



A creative approach to educating young minds

2023-2024 Parent Handbook

Please take the time to thoroughly read all of our policies and procedures which are included in this handbook.

Understanding how the building runs as well as how we

sequence our day will help greatly with transitioning your child, keeping them safe, and ensuring a year full of fun.

Doors

During school hours our front door will be locked. We will unlock the door approximately 5 minutes prior to dismissal.

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. Not only are the doors heavy, it is important that an adult is monitoring where children are at all times. By enforcing this policy, we are ensuring that all little hands are safe and that all students and their siblings are accounted for.

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 prior to the start of the school day, please let their teacher know.

What to Bring to School

All children are required to bring a bag with them every day to school. Please ensure that 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 come as well and should 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 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 belongings at any point in the day. This includes toys, socks and hair-bows. If an item does get lost, you are more than welcome to stay to look, but we simply do not have the time to go searching for personal belongings.

Shoes

We kindly ask that shoes stay on all day. It is not only a safety issue, but a time management one as well. Putting shoes on the children takes a significant amount of time and makes it difficult during transition periods. We still recommend that students wear shoes that they can slip on and off themselves in

case if they get messy and/or have an accident and we need to change their clothes.

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 the 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. Please do not stress, our playground is fully shaded.

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.

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 these 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.

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 that we can give you our undivided attention and address all concerns.

If there is ever a time that somebody else needs to pick up your child, please note that they **MUST** be on the pick up authorization form **AND** present a photo I.D. at the time of pick up. There will be no exceptions.

Drop off is at 9:00 and pick up is at 12:45. Please do not come any earlier than 8:55 and do not pick up any later than 12:50. If your child is at school past 12:50, you will be charged a late fee of \$1.00 per minute. An invoice will be emailed.

Birthday Invitations/Parties

Having young children of our own, 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** of the children.

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

Snacks

Please plan on bringing a daily snack for your child. Something easy to open independently and eat. We currently have no food allergies. Please bring a labeled water bottle everyday.

Tuition Policy

Tuition is due on the 1st of every month as per the signed Tuition Agreement. Tuition is considered late after the first and a \$50.00 late fee will be added on to your payment. If the 1st 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 clearly labeled envelope and placed in our in house mailbox. Venmo is also available. All checks should be made payable to Creative Minds Preschool LLC. Please add any late fees and Picnic Pals to your tuition payment each month.

Our Program Policy

Our school is designed to run from August through May and summer preschool is optional. If you decide to pull your child

from the program at any time during the 10 month period, you are financially responsible for the next 2 months of tuition or until we can fill your child's spot.

Field Trips

We would like to incorporate field trips when possible during the school year. Plenty of notice will be given as to when and where the trips will take place. It will be the parent's responsibility to provide transportation. Most field trips will be walking ones.

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

I have received the 2023-2024

Creative Minds Preschool Parent Handbook. We agree to all policies and procedures. Parent (or Guardian) _____ Date: _____
_____ Creative Minds Preschool Student(s):

