requests or a written list signed by the parent. Please be sure that we can meet your needs before you enroll in Creative.

By law we cannot provide infant formula; however, you do have the option of preparing bottles at home or bringing formula, which we will prepare here. Please label formula cans clearly. Nursing mothers are welcome and Creative strives to support this important process. Parents of babies should inform us of a desired schedule for starting solid foods. Fresh puréed baby food made from frozen veggies and rinsed canned fruit is provided daily along with instant cereals.

Parents can access "The Creative Pre-School" cookbook by visiting our on line web-site, www.cpstally.com. This book provides families information that will help them have happier family meals. Please feel free to make you copy and use it to cook recipes your child/children like.

Medicine: If your child requires medication to be given during school hours, we must have a permission slip signed DAILY with the following information:

1. Child's name
2. Medicine name
3. Date
4. Dosage and number of times to be given
5. Parent signature

We give medicine at 12:00 p.m. and 4:00 p.m. If your child needs to receive medication at another time, please write it in the daily log and inform the director. The Health Department does not allow medicines to remain in the school unless they have signed in by parents or guardians. Please take medicines home after use each day.

It is the parent's responsibility to let program staff know if a child has any physical issues that would restrict their participation in the program. (I.e., if they have tubes in their ears and cannot play in water)

Parents Club: Creative has a very strong parent's organization. This organization supports the program and staff as well as its families. Please check with the office for the names of the current officers. **Your child will benefit from your involvement in the program. All newsletters and other parent information is sent out through this organization so be sure we have a correct e-mail address.**

Parenting: The Creative Pre-School staff works closely with our families and are concerned about and supportive of family needs. Conferences and additional family advice and support are available upon request. All information discussed in conferences is held in complete confidence. If information is shared with staff permission must be given by the parent. All staff understand the importance of confidentiality in maintaining the privacy and security of our families.

Parenting and child development workshops are offered throughout the year. Our evening programs are held on weekday evenings and babysitting is provided. Parents and staff are encouraged to attend these workshops. At Creative you have the unique opportunity to tap into an amazing resource of knowledgeable staff with years of experience who are leaders in the field of early childhood education. Our new pod cast series will be available in early 2025.

Creative has many contacts with the counseling community and can often be of assistance obtaining special services should the need arise in your family.

Photography/Video Permission Form: Video and photographic images of the Creative program are used in training presentations, training videos, on our website, and in print media. As a parent you will be asked to sign a permission form allowing your child to be photographed for these purposes. Names of specific children are not used and children are never depicted in a disparaging way. If your child is involved in any videos or images used in books or training materials that are created by organizations outside of Creative or CCCRT you will receive updated information about its use and purpose. **THIS IS A REQUIREMENT FOR ADMISSION TO THE CREATIVE PRE-SCHOOL PROGRAM.**

Ratio: Creative has an adult to child ratio in all areas in the program well below the State and local ratios. The direct adult to child ratio does not take into account aids, directors, or kitchen and office staff.

- Big School: 1 to 10

- Young Toddlers: 1 to 6
- Older Toddlers: 1 to 6
- Infants: 1 to 4

Research Permission Form: Creative Pre-School is a model program for the state of Florida and the nation. Creative was chosen as one of six model preschool programs in the United States by a study conducted by Ohio State University and the Ohio Department of Education. Creative is accredited as an Accredited Professional Pre-School Learning Environment (APPLE). Because of our quality programming we are frequently visited by educators, early education students, parents, and the press. Creative is dedicated to the improvement of programming for all children. Because of our dedication it is important that Creative families share our concerns and participate in our efforts. Children enrolled in Creative are a part of our training efforts and may be involved in research.

The Creative Center for Childhood Research and Training (CCCRT) is a non-profit organization co-located with the Creative Pre-School. The board members of CCCRT are involved in the Creative Program and provide leadership for all training and research provided.

School Hours: The Creative Pre-School is open from 7:15 a.m. until 6:00 p.m. Monday through Friday (excluding planned holidays). Opening and closing times are not flexible. Most of our staff works a full day. The buildings close at 6:00 p.m. **sharp**. There are no provisions to care for children after this time therefore there is no late fee charged.

Security: When Creative opened it was in an area zoned as agricultural. During the past 50+ years the city has grown around us limiting our open-door policy. During the COVID shut down some of our grown children created a go-fund-me and purchased a camera system for us. This system helps us to see what is happening around our buildings and adjacent roadways. Our doors are unlocked between the hours of 7:15 and 9:15 each morning and 4:30-6:00. During these times parents are coming and going. If you need entrance at any other time, please ring the bell on the front of the Big School or knock at the Baby House for entrance. **You are always welcome.**

In the event of an emergency parents will be notified by e-mail through our emergency system set up by the Parent Club. Please know that your children always safe with us and none would ever be left behind regardless of the situation.

Creative children and staff participate in regular fire drills, active shooter drills and tornado drills. We are connected to the local fire and police stations through our alarm system.

Smoking: No one, including parents, is allowed to smoke on the grounds. Creative feels strongly that smoking is hazardous to the health of children and adults. We do not want to be exposed to the effects of passive smoke or the negative modeling experience that occurs when valued adults smoke in the presence of children. Creative reserves the right to refuse employment to smokers.

Staff Training: All Creative staff meet the State requirements for training. This involves a specific number of hours that introduce them to State regulations concerning childcare programs, abuse and neglect, and child development. In addition to this, Creative provides workshops and on the job continuous training to all employees. All Creative staff **MUST** maintain current first-aid, CPR training, meet all employment screening required by the State and be working on or have the Florida Child Development Associate equivalency, a National Child Development Associate, or appropriate college degree.

Creative staff hires and fires one another and are chosen because of their abilities to work within a team program and their skills and concern for young children.

Toilet Training: We believe that children learn to use the toilet when the environment is encouraging and positive. Being toilet trained is not a criterion for enrolling in the Big School program or moving from the Baby House to the Big School. Creative furnishes diapers for all children who are using them. We can't, however, furnish pull-ups. When a child evidences the physical and emotional skills needed to be toilet trained Creative staff will work with the family to help ensure success.

Many children continue to have accidents during nap time and several of our toilet trained children receive a nap diaper each day. This is not a problem, and we do not allow anyone to make them feel inadequate.

Toys and Personal Articles from Home: Limit the toys that your child brings from home to special items for sleeping, books, or unit materials for sharing circles. Label everything with your child's name. VCR tapes and DVDs **that support the current theme** are acceptable if parents have previewed them to p-09ensure that there is no objectionable content. (I.e., racial, sexist, and violent scenes)

- Small toys, make-up, gum, are not allowed at school.
- NO WEAPONS OF ANY KIND, PLEASE

Tuition and Registration Fees: A materials fee is charged each year. This amount is used to purchase our insurance policies, new play equipment, and expendable supplies. This amount is due initially when your child is enrolled and during September of each year thereafter.

Families of new children will pay a one-time only admission fee when a space is offered to them. This amount is non-refundable and secures the child's space in the program. This fee is per child excluding siblings of existing children.

Tuition is due on the 1st of each month and late by the 5th. **WE RELY ON THE PROMPT PAYMENT OF TUITION TO MAKE PAYROLL FOR THE STAFF. If your family has special needs with payment, please speak with Dr. Pam.**

A multi-child discount is offered for fulltime children attending the program.

Creative enrolls a limited number of children and employs trained quality staff. Your tuition pays their salaries and must be received on time to ensure continuity of staff and a reserved place for your child. To maintain your space at Creative you are responsible for the full contracted payment regardless of absences.

Withdrawal: Should you decide to withdraw your child from the Creative program, WE MUST insist on at least 30 days notice. Our cost of operation is fixed and based on a specific number of children. This is a necessary and strictly enforced policy that helps us financially provide excellent care for every child.

Workshops/Parent Education Opportunities: The Creative Center for Childhood Research and Training is a small, non-profit corporation that functions within the Creative Pre-School. Workshops on parenting skills, techniques, stressing the development of a positive self-concept and methods of constructive interaction, as well as child development are offered throughout the year. Check with the office for more specific details and your monthly newsletter. OUR POD CASTS ON BEHAVIOR MANAGEMENT, CHILD DEVELOPMENT AND PLAY WILL BE AVAILABLE ON THE WEBSITE, www.cpstally.com soon.