



Train up a child in the way he should go and when he is old, he will not depart from it.

Proverbs 22:6

Parent Handbook

2021-2022

Christian Programs

- *Preschool*
- *Afterschool*
(Preschool / K-5th)

Mission Statement

Reaching generations for Christ through our children.

Spiritual Objectives

- To introduce Jesus and the Bible as part of every learning experience;
- To lay the foundation for Christ-centered living which prayerfully will lead to a lasting relationship with Christ.
- To encourage the development of virtuous character in children; and
- To learn monthly memory verse and how it applies to daily living.

We meet this objective by providing loving and nurturing teachers who model biblical principles, attitudes, and virtues. They bring a joy for learning about Jesus to their classrooms by teaching stories from the Bible, singing worship songs and praying with their students.

Our Faculty

We believe that a school's excellence is ultimately measured by the quality of its staff, which is why we are extremely prayerful when it comes to our faculty. Above all, our staff/faculty profess Christ as their savior. Our classes are led by degreed and highly qualified teachers who are supported by well-educated, experienced assistant and specialty teachers. All our teachers and administrators are required to participate in diverse workshops, seminars, and continuing education courses annually.

Every employee at Creative Care Christian Preschool is held to the highest standards and must complete a rigorous pre-employment screening process. This includes a thorough background check, education, and experience verification.

All staff members are required to have emergency response training and current first aid and CPR certification. Our staff members are trained in preventing and responding to abuse and neglect of children.

Each one attends a Christ-centered Bible believing church.

Mandated Child Abuse Reporters: Creative Care Christian Preschool staff is required by the State of North Carolina standards to report any sign of or suspicion of child abuse or neglect. Phone numbers for the appropriate reporting agencies are posted near each CREATIVE CARE CHRISTIAN PRESCHOOL telephone.

General Operations School hours

Early Morning program:	7:00am-9:30am
Preschool program:	9:30am-1:30pm
Preschool after school program	1:30pm-5:30pm
K-5 th grade after school program	2:00pm-5:30pm

Parking

The parking lot accommodates only one-way traffic, and you should always keep your children by your side. **Only on the side closest to the building.**

Never allow your child to run ahead, especially into the parking lot.

To keep traffic moving, if you need to speak with a teacher or get out of your car for any reason, please park in a designated parking space.

Do not park your car and leave it unattended in the carpool line.

Always park closest to the building. Parking on both sides of the road, makes it difficult for traffic to flow smoothly and causes pedestrian (child) crossing dangers.

Parking Lot Etiquette

We need your help to make certain that the nearby traffic is not impeded by our peak drop off and pick up times at the preschool (9:15 AM to 9:45 AM and 1:15 PM to 1:45 PM)

For the safety of all children, exhibit caution while driving in the parking lot. Adhere to all parking lot and traffic regulations.

DO NOT leave siblings (older **or** younger) in locked or unlocked cars in the parking lot. This is against the law. If a younger sibling is asleep or an older sibling is sick in the car, when possible Creative Care Christian Preschool office staff will be glad to watch your vehicle while you walk your child to class.

Preschool children must be within sight of the adult accompanying them into and out of the building. Please discuss with your child the importance of staying with you and not running or hiding inside or outside the building.

Cell Phones

Creative Care Christian Preschool parking lot is a “no cell phone zone.” As a courtesy to the staff, other preschool families and for the safety of the children, cell phone use **is not allowed while in the parking lot.**

BRIGHTWHEEL

With the implementation of our Brightweel program, not only does it allow for tuition payments to flow much more efficiently, but it also creates a whole new safety method of signing in and out of your child.

Arrival Procedures

Morning Program

Morning program hours are from 7:00am to 9:15am. Please use the side door located near the entrance immediately upon entering our campus, across from mailbox. **ORANGE DOOR**

Please note that should you arrive after 9:15am, you will then need to use the front entrance and wait for doors to open at 9:30am. This is done to ensure our teachers the time to distribute the children in the morning program to their classrooms. Additionally, it is the time we dedicate to begin our day with prayer.

*****Please see page 25 Addendum 1 for Covid-19 arrival procedures*****

Your child's arrival at school is an important time, when the tone for the day can be established either positively or negatively.

Over the years we have learned that:

Separation is easiest for young children when they can say goodbye and leave their parent as opposed to the parent saying goodbye and leaving the child. Please try to say your final good-byes before entering the classroom.

Allowing the child to walk (as opposed to being carried) into the building communicates your feeling of the child's strength, independence, and confidence in their ability. This gives the child the sense that "I can do this!" as well as a sense of safety.

Prolonged separation is hard for the child and their parents, so the quicker the goodbye, the easier for everyone.

Routine provides children with a feeling of safety and faith that their preschool is a safe place to be. The more punctual and consistent you can be in your child's morning arrival, the easier this time is likely to be for both of you.

For safety and supervision reasons, the school cannot be responsible for students who arrive at school earlier than 9:30 a.m. (for the preschooler) unless they are enrolled in the Morning Program.

Morning arrival is a very sensitive period when the teachers are greeting each student and setting a calm, pleasant tone for the day. Conversations need to be kept to a minimum. If you must speak with a teacher in the morning, please make arrangements to meet before school begins, otherwise you can correspond via a note and the teachers will get back to you.

K5-5th Afterschool Program

Students will be transported by UCPS school bus or Creative Care vehicles and checked in upon arriving on campus. Students travelling on Creative Care vehicles will be checked in/out, upon boarding the vehicle at place of pick up and again upon arriving on campus. During Covid

19 pandemic, *See K-5th Virtual Learning Care Policies on Page 23.

Tardy Policy

All students are due in class at 9:30 a.m. Students who arrive later than 9:45 a.m. are considered absent and must be accompanied by a doctor's note and check in at the front desk to have absence removed from their record. After checking in at the front office, **the student will be escorted to the classroom by an administration member.** This process will eliminate interruptions to lessons and morning assembly. This is not meant as a mode of punishment but to emphasize that late arrivals are disruptive to the rest of the class and result in missed instruction. We depend on your family's full support in this area. If we find that your child is arriving late more than three times in a semester, a conference will be scheduled to work out a solution. This policy assists our children by minimizing disruptions during the very important morning work time.

Pledge begins at 10:00am...there will be absolutely no entry while pledge is in progress. You will have to wait outside until we are completed. Please understand that we are teaching our children reverence and respect during this time and any interruption will negate this process.

Dismissal Procedures

Early Pickup

Naturally, there will be occasions where you will need to take your child out of school early for a doctor's appointment or similar obligation. To ensure that your child will be ready, please email or call the front office a minimum of 30 minutes prior to pick-up time. **Early pick-up must be done by 12:45pm.** This allows staff/faculty the time needed to prepare for dismissal. Parents must sign students out through the office. If you arrive after that time you will have to wait in carpool line.

Preschool Students Dismissal

The normal school day for preschool students will end at 1:30p.m. Children who have not picked up by 1:30p.m. will be transferred to the preschool afterschool program for an additional charge. Dismissal begins at 1:15pm.

When you arrive to pick up your child in the afternoon, please enter on the left side of the building and circle around to the right side. Four (4) cones will be placed along the sidewalk. A staff member will come to your vehicle with a Brightwheel Kiosk for proper signing out of your child. Children will then be brought to these cones for dismissal. **Please remain in your car until you are at one of these cones.** At that time, you may exit your car to buckle your child in their seat. If you need to come in at the end of the day to pick up your child, please arrive by 1:00 PM before dismissal begins

Preschool After school Student Dismissal

The afterschool program ends at 5:30p.m., at which time Creative Care Christian Preschool afterschool closes for the day. It is essential that all children be picked up by this time. A substantial late fee of \$2.00 per minute will be assessed should any child not be picked up by 5:30p.m.

Please make contact with the staff member supervising your child before taking him/her out of the group. **All children must be signed out.** It is required that alternate plans be made

with your emergency contact to pick up the student in the event of a late arrival. You will also need to notify the school if the emergency contact will pick the child up.

Inclement Weather

Closings

Creative Care Christian Preschool will follow the **Union County Public School system's** decision on **closing** due to inclement weather. Please listen to the radio or watch TV for the area closings. **Creative Care Christian Preschool does not make up days missed due to weather.**

Delayed start

If UCPS has a delayed start due to inclement weather, Creative Care Christian Preschool's early morning program (7:00-9:30am), will be closed and the school day will begin at 9:30am.

Late Pickup Policy

We anticipate that there will be times when uncontrollable factors will result in picking up your child late. As parents we know you will try to keep these events to a minimum due to the concern and confusion this causes the child. In addition, we must pay the teachers for any extra hours worked. These hours have not been accounted for in the budget, however if you are late picking up your child, a procedure has been put in place to ensure the safety of your child as well as others:

If you are late to pick up your child once preschool is over a late fee of \$2.00 per minute will be assessed.

Unless we receive specific permission from you to do otherwise, we will only release your child to the people that have been specifically indicated on the Emergency Information form included on the enrollment application that every family completes annually.

We must receive a note, or in an emergency, a phone call followed by an email, from you in order to release your child to someone not on your list.

We will require a photocopy of a photo ID from anyone to whom you have given permission to pick up your child if he or she is not familiar to our staff. Please ensure all your carpool drivers are on your release form.

Attendance and Absences

Consistency and routine are important to every child's development, and nothing can be more disruptive to a child's education than irregular attendance. All students, even our youngest, are expected to attend school daily, arriving before the start of the school day. Students are expected to be in class no later than 9:45a.m. However, we also understand that occasionally, it is necessary to be away from school. While we are understanding and supportive, it is still important that you keep your child's absences from school to a minimum. Every time a child is absent from school, for whatever reason, there is a period of readjustment as he/she tries to get back into the routine of his/her work. The longer the absence, or when a student consistently misses a day or two of school here and there the more detrimental it becomes to his educational development.

Financial Policies

Tuition Policies

Creative Care Christian Preschool is completely dependent on tuition as its principal source of income with building projects and other items financed by donations. Student accounts must be kept up to date. The school will be forced to withhold all services to students whose accounts have fallen behind unless written arrangements have been made for deferred payment. Your cooperation is essential and very much appreciated.

Parents are responsible for prompt payment of all outstanding tuition and fees. Accounts will be drafted on the 1st of each month, **one month in advance**, (August 1st, September tuition is due, September 1st, October tuition is due...etc.) through the Brightwheel program. All accounts must be on autopay. Payments submitted after the 1st of each month will automatically be assessed a \$50 late fee. Each additional day of delinquent pay will result in an additional fee of \$5.00 per day. After the 15th day of the month, your child will not be permitted to attend until tuition is current. Tuition paid in full by August 1st, or upon new registration, will receive a 3% discount.

For complete financial policies, please refer to the terms in the contract.

Year-End Tax Statements/Reimbursement Requests

As a courtesy to our parents, year-end tax statements will be produced by January 31 for all families with accounts in good standing. Statements can be emailed or printed at the request of the enrolling parent. The statement will be in the name of the person who pays for tuition, in the event of a separate household.

2021-2022 Tuition & Fees

7:00—9:30am MORNING PROGRAM TUITION
2/3 days \$110/mo. 4/5 days \$180/mo.

9:30—1:30pm PRESCHOOL PROGRAM TUITION
Registration Fee: \$300

1 year **/2 year old's	2 days (M,F)	\$260/mo.
	3 days (T,W,Th)	\$300/mo.
	5 days	\$360/mo.

****must be 2 by December 31ST**

3 year old's	3 days (T,W,Th)	\$300/mo.
	5 days	\$360/mo.

4/5 year old's	5 days	\$380/mo.
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Creative Care Christian Preschool requires that 4/5-year-old students, be enrolled in the 5-day program, in order to receive the maximum benefit of Kindergarten preparation.

1:30PM—5:30PM PRESCHOOL & K-5th AFTERSCHOOL PROGRAM TUITION
2/3 Days \$180/month 5 Days \$270/month

General Policies

Admissions

Required Documents

The following documents are required before a student can begin at Creative Care Christian Preschool:

- Signed Parent Agreement/Contract
- Completed Enrollment Application
- Medical Report form completed by your doctor
- Asthma/Allergy Action Plan (if needed)
- Updated immunization records
- Acknowledgement of Receipt of Parent Handbook & Discipline Policy
- Signed Food opt out form
- SBS/AHT Policy
- PHF waiver

If any phone numbers, addresses, or medical information listed on your child's application at the beginning of the year changes during the year, please contact us with the new information. It is the parent's responsibility to make sure Creative Care Christian Preschool has updated information, at all times.

Re-Enrollment

Invitations to continue at Creative Care Christian Preschool are normally automatic but are not guaranteed. The administration and faculty, based on an annual review of each student's academic progress, make decisions social and emotional development, any special needs (if applicable), tuition payment status, along with the attitudes and values expressed by the child and parents. As always, our goal is to help each child and family find the perfect match between the student, home, and school.

Re-enrollment materials will be mailed home in early-January and are due back at the school by end of January along with the annual registration deposit. If the school has not received a student's re-enrollment materials by February 1st, his/her space will be made available to new students who have applied for admission to the school.

No student may re-enroll if there is an outstanding balance remaining on the account.

Outdoor Time

Children spend time outside each day unless there are dangerous weather conditions. We ask that you dress your child appropriately for the weather as well as bring necessary outerwear. Also, apply sunscreen prior to arriving to school. If your child is not well enough to participate in outdoor activities, they must remain home.

Lunches/Snack

Creative Care Christian Preschool places great emphasis on the importance of good nutrition as the first step to a lifelong wellness education program. Lunch is a very important part of not only your child's school day, but of his/her wellness education as well. We need to count on you to work with us to teach him/her about health and nutrition. The challenge is to help him/her discover that wholesome, sugar-free foods can taste even better than junk food and do not have the negative effects on his/her bodies.

Our lunchtimes are like a family meal and offer excellent opportunity for grace and courtesy lessons as well as allow the children to enjoy each other's company.

Packed Cold Lunch: The following are some guidelines:

According to Health and Sanitation regulations, children's packed lunches requiring heating, must be heated to 180 degrees, a temperature we are not comfortable with. We realize this puts an extra burden on coming up with interesting, packed lunches; however, we must follow the state guidelines. A Thermos is permissible for hot lunch items, but you must sign a PHF waiver and send the food in the Thermos already heated from home.

With younger children, it is a good idea to prepare food in small, easy-to-handle servings, such as cutting sandwiches into bite size pieces and purchasing bite-size fruit.

Please do not send your child with sugary desserts or drinks.

Please, NO SOFT DRINKS or CHOCOLATE!

At Creative Care Christian Preschool, the children tend to quickly develop the habit of drinking water, but if you do want to send in a prepared drink, read the labels and look for 100% pure fruit juices.

Your child's lunch must have their name on the lunch box. Additionally, each item must be dated and labeled with name, daily. Do not send lunches in bulky lunch containers, as there is not enough storage space for large containers in the cold lunch refrigerator.

Snacks: To expedite the snack time process, we ask that you pack your child's snack in a **bag or container separate from their lunch box**. Snacks must be labeled with their name, date, and mealtime to be served. Snacks will not be refrigerated and should only be a non-refrigerated item. Children staying after 1:30 PM will need a PM snack as well. Please remember to pack it separately from your child's AM snack. See "Suggested Snack items".

Snacks must be placed in the front pocket of your child's book bag.

Sample Labeling:

Child's Name	Child's Name
m-d-yy	m-d-yy
AM Snack	PM Snack

Suggested Snack Items

Graham Crackers	Fresh Fruit**	Cheez-its
Saltines	Carrot Sticks**	Wheat thins
Raisins	Fruit Cups.	Goldfish crackers
Mini bagels	Pudding	Granola bars
Rice Cakes	Jell-O**	Yogurt **
Pre-Popped Popcorn	Pretzels	Trail Mix
Celery sticks**	Cereal bars	Chex Mix
Nuts and Seeds	Fig Newtons	Fruit cups

NOTE **These items must be refrigerated; therefore, they can only be sent for lunch. Fresh fruit should be peeled/sliced and ready to eat.
Fruit Cups suggestions (apple sauce, mixed fruit, pineapple, peaches)

Naptime

The state of North Carolina requires that all children under the age of 5 have an opportunity to rest. Naptime typically occurs between 1:30 p.m. and 3:30 p.m. During this time, the children are required to be still and quiet however, sleeping is optional.

Sleeping Cot

Creative Care Christian Preschool requires that parents provide each child with a “Regalo Portable Cot” or similar for nap time. It retails for approximately \$25 plus tax at Walmart, Amazon.com and other retail establishments. Per State regulations, Creative Care Christian Preschool will disinfect the cot on a daily basis. Creative Care Christian Preschool will provide sheets/blankets for each child at no additional cost to parents. The cot will remain at school and be returned at the end of the school year.

Birthday Celebrations

It is especially nice to send in a special snack in honor of your child’s birthday. Small store-bought mini cupcakes, muffins, oatmeal cookies, etc. work well, but try to keep sugar to a minimum. Health and Safety standards do not permit homemade items. Open flames are not permitted. A minimum of 48 hours of notification is needed to notify all parents.

Dress Code

Extra change of clothes and Potty-Training Toddlers:

Students are expected to dress in outfits that are neat, clean, comfortable, and appropriate for school. All students are required to have a change of clothes be stored in their cubby (underwear, shirt, pants, socks).

Our goal is to develop and encourage independence in the young child, and these guidelines work toward that goal. Toddlers should dress in clothing that they can put on and fasten for themselves: pullover shirts, elastic waistbands, Velcro sneakers, etc. Young children usually cannot manage the shoulder fasteners found on overalls. Also, keep in mind that toddlers work and play hard.

Creative Care cannot be responsible for soiled and stained clothing, we ask that you do not send your child to school in their best clothes. Also, from experience, typically headbands do not stay on your daughter's head. Unfortunately, they end up in the office with no means of us identifying who it belongs to.

Recommended Clothing:

Pullover shirts

Elastic waist pants, shorts, and skirts*.

Dresses with shorts underneath

Velcro-strap or slide-on shoes

*Especially important for children learning to use the toilet.

Discouraged Clothing:

Overalls

Onesies

One-piece rompers

High top shoes or boots

Watches, necklaces, etc. (these items are easily lost or broken)

It is important to mention that students go outside every day, warm or cold, and therefore seasonally appropriate clothing is a must. It can be quite warm in the classroom, so dressing in layers can be beneficial. Please check your child's cubby as the seasons change to ensure that he or she has the proper change of clothes. Fitted, trim skirts/dresses and dress shoes are not appropriate for every day. Comfortable shoes are a must. **Creative Care is a Christian Preschool so in effort to teach our children modesty, the following types of clothing are prohibited...no tank tops for boys or girls and no spaghetti straps for girls. Shirts should not contain any art featuring skulls, witches, ghost, or any other secular figures. Shorts, skirts/dresses for girls must be a at least mid-thigh in length. Dresses/skirts are required to have shorts underneath.**

No flip-flops. Shoes need to have an ankle strap and closed toe for safety reasons.

Non-adherence to the clothing policy will result in a call to the parent to bring in appropriate clothing/footwear.

Toys

Toys must not be brought to school. They are most often lost, fought over, or broken. Please ensure this is handled prior to arriving on campus in order to have a successful drop off. Do not bring candy, gum, money, play knives or guns, any overly sharp objects, or valuables to school. It is best to leave these items at home or in the car.

Lost and Found

Label, label, label. This will eliminate items being left behind. The lost and found area is maintained in the front office area. Items not claimed by the end of each month, will be donated to Goodwill.

Cubby Care

Our goal is to assist your child in gaining confidence and self-esteem through independence and self-help skills, and morning arrival can set the tone for the entire day. Please set your child up for success by allowing them to walk in with their backpack and hanging it up in their cubby/hook.

Health Procedures

Student Medical Reports

The State of North Carolina requires all students to have an updated medical form on file within 30 days of the first day of school. Failure to have the form on file will result in a temporary dismissal of the student until all information is on file and available for audit by the state representative.

Schoolwide Hand Washing Policy

To maintain a healthy learning and growth environment for everyone in our community, Creative Care Christian Preschool has implemented the following Hand Washing Policy:

Students and Employees will thoroughly wash their hands with soap and water (at minimal) upon the following occasions:

- Upon entering the classroom/building
- After using the restroom
- After diaper changes
- After changing out of soiled garments
- Before preparing snack
- Before eating any meal or snack
- After wiping runny noses
- After coughing and/or sneezing

In addition to hand washing, staff will regularly spray areas and surfaces that are frequently touched with bleach and water solution approved by Union County Health and Sanitation Department to include areas of entry and exit throughout the building.

When Your Child is Ill

Whenever your child is ill and will not be coming to school, please email or call the office between 8:00 and 9:00 am to let us know that he/she will be absent. For the sake of other children, please inform us immediately if your child has been diagnosed with an infectious disease. Examples of infectious diseases include chicken pox, conjunctivitis (pink eye), salmonella, fever with rash, hand, foot, and mouth disease, scabies, strep throat, tuberculosis, whooping cough, croup, and head lice. Please note this is only a partial list.

Students with any illness, including infectious diseases, must stay out of school until 24 hours AFTER the last symptom. This includes being fever free **without** fever reducing medications. Return to school, depending on severity of the illness, may need be accompanied with a doctor's note.

As contagious illnesses are confirmed in your child's classroom, a notification email will be sent to inform you of the symptoms as well as the illness guidelines.

Some guidelines the school uses for determining student illness and the need to temporarily exclude students from the school include the following:

- Child's fever is 100.4 degrees or higher
- Child exhibits outward signs of illness (rash, vomiting, diarrhea, etc.)
- Child is flushed, has chills, or feels warmer than usual
- Child is irritable or lethargic for a long length of time
- Frequent coughing is experienced which keeps the child from participating in daily classroom activities
- Any undiagnosed rash (child must have doctor's note to return to school)
- Mouth sores associated with the child's inability to control his/her saliva (child must have doctor's note before returning to school)
- Symptoms of a general cold: nasal congestion/runny nose, chills, sore throat, red and watery eyes, aches, dry cough/hoarseness, breathing difficulty, nasal discharge that is profuse/yellow/green, ear drainage.

If Your Child Gets Sick at School

If your child ever feels ill, he/she will be taken to the office, and we will contact you to arrange for him/her to be picked up right away (30 min max). We understand how difficult it can be for working parents to break free during the day, yet all our children get ill from time to time. You will want to make arrangements with a friend or relative in advance for an out of the ordinary pick-up.

We do not have a designated room, so your child will be in the front office until picked up.

Remember: Because colds, flu and other childhood illnesses spread from child to child with alarming speed, please do not send your child to school if he has a fever, nausea, diarrhea, or any other symptoms of illness

At Creative Care Christian Preschool weather permitting, students will go outside to play every day. If you feel that your child may be too sick to go out to play, they are probably too ill to be at school. *The only occasions children will NOT play outside are when there are severe weather conditions. Snow and cold weather are not considered to be severe.

Emergency Care

Our faculty and staff are trained in First Aid and CPR. In the event of any medical situation that requires immediate medical attention, we will want your child to see a doctor right away. Please remember to keep your emergency information form up to date in the office. We must be able to reach you at any time during the school day.

If your child needs immediate medical attention, and you cannot be reached, your enrollment agreement authorizes us to seek medical care in your name. In an extreme emergency, we will first call 911 for assistance then attempt to reach the parent (guardian). If the situation is less severe, we will take your child to the local urgent care facility or the emergency room, keeping in mind what you have indicated as a preference on your application. Naturally, we will continue our efforts to contact you.

Please be sure to keep your emergency information form up-to-date and inform the office immediately if there is any change in your address or phone number during the academic year.

Medication

Please do not send in any medication with your child, including acetaminophen, ibuprofen or other over-the-counter drugs, except under a doctor's instruction as explained below. This includes any over-the-counter treatments with labels reading, **"KEEP OUT OF THE REACH OF CHILDREN."**

Antibiotics and other medications should be scheduled so that doses are due during hours when the student is at home. When children are so ill as to require frequent medication, they probably should not be in school for a full day.

Any medication brought to school must be left with the staff in the school office, not the teacher, where it will be locked up. We must have a medicine consent form to administer medicine on campus.

Our staff members are prohibited from providing or administering any medication, including aspirin, to any student except as authorized by you as parent or guardian and the child's physician, in accordance with the following procedures:

Prescription Medications:

*****ALL MEDICATION AND FORMS MUST BE BROUGHT TO OFFICE FOR PROPER HANDLING. NO EXCEPTION!!! MEDICATION CAN NO LONGER BE BROUGHT TO THE CLASSROOM, INCLUDING MORNING PROGRAM. MAKE TIME TO COME TO THE OFFICE TO COMPLETE THE APPROPRIATE PAPERWORK.**

ALL MEDICATION MUST BE IN ORIGINAL CONTAINER WITH PHARMACY LABEL CLEARLY INDICATING NAME OF CHILD AND DOSAGE TO BE GIVEN.

All medications sent from home must be accompanied by the "Authorization to Administer Medication" and the "Physician's Statement" forms before the first day medication is administered at the school. Any medication sent without the appropriate completed authorization form will not be administered and will be sent home.

If a medication is to be administered on an on-going basis, the "Authorization to Administer Medication" form should indicate the duration of treatment.

In cases involving long-term medication for chronic conditions, a new authorization form must

be completed with the school each year in August. A new medication form must accompany any medication changes during the school year.

We can only administer oral medications, except for prescribed Epi-pens, in the event of an allergic reaction.

The original bottle containing the medication must be clearly labeled with the student's name, medication contained, and the time(s) and amount(s) of dosage.

This policy applies to prescription medication only. A new authorization form must be completed for each episode of illness and each new medication.

As parent (guardian), you are responsible for administering the first day's dosage of any new medication at home.

Whenever possible, medication schedules should be arranged to cause minimal interruption in the student's school day.

A copy of the form authorizing us to dispense medication may be obtained from the school office.

We will strictly adhere to this policy!

Over the Counter Medication:

Absolutely no medications, including acetaminophen, ibuprofen, cough remedies or other over-the-counter medications will be given or allowed to be taken at school unless authorization is submitted by parent AND physician. This includes ANY medication (including lip balm) if the label reads "Keep out of reach of children".

Safety Procedures

Fire Drills

Random fire drills will be conducted monthly. The alarm will be a loud horn, which will sound off continuously in the event of a fire or drill. When the horn sounds continuously, all classes will dismiss into designated areas and remain in their groups. The teachers will make certain the room is empty and close the doors. The teachers will join the class outside the building, take roll and notify the office of attendance. Students and teachers are expected to remain grouped in the designated area until informed that they may return to class.

Lock Down/Shelter-In-Place

Drills will be conducted on a quarterly basis. Staff will be alerted through our communication system within the building. Students and teachers are expected to remain grouped in the designated area until informed that they may return to class and/or activities.

Parents and the School

Communication...WE ARE PAPERLESS!!!

In an environment as diverse and productive as ours is, it becomes imperative that everyone do their part in fostering effective and continual communication. We expect we will hold each other responsible to this mutual commitment.

It is very important to have open lines of communication between teachers and families. To that end, we have several ways to keep in touch.

- Each child will have an agenda which will be used to communicate your child's behavior for the day. Any other need for communication will still be required to go through the office for a scheduled meeting with teacher/administration.
- Each child will have a folder. This folder will go home on Wednesdays or Thursday and will require a parent signature in designated area confirming that you have received, reviewed, and return the folder with any pertinent paperwork, to school, the following day.
- There are bulletin boards outside each classroom that provide news and information, which is updated frequently with the most important news. Please make it a habit to check these areas often to stay up to date on class and school news and events.
- Additional forms of communication will include email and texts via Brightweel.
- We also send home a monthly newsletter and monthly academic calendar that has information that pertains to things that are happening in the classroom in that month.

We can be reached by voice mail and/or email, which are checked daily. All calls will be returned within a 24-hour period however, messages left after 3:30 may not be retrieved until the following workday.

Whenever parents are separated, divorced or for some other reason not living at the same address, we want to keep both parents informed of their child's progress and school matters. This communication is best amongst each other. In the past, Creative Care Christian Preschool has been made to feel like a mediator and this is not why we exists. Our primary goal is the student.

Invitations to school functions will be sent to the enrolling parent unless otherwise agreed to by all parties involved.

When family conferences are scheduled, we need to avoid separate conferences for each parent. It is terribly important to communicate the same thing to both parents at the same time. If either parent is uncomfortable with scheduling joint conferences, he or she should contact the School Administrator to discuss the situation. Free and open communication among both parents is encouraged so that everyone is fully informed.

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Learning More About Your Child's Day

"So, what did you do at school today?"

Have you experienced frustration when asking this question? Did you get the common answer, "nothing?" Or possibly they tell you every day that they did the same thing such as play. Do not be alarmed. We can assure you that your child is very busy at school doing a variety of learning activities designed to support his development.

Young children often have difficulty talking about what they do at school. They have done so many things that they often cannot sum up the specifics. Sometimes they do not remember the name of the materials that they used.

In addition to the difficulty children may have talking about their school experience, you may have noted that not many papers come home. They can be working with manipulative materials that will have no paperwork to show you their progress.

So How Can You Find Out What Your Child is Doing in School? (reference the calendar)
Ask your child questions that are more specific. "Did you do a counting lesson today? Did you build the tower or work with colors?"

Play school with your child at home. Sometimes children will show you through their play what they are learning.

Be patient. In time it will be obvious that your child is growing and learning everyday

Parent Participation

We encourage parents to attend school programs (Thanksgiving, Christmas, Donuts with Dads, Muffins with Moms, Resurrection celebration, in addition to field trips.

Academic Policies

Classroom Placement for Students

The placement of children in the classroom is based on several factors:

- Boy: girl ratio...when possible
- Age of child
- Careful balance of special needs population
- Other considerations are made regarding sibling placement. Each classroom is fully equipped with the materials and faculty needed for individual student success; therefore, the school avoids "parental choice" for classroom placement. If parents have questions regarding their child's classroom placement, they should speak to the Assistant Director or Director.

**Final classroom placements for the beginning of each academic year will be communicated to parents at the Required Parent Meeting.

Ratios

- Ratios for classrooms are in compliance with, the governing standards from the state of North Carolina and are as follows:

One's Classroom	1:6
Two's Classroom	1:10
Three's Classroom	1:15
Four's Classroom -	1:25

Evaluation of Student Progress/ Parent/Teacher Conferences ...A Required Event

Students will be assessed three times during the school year, fall, winter, and spring. These assessments are used as a benchmark to chart your child's academic progress during the school year. Parent/Teacher conferences will only be required for the students in the TK program, in the fall. Assessments will be sent home in folders.

Dates for Parent/Teacher conferences will be scheduled in the fall. Any additional conferences may be scheduled upon request by parents or teachers when they feel the need to discuss the child's experiences at Creative Care Christian Preschool.

When Learning Issues Arises

Because we teach the very young, developing child and because our approach allows the child to

reveal himself in the learning environment, we often are the first to recognize an exceptional need. A protocol has been established and will be followed by your child's teacher should observations at school indicate the need to gather further information or to recommend assessment. Parents are always informed throughout this process.

A Partnership Between Parents and School

Creative Care Christian Preschool does not have educational specialist on staff therefore it is the sole responsibility of the parent to provide the necessary support. Anytime we endeavor to support a child in the learning environment we will expect 100% participation and support from both parents/legal guardian(s).

We always invite parents to work with us in reaching these decisions and focus on what will be in the child's best interests.

Referral Services

There are times in a child's development when additional services may be needed for the child and family. These services are performed by UCPS.

Homework (K5-5th grade afterschool only)

Opportunity is given for children to work on homework during after school time. However, it is not the responsibility of the After-School Program to ensure that a child's homework is completed or correct.

Privacy of Student Files

Student files are confidential records and are kept secure from unauthorized access.

Officials of the State or County Health Department, State Department of Education or any accreditation body may have the right to review student files without the parents' or guardians' permission. However, with a written court order, other government officials may inspect the contents of a student's file without the permission of the student or parent/guardian, and the school will inform the student and his family in writing that such an inspection has been requested or made.

Ground Rules and Discipline

We will ask ourselves, is it...

DESTRUCTIVE?

DISTRACTING? ...to the child, others or to the environment itself

DANGEROUS?

This behavior(s) will call for INTERVENTION from the adult to maintain a peaceful, productive, and safe environment.

Our Ground Rules

We have worked together to create a system of ground rules and discipline that is firm, fair and consistent to help students maintain the school's values and character. All students are expected to adhere and respect them to protect one another.

Our ground rules are essentially the same at every level of the school, although the language and emphasis changes somewhat for the older student. This is how we explain them to younger students.

Please review these rules with your child:

- Do not leave your teacher's supervision without permission.
- Stay where your teacher can see you.
- Be kind and gentle to one another.
- We work out our disagreements and problems peacefully.
- We work toward win-win solutions.
- We listen to understand.
- Everyone here has the right to feel safe and secure. Please do not express anger or upset feelings in a way that insults or threatens someone else.
- Everyone here has the right to be physically safe. Please do not do anything that might hurt or endanger anyone.
- Everyone has a right to privacy and concentration. Please do not disturb anyone who is trying to concentrate on his or her work.
- Everyone has a right to his or her personal belongings. Please do not touch anything that is not yours without the owner's permission.
- If you accidentally lose or break something, please replace it without a fuss.
- Clean up after yourself and make the space or the work ready for the next person.
- At Creative Care Christian Preschool, no one is allowed to fight, push, trip, or use any other aggressive behavior.
- Use the playground equipment safely. For example, do not try to walk up the slides.
- Let everyone who wants to play join in your games. Invite everyone or no one. It is your right to play alone, but you may not leave anyone out.
- Stop chasing or playing scary games when asked.
- Please do not tackle or trip one another in any games. Please do not roughhouse or play carelessly.
- Play tag and ball games in the designated play areas.
- Keep wood chips, sand, sticks and stones on the ground. Never throw them.
- Please put all balls, ropes, and other outdoor equipment away when you are finished playing with them.
- Park all tricycles and bikes when you are finished playing with them.

When Ground Rules are not respected...

When a child is engaged in dangerous behavior, the adult present must intervene immediately. The following steps will be taken whenever a child exhibits behavior that is disturbing or distracting...

- OBSERVE BEHAVIOR and ask "Is it purposeful? "Is it disruptive to the others?"
"What's causing this behavior...anything in the environment?"
- REMOVE the OBSTACLE
- REDIRECT to PURPOSEFUL WORK/ACTIVITY
- LIMIT FREEDOM/CHOICES
- If the child is an obstacle to learning, REMOVE THE CHILD FROM THE ENVIRONMENT*
- THE CHILD IS BROUGHT TO THE FRONT OFFICE to discuss solutions. *
- THE CHILD IS SENT HOME WITH PARENT/GUARDIAN*

When this occurs, the School Administrator may require the parents (and child, when developmentally appropriate) to conference prior to the child being allowed to return to the classroom. Often, when deemed appropriate, a Behavior Contract may be established between the child and the school.

Any student who repeatedly breaks the ground rules, or who endangers the health and safety of others, may be asked to leave the school by the Director.

Biting

Biting causes more upset feelings than any other behavior in childcare programs. Because it seems so primitive, we tend to react differently to biting than we do to hitting, grabbing or other aggressive acts. It is upsetting and potentially dangerous; it is important for caregivers and parents to address this behavior when it occurs. Though it is normal for infants and toddlers to mouth people and objects, and for many two-years old to try biting, most do not continue after the age of three.

When a child bites another child:

We intervene immediately.

We talk firmly to the child who bit.

We help the child who was bitten.

We assess the situation (breaking of skin)

We notify the parents of all children who were involved.

We watch to see when and where the biting occurs, who is involved, what the child experiences, what happens before and after each incident.

We ask ourselves why the child bites others. Is there a pattern to the behavior, situations, places, times, or other children around when biting occurs? What might have influenced the behavior?

We adapt the environment, schedule, or guidance methods to teach gentle and positive ways to handle the child's feelings and needs.

When biting continues after several weeks:

We meet with parents of the child who is biting to discuss possible reasons and create an action plan.

We remove child from environment where biting occurred, redirect to isolated space.

We seek outside professional help and explore possibilities that the child needs an environment with fewer children or more one-on-one adult attention. We refer older preschoolers for more assessment.

When a child is becoming independent, provide opportunities to make age-appropriate choices and have control (the pretzel or cracker, the yellow or blue ball). Try and give positive attention as new self-help skills and independence develop.

When a child is learning to play with other children, try to guide behavior if it seems rough. (Take the child's hand and say, "Touch George gently. He likes that.") Prevent conflicts by redirecting one child to another attractive activity. Reinforce pro-social behavior (like taking turns with toys or pacifying a crying child).

When a child is frustrated in expressing his/her needs or wants, "read" the child and say what he is trying to communicate. ("Are you mad when Ari takes your truck?" "You want me to pay attention to you.")

When a child is threatened by new or changing situations such as a mother returning to work, a new baby or parents separating, provide some special nurturing and be as warm and reassuring as possible, adding some stability and continuity to the child's life. Also help the child talk about his feelings when he or she says things like "I hate my new baby."

On biting, according to the Union County Health Department and North Carolina State Law: In the case of a bite where there is broken skin and blood exposure (documented), both parties are required to be tested for HIV and Hepatitis B. Should this occur at Creative Care Christian Preschool, the administration will approach both parents individually and request voluntary agreement to have their children tested for HIV and Hepatitis B. The parents will also be asked to share the results of the tests with the other parents. The testing should be done at a private pediatrician's office; however, tests can also be done at the local health department. The Health Department may be called upon to intervene should parents disagree or refuse this request by the school.

Smoking

Creative Care Christian Preschool is a tobacco-free environment. No one may smoke or use tobacco of any kind (ie: vaping, chewing, cigarettes, etc.) on campus or at any school sponsored trip, party, or other activity. Creative Care Christian Preschool will do everything in its power to discourage students from ever beginning the habit of smoking. We are equally committed to protecting the rights of non-smokers and offering support and assistance to any smokers who are ready to quit.

Violence and Harassment:

Creative Care Christian Preschool cannot tolerate any irresponsible or dangerous behavior, acts of violence, threats of violence, emotional or sexual harassment or verbal abuse directed toward anyone.

Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy

Belief Statement

Creative Care Christian Preschool believes that preventing recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality childcare, and educating families.

Background

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death.

According to North Carolina Child Care Rule (childcare centers, 10A NCAC 09 .0608, family childcare homes, 10A NCAC 09 .1726), each childcare facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT.

Procedure/Practice

Recognizing:

- Children are observed for signs of abusive head trauma including irritability and/or high-pitched crying, difficulty staying awake, lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, committing, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and or decreased

muscle tone. Bruises may be found on the upper arms, rib cage, or head, resulting from gripping or from hitting the head.

Responding to:

- If SBS/ABT is suspected, staff will:
 - Call 911 immediately upon suspecting SBS/AHT and inform the director.
 - Call the parents/guardians.
 - If the child has stopped breathing, trained staff will begin pediatric CPR.

Reporting:

- Instances of suspected child maltreatment in childcare are reported to Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing webmasterdcd@dhhs.nc.gov.
- Instances of suspected child maltreatment in the home are reported to the county Department of Social Services.

Prohibited behaviors

Behaviors that are prohibited include (but are not limited to):

- shaking or jerking a child
- tossing a child into the air or into a crib, chair, or car seat
- pushing a child into walls, doors, or furniture

Parents/Guardians

- A copy of the policy will be given and explained to the parents/guardians of newly enrolled children up to five years of age on or before the first day the child receives care at the facility.
- Parents/guardians will sign an acknowledgement form that includes the child's name, date the child first attended the facility, date the operator's policy was given and explained to the parent, parent's name, parent's signature, and the date the parent signed the acknowledgement.
- The childcare facility shall keep the SBS/AHT parent acknowledgement in the child's file.

Housekeeping

- Classroom tables are cleaned with soap and sanitized after each activity
- Restrooms are disinfected daily and periodically
- Carpets are vacuumed periodically throughout the day and cleaned monthly unless needed sooner
- Diaper area/changing table is washed with soap and disinfected after each use
- Disinfecting daily at the end of the day

Virtual Learning in Child Care Facilities Suggested Guidelines

It is important to emphasize with respect of virtual learning that childcare facilities are not a replacement or substitute for the public-school teachers, but as a form of support for the parents. We will encourage and support your child's involvement of virtual learning, but we cannot require their participation.

Technology

- Computers will not be supplied by the childcare facility. If the children are issued Chromebooks from the school system, they must bring the computer, power cords, hotspots (if issued) and headphones every day.
 - To ensure easy access the computer's login and password information must be adhered to the computer.
 - Computers must be completely powered at the beginning of each day.
 - Before bringing the computer to the childcare facility please ensure that all the equipment has been tested for workability and your child is comfortable using the device.
 - If the devices are not brought to the childcare facility every day the child will be given quiet work during virtual learning time
- Non-virtual learning electronic devices (cellphone, tablets, computers, etc.) will not be allowed at the facility.

Arrival at the childcare facility

- Children must be brought to the childcare facility to give them enough time for their mandatory health check to be completed, get settled in for the day and to be able to log in to begin their virtual learning day.

Communication

- Any communication about your child's education from the child's school and/or teacher needs to be communicated with the childcare facility by the parent.
- Any child's schedules must be provided to the childcare facilities. Any future variations to the schedules need to be given to facility. The childcare facility will try to adhere to these schedules.

Supplies for students

- If you child's schoolwork is in packets you need to ensure all the packet information (packet, instructions on doing the work, etc.) is brought to the childcare facility daily. If this information is not provided your child will be given quiet work during virtual learning time
 - To support your child's virtual learning school supplies, need to be provided. As the semester progresses additional supplies might be requested
 - All materials should be labeled with your child's First and Last name.
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- **Supplies/materials that are not allowed in a state licensed facility,**
 - **hand sanitizers**
 - **non-virtual learning electronics**
 - **medications in the care of a child (this includes both over the counter and prescriptions). Medications must be submitted to the office by the parent with a prescription and form filled out: over the counter medication NOT permitted**
 - **lotions, chap sticks, sunscreen, bug spray, etc.**

Lunch Schedule

As we are discovering, it looks as if all elementary students do not have the same schedule even if they are at the same school and/or grade. This could vary from as early as 10:30 to 12:30. During the first week, we will be assessing the different lunch times our students have and work to find one time that works best for all. We will only have 1 lunch time during our day, so if your child misses a live meeting during our lunch time, they will be referred to the recorded meeting at another time.

As a reminder, we are under the strict guidelines from the sanitation department, therefore your child's lunch and snacks *MUST* be sent in with name and date on all items and if warm foods are sent in, a thermos and PHF form is required. Snack items cannot be anything requiring refrigeration and lunch items that need to be kept cold, will be stored in the refrigerator.

Temporary Arrival Procedures Due to Covid-19

The NCDHHS has given us new policies and procedures to adhere to during the Covid-19 pandemic. To ensure proper social distancing and minimize exposure to our students and staff, the following are new procedures in place for the arrival of all Preschool students arriving at 9:30am.

Early Morning Preschool Program 7-9am, will enter through the **ORANGE** door.

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ARRIVAL PROCEDURES FOR 9:30 AM PRESCHOOL

1. Students will enter through the **PURPLE** door across from the playground
2. 9:30am arrival for the preschool program will be carpool style. A staff member will come out to your car to sign your child in with the Brightweel system.
3. Each car will pull up to the **PURPLE** door and at that time the parent will get their child out of the car. A staff member will be at the door to receive your child, where their temperature will be taken, and they will be escorted to the restroom to wash their hands and then taken to their classroom.

Parents are **NOT** allowed to enter the building during drop off time.

Only 1 car at a time will be dropping off their child. Please remain in your car until you are at the designated drop off spot. By receiving 1 student at a time, proper social distancing is maintained.

Important Phone Numbers

704-635-7829 main office
704-776-9418 fax

Creative Care Christian Preschool
e-mail addresses:

mrroy@creativecarenc.org
msliz@creativecarenc.org
msami@creativecarenc.org
accounting@creativecarenc.org

Creative Care Christian Preschool 2021-2022 School Year Calendar

Creative Care Christian Preschool generally follows the Union County Public School System's traditional calendar, with a few exceptions.

The following is a list of days that Creative Care Christian Preschool will not be in session, in addition to the first day and the last day of school for the 2021-2022 school year and President's Day Holiday.

Thursday, September 2	All Programs Closed
Friday, September 3	All Programs Closed
Monday, September 6	Labor Day Holiday
Tuesday, September 7	First Day of Preschool
Thursday, September 16**	Teacher Workday
Monday, October 25**	Teacher Workday
Thursday, November 11	Veteran's Day Holiday
Wed.-Fri., November 24-26	Thanksgiving Holiday
Mon.– Fri., December 20-24	Christmas Holiday
Mon.– Fri., December 27-31	Annual Leave/Winter Recess
Monday, January 17	Martin Luther King Holiday
Tuesday, January 18**	Teacher Workday
Monday, February 21	President's Day Holiday
Monday, March 21**	Teacher Workday
Friday, April 15	Good Friday Holiday
Monday, April 18	Easter Monday Holiday
Tues.—Fri., Apr. 19-22**	Spring Recess
Thursday, May 26	Last Day of Preschool (No preschool or K-5 afterschool)
Friday, May 27	All Programs Closed
Monday, May 30	Memorial Day Holiday
Tuesday, May 31	First day of Summer Camp (enrolled only)

**** Denotes dates for which Add-on Childcare will be available.**

ADD-ON DAYS: While the preschool will be closed on certain days, for an additional fee outlined below, childcare will be available during the Morning, Preschool and Afterschool Program hours on the dates indicated with a double asterisk on the school calendar.

Please note that there is a 10-student minimum for Creative Care Christian Preschool to be open.

ADD-ON DAYS RATES

If enrolled in Afterschool Program — \$15 per day/per child
If enrolled in Preschool Program but not Afterschool — \$25 per day/per child

Add-on Days must be reserved and paid for at least 1 week in advance.

Creative Care Christian Afterschool Calendar 2021-2022 School Year Calendar For Union County Traditional Schools Wesley Chapel, Rocky River, Shiloh Valley... Elementary Schools

Creative Care Christian Preschool/Afterschool generally follows the Union County Public School System's traditional calendar, with a few exceptions.

Friday, September 3	All Programs Closed
Monday, September 6	Labor Day Holiday
Thursday, September 16**	Teacher Workday
Wednesday, September 22**	Early release
Wednesday, October 13**	Early release
Monday, October 25**	Teacher Workday
Thursday, November 11	Veteran's Day Holiday
Wed.-Fri., November 24-26	Thanksgiving Holiday
Mon.– Fri., December 20-24	Christmas Holiday
Mon.– Fri., December 27-31	Annual Leave/Winter Recess
Monday, January 17	Martin Luther King Holiday
Tuesday, January 18**	Teacher Workday
Wednesday, February 9**	Early release
Monday, February 21	President's Day Holiday
Monday, March 21**	Teacher Workday
Friday, April 15	Good Friday Holiday
Monday, April 18	Easter Monday Holiday
Tues.—Fri., Apr. 19-22**	Spring Recess
Thursday, May 26	All Programs Closed...no afterschool
Friday, May 27	All Programs Closed...no afterschool
Monday, May 30	Memorial Day Holiday
Tuesday, May 31	First day of Summer Camp Preschool (separately enrolled program)
Friday, June 3	Last Day of K-5 afterschool
Monday, June 6	First day of Summer Camp for K-5 (Separately enrolled program)

**** Denotes dates for which Add-on Childcare will be available.**

ADD-ON DAYS: While the preschool will be closed on certain days, for an additional fee outlined below, childcare will be available during the Morning, Preschool and Afterschool Program hours on the dates indicated with an asterisk on the school calendar.

**** Early release days...**we will be picking up our afterschool students for their early release on these days and bringing them to Creative Care at no additional charge.

Please note that there is a 10-student minimum for Creative Care Christian Preschool to be open.

ADD-ON DAYS RATES

If enrolled in Afterschool Program — \$15 per day/per child

If **not** enrolled in Afterschool Program — \$25 per day/per child

Add-on Days must be reserved and paid for at least 1 week in advance

Fruit of the Spirit

Love

Joy

Peace

Patience

Kindness

Goodness

Faithfulness

Gentleness

Self-control

Galatians 5:22