**Welcome!**

 **Welcome to Club Creative, Children’s complex! It is our vision to provide your child with a happy environment to thrive within a safe, fun, unique, Pre-K/ Kinder-Care and School Age program.**

**Our philosophy of child care is to provide an environment for the child:**

* **As much like home as possible**
* **Where learning happens as a result of fun activities**
* **That encourages socialization as well as independent play**
* **To reinforce the values of honor and virtue**
* **Where the child feels safe and happy**
* **Open and honest communication about your child**
* **Up-to-date information about your child's activities**
* **An attitude of teamwork in all areas**

**Our goals in caring for your child are to:**

* **Get to know your child's interests, strengths and challenges**
* **Provide for planned and spontaneous adult-child interactions.**

**The following Holidays will be observed
New Year's Day
President's Day
Memorial Day
Independence Day (4th of July)**

**Please note: \*\*CLUB CREATIVE IS CLOSED DURING THE WEEK OF THE 4TH OF JULY. TUITION WILL STILL BE CHARGED AT A 10% DISCOUNT.\*\***

**VJ Day
Labor Day
Veteran's Day
Columbus Day
Thanksgiving Day
Christmas Eve (12:30 p.m.)**

**Hours of Operation
Club Creative 614 Tiogue Avenue 6:30 am – 6:00 pm)**

**General Policies**

**Security and monitoring: Any parent/ guardian that is dropping a child off or picking a child up MUST have their fingerprint, printed into our PRO-CARE system. By using a state of the art security system; Club Creative scans your finger print into the security system allowing authorized individuals only to access the child care facility. In addition, there is also a state of the art security/ camera system that records and monitors daily, both indoors and outdoors. Office Administration and select staff are the only parties allowed to access the camera system if needed, and in the case of footage review parents/guardians may also request to view isolated incidents upon reasonable request.**

**Safety and Supervision: Parents or guardians are responsible for the safety and supervision of their children during drop offs, pickups and any other time they are present. They are expected to see that the children are under the supervision of a staff person before leaving the premises.**

**\*\*Children's hair should be maintained and away from their eyes, so not to obstruct a child's vision, due to safety reasons.\*\***

**Open door policy: Parents or guardians are welcome in their child's classroom at any time of the day and are invited to share in our experience as often as possible.**

**Outside toys(toys from home): All toys should be kept at home, with the exception of security items and show and share.**

**Clothing: Children should wear comfortable clothing which would enable them to participate freely in all indoor and outdoor activities. Staff will use their discretion daily regarding outdoor play. Children must come into the center fully clothed for the day, and not in their pajamas. All coats, bathing suits, hats and gloves, sleeping attire, and towels should be labeled accordingly with your child's name. Please provide a second set of clothing to be kept in your child's locker/ personal space.**

**Sunscreen: During the summer months, parents shall apply sunscreen prior to bringing their children to school, and shall provide their own sunscreen to the center with their names labeled on the container.**

**Hand washing: Hand washing will be done throughout the day. Before and after snack, lunch, outdoor play, toileting, and nose blowing.**

**Allergies: Children with food allergies should be indicated on their registration. These allergies will be posted in each classroom. If your child is prescribed and epi-pen or Benadryl, One must be kept at the center at all times.**

**Court Orders: Club Creative Inc. must be supplied with a written court order to enforce a change in custody, restraining order, or visitation requests. We cannot and will not accept verbal request or verbal changes.**

**Lawful Authorities: In the event of a conflict between parties at Club Creative. we reserve the right to call the local or state authorities.**

**Breakfast and Lunch and Nutrition: If your child needs to eat breakfast a school, he or she must do so by 7:30 am. Your child must be provided a lunch on a daily basis ( unless enrolled in the lunch program offered to all children and DHS recipients). Heat-ups of any kind will not be permitted; lunch-ables are also banned, for their lack of nutritional content. Soda, Kool-Aid, and any sugary drinks will be replaced with milk or water and sent home. If your child needs to have a hot lunch please provide a thermos w/ the contents heated at home. Heating lunches takes away from your child's lunchtime. Please pack a healthy lunch limiting sugary snacks and drinks. A packed lunch suggestion would be: One lunch, 3 snacks, and 2 drinks (for a full day).**

**Release Policy**

* **All authorized persons will enter through the vestibule area**
* **All authorized persons will receive a fingerprint on file to access the secured entrance door.**
* **Electronic security doors will be locked at all times and can be accessed only with an authorized finger print.**
* **If your child is to be picked up by someone other than who is on the emergency list, a phone call or a note from the parent/guardian to the center must be given to the center. That person's license must be shown and photocopied to be kept on file in the office.**
* **The center opens at 6:30 am and closes at 6:00 pm. Any person picking up late could incur a late fee.**

**Child Discharge:**

**It may be necessary for me to give notice to a parent/guardian to stop caring for a child. The owner and director of the center will give the parent/guardian two weeks note prior to ceasing care. In rare cases of severe problems, we may be forced to release the child from care without giving a two-week notice. Care may be terminated for the following reasons:**

* **Child is increasingly unhappy and unable to become comfortable with the child care setting.**
* **Child consistently physically or verbally hurts other children / staff members**
* **Parent/guardian routinely abuses drop-off and pick up times**
* **Parent/guardian doesn't pay child care fees on time**
* **Parent/guardian does not work with the center as a team to provide consistent guidance and discipline**
* **Health Policies and Procedures**
* **Illness:**
	+ **If your child becomes ill during the day, you will be notified and expected to pick your child up within 1 hour.**
	+ **A child must remain home for 24 hours if:**
		- **Temperature of 100 degrees or above (must return with doctor's note)**
		- **3 bowel movements of diarrhea**
		- **Unidentifiable rash (must return with doctor's note)**
		- **Pink Eye (must return with doctor's note)**
		- **Lice ( must be knit or bug free ENTIRELY with a Dr’s note upon returning to any classroom)**
	+ **Doctor's note must indicate that child is free of any communicable disease**
* **Management of medication:**
	+ **All over the counter medication must be labeled with the child's name and must be accompanied by written permission from the parent for dispensing**
	+ **All physician prescribed medication must be accompanied with a physician's note stating they may return to school.**
	+ **All physician prescribed medication must be contained in the original container as prescribed.**
	+ **If your child is prescribed and epi-pen, one must be kept at the center at all times for food related allergies.**
* **Health Records:**
	+ **Immunization records and the date of your child's last physical examination must be kept up to date. If you choose to not have your child immunized, we do not discriminate against non-immunized children, although highly recommended that your child does receive immunizations. Due to certain cultural and religious beliefs; we respect a parent’s right and choice to not receive vaccinations for their child. In this case, Club Creative will need a proficient and suitable explanation towards why you are choosing not to vaccinate and also a Dr.’s note and a state form, excusing the non-vaccinated child. You will also need this form for admittance into the Public School system.**
* **First Aid procedures:**
	+ **Red Cross first-aid and poison center guidelines will be followed.**
	+ **Our providers are certified in Emergency Care and CPR for infants and children annually.**
	+ **A first aid kit containing items such as syrup of ipecac and icepacks will be on the premises.**
	+ **Emergency phone numbers are available at all times and kept in each classroom.**
	+ **Parents will be notified of accidents, and an injury record is kept for each child.**
* **Medical Emergencies:**
	+ **Immediate first aid will be given**
	+ **Ambulance will be called and paramedic recommendations followed**
	+ **Parents will be notified**
	+ **Parents are responsible for any expenses as a result of emergency room care.**
	+ **Hospitals used for emergencies are Hasbro Children's Hospital, Kent County Memorial Hospital.**

**Safety Policies**

**Fire Drills and Procedures**

 **All Child Care Centers are mandated to have periodical fire drills monthly, so that the children are familiar with the sounds of the fire alarms. An emergency exit plan is posted in each classroom as to where to exit the building in case of a fire. To reduce the threat of fire, smoke detectors are installed in each classroom and checked quarterly to make sure they are in working order.**

**Severe Storms and Tornados**

 **In case of severe storms or Tornados, the children will meet in the inner most area of the center, which is away from the windows.**

**Pool Safety**

**At Club Creative, we do use a large above ground pool at the sister company, Creative Child Inc. (across the street) during our summer months. It is mandated that a person with CPR and lifesaving training be on the pool at all times. Children must follow the rules all the time while using the pools. There is no ball playing or any horseplay allowed at any time while using the pool. Persons with long hair must pull it back, and appropriate pool wear must be followed at all times. A summer waiver will need to be signed for permission of pool use.**

**CPR & AED Certified**

**All Staff at Club Creative is CPR certified for Adult, child, and Infant lifesaving procedures. Renewals are every two years thru American Safety & Health Institute. All new staff must be trained in these procedures.**

**Discipline Policy & Reporting**

**One of the goals of Club Creative is to help children learn appropriate behavior. We want children to act with:**

* **Self-control**
* **Respect for others**
* **Obedience**

**To help children reinforce these actions, we:**

* **Model the behaviors that we want to see in the children**
* **Establish clear, consistent and simple limits**
* **Explain the reasons for rules**
* **Remain positive in our approach**

**In most cases, the way we encourage these actions is to reinforce positive behavior. In some cases, discipline is necessary. Before discipline of any kind is administered, however, a review of other possible causes will be considered. Is the child sick, tired or hungry? When discipline is necessary, we will:**

* **Redirect the child's attention to an acceptable action**
* **Explain the negative behavior and help the child identify solutions**
* **Relax time- a time to cool off and change attitudes**
* **Miss-out-a lost privilege**
* **Followed up with a discipline report to the parent or guardian if necessary All discipline is followed with a big hug and smile to let children know that they are still wonderful, cared for people.**

**Incident Reporting**

**When a serious incident involves a child in the center, an incident report is made. This information is provided to the parents/guardians. The purpose of these reports is to inform and follow-up on actions taken concerning the incident. Incident reports are made for the following serious incidents:**

* **Injuries involving falls, head injuries, facial injuries, arms and leg injuries**
* **Unexpected illness, contagious disease**
* **Poisoning or medication error**
* **Aggressive or unusual behavior**
* **Ingesting an allergy related food**

**Discrimination Notice**

**Club Creative. admits children of any racial, national, religious, ethnic origin, origin, or ability level from all backgrounds, belief systems, family dynamics, and orientations. In short we recognize and invite the participation of all people, no discriminating on any basis in the administration of our programs.**

**Field Trips/ Inclement Weather/ Cancellation Policy**

**Field Trips**

**Field trips to nearby points throughout the state are scheduled by our teachers and caregivers at certain times of the year. Parents will receive notices of field trips well in advance of the trip and will be required to sign a permission slip. Children not attending the field trip must not come to school that day. Our school vans will help to transport the children along with chaperones who will transport their own children.**

**Inclement Weather**

 **During the winter months, it is important that your children be dressed appropriately. Club Creative does go outside during the winter months for short amounts of time, including when it is snowing, when there is snow on the ground, and if the temperature is below 32 degrees. If your child is not dressed appropriately (winter coat, gloves, hat, and boots) he or she will stay indoors with a staff member. If you wish that your child does not play outside for short amounts of time during the winter months due to personal preference or health concerns, please advise your child’s care taker.**

**Cancellations**

 **Cancellation of school takes place only during extraordinary circumstances such as extreme weather conditions equipment failure or public crisis. On days when there may be a question about school closing or delayed opening, you are advised to listen to your local TV station, or log on to http:/www.cancellations.com. Enter the zip code 02816 to obtain information for this area. Club Creative DOES NOT follow the Coventry Public School’s delays / closings.**