



# Creative Kids Learning Center

## **Parent Handbook**

**335 SW 134<sup>th</sup> Street  
Oklahoma City, OK 73170  
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[www.CreativeKidsOK.com](http://www.CreativeKidsOK.com)  
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## General Information

**Creative Kids Learning Center** is located at 335 SW 134<sup>th</sup> Street, Oklahoma City, OK 73170. We are open Monday through Friday from 6:00 AM to 6:00 PM. The telephone number is 405-799-5437.

**Creative Kids Learning Center** is licensed by the State of Oklahoma. We are inspected periodically by the Department of Human Services to ensure the best care for your child. We are licensed for children from infants through 6<sup>th</sup> grade.

**Creative Kids Learning Center** is an equal opportunity provider. Applications for enrollment are considered without regard to race, religion, color, sex, or national origin.

**Creative Kids Learning Center** offers:

- Childcare and early learning opportunities for infants through PreK
- Private school for Kindergarten through 6<sup>th</sup> grade
- Before and after care for select Moore schools
- Summer program for Kindergarten through 6<sup>th</sup> grade



**Creative Kids Learning Center is a TOBACCO, ALCOHOL, and MARIJUANA-free zone.**

## Curriculum Program

The program for each age group is planned to encourage children to be actively involved in the learning process, to experience a variety of developmentally appropriate activities and materials, and to pursue their own interests in the context of life in the community and the world.

Each age group follows a program that has been established and proved to work well. Teachers are able to supplement the provided curriculum with their own materials as they see fit. A weekly lesson plan is posted outside of the door.



## **Daily Schedule**

The daily schedule of each class is planned to provide a balance of activities in the following dimensions:

- # Indoor and outdoor
- # Quiet and active
- # Individual, small group, and large group
- # Large muscle and small muscle
- # Child initiated and staff initiated

For your child to get the most out of the learning experience, we recommend that you arrive by 9 a.m. Drop off must be completed before 10 a.m. unless you have a doctor's note for an appointment.

## **Creative Learning Centers**

Centers are a great way for kids to learn through play. A variety of centers are provided throughout the facility. They include:

- ☼ Art and design
- ☼ Blocks
- ☼ Books
- ☼ Computer
- ☼ Science and discovery
- ☼ Dramatic play and home center
- ☼ Language
- ☼ Large Muscle Activities
- ☼ Manipulatives
- ☼ Music
- ☼ Practical life

## **Infant Care**

An infant must be at least 6 weeks old to be enrolled at CKLC. We will provide a warm, nurturing environment to each infant. The caretaker will follow the written, parental diet plan until they are on table food. The plan should be updated as the diet changes. Please inform the teachers in the room of any special needs or requests.

Infants will be held during bottle feeding. When an infant or toddler shows evidence of wanting to feed himself/herself, he/she will be encouraged to do so.

You are asked to provide the following:

- Formula
- Bottles
- Baby food
- At least 2 complete changes of clothing
- Diapers
- Wipes
- Diaper rash cream or powder (with medical release)
- Small blanket for crib(no extra bedding)

**All food, bottles, and formula must be labeled with your child's name.** This will help us to make sure the correct items are sent to the correct home each night and that your child is receiving his/her own food.

**\*\*\*Only a small crib sheet is allowed per DHS regulations. We have sleep saks available or you may bring your own. If your child needs special accommodations, we will need a signed doctor's note.**

## **Enrollment and Charges**

### **Enrollment Forms**

To comply with state regulations, all enrollment papers must be completed and on file **BEFORE** your child attends Creative Kids Learning Center. This includes immunization records. Certified custody orders must be provided to the director prior to enrollment. Any changes in custody orders should be provided to us immediately.



## Enrollment Fee

An enrollment fee will be due upon enrollment and then yearly in April. Enrollment fees help to cover art supplies, school supplies, and administrative costs. Enrollment fees are **not refundable**.



## Tuition

Tuition is due on the Tuesday of that week. Please pay tuition at the front desk. You may pay by cash, check, Tuition Express, or credit/debit cards. There is a \$15 dollar late fee and a \$25 charge for returned checks. There is a \$1/minute charge for pickup after 6 PM. **If a child's account is 2 weeks delinquent, the child's enrollment status could be forfeited immediately.**

## Tuition Express

You do have the option to have tuition automatically withdrawn each week from your checking account. For forms or more information, please see the front desk.



## Holidays

The center is closed on New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, and Christmas Day. When a holiday falls on a Saturday, the holiday will be taken on Friday. If the holiday falls on Sunday, it will be taken on Monday. Due to fixed costs, there is **NO reduction** in tuition for these holidays.



## Vacation Policy

After your child has attended CKLC for 6 months, they will receive 2 weeks vacation per our calendar year (June 1 to June 1 of the next year). You will not have to pay tuition for the 2 weeks if your child is not in attendance. A week is defined as 5 consecutive days Monday to Friday. Please let us know of your vacation weeks in advance.

## **Notice of Withdrawal**

We require a notice of 2 weeks prior to withdrawal from CKLC.

## **Expulsion Policy**

We try our hardest to work with parents on behavior problems. Sometimes we are not able to make it work, and we have to dismiss the child from our school. Creative Kids reserves the right to expel any child from our school. We the situation allows, we will give a two week notice.



## **Tax Records**

We are able to provide you with printed receipts for each payment made. If you do not need a receipt, please let us know so we can conserve paper. At the beginning of the year, we will provide you with a statement for the previous year's tuition and fees at any time you ask.



## **Guidance and Discipline**

At CKLC we recognize that positive discipline teaches and encourages the healthy development of a child's self-esteem. We do not allow the use of corporal or physical punishment by caregivers. Instead, caregivers try to implement positive discipline techniques that include praising, calling attention to appropriate behavior, and acting as good role models in order to influence and reinforce a child positively. We set limits that are developmentally appropriate and consistently enforced.

We do allow each classroom some freedom in the specific ways that they enforce discipline. Many have lights, sticks, or treasure chests in their rooms. If you have any questions regarding a specific teacher's policy, please feel free to speak with that teacher.

As a partner in caring for your child, it is important for good communication to exist between the family and the center. If your child is experiencing a change in the home environment that may result in behavioral differences, it is important that you notify the office and the teacher. We will keep you informed of any behavioral problems concerning your child at Creative Kids' Learning Center. Every effort will be made to resolve any problem that may occur.

### **Arrival and Departure**

Our staff assumes responsibility for **your child only after you have signed that child in and the staff has recognized that the child is there.** Children must be brought all the way into the building and signed in by an adult. Make sure that a staff member sees your child before you leave. Children should be brought all the way into the room or the playground, rather than left in the entryway or hallway.

### **Front Door Code**

Each family is assigned a unique code for signing their children in and out of the building. **Please do not give this code to people who do not frequently pickup or drop off your child. If someone out of the ordinary is picking up your child, please contact the office to let them be aware.** We will buzz the person into the building and have him/her sign your child out at the office. We do ask that they bring in identification unless we are already familiar with them.

### **Absences**

Please call and notify the center if your child will be ill or not coming in for any reason. We ask this for two reasons. We are concerned about your child and also, it helps us to maintain a quality program with proper staffing.

### **Illnesses**

It is truly a team effort to keep our staff, students, and parents healthy. Children who are sent home with a fever will not be able to return until 24-hours of no fever without medication. Please consult the office to see when your child may return when sent home sick. Please remember that when you send a sick child to school, it puts other students and staff at risk.

### **Transportation**

Transportation to and from some public elementary schools is available. If your child is participating in this program, please notify the office of any changes in pickup or drop off as soon as possible. Booster seats will be required for all students 7 and under. We will provide the booster seats.

## **Emergency Drills**

Emergency drills are held regularly to prepare for emergency situations. We have developed fire, tornado, and crisis plans for the safety and protection of the children.

## **Tornado Shelter**

In 2013, we had an above ground tornado shelter installed on site. As always, in inclement weather, we recommend that you pick your child up. However, we will always be here to provide safety for your child.

## **Medication**

All medication given to a child at CKLC must be authorized by a written statement from the physician and/or parent. All medication must be in the original container, indicating the child's name, name of medication, date of prescription, and amount and time of dosage.

**When medication is brought, it is to be given to the office so it can be stored and dispensed properly.** Please do not leave medication in a child's bag or backpack. A medication slip must be completed and signed by a guardian.

**We will not keep over the counter medicine at the office for extended periods of time unless a doctor's note is provided. Unused or expired medicine will be disposed of after 2 weeks.**

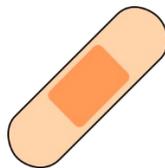
## **Sunscreen**

Sunscreen will be used during the summer months. Teachers will help apply sunscreen before going outside. Please label your child's sunscreen with his or her name. No colored sunscreen.

## **Injuries**

Our staff makes every effort to ensure the safety of your child. Unfortunately, accidents do occur. As your partner in the care of your child, we realize that you want to be aware of any injury or illness that occurs at the center. When an incident occurs, we will provide you with a record for the occurrence.

Depending upon the severity, we may contact you or another individual listed on your emergency card to seek further medical attention. 911 will be called when deemed necessary in the event of a serious accident or illness.



## Miscellaneous **Birthdays**

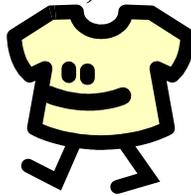
When your child has a birthday, you are more than welcome to bring treats for the children in his/her class. We do ask that you arrange the date and time with the teacher ahead of time. Also, please respect any food allergies in the classroom.



## **Clothing**

At Creative Kids, your child will participate in a variety of activities. Simple clothing that is washable will allow your child to participate in painting, clay, water and sand play, art, and outdoor play. Your child should wear shoes that permit running, climbing, and balancing. Shoes must be worn at all times.

We ask that you also leave a complete change of clothing at the center. **Please include underwear, pants, shirt, and socks. Please label all clothing.**



## **Food and Nutrition**

We provide a nutritious lunch and two snacks per day. Our menus are prepared to meet the daily requirements of preschoolers. Children may have extra helpings. Menus will be posted at the front office. Please inform the front desk of any dietary restrictions your child may have. Your child may also bring his/her own lunch. **We do ask that you do not bring anything that would need to be heated up (except bottles).** Microwaves will not be used to heat up food from home. Children over the age of 1 will be encouraged to feed themselves.

## **Potty Training**

Please work with your child's teachers on the best way work as a team during important milestone We hope to have all of our students potty trained before going to a 3-year-old class.

## **Nap Time**

Your child's day at CKLC is planned to provide many active, learning experiences. A rest period is scheduled each day to balance these activities. Nap time is usually between 1 ½ to 2 hours and is included for pre-school and younger. We encourage your child to rest quietly during that time. If your child brings a small blanket or pillow, it must be labeled and taken home each Friday to be laundered. Cot sheets and small blankets are provided by CKLC if needed. Your child may bring a small stuffed animal for nap time.

## **Outdoor Play**

Fresh air and exercise are important to a child's good health. We carefully monitor outdoor play to ensure the safety of your children. During the winter months, please make sure your child has a coat, hat, and gloves. Please bring sunscreen during the hot months. If your child is unable to play because of health reasons, please contact the office. Appropriate shoes are required for outdoor play. No flip flops or sandals for outdoor play.



## **Parent Involvement**

We encourage you to join us for field trips, holiday celebrations, and to share your skills and talents with us. We are always eager to have parents involved whenever and wherever possible. We will communicate about upcoming events through newsletters and bulletin boards.

## **Parties**

We have several parties for holidays throughout the year. A sign-up sheet is posted outside the classroom for those that wish to help bring goodies for the party. Family is always welcome to come and join in on the festivities.



## Toys

We discourage children from bringing toys from home. It becomes difficult mainly due to lost and broken toys. Please leave all toys at home except for a small stuffed animal if needed during naptime or a suitable item during Show and Tell. You will be notified of these days by your child's teacher. Please do not bring any violent toys. Please label items and take them home at the end of the day. Exception- Summer camp participants are allowed to bring one appropriate toy. Please do not bring electronics or trading cards. Other restrictions are left up to the teacher.



## Lost or Damaged Items

Creative Kids' Learning Center is not responsible for lost or damaged items. Please label all belongings with your child's name. **Please label the inside of your child's jacket with a name.** It's much easier to return lost items when there is a name on the tag.

## **Private School Information**

**We offer full day kindergarten through 6<sup>th</sup> grade.**

### **School Hours**

School begins at 9am and ends at 3:30 pm. **We follow the Moore Public Schools Schedule.** We are still open for daycare on non-school days. Occasionally, school hours will have to be adjusted or canceled due to inclement weather. Please check our Facebook page or website on weather days to get the latest information.

### **Attendance**

We ask that you call any time your child will not be in attendance. **5 unexcused absences are allowed per 9 weeks.** Excused absences require a doctor's note, funeral program, etc. 3 tardies will count as an absence. More absences than what is allowed will result in summer school.

### **Field Trips**

CKLC will have special field trips throughout the year for children in kindergarten and up. Your permission for your child to accompany us on the field trip is required. Permission slips will be sent home at least a week ahead of time. Parents are always welcome to come. All children will be required to wear seatbelts during transportation. Children not wearing closed-toe shoes (with heel coverage) will not be allowed on the van.

### **Curriculum**

For our private school, we do not use one set curriculum or method. We use a combination of Saxon, Spectrum, and many others. We typically use books that are one grade level above your child's grade. We strive to give your children the very best foundation in education that they will use throughout their lives.

### **Report Cards**

Report cards will go out on a quarterly basis. Progress reports will be given out in the middle of the 9-weeks for 1<sup>st</sup> through 6<sup>th</sup> grade.

### **Dress Code**

- Shorts must be an appropriate length
- No flip flops
- No clothing with inappropriate words or imagery

- Close-toed shoes must be worn on the big toy
- Shirt should provide full coverage of the abdomen

### **Standardized Testing**

Every student in kindergarten through 6<sup>th</sup> will take the SAT-10 testing in March. You will receive test scores that will evaluate where your child scored on a national level. Test scores do help us with recommendations for advancement to the next grade.

### **Disciplinary Action**

Any child sent to the office will be sent home with a disciplinary report. Repeated incidences can/will result in conferences, loss of privileges, suspension, and expulsion.

### **Weapons**

No weapons are allowed on school property. We also do not allow toy weapons or weapon-play.

# Recommended Immunization Schedule

Age	Vaccines
2 months	HepB-1, DTaP-1, Hib-1, IPV-1
4 months	HepB-2, DTaP-2, Hib-2, IPV-2
6 months	HepB-3, DTaP-3, Hib-3, Polio-3
18 months	DTaP-4, Hib-4, MMR-1, Varicella
2 years	HepA-1
4-6 years	HepA-2, DTaP-5, Polio-4, MMR-2

NOTE: The State Department of Health recommends all children be fully immunized before kindergarten enrollment.



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