



# **CREATIVE ARTS**

---

## **EARLY LEARNING ACADEMY**

---

Family Handbook

## **Table of Contents**

**Educational Philosophy**

**Educational Purpose**

**Educational Policies**

**Curriculum**

**Center Hours**

**Daily Schedules**

**Class Size**

**Child Guidance**

**Cultural Diversity**

**Children with Disabilities**

**Non-Discrimination Policy**

**Admission and Enrollment**

**Admission**

**Arrival and Departure**

**Attendance Policy**

**Late Pick up Fee**

**Field Trips**

**Volunteers**

**Photo and video policy**

**Parent Involvement**

## **Tuition and Fees**

**Annual Registration Fee**

**Tuition Rates**

**Tuition Express**

**ELC Vouchers**

**Parent Withdrawal**

**Center Disenrollment**

## **Health and Nutrition Policies**

**Immunization and Physical Forms**

**Sick Policy**

**Communicable Disease**

**Medication**

**Accident or Injury**

**Nutrition**

**Dress Code**

**Toilet Training**

**Rest Time**

**Biting Policy**

**Emergency Plan**

**Legal Custody**

**Open Door Policy**

**Confidentiality**

**Signature Page**

### **Educational Philosophy**

At Creative Arts Early Learning Academy, we are of the mindset that each child is unique. Each child will receive customized care according to their needs and unconditional love. Our staff is committed to the social, emotional and academic success of each child.

### **Educational Purpose**

Our educational purpose is to provide a high quality early childhood education to every child we teach in a loving, safe environment. To form a bond with our center families to ensure their child's educational goals are met. To ensure each child is successful academically as well as socially and emotionally.

### **Curriculum**

Creative Arts Early Learning Academy uses the Creative Curriculum as a baseline for our academic planning, along with our character building curriculum The Peaceful Classroom. Our weekly lesson plans include all the domains of learning.

### **Center Hours**

Creative Arts Early Learning Academy is open Monday-Friday 6:30am-6:00pm

A center calendar is included in your Family Handbook.

### **Daily Schedule**

Your child's daily schedule will be posted outside of their classroom. It is important for your child to be here on their scheduled days/hours for them to be academically successful.

### **Class Size**

Every classroom at Creative Arts Learning Academy will be within ratio following DCF rules and regulations.

### **Child Guidance**

Creative Arts Early Learning Academy utilizes a positive guidance policy to resolve disciplinary problems. Effective classroom management, redirection, clear concise classroom rules and consequences for breaking those rules are followed. If necessary, a child will be placed in "Stop and Think" for a few minutes until a teacher talks to them about making better choices. In certain cases, a child may be sent to the Director's office for "Stop and Think." If the behavior continues or escalates the Director will call the family to come, pick up their child. If the Director feels a conference is necessary, she will coordinate with the family and Lead Teacher.

### **Cultural Diversity**

Our school reflects a foundation for understanding and respecting human differences. All instructional materials reflect a diversity of cultures. Our families are encouraged to share their heritage with the children through demonstrations, hands on material, and food. Please see your teacher for volunteer opportunities.

### **Children with Disabilities**

Creative Arts Early Learning Academy serves children with disabilities within the limitations of our facility and staff requirements. We will help guide families to the appropriate agencies for their child when warranted.

### **Non-Discrimination Policy**

Creative Arts Early Learning Academy proudly serves all children, regardless of their religious affiliation, economic status, gender, race, or level of ability.

### **Admission**

Families applying for admission to Creative Arts Early Learning Academy can receive the necessary paperwork from the Center Director Full time students have priority placement in our program. Contact the Center Director at [caeladirector@gmail.com](mailto:caeladirector@gmail.com) with any admission questions you may have.

## **Arrivals and Departures**

Creative Arts Early Learning Academy utilizes the Procare system to sign your child in/out. Once your child is enrolled at the school you will be registered in the program. DCF requires us to keep a daily attendance, so it is very important that you sign your child in/out. Your child should be dropped off and picked up in their assigned classroom. It is mandatory that your child is dropped off before 9:00 a.m. We will not accept drop offs after this time due to staffing and lunch and nap time schedules. If we do decide to allow your child to stay after a late arrival you will be charged a late fee of \$15.00

## **Attendance Policy**

**Absences due to illness will not change your child's tuition rate.**

**Tuition is paid on a weekly basis that is based on a calendar year. Holiday closings and closing due to weather are not adjusted.**

**Absences that will temporarily change tuition are described as:**

A Long-Term Illness to the child or family member with a doctor's note provided

Infectious disease or illness with documentation

Death of a family member

Compliance with a court order

Special services related to a child's disability

Family vacation can be utilized for up to 5 days of credit per calendar year with prior approval

**All tuition adjustments must have prior approval.**

## **Late Pick Up Fee**

Families agree to pay a \$15 late pick up fee for the first 10 minutes and \$1 per minute after the first 10 minutes.

## **Field Trips**

Creative Arts Early Learning Academy does not transport children off Campus for field trips. We will hold in house field trips or travel to areas of interest that are within walking distance. In such

cases a permission slip will be sent home for parents to sign. If parent volunteers are needed for these events, your child's teacher will post a signup sheet on the parent board.

### **Volunteers**

If you wish to be involved in volunteer activities for your child's classroom throughout the year, you must have a Volunteer Application on file.

### **Photo and Video Policy**

Please make sure that you have completed the Media Release Form. On this form, families may choose to allow their child's picture to be taken or deny this option. Pictures taken will be used for school purposes only. Such as, class displays, slide shows and advertising. Families are not allowed to take or post pictures on social media involving other children in their child's classroom without prior approval of all parties involved.

### **Parent Involvement**

At Creative Arts Early Learning Academy we have a PTA and FIG. The PTA elects officers every year during the first month of school. We elect a president, vice president, treasurer and secretary. The role of PTA is to plan fundraisers and school events throughout the year. The PTA meets once a month.

FIG is a family involvement group that will meet every 3 months during the school year. The purpose of this group is to meet with the Director and Assistant Director to discuss positive center wide changes and address any major concerns.

### **Annual Registration Fee**

A non-refundable \$50 annual registration fee is charged to hold your child's spot for the school year. This excludes the VPK program and the summer program.

### **Tuition Rates**

A center tuition rate form is included in your family handbook.

Our center offers a 10% sibling discount.

A fee of \$25 will be charged to your account in the event of insufficient funds.

A fee of \$25 will be applied to accounts one week or more outstanding.

### **Tuition Express**

Creative Arts Early Learning Academy utilizes the Tuition Express program for all tuition payments. This system is mandatory for all center families. Your tuition will be withdrawn automatically from your checking account every week.

### **Early Learning Coalition Vouchers**

Creative Arts Early Learning Academy accepts vouchers from the Early Learning Coalition of Volusia/Flagler. See the Director for any questions or guidance needed. The family is responsible for the remainder of tuition not covered by the voucher.

### **Parent withdrawal**

A paid two week notice is required when withdrawing a child from Creative Arts Early Learning Academy. Creative Arts Early Learning Academy does not provide tuition refunds.

### **Center Disenrollment**

It is the intention of Creative Arts Early Learning Academy to do everything in its power to maintain the highest standard of care and to meet the individual needs of each child. Therefore, it may be necessary to discharge a child in the following circumstances.

The parents and the school mutually feel that the child's placement is inappropriate.

The child has been absent beyond a week without parental notification.

Failure to fill out and return forms to the Director in accordance with the timetable set forth upon registration. Failure to make payment of all fees in accordance with the timetable set forth by the Director. The child's behavior for any unforeseen reason or situation that constitutes a danger to self or others.

### **Immunization and Physical Forms**

Every child enrolled at Creative Arts Early Learning Academy must have an up to date immunization form and current physical form on file by the first day of attendance. This is a DCF requirement.

### **Sick Policy**

If your child is exhibiting any of the following symptoms, please keep your child home until the symptoms have left for at least 24 hours.

Fever

Excessive Nasal Discharge

Severe Cough

Vomiting

Diarrhea

Rash

Certain illnesses such as strep throat, pink eye, flu or contagious rash should be reported to the center Director.

Children with a fever of 100-101 degrees, sore throat, discharge from the eyes, vomiting, diarrhea, rash or signs of head lice will be sent home. The child must be symptom free for 24 hours. At the discretion of the center Director a physician's note may be required.

### **Communicable Disease**

When a diagnosis of a communicable disease is made the County Health Department shall be notified. Parents will be notified of possible exposure immediately. A physician's note is required for the child to return to school in this circumstance.

## **Medication**

Creative Arts Early Learning Academy will not administer over the counter medications during the school day. Medications include but not limited to bug spray, sunscreen, ointments, lotions, acetaminophen, ibuprofen or decongestants.

In the case of a prescription medicine that must be administered during the day, the following procedures will be followed.

A signed, dated, written authorization form must be on file at the center.

Prescription medication must be in its original container and labeled with the physician's name, child's name, date, name of medication, dosage and administering instructions.

A medication log will be kept on file documenting type of medication administered, date, time, dosage and signature of staff administering medication.

## **Accidents or Injuries**

Creative Arts Early Learning Academy uses an Accident Reporting Form to document any accidents or injuries that occur during the school day. The form documents date, time, area of accident, staff in charge, equipment involved, body part affected and care given. The accident report is signed by staff, Director and parent. This form is kept as a permanent record in the child's file. In the case of an extreme medical emergency 911 will be called first, the parents will then be notified.

## **Nutrition**

All children must bring both a morning and an afternoon snack in a lunch box labeled with their first/last name. All children must bring a water bottle labeled with their first/last name. Extended day children must bring a **nutritious** lunch in a lunch box labeled with their first/last name. Please make sure your child's lunch box contains an ice pack for food safety.

If you are supplying a special snack for a classroom celebration it must be store bought sealed in its original container with expiration date visible. Please check with your classroom teacher in regards to any food allergies.

### **Dress Code**

Children are required to wear close toed, rubber soled shoes that fit properly. **Crocs and sandals are not permitted.** Failure to wear proper footwear may hinder a child's safety in the classroom and on the playground. If you send your child to school without proper footwear you will be contacted. Undergarments must be properly covered. Pajamas are not permitted. Girls must wear shorts or bike shorts under dresses or skirts, no spaghetti strap shirts are allowed. Please dress your child according to the weather.

### **Toilet Training**

Please refer to the Creative Arts Early Learning Academy Potty Training Policy enclosed.

Children in VPK must be potty trained. Pull ups and diapers are not allowed.

### **Rest Time**

Rest time at Creative Arts Early Learning Academy only applies to extended day children. Rest time is between 1pm-2:30pm. While children are not required to fall asleep, they are required to rest quietly on their cot. Extended day children must bring a crib sheet and blanket labeled with their first/last name. **This is a DCF requirement.** All bedding will go home on Friday to be washed.

### **Emergency Plan**

Our center practices a monthly fire drill with the fire alarm activated. This prepares the children for the proper procedure in the event of a real fire. We also practice at least 4 hazardous weather drills. If there is a need to evacuate Creative Arts Early Learning Academy, we will move the children to Ivy Hawn Charter School of the Arts. Parents will be notified as soon as possible on the situation.

### **Legal Custody**

In the event there is a request from a parent to honor custodial agreements, legal documentation is required. Without court documentation we do not have the authority to fulfill any written or verbal request.

**Open Door Policy**

All parents may access their children during the school day. Unannounced visits are acceptable in 30 minute increments. Parents are allowed to call the center to check on their children at any time.

**Confidentiality**

Children's records and all personal information are kept confidential. Records may be reviewed by staff members or legal authorities as necessary, for the normal operations of the center.

**Signature page**

Please sign and date the enclosed signature page stating that you have read and agree with the terms of the Family Handbook.



# **CREATIVE ARTS**

---

## **EARLY LEARNING ACADEMY**

---

At Creative Arts Early Learning Academy, we value our teachers and staff. We appreciate the time they devote to our center and to your children. ☺ Our center will be closed the following days to allow our teachers to celebrate the holidays with their families.

(Monday) May 25, 2020 – Memorial Day

(Monday & Tuesday) June 1 & June 2 2020

(Monday) September 7, 2020 – Labor Day

(Thursday & Friday) November 26 & 27, 2020 – Thanksgiving Break

(Thursday) December 24, 2020 – Christmas Eve

(Friday) December 25, 2020 – Christmas Day

(Thursday) December 31, 2020- New Year's Eve

(Friday) January 1, 2021 - New Year's Day

(Monday) May 31, 2021 – Memorial Day

(Monday) June 2, 2021 – Teacher Duty Day



# CREATIVE ARTS

---

## EARLY LEARNING ACADEMY

### Potty Training Policy

At Creative Arts Early Learning Academy, we are excited to partner with your family during the potty-training process. The prospect of being diaper-free is so exciting!

In our toddler and in our 2-year-old rooms, we pledge to have each child try to use the potty every 30-45 minute when they are potty training. If the child voices to the teacher that they have to use the potty sooner than 30-45 minutes, we will absolutely send them to use the potty!

We want your child to succeed as much as you do. However, accidents will happen. Sending your child sooner than 30-45 minutes per try will not be possible. The teacher needs to be attending to all of the children in the class and taking a child to the restroom at intervals shorter than 30 minutes is not feasible.

We require that students entering our 3-year-old and VPK classes be potty trained (meaning that the child is in underwear, not pull-ups).

Please contact our center director with any questions you may have. Together we can formulate a potty-training plan and work as a team to rid your child of diapers for good!😊

## Biting Policy

Biting is unfortunately not unexpected behavior for children. Some children communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a day care, we understand that biting, unfortunately, is a part of a day care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that we inform the parents of the child who is biting. If a child has been bitten, state regulations require that we inform the parents if first aid was administered. It is, of course, our goal to notify every parent in the case that their child was bitten. The names of either child is not shared with any parent.

**When biting does occur:** Our staff strongly disapproves of biting. The staff's job is to keep the children safe and to help the child who is biting find better ways to express themselves in a more appropriate manner.

*For the child that was bitten:*

1. The bite will first be cleaned with soap and water. If the skin is broken, we will administer first aid and cover with a bandage.
2. Parents will be notified.
3. The accident report is filled out documenting the incident.

*For the child that has bitten:*

1. The teacher will firmly tell the child "NO! DO NOT BITE!"
2. The child will be placed in a "time out" for no longer than the child's age in minutes. (one year old, one minute).
3. The parents are notified.
4. The accident report is filled out documenting the incident.

**When biting continues:**

1. The child will be monitored closely to help prevent any biting incidents, however, they are not always preventable.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.)
3. The child will be given positive attention and approval for positive behavior.

**When biting becomes excessive:**

1. If a child is frequently biting other children or staff and the skin is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents and the Center's Director and teachers to discuss the child's behavior and how the behavior may be modified.
2. If the child continues to excessively bite resulting in broken or bruised or if the bite leaves a significant mark the parents will be asked to make other day care arrangements.

# Creative Arts Early Learning Academy

## Guidance and Re-Direction Policy

Creative Arts Early Learning Academy believes in using redirection to thwart potential behavior issues. We believe that effective classroom management lets children know what is expected of them, and provides them with clear boundaries that they are expected to operate in. If a child is unable to be redirected or seems unable to control their behavior at a given time, he/she will be asked to sit in the "Stop and Think" area with a stuffed animal or pillow. He/she will be allowed to read a book and collect themselves. If a child is unable to calm down in the "Stop and Think" area, he/she will be moved to the Center Director's office for some more quiet time and a chance to make better choices. In the rare and extreme case that a child is still not able to regain their composure, their family would be called to the center. If the Center Director thinks a conference is necessary, he/she will coordinate this with the child's family and Lead Teacher.

Comfort items from home (pacifier, blanket, sippy cups, special toys, stuffed animals) are allowed in our toddler and two-year-old classes. Three-year-old students and VPK students are not allowed to have comfort items during class time. Families are encouraged to take a picture of the comfort item and leave it in the child's backpack or stow the comfort item in your vehicle.

I have read, understand, and agree to the Guidance and Re-Direction Policy of Creative Arts Early Learning Academy.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Child's Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## Creative Arts Early Learning Academy

### Attendance Policy

- For VPK students, three (3) unexcused absences are allowed per month. Families must obtain a doctor's note if an office visit was made.
- Absences due to illness will not change your child's tuition rate. Our center does not utilize make up days or provide refunds for illness without a doctor's note.

**Absences that will change tuition are described as:**

- Illness to the child or family member with a doctor's note provided
- A doctor's appointment with note
- Infectious disease or illness with documentation
- Death of a family member
- Compliance with a court order
- Special services related to a child's disability
- Family vacation can be utilized for up to 10 days of credit per calendar year

In the case of a planned absence, please consult with the Center Director. Creative Arts Early Learning Academy will follow the state guidelines for attendance.

I have read, understand, and agree to the Attendance Policy of Creative Arts Early Learning Academy.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Child's Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## **Emergency Evacuation Plan**

In the event of a center wide emergency due to any unforeseen circumstances, the children and staff of CAELA will proceed to Ivy Hawn Charter School. You will be notified by our Remind system in case of such an emergency. You will be able to contact the center staff by utilizing the same remind application.

Please make sure you sign up for “Remind” messages using the sign-up code

@26a97a

Students Name \_\_\_\_\_

Parent Signature\_\_\_\_\_

Date \_\_\_\_\_



# **CREATIVE ARTS**

---

## **EARLY LEARNING ACADEMY**

Your signature below indicates that you have read the Family Handbook and agree to abide by the policies and procedures set forth within.

Parent/Guardian Print Name	Parent/Guardian Signature	Date