

**Hours of Operation**

Kreative Kidz LLC is open year round, Monday through Friday, from 6:30am until 6:30pm, excluding all major holidays, (see below for a list of holiday closings.)

Our school age before and after school program has hours before and after a standard full school day, including pick up until 6:30 pm. We are open during most school closures. We can often provide a full day program for school age children during school vacations, half days and holidays. Any parent who wishes to have their child here for the full- day during those times must notify the director at least a week in advance, so that we can arrange for extra staff if necessary. If you do not provide advance notice, we cannot guarantee that space will be available. The full-day program will carry an additional fee. You can also let us know during enrollment to expect your child during all school closures.

**Late Pickups**

We understand that occasionally things beyond your control happen and cause you to be late picking up your child. In light of this, we allow everyone one no-fee late pick up. However, as we do schedule staff based upon the hours that children are contracted to attend, we ask that any time your child will be getting picked up late that you please call and notify is as soon as possible. Although a late fee will still be assessed after the first late pick up, this fee will be considered a pre-arranged late fee and will be half($.50) per minute) of our regularly charged late fee. In order for your fee to be considered a pre-arranged fee you must contact us at least a half hour prior to your contracted pick up time. If your child is not picked up by the time specified on your contract, which will be agreed upon at the time of registration, then a late fee will be assessed. The charge will be $1.00 per minute for every minute late. This fee will be due with the following weeks tuition. After 15 minutes we will attempt to contact people off the pick up list. We reserve the right to suspend a child if late pick – ups continuously occur.

**Absences and Late Drop Offs**

Please call us if your child will be absent or arriving late as soon as possible.  Also, please note that frequent late arrivals are extremely detrimental to educational activities. If your child consistently arrives late, they may receive suspension from school and you may be charged a penalty fee. It is very important to all of our families that we are allowed to provide disruption – free lessons.

**FOOD-**

1. **Our program provides snacks to all children. Parents are required to provide lunch.**

However, all families are required to send children with their own healthy meals and snacks. We will  provide a pm snack.

If your child has not eaten please let the teacher know when dropping them off.

1. **Meals -** If your child is on a special diet or has a food allergy please let us know in writing so that we may try accommodating their needs.  Alternates will be provided for all meals.
2. **No gum, Candy or Soda**

We do not allow the children to drink soda, chew gum, or eat candy at our learning center. Please do not bring this in for your child, as they will not be allowed to have it. (Exceptions are occasionally made for special events, such as holiday or birthday celebrations.)

Children will not be allowed to eat “junk food” before afternoon snack. If your child arrives with “junk food” (chips, cookies, etc.), it will be taken away and saved for the afternoon snack time. Please do not allow the children to enter our program eating or drinking any of the above-mentioned snacks.

1. **School Age Summer Program**

Our school Age Summer Prom includes dally snacks, but does not include lunch. Please send a bag lunch with your child each day. As we are often off-site, it is recommended that you avoid packing items that require heating. Please also note that our policies do not allow children to bring or eat candy, gum or soda at the center and these items should not be sent in lunches. (Exceptions are occasionally made for special events, such as holiday or birthday celebrations.) Alternately, you may arrange to purchase lunches form the center. For more information please speak with the director.

**Personal Items**

Children are welcome to bring in safe items form home such as toys. Please make sure that they label their items and understand that your child is responsible for keeping track of their own items. While we will do our best to recover any misplaced items, we are not responsible for any lost items brought from home.

Please do not send small matchbox type cars in with you child. It is very hard for children to distinguish their cars from those of their classmates and they are difficult to label.

**Sharing Rule**

We encourage children to share any toys or items brought in from home. If it is too special to share with their classmates, it is probably best to leave it safe at home.

**Jewelry**

While you are always welcome to allow your child to wear jewelry such as chains, bracelets, or earrings. Please make sure that you are using your best judgment as we are not responsible for lost, stolen, or damaged jewelry.

**Holiday/ Birthday Celebrations**

Our Learning Center celebrates most major holidays (in secular fashion), as well as children’s birthdays.  If you do not wish for your child to participate in these activities, please notify the director so that a note may be placed in your child’s file.

Parents are welcome to bring in treats for their child’s class and have a birthday party for their child here at the center. If you are interested in doing so, please speak with your child’s teacher or the director ahead of time so that a time can be scheduled and so that they can inform you of any allergies your child’s classmates have.

**Illness**

Please help us prevent illnesses from spreading through the school, if your child is sick keep your child home. If your child has any of the following symptoms, they must stay home

**Vomiting**

**Diarrhea (more than 3 times)**

**Unexplained rash**

**Fever over 101**

**Severe Congestion**

**Lethargic**

**Any contagious illness or virus**

Children must be symptom free for at least 24 hours before they may return to school. In some situations a doctor’s note may be required before children are allowed to return.

If your child is diagnosed with these symptoms during school hours we will call a parent or guardian first, and then attempt other emergency contacts to pick up your child. Your child must be picked up in a timely fashion if they are sick.

**Medication Policy**

**Please see director for current medication forms**

All Prescription and Non-Prescription Medications require a

Medication Authorization Form to be completed and signed by parent and health care provider.

All nonprescription ointments, sunscreen, insect repellent lip balm and lotions also require a Medication Authorization Form to be completed and signed by the parent.

Medicines and forms should always be given to the director and will not be accepted without the appropriate completed form. Items should never be placed in child’s care, cubbies, lunch, and backpacks.

**Disclosure of medical conditions / Allergies**

All medical conditions, including allergies, must be immediately disclosed to the director. If there are any special-care-Instructions please inform the director in writing.

**Outdoor Policy**

We go outside daily, year round. We may go to the playground ride the bikes at the top of parking lot, or simply go out for a walk through the neighborhood. Please be sure that all children are well groomed and properly dressed for the current weather conditions. Please also be sure that your child has on shoes or sneakers in which they can play safely, an extra pair of sneakers may be left at school just in case.

**Change of Clothes**

All children must have a full set of clothes available to change into if needed each day. Accidents happen even children who are past the age of potty-training do occasionally spill juice or sit on a wet spot on the playground. We need to have clothes available for them to change into. Please remember to label every item, as many children have similar clothing. Also, remember to update your child’s spare clothes each season, so that they are appropriate for that season’s weather conditions.

During the winter season, you may wish to leave a spare set if mittens, snow boots and a hat here at school.

**Pick up list**

Children will not be released to anyone who is not on your child’s pick up list. In the event of an emergency, written permission from the parent is required to give pick up consent to someone not listed. This written consent will only be good for the day specified. A new consent must be received each time that this occurs.

A current photo ID must be shown by anyone picking up your child for the first time. Your child will not be released if no photo ID is available. This ID may be requested more than once if the staff needs confirmation or has never met the person before. It is the responsibility of the parent/ guardian to update the child pick up list and make any necessary changes. No one under the age of sixteen will be allowed to pick up children, under any circumstance. We reserve the right not to release a child to anyone other than the parent/ guardian in a situation where we may feel the child is in danger.

Child Abuse

Please understand that all staff working at Kreative Kidz LLC. are mandated reporters. If we suspect or have a reason to believe that a child is being physically abused, or neglected it is our job to protect that child and report any suspected abuse to the proper state agency.

Photos

Our staff loves to take photographs of the children and the children love to be photographed. These pictures may be posted on bulletin boards, in newsletters, on our website, etc. A photo release allowing your child to be in the pictures will be given to you during the registration process. You may opt for your child not to be included in these pictures.

Tuition Policies

1. Our monthly tuition rates do not change

Our tuition remains the same regardless of attendance. This policy includes days your child is sick, holidays, scheduled days off, and emergency closures.

1. Payments

All tuition payments are due by the first of every month. Payments can be made by automatic withdrawal via credit card or electronic banking. If payment is not made by the 5th of the month a late fee of $25.00 will be added to your bill after the 1st. An additional $5.00 a day will be added each day until the bill is paid in full. If the payment has not yet been received (including late fees) by the end of the week, the child my not return until the complete balance is paid or suitable arrangements have been made.  Weekly tuition charges will continue to accrue up to two weeks. After two weeks we reserve the right to fill your child’s space in our program if no suitable arrangements have been made.

The first week’s tuition is due at registration in order to hold your child’s spot in the program. This tuition will not be refunded in the event that you choose not to enroll your child.

1. Long Term Absence Policy/ Spot Reservation Policy

In the event that your child will be absent for an extended period of time, such as (absent summer months, longer than normal vacations, or serious illness), a non-refundable deposit equal to twenty-five percent of the total tuition charges for the absent period will be due to reserve the slot. This non-refundable deposit will be applied to the regular tuition charges once the child returns. In the event the child does not return for any reason, the non-refundable deposit will be lost. This arrangement must be made in advance, in writing and approved by the director. This arrangement is based on current availability and waitlist. Upon student return they will be placed in line per the date of their return on the waitlist.

1. Deposit

A deposit up to $200.00 is due prior to your child’s first week of attendance. This fee is based upon program enrollment and agreed upon with the director. This deposit will be applied as a credit to your final week’s tuition charges, as long as you have no outstanding charges on your account and provide the required two week written notice.

1. Purchase of Care/ Child Care Subsidy/ Third Party Pay Rule

If your tuition is paid through an outside agency (i.e. military or Country subsidy), an authorization letter from the third party source, is required to be in file stating the dates, times, and amount authorized for tuition. If there is a portion paid for by you, then you are required to follow our payment policy and pay a week prior to attendance. In the event that some or all portions of your child’s tuition charges are not paid, for any reason, you are and will be held responsible for the balance.

1. Discounts

For families who enroll multiple children in programs at our learning center, we give a 10% reduction on their total tuition charges. No discounts are available for our two year old program or our part-time programs.

1. Referrals

We welcome family and friend referrals. We welcome families to review us online and in writing.

Field Trips

We love field trips! We plan trips for both educational and entertainment purposes and parents are always encouraged to join us. A field trip permission slip form must be signed and received in order for your child to attend the trip. Alternate onsite arrangements will be provided for any children not attending the field trip.

Other items

Emergency Procedures- notifications, code blue, severe weather conditions

Emergency Preparedness Plan will be posted and available for viewing. Please see director for more information.

**Inclusion:**

This program is designed to be inclusive of all children, including children with disabilities, special learning needs, developmental needs and/or special health care needs.

Modifications are made in the environment and staffing for children with special needs. When staff feels a child may need the expertise of a specific professional to help in his/her proper development, the parent will be notified. Together, staff and parents will discuss the child and t his/her developmental needs. A professional might then evaluate the child and make a recommendation. If it is then determined that the child would benefit from other professional services, the staff will work in collaboration with the professional and parents to help the child grow and develop to his fullest potential.

*Children are not discriminated against due to race, religion, family background or culture. Teachers provide both sexes with equal opportunities to participate in all activities. Teachers speak positively about each child, their background and their family.*

**Discipline Policy**

**Clear rules and expectations are developed with input from the children.**

Kreative Kidz LLC will use the positive guidance techniques such as modeling and encouraging expected behavior, redirection, and setting clear and consistent limits. https://docs.google.com/drawings/d/scp8N69-VVsffVXuPkxk89g/image?w=567&h=60&rev=1&ac=1

**School Age:**

**Clear rules and expectations are developed with input from the children.**

Positive techniques will be our first choice of discipline. All of the staff at Kreative Kidz will establish and teach clear and consistent behavioral expectations. We will consistently utilize positive reinforcement and redirection tactics, as well as offer choices or alternatives. Children will be taught effective strategies to independently resolve conflicts with other children. A quiet area will be provided where a child can go to be away from the group or to calm down, if needed.

I have read and understand all of Kreative Kidz Learning Center’s policies.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Holiday Closings 2015**

**January**

New Years Eve / Wednesday 12-31-2014 /**Closing Early 5:30pm**

New Years Day/Thursday 1-1-2015

MLK Birthday (observed) /Staff Training Day /Monday 1-19-15

**February**

Washington’s Birthday /Staff Training Day/ Monday 2-16-14

**April**

Good Friday for Easter/ Friday 4-3-15

**May**

Memorial Day/ Monday 5-25-15

**August  2015**

School Renovations / Thursday- Friday 8-20, 21-2015

**September**

Labor Day / Tuesday 9-1-15

**November**

Thanksgiving Break/ Wednesday 11/25 close at 5:30/ Closed Thursday, Friday 11-26, 11-27-15

**December**

Christmas Break / Thursday 12-24-15 Closed/  Friday

12-25-15 Closed

**Holiday Closings 2016**

**January**

New Years Day/Monday 1-1-2016

MLK Birthday (observed) /Staff Training Day /Monday 1-18

**February**

Washington’s Birthday /Staff Training Day/ Monday 2-15-16

**March**

Good Friday for Easter/ Friday 3-26-2016

(HCPS closed 3/26-4/1 returning  on 4/4)

**May**

Memorial Day/ Monday 5-30-16

**July**

Independence Day/ Monday 7-4-16

**August**

School Renovations / Wed- Friday 8-24, 25, 26 (Layhill )

HCPS 1st Day 8/22/16- MCPS 1st Day 8/29/16

**September**

Labor Day / Monday 9-5-16

**November**

Thanksgiving Break/ Wednesday close at 5:30/ Closed Thursday, Friday 11-24, 11-25-16

**December**

Christmas Break / Friday  12-23-16 close at **1pm**/ Closed Monday

12-26-16