

Creative Learning

1881 Grandeur Cir
Cottonwood Heights, UT 84121
801-944-1420

Policies

Creative Learning Preschool admits students of any religion, race, color, disability, and national or ethnic origin.

Accidents and Injuries

Children are very active by nature, and even with the best supervision, accidents may occur. The teacher at Creative Learning Preschool is trained in First Aid and CPR.

In an event of any injury, an accident report is written, signed by the teacher and parent then placed in the child's file. If the injury is life threatening, 911 will be called and the parents will be contacted.

Bathroom Policy

Because of the number of children in the classroom and only one teacher, three and four year olds must be toilet trained. The teacher's responsibilities regarding bathroom time is as follows:

- Escort child to bathroom
- Instruct child verbally to assist in self clean-up
- Ensure child washes hands
- Assist in fastening clothes, if needed

If child is wet due to accident not toilet training, the teacher's responsibility is as follows:

- Change the wet clothing for available school clothing.

The parents' responsibility is as follows:

- Wash and return school clothing.

If child is soiled or wet due to toilet training, the teacher's responsibility is as follows:

- Contact parent immediately to change the child.

The parents' responsibility is as follows:

- Be available or have someone else available to pick-up or help change child.

Birthdays

If your child's birthday falls during the school year, we will celebrate it on the closest school day. If your child's birthday falls during the summer, we will celebrate her/his half birthday. You are welcome to bring a special treat on that day for the celebration.

Class Directory

A class list with phone numbers will be given out at the beginning of the school year to each student. If you do **not** want to be included on this directory please contact me before school begins.

Clothing

Children participate in many art, science and cooking activities while at school. They should be dressed in comfortable, washable play clothes. Smocks are used but that does not guarantee that the children's clothing will not become soiled or stained.

Children should also wear appropriate clothing for the current weather. Please label all loose items with permanent marker or printed name-tags.

Discipline Policy

Discipline is not a punishment, it is not shaming. Discipline is:

- An environment created to prevent problems
- A few clear rules that children understand
- Includes positive reinforcement
- Builds self esteem and social/emotional growth
- Helps solve problems

The goal is to build a positive self-concept. The following guidelines will be used to ensure proper class discipline.

- The children will be encouraged to settle disputes by using their "words" and expressing their emotions.
- A child will be reminded of rules in a positive manner ("Please use your quiet voice inside and a louder voice when we go outside").
- A child will have what is expected of them explained to them ("After you pick up the blocks you may play with the puzzle")
- A child will have a choice ("Keep the rice in the sensory table or you may choose something else to do").
- If a child is endangering the safety of another child, he/she will have the situation explained to him/her with emotions expressed ("He felt really scared when you hit him. That hurt him")
- Children will be allowed to have input in the establishment of class rules to give them a feeling of ownership and a reason to abide by them.

Drop-off and Pick-up

If you choose to drop them off and let them walk alone around the back, it is your responsibility to make sure your child makes it into the classroom. I can not watch the children walk around the building and watch the children inside.

Emergency Plan

If there is an emergency and/or the class is required to evacuate, parents will be contacted immediately. If we are not able to be in the classroom we will be east of the circle on the grass.

Field Trip Policy

Field trips are a developmentally appropriate way for preschool children to learn and several will be taken during the year.

- The parents and teacher will determine the number of times they will go on field trips.
- Parents will be responsible for transporting their child to and from the field trips. If parents cannot transport their own child they can make arrangements to have their child car pool with another child.
- All parents will be required to sign a form stating that they will not hold the preschool liable for any accident or injury that comes to their child on the way to or from the field trip or during the field trip.
- Parent volunteers may be asked to participate to keep the student/adult ratios down to a manageable level (3-5:1).
- Parents are required to securely fasten their child into his/her car.

This policy reflects the best way to keep preschool children safe and still allow them the opportunity to participate in the hands-on learning process that field trips allow.

Grievance Policy

One of the primary concerns at Creative Learning is the satisfaction of the children and parents. If at any time you have any questions, suggestions, or concerns, please bring it to my attention. I am unable to solve a problem or concern unless I know about it. Concerns about your child should be addressed with the teacher outside of classroom time. That is the teacher's time to focus on the children.

Illness Policy

Utah State Law requires that a current immunization and physical examination be on file before a child can be admitted to any school. These records need to be turned in before the first day of school.

To help prevent illness from spreading, children will be excluded from the classroom if any of the following symptoms or conditions occur:

1. Fever of 100 degrees or above
2. Nausea, vomiting, or abdominal pain
3. Diarrhea
4. Unusual drowsiness or tiredness
5. Sore throat, acute cold, or persistent cough (non allergic)
6. Red, inflamed, or discharging eyes

7. Swollen glands around jaws, ears, or neck
8. Impetigo, until 24 hours after an acceptable antibiotic treatment has been started
9. Any skin sore oozing fluid, yellow pus in blisters, or pus which has an odor
10. Chicken pox, until all pox are scabbed over.

Basic Rule of Thumb: If your child is not well enough to play outdoors, the child is not well enough to come to school.

Medication

Medications will only be given to a child with prior written authorization from the parent and if in original container. Instructions must include when and how to medicate the child.

Open House

This is a time for the child and parent(s) to attend class together. This time is set up so that the child may meet their teacher and explore their classroom making the first day of regular class more relaxing for the child. Open house is designed to come and stay for as long as you want. Parents should not plan to drop their child off that day.

Parent Orientation

Parents are invited to attend a meeting with the teacher in order to review the coming year's calendar and answer any questions the parents may have. Parents are required to have all forms turned in by this night. It is strongly suggested that a parent attends, there may be additional information given that is not included in the parent handbook. This meeting is designed for parent(s) only.

Parent-Teacher Conferences

There will not be any formal parent-teacher conferences scheduled. If there are any concerns or special interests that need to be addressed I will be happy to schedule a time.

Records

If any information such as telephone numbers, address, or emergency contact people changes during the school year, please inform the school. In order for emergency situations to be dealt with, current information is needed.

Separation Anxiety

For some children separation from their parent is very difficult. In order to deal with this separation anxiety please take the following steps:

1. Plan to stay for a short time telling your child that school is not for parents
2. Each following day shorten the time you stay with the child
3. After no more than two weeks leave the child (the teacher will call if the child does not calm, which has never happened!)

After the two weeks the teacher needs time to bond with the child, reassuring him/her that the parent will return and that they are safe.

Snacks

Parents will be responsible for providing snacks on a rotation basis. A calendar is sent home each month with the rotation of students responsible for the snack on the assigned day. This allows the students to bring special types of food that they enjoy. When planning snacks remember that the Health Department requires that the snacks be commercially prepared. PLEASE BRING HEALTHY SNACKS! Some ideas:

Crackers
Dry Cereal, Fruit Wrinkles, Fun Fruits, Raisins
Canned Fruit
Fruit, Bin Snacks, Bagels & Cream Cheese
Rice Cakes, Cheese Slices or String Cheese, Muffins
Pickles, Olives

Student Termination Policy

Your child may be terminated from the program based on abuse and neglect of the parent rules and guidelines. If you are found to be in violation of the rules and guidelines, the following procedures will be taken.

1. Notice to bring the situation to your attention
2. Written warning of suspension
3. Suspension for three days (child may not attend for three days of class)
4. Termination from the program if the situation continues. Written notice stating the reason for termination.

Reasons for termination:

- Unpaid fees
- Medical information not up to date
- Behavior problems that need special attention
- Need for Special Education

Tuition and Fees

Tuition is as follows:

3 day class - \$990 a school year or \$130 a month

2 day class - \$810 a school year or \$95 a month

Tuition may be paid monthly and is due on the first of each month.

A late fee of \$5 per day will be charged after the 5th of each month. Creative Learning reserves the right to terminate the student due to late payments.

A \$20 fee will be charged on all returned checks.

A child may terminate attendance at any time; however no refund will be given unless tuition has been paid for advanced months.

A \$5 fee will be charged for every 10 minutes a parent is late picking their child up.

10 minutes late = \$5

20 minutes late = \$10, etc.

This fee is to be paid when the child is picked-up.

Visiting/Volunteering in the Classroom

Parents are always welcome to come into the classroom as long as it benefits the child. Please plan to help with a scheduled activity or center rather than just to observe. The volunteer time is valuable to the children's learning. If a parent is interested in helping in the classroom please contact the teacher.

Please be aware of your child's needs when volunteering. Some children have a more difficult time separating and/or working freely in the room when the parent is present. When coming to help in the classroom other siblings may not attend.