



Parent Handbook

A note from our director

Welcome to Creative Minds Children's House! We are delighted to welcome you into our community.

At Creative Minds Children's House, we believe that children grow, learn, and thrive by exploring the world around them. It is our goal to provide an environment that helps prepare children to thrive in school and the broader world. In our program, children will feel supported as they engage with new ideas and learnings.

The information below has been developed to provide parents with information on policies and procedures of Creative Minds Children's House. Please read carefully and contact us to discuss any new ideas, concerns, or questions you may have.

Warmly,

Inoka Jayasinghe

Program Director

Program Rules & Policies

Enrollment Confirmation

Please note that our program is a year-round program, but we do have an official start of a new program year each fall. Our program enrolls on a monthly basis as space allows. Regardless of when a child enrolls, they are subject to any updates to policies as they occur. Enrollment contracts will auto-renew each month unless parents give sufficient notice to terminate or there have been any changes to policies or pricing (at the discretion of the Director), in which case parents will sign a new contract.

If there are any changes to pricing, the Creative Minds Children's Home Wonderschool team will provide new rates with at least three months' notice.

Enrollment Fee

If the director has chosen to charge an enrollment fee, I/We agree to pay this non-refundable fee. I/We understand that this will be collected upon enrollment to ensure our child's placement in the program.

Please note that you must provide at least 30 days notice before end of participation in the program. If you cancel your child's participation in the program at any time without the required 30 days notice, you will be required to pay tuition for the remaining 30 days after you give notice of end of participation, regardless of whether the child is receiving care.

Tuition

Private Payment

I/We understand that monthly tuition (any non-subsidy payment) is due on the 1st of every month, unless I have agreed upon a different payment date in writing with the program director. Tuition is due each month with no deductions for any absences, holidays, vacations (provider or family), illness, or closures due to inclement weather, power outages, or other situations beyond our control. Tuition is due regardless of a child's absence from the program for any reason, and is required to hold a child's space.

If tuition is not paid by the 5th day that it is the due (generally the 5th of the month), a late fee of \$25.00 per day per child will be added for each additional day that it is late, until it is paid in full. When a payment is delinquent for one week or more, care may be suspended until the balance is current and your child's space will not be reserved. Tuition payment will take place check or cash directly to the director. Checks can be made to Inoka Jayasinghe or Creative Minds Childrens House.

If your child's start date does not occur on the first of the month, your first month's tuition will be prorated accordingly. If your child's last day does not occur on the last day of the month, your last month's tuition will be prorated accordingly.

Subsidy Payments

If enrolling your child is under subsidy payments from the local resource and referral agency then tuition will be paid in accordance with the local resource and referral agency and we require you fill out required paperwork in a timely manner.

If you agree to a private payment amount on top of the subsidy payment by the local resource and referral agency then all private payments will be applied using the “Private Payments” section.

Withdrawal

If you withdraw your child from the program, you must give at least 30 days prior to withdrawal in writing via email to creativeminds71g@gmail.com.

Your official last day will be calculated using the withdrawal policy as described above, and tuition will be due for the duration of that time period. Tuition will be prorated to reflect your child’s official last day. If you paid a deposit at the time of enrollment (typically one month of tuition, and different from an enrollment fee), your deposit will be applied to your last month of tuition providing you gave notice prior to being charged for your last month. Any remaining portion of your deposit not applied to tuition will be refunded back to your card on file. If Creative Minds Children's House needs to unenroll a child in their care, they will follow the 30-day withdrawal policy as described above. In the rare event that a child is unenrolled from the program effectively immediately (typically only seen in high-impact health/safety issues), any tuition you have already paid for that month will be refunded to you as well as any deposit you have on file.

Schedule Changes

When decreasing your schedule, 30 days of written notice is required. This is because it takes us time to find a replacement for the days you are dropping. When increasing your schedule, written notice is required and will be approved on a space-available basis.

Meals and Snacks

Please note that if your child has a particular dietary need or allergy, we would like to know as soon as possible. We will do our best to accommodate this, but may need you to supply your own food if it is different than our planned menu and offerings.

Please note that monthly tuition includes **2 snacks per day** and **Breakfast and Lunch**.

Additional Information

Holiday / Vacation Policy:

- Summer and Winter - are not prorated
- If you wish to take your child for a 2 week vacation, you must provide a one month's notice. Only one week of the tuition will be prorated. This could be done only once a year.
- If you wish to take 2 months off, you must pay one month tuition to hold the spot for your child. You may withdraw the child with a month notice, and re-enroll, however, you will have to pay re-enrollment fee again.

Program Schedule

Creative Minds Children's House hours are from 8:30am - 5:00pm.

Drop off occurs in the first one hour of your child's scheduled start time for the day.

Pickup occurs in the last 15 minutes of your child's scheduled end time for the day.

We require that a parent, guardian, or approved caregiver must sign in and sign out for their child at drop off and pickup. Children will be released only to authorized persons whose names are on the emergency sheet. These names may be revised at anytime by the parent in writing. If the authorized person picking up the child is unknown by staff, s/he will be asked to show identification.

Arrival Time

Please do your best to arrive at the correct drop off time each day. If you will arrive later than the drop off window described above, please notify staff.

Late Pickup Fee

I/We understand that there is a 5 minute grace period for pickup after your child's daily scheduled pickup time. Each minute after that 5 minute grace period will be charged \$1.00/minute.

Regularity in Schedule

It is important for children to arrive and leave the program at the regularly scheduled time. Young children need the security of knowing that they will be picked up at the usual time. If you will be changing your hours (i.e. picking your child up earlier than usual), then please notify one of the Teaching Staff.

Parking

We ask that you do not park in front of the building as this blocks other cars from exiting. Please make sure to not block any driveways.

Blocking neighbors' driveways may result in a fine or towing. In addition, please be respectful of our neighbors when parking so we can maintain our good-standing relationships with them.

Parking for drop off and pick up at 71 Gardenhouse way needs to be on the street. You may NOT bring your car in to our driveway/courtyard, and you may NOT park near the yellow fire hydrant.

Signing In and Signing Out

A signature is required at the beginning and the end of each day with the time of arrival and departure. This may be done through an electronic application or on paper.

In case of emergency, staff will use sign in sheets to take attendance. Children will be released only to authorized persons whose names are on the emergency sheet. These names may be revised at anytime by the parent in writing. If the authorized person picking up the child is unknown by staff, s/he will be asked to show identification.

Absence

Please let your teacher know if your child is going to be absent or arrive one hour or more after their normal arrival time.

If your child will be absent because they are sick with a contagious illness, please let the our staff know so that other families can be alerted to look for symptoms in their children. Please note that in light of our policies and State regulations, we maintain full confidentiality of the identity of child who has illness.

Program Year

You can see our full calendar on our website at our program website. You will be notified by email of any changes to our calendar.

Acknowledgement of Placement in the Creative

Minds Children's House Program

Creative Minds Children's House reserves the right to assess the appropriateness of the placement of your child in our program in relation to meeting the needs of your child and the other children in the program. If the Director feels that the program cannot meet the needs of a child or a child's family, the child's enrollment will be ended. Any deposit or fees paid are non-refundable.

Additionally, Creative Minds Children's House retains the right to terminate enrollment of your child in the program in the event of non-compliance with program policies, rules, and regulations. Any repeated infractions of program policies and rules will result in your child being removed from the program.

Creative Minds Children's House reserves the right to modify any of the conditions of this agreement upon 60 days written notice to the parent(s) or guardians.

Health & Safety

Toileting

Children do not have to be potty trained to enter Creative Minds Children's House. Using the toilet is a learning process and we honor

each child's individual pace. Children are invited to use the potty multiple times during the day. When you feel your child is ready to use the potty, please let us know. We do not directly train your child, but can support whatever process you are going through. The whole process goes more smoothly, when it is a group effort.

Diapering

If your child is in diapers, we request that you please supply the program with the following items:

- A package of diapers, labeled with your child's name (and keep this stocked)
- Diaper wipes, labeled with your child's name
- Diaper cream, labeled with your child's name

Allergy Prevention

Families are expected to notify the program regarding children's food or environmental allergies. Parents/guardians of children with diagnosed allergies or asthma are required to provide the program with an individualized health care plan, signed by the child's physician, detailing the child's symptoms, reactions, treatments, care, and all necessary medication.

If your child uses a nebulizer, please let us know so we can have you fill out an additional form.

Despite our diligent efforts, it is impossible to eliminate all risk for children with food allergies. Some allergies are so severe that the presence of the allergen in proximity of the child causes a reaction. Similarly, it is impossible to prevent children from sharing food or for an allergen to be brought into the program by a family member or child, despite our best efforts to educate families and raise awareness. Ultimately, parents/guardians will need to decide whether group care is appropriate for their child with allergies in light of the risks that cannot be eliminated.

Illness

Children need to be kept home when they have any of the following symptoms: fever, diarrhea, vomiting, conjunctivitis (pink eye) or

discharge from eyes, severe coughing, skin rash of unknown diagnosis, difficult or rapid breathing, or nits on hair from head lice. If a symptom of an illness manifests while a child is at the program, the parent or guardian will be contacted immediately and the child will be cared for away from other children while waiting to be picked up by parent/guardian.

Diarrhea: A first excessively loose stool will constitute a call to the parent. New diet may be the cause. After the 2nd loose stool, the child will be sent home until diarrhea subsides and normal stools are produced at home. When a child returns after a bout of diarrhea, it is a provisional return; if the child experiences another bout of diarrhea, he or she must be picked up immediately.

Fever: If a child has an ear temperature of 100.6 degrees or greater, parent will be asked to pick up the child. **The child may return when he/she is fever free and after being kept home for at least 24 hours.** This means that your child will be out of the program for one full day after being sent home.

Vomiting

Exclusion for vomiting is decided by incident. Two or more episodes will be cause for exclusion. A first vomiting episode may cause exclusion if the teacher determines that the situation for the child is extreme or debilitating.

Eye Discharge

Eyes must be free of mucus or running substance. Children are asked to be kept home for 24 hours after beginning medication. Clogged tear gland conditions must have a written physician's note.

Skin Rash

If a child has a rash of any kind, the child will be sent home until the rash is gone or until a physician's note has been received stating that the rash is not contagious. A physician's certificate of good health is required to return.

Chronic Medical Conditions

If your child has a chronic medical condition, which needs "as needed" treatment (e.g. asthma, eczema, seizures due to high fever), we need physician instructions on file at the program.

Children's Injuries

If your child sustains a minor injury while at the program (e.g., scraped knee), you will receive an Accident/Incident Report outlining the incident and course of action taken by the staff member. Minor wounds, such as cuts, scrapes, or bites, will be washed with liquid soap and cool, running water followed by rinsing. A dry bandage or dressing may be applied as appropriate. You will be contacted immediately if the injury produces any type of swelling, is on the face or head, or needs medical attention.

If a serious medical emergency occurs, the child will be taken to the hospital immediately by ambulance, and a staff member will contact you (or a designated emergency contact if you cannot be reached).

Emergency Routine

Emergency disaster plans are located in the entry area of Creative Minds Children's House. Our policy is to dial 911 in the event of an extreme emergency.

Philosophy & Curriculum

At Creative Minds Children's House, we believe that children grow, learn, and thrive by exploring the world around them. It is our goal to provide an environment that helps prepare children to thrive in school and the broader world. In our program, children will feel supported as they engage with new ideas and learning. We welcome all the multicultural children to the program as we strongly believe, that accepting and respecting each others cultures allow us to grow more. By having an open mind on all the cultures around from different part of the world under one roof gives us an opportunity to learn from each others better.

I hope the information provided will enable you to decide on a quality pre school education for your precious child. A well organized Pre-School or Montessori should necessarily offer an accepted curriculum and a developmental program for the Child. Creative Minds Children's

house upholds the principals and philosophy of the AMI Montessori Method of Education. This program avails the Child with plenty of opportunities to reveal who he/she is, what he/she is capable of and his/her strengths and weakness.

- Acquire independence.
- Adopt to society and become a fully functional member of his society.
- Helps in growth and development of his intellect, concentration and WILL.
- Help to develop an orderly way of thinking.
- Be Creative ,Think out side of the box, Be Colorful.

Conflict Resolution

Our emphasis on problem solving and conflict resolution supports our anti-bias goal, where children listen to and respect each other's hopes, needs, and ideas. Children are gently guided to realize the effects of their actions upon one another. They are taught to be respectful of one another and are encouraged to seek out solutions to problems with each other.

We do not use corporal punishment of any kind nor do we use time-out procedures. Teachers use redirection approaches, role-modeling, and problem-solving discussions. Children will be gently removed from an area if they are being dangerous with their bodies and cannot stop themselves. The immediate goal and objective of the teacher is to help the child self-regulate and regain control, moving towards conflict-resolution.

Child Abuse Report

It is mandatory for all the staff to report of any suspected child abuse If the staff person suspects that a child has been abused in or out of the in-home facility, they are required by law to report this to Child

Protective Services and Community Care Licensing. The person suspecting the abuse is responsible for making that call and should report it to the Director immediately.

Volunteering

We welcome parents/guardians to volunteer at our program. If you would like to volunteer, talk to the director for details. All volunteers are required to submit proof of immunization against measles, pertussis, and influenza.

Parent Involvement

We ask that parents maintain and uphold the core values of our program. Generally, parents are not expected to stay beyond drop off or pick up unless previously arranged.

Forms

Our in-home facility is licensed by the state of California. As required by the California State Law and regulated by Community Care Licensing, a file on each child is kept on the premises of the facility. Parents have access to their child's file upon request.

Parent-Teacher Communication

We strive to keep you up to date about your child's activities during the day. These reports include:

- Sign In/Sign Out
- Snack and Meal Menu
- Bathroom use, specifying any urinations or BM your child had throughout the day

Acknowledgement of Receipt

I/We hereby acknowledge that I/We have received and read Creative Minds Children's House Parent Handbook in its entirety. I/We hereby

agree to follow the program policies and procedures. I/We understand that Creative Minds Children's House reserves the right to modify the Program Rules & Policies and any other information contained in the above documents at the program's discretion, with 60 days of prior written notice.

This invitation for admission to Creative Minds Children's House expires if this contract is not signed, dated, and received with the appropriate deposit fee (indicated above), no later than three days after invitation of admission to the program.

Your Child's First Day

The Beginning of the Year/Helping Your Child with Transition

During your child's first days in our program, we take special time to help your child acclimate and transition into new rhythms and schedules. Parents are encouraged to stay for 10 minutes after drop off. In addition to morning drop-offs, we support families who feel their child may need additional transitional support.

These first days may be sensitive for children. We recognize that every child is different with different needs.

Clothing and Spare Clothing

Please do not send your children to the program in their "good" clothes. Clothes should be free to be stained, dirty or in rare instances even ripped.

Clothing should be wholesome. We do not support violent or inappropriate imagery. Please send your child in safe, comfortable footwear. Flip-flops are not permitted.

First Day Checklist

To ensure the smoothest transition for your child, we ask to please bring the following items the first day of attendance:

- Covered water bottle. Water bottles should be labeled with your child's name. It's important that your child begins to cultivate self-help skills. Please make sure water bottles are easily transportable for your child and easy-to-use.
- Raincoat and one pair of rain boots labeled with child's name to be stored in your child's cubby.
- 2 extra changes of clothes, both long/short sleeves and shorts/pants to be stored in your child's cubby. Please label all clothing with child's name.
- Two pairs of socks to be stored in your child's cubby.. Please label socks with child's name.
- Three pairs of underwear or a dozen diapers, labeled with child's name. Diapers are kept in a separate, personal cubby in the bathroom.
- Wipes labeled with your child's name to be stored in separate, personal cubby in the bathroom.
- Diaper cream labeled with your child's name to be stored in separate, personal cubby in the bathroom.
- 2-4 family photos to be stored in your child's cubby.
- Sunscreen to be stored in your child's cubby, labeled with your child's name.

Any Public Health Emergency

Protecting our children from the fear and uncertainty in this time of the Covid19 pandemic is as important as preventing transmission of disease and Creative Minds Childrens House In-Home Preschool & Child Care is uniquely positioned to do both.

We have integrated current public health cleaning schedules, PPE & tools meant to prevent transmission, with our practices for a child's well-being and school success.

Who is physical distancing within our program?

We think it's important to understand what physical distancing looks like in a preschool program.

Distancing does NOT mean that all children remain 6 ft. apart & wear masks all day. We have created stable groups of 6-8 children plus 1-2 teachers who are on the same schedule who distance together similar to what you've practiced with your own family.

We are not requiring young children to wear masks. Instead we choose to have fresh air circulating, air purifier running and spend plenty of time in our outdoor learning space. We do wear face coverings at drop off/ pickup and when venturing out beyond our school (if it is safe to do so)

Please understand, new safety guidelines, parents or visitors can't enter the classroom.

*Please remember to drop them off at the door.

*I will be signing them in and out through Procare app.

*Wear a masks drop off and pick up.

*Make sure to check your Childs temperature before you bring them in to school.

*children who have a fever of 100.4F(38.0C) or above or other signs of illness should not be coming to school . Please be alert for signs of illness in your children/child and to keep them home when they are sick.

*Bring in an extra pair of shoes to keep out door.

*We will not brush our teeth after lunch.(temporarily)

*Nap time will be in the great big room instead of the room closed doors.

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Creative Minds Children's House.71 Gardenhouseway.Irvine,CA92620

I/We hereby acknowledge that we have read and agree to the policies in this document.

Signature :.....

Date :.....