



1451 Ebenezer Road
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513.941.7254

www.creativepreschoolcincinnati.com

Welcome to Creative Preschool!

The purpose and goal of Creative Preschool, Inc. is to provide a planned nurturing and loving environment for three, four, and five year old children in which they can develop cognitively, mentally, emotionally, physically, and socially, each to his or her potential. To do so, Creative Preschool uses *Creative Curriculum for Preschool* and *Ohio's Early Learning Content Standards* as resources to plan and implement a developmentally appropriate program which is rich in content in literacy, math, science, social studies, and the arts, while respecting the individual child and the way that the preschool child grows and develops.

Creative Preschool, Inc. has earned Ohio's Step Up to Quality Award. Step Up to Quality is a voluntary rating system for early care and education programs. Creative Preschool received this award from the Ohio Department of Job and Family Services - Bureau of Child Care and Development, the state agency responsible for licensing, in recognition of our excellent child care program and our ongoing commitment to children. To qualify for this award, we either meet or exceeded an extensive list of quality benchmarks above the minimum requirement of the State of Ohio.

Creative Preschool, Inc. is legally licensed to operate by the Ohio Department of Job and Family Services (ODJFS). This license is posted on the bulletin board in the office and in the front hallway. The laws and rules governing Child Day Care are available for review at the school.

Creative Preschool, Inc. is currently licensed to serve forty preschool age children and 10 school age children per session. Staff/child ratios are 1:10 for three year olds and 1:12 for four and five year olds with a maximum group size of twelve and fourteen respectively. Creative Preschool, Inc. does not discriminate in the enrollment of children upon the basis of race color, religion, sex, national origin or disability in compliance with the ADA act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

Licensing record, compliance reports, inspection reports, and complaint investigation reports from ODJFS, and evaluations from building and fire inspections are available for review from ODJFS. The ODJFS website is: jfs.ohio.gov/cdc. The inspection reports and complaint investigation reports are posted in the school office for review.

What is a Co-op?

Creative Preschool, Inc. is a non-profit, co-operative preschool. It is by this system that we are able to maintain such high standards while keeping costs as low as possible. As a co-op, parents and staff work hand in hand in the daily running of our program. In addition, the Creative Preschool Board, who are an elected group of volunteer parents, in cooperation with the staff, create policies and plan special events for the children's well-being.

Fund-raisers

Creative Preschool, Inc. is a non-profit organization. Fund-raisers help to defray expenses. Some possible fund-raisers include a child friendly family Carnival in May, a Family Puppet Show, and a fund-raiser product sale. PLEASE SUPPORT OUR FUND-RAISERS!

The Director is Available

Mrs. DePaoli is usually available Monday, Tuesday, Wednesday and Friday from 8:30-3:30. She can be available every week day, except Thursday, after 3:30 by appointment.

CREATIVE PRESCHOOL, INC. POLICIES

No smoking is permitted on school grounds!

Report of Abuse/Violations

The administration and each employee of Creative Preschool, Inc. are required, under Section 2151.421 of the Ohio Revised Code (ORC), to report suspicion of child abuse or child neglect by immediately notifying the public Children's Services Agency (241-KIDS).

Should individuals suspect violation of Chapter 5104 of the ORC or Chapter 5101:2-12 of the Administrative Code, they should report the suspected violation to the ODJFS at 1-866-866-3537.

Observation/Evaluations

Custodial parents or guardians of a child enrolled in Creative Preschool, Inc. shall be permitted unlimited access to the school during hours of operation for the purpose of contacting their children or evaluation of the premises and/or care provided. Please notify the office upon entering the building for these purposes. A Custody Agreement must be on file for those children to which it applies.

Parent and Class Roster

This Handbook will be given to the parent/guardian of each child enrolled at Creative Preschool, Inc. A Class Roster, which will include each child's name, birthdate, address, phone number, and parent name and email address, will be available only upon receiving written permission from parents/guardians.

Change of Address or Information

Please inform your child's teacher, the Registrars, and the office of any change in address, phone numbers, email or emergency information.

Medical Forms, Health Forms, and Enrollment Forms

Each child enrolled in Creative Preschool, Inc. must have a current Medical Form and a State Health and Enrollment form on file. **These forms must be completely filled out and turned in to the Registrars before your child begins school!** Because State licensing requires that the Medical Forms be updated yearly, just before the year anniversary of your child's last well checkup a new Medical Form will be sent home through school. Please take this form with you when you visit your child's doctor for his or her yearly medical checkup, and then return it to school as soon as possible, so that Creative Preschool, Inc. can remain in compliance with State licensing.

Communicable Disease Policy

Staff members have been trained in the management and identification of communicable disease, disinfecting, and hand washing procedures by a licensed R.N. Most staff members have current Red Cross First-Aid cards. The staff will refer to the Ohio Department of Health "Child Day Care Communicable Disease Chart" for appropriate management of suspected illness. This Communicable Disease Chart is posted in the office. If children have been exposed to communicable disease, a sign will be posted to notify parents and guardians.

Each day upon arrival the teacher shall observe each child as he or she enters the group. The director or staff member will immediately notify the parent or guardian of a child's condition when signs or symptoms of an illness are observed. A child with any of the following signs or symptoms shall be immediately isolated in the office with the director or designated staff member until the child is discharged to his/her parent or guardian. These signs include: a temperature of at least one hundred degrees Fahrenheit, diarrhea, severe cough causing the child to become red or blue in the face or to make a whooping sound, difficult or rapid breathing, yellowish skin or eyes, redness of the eye, obvious discharge, matted eyelashes, burning or itching of the eye, untreated skin patches, unusual spots or rashes, evidence of untreated lice, scabies, or other parasitic infestation, sore throat or difficulty swallowing, unusually dark urine, gray or white stool, a stiff neck with elevated temperature, vomiting more than one time or when accompanied by any other sign or symptom of illness.

After illness, a child may return to school after remaining fever free for an entire 24 hours, or upon the permission of a physician.

Each staff member has a medical record on file, as required by State licensing. Teachers are conscientious not to work when ill. Staff members will observe one another for signs of illness and communicable disease, as well. In the event that a teacher is ill, a staff member will substitute teach if available.

Medications

No medication, vitamin, or special diet will be administered by the staff of Creative Preschool, Inc., except in the case of medical emergency.

Safety in the Classroom

The child care staff member in charge of a child or group of children shall be responsible for their safety. No child is ever to be left alone or unsupervised. A child will never be released to anyone other than his/her parent or guardian unless the teacher has received written permission from the parent or guardian. Once all children have arrived for school, the school doors will be locked until dismissal. A Custody Agreement must be on file for those children to which it applies.

Illness and Injuries

A child who becomes ill or injured while at school will be kept in the office on a cot, if necessary, with the school director or designated staff member, until the child's parent or guardian arrives. If the parent or guardian is not available, the school will discharge the child to the person who has been designated by the parent or guardian to take charge of the child. Should a child become injured while at school parents will be asked to sign an incident/injury report, as required by State licensing.

Please call the school when your child will be absent.

Emergencies

Medical and dental emergency procedures, emergency numbers, and the names of personnel trained in First Aid are posted in the office and in each classroom. First Aid boxes are in the kitchen cabinet marked with a Red Cross. Children's emergency numbers are filed in the office for administrative use only. A phone is always available for emergency incoming and outgoing calls.

Creative Preschool, Inc. will not transport a child to the source of emergency medical or dental care. Green Township Fire EMS and the parents will be called in the case of extreme emergencies. Parents will be called for minor emergencies.

Environmental emergency procedures and emergency numbers are posted in the office and in each classroom. To protect the children, spray aerosols are prohibited when the children are present. As required by State rules, a fire drill and/or a weather alert drill will be held each month. In case of emergency evacuation, the staff will take the children to the outdoor shelter area by the playground. In case of extreme emergency in which the shelter area will not be safe, the children will be escorted to the parking lot of the West View Shopping Center on Ebenezer, near Cleves Warsaw. Parents will be called as soon as possible to pick up their children from this location.

REGISTRATION INFORMATION

Registration

For currently enrolled families and for families that have had children attend Creative Preschool, Inc. in the past, the pre-registration deadline is early February. Registration forms for new families are taken beginning the first week in January. Confirmation of class placement will be sent in late February. The dates for Pre-registration deadline will be posted in the monthly newsletter. There is a \$75 non-refundable registration fee.

Cut Off Date to Enroll

Children must be the appropriate age for the class age as of September 30, 2012 to be enrolled.

Creative Preschool, Inc. Classes

The following classes are currently offered:

3 YEAR OLD CLASS	4 & 5 YEAR OLD CLASS	FRIDAY FRIENDS
M-W A.M. 9:00-11:30	M-W-F A.M. 8:45-11:30	Friday A.M 9:00-11:30
M-W P.M. 12:30-3:00	M-W-F A.M. 9:00-11:45	
T-TH A.M. 9:00-11:30	M-W-F P.M. 12:15-3:45	
T-TH P.M. 12:30-3:00	T-TH A.M. 8:45-11:30	
	T-TH A.M. 9:00-11:45	
	T-TH-F P.M. 12:45-3:30	

IT'S CLASS TIME

What Are We About?

At Creative Preschool, Inc. your child will:

- work alone and with others
- follow directions
- share and take turns
- develop social and problem solving skills
- widen and develop new abilities
- express his/her own thoughts and ideas
- listen to and develop awareness of others

Your child will be participating in activities which:

- develop skills in literacy, mathematics, science, social studies, and arts
- develop vocabulary
- improve coordination and physical strength
- build self-confidence

- discover new ideas
- explore new materials
- develop interest in people, numbers, writing and reading
- differentiate differences in sound, size, shape, and color

Sample Daily Schedule

4 YEAR OLD CLASS #1	4 YEAR OLD CLASS #2	3 YEAR OLD CLASSES
Greet and Share	Greet and Share	Greet and Share
Specials/Activity Room	Art and Free Play	Art and Free Play
Clean Up and Bathroom	Discovery Room	Specials
Snack	Clean Up & Bathroom	Clean Up & Bathroom
Art and Free Play	Snack	Snack
Discovery Room	Specials/Activity Room	Outdoor/Active Play
Prepare for Dismissal	Prepare for Dismissal	Prepare for Dismissal
Story/Music	Story/Music	Story/Music
Dismissal	Dismissal	Dismissal

Communication

The Board and staff of Creative Preschool, Inc. believe that communication between home and school is of utmost importance. Most information important to you and your child from the teachers or the Board will come home via email and/or written communication through your child. You are asked to check your email and your child’s cubby daily for newsletters and special information. If you do not pick up your child, please ask whoever does to check your child’s cubby, as well. Your child will be provided a bag at Orientation to transport papers home from school. It is our intention to post all-school information to our website, www.creativepreschoolcincinnati.com, as well. This handbook, as well as the calendar and updated information, will be updated on a regular basis.

PLEASE KEEP YOUR TEACHER AND THE OFFICE ADVISED OF ANY CHANGES TO YOUR CHILD’S CIRCUMSTANCES, INCLUDING YOUR ADDRESS, PHONE, EMAIL CHANGES!

Guidance and Management Policy

Discipline is a way of teaching proper behavior, not punishing improper behavior. At Creative Preschool, Inc. rules will be simple and discipline will be positive, specific, and consistent. If a child’s behavior is not suitable for a particular activity, he or she may be redirected to another. An uncooperative or disruptive child may be removed from a situation by further redirection. In extreme cases he or she may be required to sit alone in a designated area of the room for a few minutes to think about and observe appropriate behavior. As a last resort, the child may be removed from the classroom and sent to the office for a short period of time. These behavior management techniques are to be employed by all staff members.

Clothing Requirement

We at Creative Preschool want your child to have the best, safest experience possible. Child-centered art can be messy! Your child will also participate in outdoor play, running, climbing, and tumbling. Therefore, play clothes and shoes which can get dirty and allow for free and safe movement are most appropriate. **GYM SHOES ARE REQUIRED SO THAT YOUR CHILD CAN PARTICIPATE SAFELY IN ALL ACTIVITIES!** Please remember that dresses, especially those that are long, encumber children from safe play, as well. Please send appropriate clothing for the weather, as well, as we do play outside whenever possible. It may not be cold going from the car into school, but it certainly can be when playing outdoors for even so little as 15 minutes of time. **Please label all outer garments with your child's name!**

Evaluations

Prior to the start of the school year, parents will be asked to respond to the ASQ-3 and ASQ-SE Questionnaires. The staff of Creative Preschool will use these tools to identify possible developmental delays in individual children. Should further evaluation be indicated, parents will be informed and involved.

Parents of Creative Preschool children will receive a written evaluation in January and again at the end of the school year. In addition, teachers have set aside a day to be available to accept your request for private conferences. Please consult the calendar for the specific scheduled date in January. Parents may also request a conference with the teacher or director regarding their child's progress or the program at any time.

Snow Delays/Closures

Creative Preschool, Inc. follows the Oak Hills School District CLOSURE for snow days. **When Oak Hills is on a morning DELAY, however, all of our A.M classes will begin at 9:30 AM, not 2 hours late.** Because we understand that not all families will find it easy or safe to send their child to school when a DELAY is called, we certainly support those who decide to keep their child at home. Please know that it is also acceptable to bring your child any time after the stated start time. On DELAY days morning classes will end at the normal time and *afternoon classes* will begin at the normal time. In the case of unexpected sudden inclement weather, should Creative dismiss early or close for the afternoon session, parents will receive a phone call. Please be sure to check your voice mail!

Holidays/Special Events

Special days are planned during the year. All of these are listed in your Creative Preschool Calendar. In addition, details of each event will be explained in the newsletter of the month of the holiday or the event. We will celebrate Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter. There will also be an end of year Celebration for all classes.

Birthdays

Please notify the teacher upon arrival that you will be celebrating your child's birthday! On this day your child will receive a birthday crown and the class will sing Happy Birthday. Your child may celebrate by bringing a special treat. *This treat will be sent home with the classmates at the*

end of class. The treat may be anything you and your child might choose, homemade or store bought, since it will not be consumed at school. *If you choose to send a treat, please be sure to package it in a bag or container appropriate for transporting it home by the children.*

Field Trips

Field trips of special interest to the children are planned by the teachers. All students must return a signed permission form in order to attend the field trip, even if a parent will be there with them. The children will be supervised on all trips by the teacher. For most field trips, however, parents are also welcome to accompany their child. Attendance forms and a first aid kit will accompany the class on each field trip. While on the field trip each child will wear a name tag that will include his/her name and the school's name, address, and phone number. A person trained in First Aid who meets the requirements of Rule 5101:2-12-31 of the Administrative code will attend each field trip.

Siblings are not permitted to join in on the field trips!

Transportation for Field Trips

The staff feels that field trips are an important part of a well-rounded preschool education. The Child Safety Law states that all children need to be both 40 pounds and four years old to be excused from being in a child car seat. Therefore, transportation will not be provided by the school. Parents will be required to transport their child to the field trip or make other arrangements, such as car pools.

When Problems Occur

We at Creative Preschool, Inc. have your child's best interest at heart at all times. Many problems can be avoided when caring adults communicate openly. Even so, at times problems can occur. When they do, however, most problems can be resolved when parents and teachers work together for the sake of the child.

With this in mind, it is our policy that at any time your child's teacher feels the need to discuss a problem she will contact you as soon as she is able. Problems should never be discussed in front of a child or another parent, so *a phone call or private conference will be employed.*

Should you, as well, have a problem or question about the school, a teacher, or school policy, please follow these steps until you receive a fair resolution:

- First, ask the teacher for a private conference or phone call to discuss the issue.
- Next, if the problem is not resolved, discuss the problem privately with the Director.
- If the problem still is not satisfactorily resolved, discuss the problem privately with the Creative Preschool Board President.
- If further resolution is needed, take your complaint before the Creative Preschool Board.

THE HELPING PERSON

Because Creative Preschool, Inc. is a co-operative preschool, it is required that parents help out in the classroom and in the school on a regular basis. Each child will be assigned a minimum number of days throughout the school year to bring a “helping person.” No later than Orientation, however, you will have the opportunity to fill in a “Helper Request” form stating your preference of helping days and/or ways to fulfill the remainder of your Co-op obligations. If we DO NOT receive this form it will be assumed that you intend to fulfill all of your Co-op obligations in the classroom!

At Orientation you will receive a Helping Parent schedule for the first three weeks of class. Schedules for helpers for the remainder of the school year will come home by the end of the second full week of school. Your child’s teacher depends upon your help before and, perhaps, after class, as well, *so please arrive 15 minutes before the beginning of class and be prepared to stay a few minutes after dismissal.*

Helper day is a special day for you and your child. Each child certainly looks forward to their “helping day!” In addition, it is your chance to observe your child in a group situation. The helper need not always be a parent, however. The adult helper can be a parent, grandparent, relative, babysitter, and so forth, as long as this person is an *adult* capable of helping the teacher with the rigorous task of caring for the needs of a group of preschool children.

Help! I’m the Helping Person

It is imperative that you arrive 15 minutes prior to class starting time. You will help the teacher with whatever preparation and clean-up is necessary. You will also help greet the children, help supervise and clean up the art project, perhaps read stories, play games, supervise play, and help with dismissal. You might on occasion be asked to remain for a few minutes after dismissal to help your teacher clean up or prepare for the next class. You are responsible for supplying and getting snack and drinks ready for the class. Please bring a nutritious snack and drink for the children, the teacher, and yourself. Cups and napkins will be provided by the school.

Unable to Help as Assigned

Occasionally circumstances occur which make it impossible for you to fulfill your obligation to help. When this occurs, you should arrange a substitute or a trade to fulfill your obligation. In this case, it is still your responsibility to provide snack. Should you or a substitute fail to appear to fulfill your assigned helper day, you will be charged a fee of \$35.

Nutritious Snack

Please check with your child’s teacher for food allergies before bringing a snack for the first time. Snacks should be store bought and brought to school in an unopened package. We ask that snacks be healthy and safe choices for the preschool child. You might consider snacks such as raisins, cheese, crackers, pretzels, individual applesauce, grapes, apples (these must be cut up at school), yogurt, and so forth. Because of our license, **no snack which has been prepared at home can be given at school.** Drinks may include any type of juice or milk that has been

unopened. A half gallon of juice or milk is enough for the 3 year old classes, but the 4 year old groups most likely will require two half gallons. Please take home any uneaten snacks and drinks.

ARRIVAL/DISMISSAL POLICY

**Please drive slowly and carefully, observing all stop signs posted!!!
No child should arrive at school more than 10 minutes before class time!**

Arrival

There are two options for arrival:

#1 Parent Escort:

Parent should park in the designated parking spaces and walk the child into the school to their classroom. **FOR YOUR CHILD’S SAFETY AND PROTECTION, PLEASE DO NOT LEAVE YOUR CHILD UNATTENDED IN THE CLASSROOM!**

#2 Staff Escort/Drop Off:

Drop-off begins no more than 10 minutes before the beginning of class time. Simply pull your car as far left as possible, close to the cones by the main doors of the school, and wait in your car for the staff member to open the car door and remove your child from the vehicle to escort him or her to the classroom. **PLEASE NEVER SEND YOUR CHILD INTO THE SCHOOL UNSUPERVISED. ALWAYS WAIT FOR THE STAFF-ESCORT!**

Due to limited staffing on SNOW DELAY days, it might be necessary for you to bring your child to the front or classroom doors to be met by a staff member; please be flexible during these unusual day circumstances!

Dismissal

The parent or the “authorized person” should meet the child at the classroom door. The parent or legal guardian must notify the child’s teacher in writing on a prescribed authorization form of anyone (the “authorized person”) besides themselves who will be picking up a child from school. On this form, please notify your child’s teacher in writing of car pools and of the children and parents involved. In addition, according to State regulations, no child will be dismissed to a sibling under the age of 16 years of age without parental written consent on file with the Administrator/Director. For your child’s peace of mind and as a courtesy to teachers, please be punctual at dismissal time.

Parking

In order to best protect the children, when coming to and leaving Creative Preschool, Inc., please follow these guidelines:

- Drive slowly and carefully at all times.
- Always **stop and look** at the stop sign at the cross walk.
- Park only in designated, lined parking spots in the lower or upper lot.

- Do not park in any way which will block the cross walk from pedestrian traffic or from the view of approaching auto traffic.
- Do not park along either side of the driveway to the lower parking lot, including the gravel walkway.
- Do not move any cones blocking parking spaces. These spaces are blocked for the safety of the children entering and exiting the school.

TUITION

Tuition for the 2012-2013 school year is:

- 3 Day Program 2 3/4 hours (4s): \$1325/year or \$148/9 installments
- 3 Day Program 3 1/2 hours (PreK): \$1595/year or \$178/9 installments
- 2 Day Program 2 3/4 hours (4s): \$1105/year or \$123 per 9 installments
- 2 Day Program 2 1/2 hours (3s): \$980/year or \$109 per 9 installments
- Friday Friends: \$735/year or \$82 per 9 installments

A convenient Tuition Payment book is available to help you keep a record of your payments. The first tuition installment is due on the first of July. The remaining eight installments are due on the 15th of each month beginning with September and ending with April. Tuition installments must be made on time! Tuition that is in arrears may be cause for a child to be dismissed from the school. Please see below for the “Late Tuition Policy.” All tuition must be paid in full by April 15, 2013.

Please make checks payable to Creative Preschool, Inc, and drop them in the TUITION PAYMENT box at school or mail them to Creative Preschool.

LATE TUITION POLICY

If you have difficulty making tuition payments, please call Mary Beth DePaoli at 941-7254 immediately. Mrs. DePaoli will work confidentially with you to find a payment plan that works best for you and for the school.

If you have not contacted Mrs. DePaoli to make other arrangements for late payments, the following policy will be in effect:

- Tuition payment is 2 weeks late: a reminder notice will be sent requesting immediate payment.
- Tuition payment is not received by requested date: a follow-up phone call will be made.
- Tuition falls two months in arrears: your child(ren) may be dismissed from the school.
- No family will be permitted to pre-register for the following year unless tuition is paid up to date.
- If tuition is two months in arrears after registration has occurred, your child(ren) will be removed from the school and removed from the following year’s class roster.