



A creative approach to educating young minds

## **2024-2025 Parent Handbook**

*Please take the time to thoroughly read all our policies and procedures, which are included in this handbook. Understanding how the building runs and how we sequence our day will help greatly with transitioning your child, keeping them safe, and ensuring a year full of fun.*

### **Doors**

Our front door is locked during school hours. We unlock it approximately 5 minutes before dismissal or in between sessions. Our backdoor is ALWAYS locked.

Please do not let your child(ren) open ANY doors in the building. This is for the safety of your children and their classmates. An adult must monitor where children are at all times. By enforcing this policy, we ensure that all little hands are safe and that all students and their siblings are accounted for.

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## Our Sick Policy

While we understand that all children will get the sniffles, please be considerate of the other families by keeping your child home if he/she is exhibiting truly “sick” symptoms. Some of these include, but are not limited to, green mucus, alarming cough, fever, rashes, extreme lethargy, diarrhea, etc.

**\*If your child does acquire a fever, please note that he/she must be fever-free (without medicine) for 24 hours before turning to school. No exceptions.**

**\*If your child received any kind of medicine before the start of the school day, please let their teacher know.**

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## What to Bring to School

All children must bring an appropriately sized backpack with them every day to school. Please ensure it is packed with a change of seasonally appropriate clothes labeled and sealed in a zip-lock bag. A labeled snack, lunch, and filled water bottle should also come and remain in their bags upon arrival. Bags and water bottles will go home at the end of every school day. Outside toys are not permitted in the classroom. If your child has a lovey that they require to have, they may bring it to school. However, you and your child are responsible for the lovey at the end of each school day. Please understand that things get lost at school, and we do not have time to look for outside. This includes toys, socks, and hair-bows.

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## Sunscreen and Bug Spray

Since we are a nature-infused program, please understand that a lot of time will be spent outside. We will always have organic/natural bug spray on hand if we notice that your child is having some issues with bugs, but we will not provide sunscreen. If you would like sunscreen on your child, please apply it to your child prior to drop off. However, our playground is fully shaded.

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## Kindness Policy

At Creative Minds Preschool, we teach kindness and will not tolerate repeated hitting, biting, bullying, or any other ill-natured behavior. If the behavior is a perpetual problem, the child will be removed from our program.

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## Drop Off and Pick Up

Parents are asked to drop children off on the playground or at the front door in the mornings.

We understand that the first few days (and sometimes weeks) of school can be a hard transition for some children. While we understand your wanting to stay to help ease the anxiety of your child, it is best to make goodbyes as brief as possible. We recommend a quick hug and kiss at the door/gate, and then we will take over from there. If, for some reason, we are unable to calm and redirect your child, please know that we will be sure to call you. If your child is having a hard morning, we will always text you to let you know how they are doing, along with a picture.

\*If there is ever a time when somebody else needs to pick up your child, please note that they **MUST** be on the pick-up authorization form **AND** present a photo ID at the time of pick-up.

There will be no exceptions.

Drop-off is at your specified program time (8:30 a.m. or 11:30 a.m.), and pick-up is at your designated pick-up time (11:30 a.m. or 2:30 p.m.). Please do not come any earlier than 8:30 a.m. and do not pick up any later than 2:30 p.m. If you are continuously late, you will be charged a late fee of \$1.00 per minute. An invoice will be emailed.

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Please know that our door is always open. We understand, as parents, that you all have concerns and questions from time to time. If an issue does arise that you would like to discuss, we kindly ask that you email or text us. This will ensure we can give you our undivided attention and address all concerns.

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## Birthday Invitations/Parties

We understand the excitement and importance of birthday parties and playdates outside of school. However, please be considerate of all classmates and do not put any invitations/cards in school bags unless there is one for ALL the children.

We will celebrate your children's birthdays during the school year. If your child's birthday falls on a day we are not at school, we will be sure to celebrate it on a day we are here.

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## Snacks

Please plan on bringing a daily lunch, snack, and water bottle for your child. Something easy to open independently and eat, and a water bottle that is easy to drink from and does not leak.

We currently have no food allergies.

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## Tuition Policy

Tuition is due on the 1<sup>st</sup> of every month as per the signed Tuition Agreement. Tuition is considered late after the first; a \$50.00 late fee will be added to your payment if you are continuously late. If the 1<sup>st</sup> falls on a holiday or on a weekend, please plan accordingly. You may post-date your check. All tuition checks and cash should be in a labeled envelope. Venmo is also available. All checks should be made payable to Creative Minds Preschool LLC.

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## Our Program Policy

Our school is designed to run from August through May; summer camp is optional. If you choose to discontinue preschool from August 2024 through May 2025, you are responsible for giving us two months' notice OR two months' tuition.

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## Special Events

We would like to incorporate special visits when possible, during the school year. Plenty of notice will be given when these events will occur.

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*\*\*Please note that Christie Finnegan is First Aid and CPR certified. \*\**

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I have received the 2024-2025 Creative Minds Preschool Parent Handbook. We agree to all policies and procedures. Parent signature (or Guardian) \_\_\_\_\_ Date: \_\_\_\_\_

Creative Minds Preschool Student(s):

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