

Creative World Learning Center

Policies

- 1 **CWLC will be open from 6:30am to 6:30pm (Manor) and 6:30am to 6:00pm (Hutto), Monday through Friday.**
- 2 **CWLC Holidays***: The center will be closed on the following holidays: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Friday after Thanksgiving**, Christmas Eve**, Christmas Day " **A full week will still be charged during this week.**" **Holiday Closings are subject to change, please see current list of Holidays on Lobby info board.**
- 3 Parents may visit the center at anytime during the day. We encourage parents to participate. We welcome the opportunity to discuss your child with you. Here at CWLC we have an open door policy. If you would like to schedule a parent conference please schedule with the Director. If you have a complaint please see the front office to set up a meeting.
- 4 Custodial Parents have the right to enter center anytime; However, if we have a court order or other legal documents regarding custodial rights you must make prior arrangements.
- 5 Children **must have** current medical and immunization records prior to enrollment. These records must be updated as required by the State Licensing Agency.
- 6 A healthy environment is an important factor at **Creative World Learning Center**. Children are happier and they learn better when they feel alert and energetic. In order to maintain this standard of health, parents are not to bring children to the center with any of the following condition: **Temperature above 100**, unexplained rashes, non-food related diarrhea, conjunctivitis (pink eye), flu-like symptoms or any contagious conditions. Children who develop any of these symptoms during the day will be isolated from the rest of the children. Parents or any emergency contact person will be required to pick up the child immediately. Children absent due to contagious disease may not return to the center without a signed statement from a physician indicating the child is no longer contagious. Children will be sent home in case of fever 100 or above and may not return until 24 hours after the fever has broken, unless you provide a physicians statement including the fever is not due to a contagious condition. Parents of the child diagnosed condition (sore throat, measles, head lice, mumps, chicken pox) are asked to notify the staff so that the parent and staff can be alert for symptoms in the other children. Parents must notify center within 24 hours or the next business day after his child or any member of the immediate household has developed any reportable communicable diseases, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately. *** Please see the attachment of written guidelines designated by the state licensing for the administrating of medication to the children while they are in the center, and will be followed strictly. Reference Medication A Form.**
- 7 CWLC will administer over the counter skin products (ex. Sunscreen) only if written authorization noting any adverse reaction is on file. All skin products must be in it's original container and labeled with the child's name. Sunscreen shall be hypo-allergenic and a minimum of SPF15. An application log will be kept for diaper ointment and insect repellent that remains on file at Creative World.
- 8 **PHYSICAL PUNISHMENT AND VERBALLY INSULTING OR SHAMING A CHILD IS NOT PERMITTED AT CREATIVE WORLD LEARNING CENTER.** We believe in guiding the children to talk about there problems and will intercede and redirect the children's activities when necessary. In some cases we will use the "thinking time" method.
- 9 Hot lunches and 2 snacks are provided at the center. **Fridays are "Bag Lunch" day.** Please send nutritious food for your child. **No soda or candy will be served.** A physicians statement is required when providing special diets. Food for special days (i.e. birthdays and holidays) must be store bought, and may only be brought in by parents after prior agreement have been made with your child's teacher. Menus and snacks are posted in each class for observation and you may request a copy to take home.
- 10 Children **may not** bring toys to the center. Children who use a special blanket or stuffed animal at nap time may bring them, but parents are responsible for taking them home each weekend to be washed. Ample toys and activities are provided for your child through the center.
- 11 Every pre-school child will have a rest period. Children that do not sleep are asked to rest quietly. A mat or cot are provided by the center. Please label your blanket if you have provided
- 12 Children will be givin the opportunity to play outdoors each day except inclement weather. We offer planned physical activities such as stretching, jumping and the underhand and overhand skills. Children will need a physician's statement if they are to sick to go outside. DFPS requires that children have ample outside time during the day.

***Holidays:** If Holiday falls on Saturday then we will be closed on Friday, If Holiday falls on Sunday then we will be closed on Monday. Friday after Thanksgiving will be a tentative day depending on parents request. We will close at 2:00pm if opened. Christmas Eve will be a tentative day depending on parents request. We will close at 2:00pm if opened.

- 13 A **Change of Clothing** should be marked with your child's name and left at the center. Durable, washable clothes are a must. We would rather see a child play freely than to worry about their clothing getting dirty. Please dress your child in clothes that allow them freedom of movement.
- 14 Although, children adjust quickly to the centers environment. Creative World Learning Center, management reserve the right to terminate any service of any child that feels is unable to adjust. Parent's will be giving a one week notice.
- 15 **Disenrollment:** If we feel this is not the appropriate child care setting for your child and family. Creative World Learning Center, Inc. reserves the right to disenrollment any child for any reason in addition to behavioral problems at any time. These reasons may include, but not limited to, chronic lateness, biting incidents, overdue balances in excess of two weeks and inappropriate behavior of the parent in the child care environment.
- 16 Parents must bring their child into the center and see that they are under a teacher supervision. Parents should pick there child up inside the center and **sign them in and out on a daily bases**. If your child is going to be arriving late, after 9:00 **am**. Please call the center so we can inform the teacher and save a lunch and appropriate staff scheduled
- 17 In the event your child is out ill and does not attend school, we request the parent to **call the center by 9:00 am** to advise the center director of the child's absence. We believe daily attendance is important for your child's development and growth.
- 18 The Center is insured, upon enrollment, you are a participant in an accident program which provides additional coverage for your child while at the center.
- 19 No Matter how hard we try to ensure the safety of the child, minor accidents may occur. In order to keep you informed of any accident or illness that your child may have encountered throughout the day, we provide you with an accident report for each occurrence.
- 20 **Creative World's Weather Policy** is as follows for inclement weather conditions:
There may be the possibility that we close or open 2 hours late.
*Please call and listen for the bad weather recording on our phone. If you do not get an updated message please continue to call before you come in. We do not want to incur any unnecessary inconveniences.
- 21 If any child is not picked up within an 1/2 hour after the center is closed, the staff member with that child is then **required by law** to notify the local authorities or Child Protective Services.
- 22 I agree to pay a **late pick up fee** of \$2.00 per minute/ per child starting at 6:30pm. (ex: 6:35 = \$10.00), **payable to the teacher on duty.** **NO EXCEPTIONS!**

This agreement may be changed in whole or in part by CREATIVE WORLD LEARNING CENTER upon a two week notice.

(We) I have received and read the policies and I (We) further agree to abide by the provisions contained therein.

Name of Child: _____

Parent/Guardian Initials: _____

Parent/Guardian Initials: _____