

Creative Care Children's School Parent Handbook



We are passionate about education and providing our children with the tools to be successful in life.

**Creative Care
Children's School**

9601 Kempwood
Houston, Texas 77080
713-462-8058
www.CreativeCareCS.com

Table of Contents

Creative Care Children’s School Philosophy & Mission Statement.....	pg. 1
Getting Started.....	pg. 2
Required Records.....	pg. 3
Policies and Procedures.....	pg. 4-6
Tuition Rates & Fees.....	pg. 7
Discipline and Guidance Policy.....	pg. 8
Health Illness & Exclusion Policy.....	pg. 9
Diseases & Illnesses.....	pg. 10
Emergency/Disaster Preparedness Plan.....	pg. 11-12
Receipt of Policies, Procedures, & Rates.....	pg. 13
Diaper Rash Ointment Omission Form.....	pg. 14
Creative Care Transportation & Medical Emergency Form.....	pg. 15
School Photo/Video Release Form.....	pg. 16
Admission Form.....	pg. 17-19
CACFP Meal Benefit Form.....	pg. 20-21

Creative Care Children's School Philosophy and Mission Statement

Creative Care Children's School is dedicated and committed to our children by providing educational and quality child care. It is our philosophy to focus on the needs of the individual child by providing a stimulating atmosphere for learning along with a secure loving environment. It is our belief that a childcare facility should be an extension of each child's family. Creative Care teachers and parents are encouraged to work together to provide the love and support needed as your child reaches developmental milestones and his/her own personal achievements! We are passionate about education and providing our children with the tools to be successful in life.

Ken Powell

Owner/Director

Evelyn DeLaRosa

Asst. Director

Hours of Operation:

Monday - Friday 6:00 am - 6:30 pm.

We are closed on New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas Day.

Getting Started:

Tour our facility:

Come in and take a tour to make sure we are the place for you and your child. Feel free to talk with any of our professional staff of teachers and ask questions. We want to make Creative Care be your next choice and an extension of your home.

Pick up CC paperwork:

Enrollment Packet
Parent Handbook
Tuition Agreement Procedures

Pay Registration (Reserves your child's placement)

Registration/Supply fee = \$40.00 per child

Annual Registration/Supply fee is Non- Refundable.

Upon your child's anniversary date a supply fee of \$40 per child will be charged annually (Non refundable).

Creative Care Children's School Records Required:

Records Required:

(All records must be received before your child's 1st day of care)

- 1. Completed Enrollment Packet/Admission Information**
 - a. Emergency contact persons and numbers**
 - b. Pick-up information**
 - c. Doctor's name and phone number**
 - d. Emergency medical authorization signature**
 - e. Signature of parent or guardian**
 - f. Doctor's "statement of good health" & Hearing and Vision Screening for Pre-K**
- 2. Current Immunization Records for each child**
- 3. Creative Care Children's School Policies & Rates Form**
- 4. Child Nutrition/Meal Program Form**
- 5. School Photo/Video Release Form**
- 6. Transportation & Medical Emergency Form**

****If any of these requirements conflict with religious views, please contact the director.**

*****Please keep all records up to date!*****

Creative Care Children's School Policies and Procedures

Arrival Time & Hours of Operation:

We are open for your convenience from 6:00AM – 6:30PM, Monday – Friday

To make the most of your child's education at Creative Care it is best for your child to arrive no later than 10:00am. Arrival any later is disruptive to the other children and child/staff ratios. Children over 12 months may not be dropped off during naptime.

Children attending Public School must arrive by 7:00am to be transported to school. Notification of Non Pick-up in the afternoon must be made no later than 1:00pm to avoid \$10 Penalty Fee.

Child Pick-up & Late Pick Up:

Only individuals who are listed on your child's enrollment packet will be permitted to pick up your child from the facility, unless established by the parent and director. If a CCCS staff member does not recognize the individual, he/she will be asked to present identification. This is for the safety of your child! **The school closes at 6:30 PM, you will be charged \$3 per min. after 6:30 PM which must be paid at time of pickup.**

Emergencies

In the case of a medical emergency, CCCS will call 911 and then notify parents. CCCS staff will administer the necessary medical attention until emergency medical assistance arrives.

Emergency/Disaster Preparedness Plan – See pgs. 11-12 for complete details.

Parent Notifications:

Parents will be notified by phone in case of emergency. Please make sure all contact phone numbers are current at all times. All other communication will be in writing and sent home with your child on a weekly basis.

Student Absences:

Please call CCCS # (713) 462-8058 before 10am to notify us if your child will be out for the day. If your child will be out for more than one day, please notify the center ASAP.

Visitor Procedures

CCCS parents are welcome anytime, but please show respect to your child's teacher and other children. He/She is responsible for meeting standards and CCCS philosophies for the entire class. This is not the time to visit with your child's teacher. Please let your child's teacher know if you plan on participating in lunch or curriculum. Please **do not** visit during naptime if your child is in the pre-toddler, toddler room or Pre-K room, unless absolutely necessary.

Meal Service:

CCCS does provide meals and a daily snack for our children. Menus are posted monthly. Breakfast is served from 6:30am – 8:30am. Parents of infants may choose to provide their own food/formula for their infant.

No outside food or drinks are permitted unless for medical reasons. A signed written note from a medical professional must be provided. **IF YOUR CHILD HAS A FOOD ALLERGY, PLEASE NOTIFY THE DIRECTOR/TEACHER!**

Field Trips & Water Activities

During the summer months those children 12 months and older have water play in wading pools and/or sprinklers. Extra CCCS staff is by their side during these activities. All teacher/child wading pool ratios are met.

Parents will be notified in writing of all scheduled field trips. Field Trips will be posted on the parent board as well. **Parents must sign and date a permission slip for their child to participate in any activities off Creative Care premises.**

Holidays & Birthdays

CCCS celebrates four Holidays with class parties, Thanksgiving, Christmas, Valentine's Day, and Easter. Each Holiday will be celebrated with a Christian emphasis. Halloween will be recognized in a non-scary form. The teacher and room parent will plan all holiday parties. Parents are welcome to sign up at any time to help with the celebrations.

Simple parties in celebration of birthdays are welcome. Please notify your child's teacher of your plans prior to his/her birthday. Every child will be recognized on his/her birthday.

Parent Participation/Volunteer

We believe that having the best Child Care Facilities possible for children directly involves our parents. We are a team working for the same goal providing our children with the best care. We implement many programs, long and short term, family promotion as well as community involvement. This takes a lot of manpower and is well worth every bit in our opinion. We need your help and encourage each parent to become involved in any way they are able. Please inquire at the office.

Clothing:

Please make sure your child is dressed in weather appropriate clothing and has a change of clothes on premises. Shoes are required at all times. (Please label all clothing)

CCCS urges parents to send their children in play clothes. Please understand that CCCS will make reasonable efforts to protect your child's clothing. However, due to the nature of the types of activities that your child will be participating in, complete protection cannot be guaranteed.

CCCS will place any soiled laundry in a bag and place in the child's cubby. Please know that it is your responsibility to launder the soiled laundry.

Minimum Standards

A copy of the DFPS Minimum Standards is kept at CCCS at all times. If a parent wishes to review the minimum standards they may ask the director for the copy to review. You may also visit our website at www.CreativeCareCS.com

Licensing Inspection Report

The most recent copy of the licensing inspection report is posted in the office on the corkboard.

- **Licensing Office (713) 940-3009**
- **PRS Child Abuse Hotline 1-800-252-5400 (we are required by law to report suspected child abuse)**
- **Department of Family and Protective Services Website: www.dfps.state.tx.us**

Director – Ken Powell

Assistant Director – Evelyn DeLaRosa

The Director and Assistant director are responsible for most of CCCS operations. Each is to make sure all minimum standards, CCCS philosophies and procedures are carried out daily. Evelyn DeLaRosa will assign a director in charge when both are off of school premises. If a parent has any questions or concerns and wishes to speak with the director, they are urged to speak with her at drop-off or pick-up. You are welcome to call and make an appointment to have a private meeting with her at any time, either in person, phone or by e-mail.

Complaint Procedures:

Please contact Evelyn DeLaRosa, Assistant Director with any complaints, questions, or concerns.

Evelyn DeLaRosa

Phone: (713) 462-8058

Address: 9601 Kempwood, Houston Texas 77080

Parent Conferences:

Parents are welcome to set up a parent/ teacher or parent/ director conference at any time. Please contact the Director to arrange an appropriate time.

Evelyn DeLaRosa:

Phone: (713) 462-8058

Dismissal Policy

Creative Care Children’s School reserves the right to terminate services at any time.

Any unpaid tuition or fees could result in the termination of our services. If a child or parent endangers the health or safety of a child Creative Care reserves the right to terminate services. In addition, if we see that we can no longer meet the needs of you and your child, Creative Care reserves the right to terminate services.

Policy Changes

If CCCS changes any of its policies, they will be printed and handed out to each family to read, sign and return. Policies are subject to change at any time.

Gang Free Zone Policy: Creative Care is a gang free zone. The purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing penalties. This means that certain gang-free related activity or engaging in organized criminal activity within 1000 feet of a Child Care Facility is a violation of this law and is therefore subject to increased penalty under state law.

The Texas Department of Protective and Regulatory Services website is:

www.tdprs.state.tx.us

Other Notices:

From time to time we may have a child that is not immunized due to religious beliefs.

For Breastfeeding Mothers, a place in the Director’s office is available for your convenience.

Creative Care Children's School Tuition Rates:

Infant:	6 weeks to 12 months	
	Full Time Rate:	\$139.00 week
	Part Time Rate:	\$ 99.00 week
Pre-Toddler:	13 to 17 months	
	Full Time Rate:	\$139.00 week
	Part Time Rate:	\$ 99.00 week
Toddler:	18 to 30 months	
	Full Time Rate:	\$119.00 week
	Part Time Rate:	\$ 89.00 week
Pre-K:	31 months to 4 years	
	Full Time Rate:	\$119.00 week
	Part Time Rate:	\$ 89.00 week
School Age:	Full Time Rate:	\$ 74.00 week
	Part Time Rate:	\$ 55.00 week

Part Time = 1 or 2 Days

SUPPLY FEE OF \$40.00 IS DUE ANNUALLY ON CHILD'S ANNIVERSARY DATE

Payment Due Date and Late fees:

Payment is due Tuesday and late on Wednesday. A late fee of \$10.00 will be charged to your account on Wednesday morning if payment is not received. Your child cannot attend daycare after the 7th day of non-payment until a payment is made in full. If payment is not received by the 15th day your child's spot is lost. Family's have the option to pay on a bi-weekly or monthly basis.

Return check fee

\$35.00 (all late fees apply)

Drop-In Rates

The hourly Drop in rate is \$6.00 with the maximum daily amount of \$36.00. If a Drop-in Child attends 3 times, then an Enrollment Fee must be paid.

Holidays

Your tuition reserves your child's enrollment for the week. Full tuition is due regardless of absences or holidays. This applies to both full-time and part-time children. Days may not be switched or substituted to avoid holidays. CCCS closes for New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas Day.

Tuition Rate Increase:

CCCS reserves the right to increase tuition at any time.

Optional Fees

During the summer months some activities require additional fees. As well as throughout the school year (School pictures, fundraisers, etc.). Parents will be notified in advance for any of these FUN opportunities for their Child.

Creative Care Children's School Discipline and Guidance Policy

Discipline must be: Individualized and consistent for each child
Appropriate to the child's level of understanding; and
Directed toward teaching the child acceptable behavior and self-control

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- There must be no harsh, cruel or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 - Corporal punishment or threats of corporal punishment;
 - Punishment associated with food, naps, or toilet training;
 - Pinching, shaking, or biting a child;
 - Hitting a child with a hand or instrument;
 - Putting anything in or on a child's mouth;
 - Humiliating, ridiculing, rejecting or yelling at a child;
 - Subject a child to harsh, abusive, or profane language;
 - Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 - Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

Disciplinary problems could result in need for the parent to pick up the child for the day and ultimately dismissal from Creative Care if the problem persists. Creative Care will make all reasonable efforts to avoid this by providing communication with the parent, parent meetings, and any other resources available.

Health, Illness & Exclusion Policy

If your child displays any of the following symptoms accompanied by a fever of 100.4 degrees orally or above, you will be notified by the CC staff to pick up your child **within one hour**. Children may return only if symptom-free or if accompanied by a doctor's note stating the child is not contagious and is okay to attend care.

- **Excessive cough or discolored nasal discharge**
- **Unusual spots or rashes**
- **Vomiting**
- **Loss of appetite**
- **Severe itching of body or scalp**
- **Unusual behavior**
- **Cranky or less active than normal**
- **More crying than usual**
- **General discomfort**

Any child with a fever of 100.4 degrees orally or higher will not be permitted to remain in the center. CCCS staff will not administer fever-reducing medications for the sole purpose of masking a fever. Fever reducing medications do not cure the illness they only mask the fever.

Fever reducing medications may be given only for the following reasons:

- **If prescribed by a doctor**
- **For teething pain**
- **For immunization pain**

Diseases and Illnesses:

Intestinal Diseases:

If a child has two diarrhea bowel movements, the parents will be notified by CCCS staff to pick-up their child **within one hour**. To eliminate the spread of infection, children who are sent home with diarrhea may not return to the center until 24 hours **after** the child is symptom free or has a doctor's note stating the child is not contagious.

Hepatitis

If a child is diagnosed with Hepatitis, the center must be notified immediately. That child will be temporarily excluded from the center. **A child may return only if we have a doctor's note stating it is safe for the child to return to CCCS.**

Bacterial Meningitis

If your child is diagnosed with H-Flu or Meningococcus, you must notify the center immediately. **The child will be temporarily excluded from the center and may not return until the health department and/or doctor give written permission for a safe return.**

Chicken Pox

CCCS will call you to pick up your child if your child is displaying a medically undiagnosed rash. If the doctor's diagnosis is chicken pox, please notify CCCS and the child may not return until all blisters are scabbed over and there is no fever present. A letter will be sent home notifying all CCCS families if a chicken pox case occurs.

Colds & Flu

If a child's cold leads to pneumonia, bronchitis, infectious croup, or ear infections, the child must remain out of the center until a proper medical treatment has begun. **A child may return only if accompanied by a doctor's note stating the child is not contagious.** Please remember that plenty of rest and fluids are the remedy for a cold.

Strep Throat

If your child is diagnosed with Strep Throat, **he/she may not return to the center until 24 hours after antibiotic treatment has begun.**

Conjunctivitis ("Pink Eye")

Any child with redness, swelling or pus discharge of the eyes will be sent home. "Pink eye" is highly contagious. **A child with "Pink Eye" may return only after prescription medication has been administered for a period of 24 hours and a doctor's release has been given to CCCS staff.**

Head Lice

Any child with lice parasites or nits (lice eggs) in their hair and scalp will be sent home immediately. **A child with lice will be required to remain out of center until 24 hours after proper treatment has begun.**

Medication

CCCS prefers not to administer medication unless absolutely necessary. CCCS will only administer medication prescribed by a doctor. The medication must be labeled with the child's name with measuring spoon or syringe provided. **The medication authorization sheet must be completed with the dosage, current date, and parent's signature. This includes diaper rash ointment.**

Emergency/Disaster Preparedness Plan

Creative Care Children's School – Kempwood

Our Program's Address Is: 9601 Kempwood
Houston, TX. 77080

Our Nearest Cross-Streets Are: Campbell

Our Program's Phone Number Is: (713) 462-8058

Our Out-Of-Area Contact Is: Cheryl Blair
Phone Number: (972) 740-5700

Center's Planned Evacuation Sites

Off Site – Spring Branch Church of God
2605 Campbell Rd.
Houston, Texas
(713) 468-0763

On Site – By Large Oak Tree in Rear Yard Playground

In the event of an emergency, Creative Care will communicate with the local authorities, parents, and licensing via the Director's cell phone. The Director and each Lead teacher will take their prepared Grab-N-Go Bags with contains all necessary documentation in the event of an emergency, and follow the directions of the Emergency Preparedness Plan. **CREATIVE CARE'S DETAILED EMERGENCY PREPAREDNESS PLAN IS POSTED AT OUR INFORMATION STATION LOCATED IN THE DIRECTOR'S OFFICE FOR YOUR REVIEW.**

CRITICAL PHONE NUMBERS

- Police 9-1-1
- Fire/Medics 9-1-1
- Poison Control Center 1-800-222-1222
- Child Protective Services 1-800-252-5400
- Hospital Emergency Room
Memorial City Emergency Room 713-827-7093
- Electric/Gas Company
Centerpoint Energy 713-371-1400
- Water/Sewer Provider
City of Houston 713-371-1400
- Insurance Agency
Hibbs-Hallmark Company
Auto Policy #: 01-CA-019655977-2
Facility Policy #: 02-LX-019660080-2
- KTRH Radio-740 AM 713-212-8740
- Program Cell Phone
Evelyn DeLaRosa 713-462-8058
- Center's Out-Of-Area Contact
Cheryl Blair 972-740-5700

Creative Care Children's School Receipt of Policies & Rates

*SIGN & RETURN BEFORE START DATE

I, _____ have received a Creative Care Parent Handbook. I have read and agree to all of CCCS's policies and procedures. I have received all information on how to contact the local licensing office, PRS abuse hotline, and PRS website. My signature also verifies I have read and received a copy of CCCS's Discipline and Guidance Policy.

I, _____ have reviewed and understand Creative Care Children School's rates and late payment penalty policy. I understand a nonrefundable fee of \$40 will be assessed annually upon my child's anniversary date at CCCS.

I, _____ understand that I have been advised of CCCS's play clothes agreement/ soiled clothing policy and will send my child, _____, to school wearing play clothes.

I also understand that **Friday's are cubby clean out day** and I must take all clothing and linens home to launder.

I, _____ acknowledge receipt of the CCCS Health, Illness & Exclusion Policy. My signature verifies that I have read the policy and will not request the CCCS staff regarding my child, _____, being excluded from attendance, due to illness. I agree to provide a doctor's note to the CCCS staff per request and/or in compliance with the Health, Illness & Exclusion Policy, due to my child being ill. I agree to keep my child from attending per request of the CCCS Staff and in accordance to the CCCS Health, Illness & Exclusion Policy. **I agree that if I am called to pick my child up from CCCS due to illness, I will do so within one hour from the time that I am contacted by CCCS staff.**

Child's Name: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____

Director's Signature: _____

Date: _____

Diaper Rash Ointment Omission Form:

I, _____ do / do not give Creative Care Children's School permission to apply diaper ointment to my child as they feel necessary.

Parent's Signature: _____

Date: _____



Teething Ointment Omission Form:

I, _____ do / do not give Creative Care Children's School permission to apply teething ointment to my child as they feel necessary.

Parent's Signature: _____

Date: _____



Creative Care Children's School - (713) 462-8058

Transportation & Medical Release Form

Name of Child: _____

Birth Date: _____

Allergies: _____

Medications: _____

Physician's Name: _____

Physician's Contact Number: _____

Parents Name: _____

Emergency Contact Phone Numbers: _____

I, _____, authorize Creative Care Children's School to Transport my child, _____, to and from _____ School.

I, _____, authorize Creative Care Children's School to transport my child, _____, to the nearest medical facility in the event of an emergency.

Parent/Guardian Signature

Date



**Creative Care
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www.CreativeCareCS.com

SCHOOL PHOTO/VIDEO RELEASE FORM

Creative Care Children's School may occasionally want to use photograph's taken of students on the school website or in school advertisements. Creative Care Children's School will only use a student's first name and age if anything at all is attached to a particular image.

Please review the photograph/video consent options below and choose ONE box that best represents your request regarding the use of photographs/videos at Creative Care Children's School.

_____ **PUBLIC DISPLAY APPROVED.** By selecting this box you **approve** of internal and external use of photos/videos for Creative Care Children's School promotional purposes such as print advertisement, school website, newspaper articles, or newsletters.

_____ **MEDIA RESTRICTIONS.** By selecting this box you **do not approve** of external use of photos/videos for Creative Care Children's School promotional purposes such as print advertisement, newspaper articles, newsletters, or the school website.

Signed by Parent/Legal Guardian

Student Name

Print Name

Date

***** This Form will be kept on file and referenced until otherwise noted*****