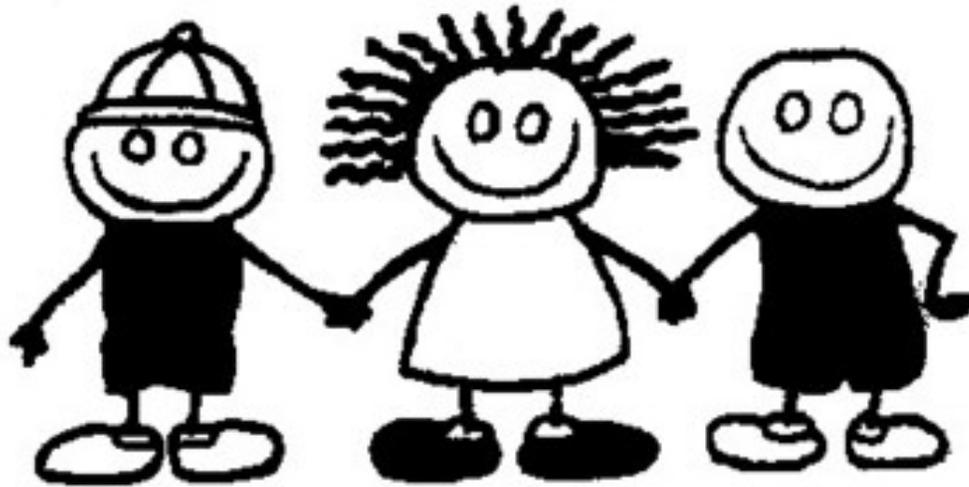


CREATIVE PLAY DAY SCHOOL



Discovering A New Way To Learn

PARENT HANDBOOK 2013-2014



610-268-2770
1027 Newark Road
Toughkenamon, PA 19374
www.cpbs.biz

Revised June, 2013

Welcome to Creative Play Day School

The CPDS Vision

Creative Play Day School is a privately owned early care and education center offering compassion, respect, tolerance, service and help to all the children and families in our care, without exception.

Mission Statement

As early childhood educators, we believe that our mission is to provide a loving, safe and developmentally appropriate environment for children that will set the stage for their social, emotional and cognitive growth. We will devote ourselves to meeting the needs of our children and families and we will honor the culture, diversity and traditions of the community.

Educational Philosophy

The care and education of the children in all CPDS programs is based on the following educational philosophy:

- *Young children learn best through active exploration (play), hands-on experiences and social dialog.
- *Families have a right to be involved in the planning and implementation of their children's educational.
- *Early education is best served through a community of learners that includes teachers, students, families and the surrounding community

CPDS – A Keystone STARS Facility

We are proud to be participants in the Keystone STARS continuous quality improvement program. Standards are measured in four areas that make a difference in the quality of care your child receives:

1. Staff education and ongoing professional development
2. Your child's learning environment
3. Leadership and program management
4. Building partnerships with families and community

As a program moves from STAR 1 to STAR 4, the requirements in these areas increase. Enrolling your child in a Keystone STARS program gives your child the best opportunity to succeed today and in the future. CPDS has been a STAR 4 facility since 2007.

PROGRAM CURRICULUM, OBSERVATION AND ASSESSMENT OF CHILDREN

Infant, Toddler and Preschool Curriculum

The content for all infants, young toddlers, older toddlers and preschool programs at Creative Play Day School is developed using Creative Curriculum®. This is a researched based curriculum built on the early education theory that young children learn best by doing. The educational goals and objectives of the Creative Curriculum® are in complete alignment with the Pennsylvania Early Learning Standards.

“Learning” through Creative Curriculum® requires teachers to help children become active thinkers and problem solvers. Children are given the opportunity to use experimentation to find out how things work and to learn firsthand about the world they live in.

Our staff uses Creative Curriculum to establish children’s goals, plan and implement activities and maintain a classroom environment that is warm, safe and developmentally appropriate. All staff at CPDS receive annual training to further their knowledge and understanding of Creative Curriculum®.

School Age Children (SAC) Curriculum

The overarching goal of the SAC curriculum is to prepare the children in this program for the next step; independence from center-based care, self-reliance and life skills. Our SAC curriculum was developed as a means to facilitate children’s social and emotional growth within a ‘play’ environment. We balance parents’ request for a formal ‘homework time’ with the importance of helping children become responsible young adults through the use of mentoring and social engagement.

Each day, the children in our SAC program are provided with the opportunity to mentor their peers during homework time. Once homework time has ended, the children may

engage in a variety of fun games and activities that are also educational and socially-interactive in nature. They are also encouraged to participate in CPDS community projects. All SAC lesson plans focus on helping the children develop and expand on the skills they will need to transition from a formal childcare setting to one of self-care.

New Student Ages and Stages Screening

All children entering CPDS are screened for possible developmental concerns within 45 calendar days of their enrollment. After the screening is complete, the teacher will ask the parents/guardians to schedule a time to discuss the results. If it has been determined that further evaluation is needed, parents will be give the necessary information to contact the appropriate community services. CPDS will make every effort to accommodate the special needs of each child.

Observations and Assessments

Every child who attends CPDS is observed daily in one or more of the key learning areas contained in the Pennsylvania Early Learning Standards. Lead teachers, teaching assistants and aides keep a log of anecdotal notations on the children as they engage in daily routines and curricular activities. These observations are used to formally assess children in October, February and May. After the screening is complete, the teacher will ask the parents/guardians to schedule a time to discuss the results. If it has been determined that further evaluation is needed, parents will be give the necessary information to contact the appropriate community services. CPDS will make every effort to accommodate the special needs of each child.

•Infants Toddlers and Twos

Infants, toddlers and two year-olds at are assessed using Teaching Strategies Gold™. This system is the assessment portion of Creative Curriculum. Teachers are able to assess their students' needs and strengths by using daily observation of children's routines and activities. These observations are used by the teacher to plan activities and games that are individualized to meets the needs of each

child. After the assessment is complete, the teacher will ask the parents/guardians to schedule a time to discuss the results and to help set learning goals for their child.

If it has been determined that further evaluation is needed, parents will be give the necessary information to contact the appropriate community services. CPDS will make every effort to accommodate the special needs of each child.

- Preschool Children

Preschool children (ages three and four) are assessed using Teaching Strategies Gold. Daily observations provide teachers with information about each child's skills, accomplishments, knowledge needs and behavior. This information is used assessment the children's developmental level and to provide activities and learning experiences which can be individualized to meet the needs of each student. Formal assessment take place in October, February and May. Parents will be asked to schedule a time to meet with their child's teacher to discuss the results and to help set learning goals for their child. If it is determined that assistance from community services is needed, parents will be given contact information and CPDS will do everything possible to meet their child's needs.

Both the director and staff of CPDS will be happy to discuss with you in greater detail our use of Creative Curriculum®, Teaching Strategies Gold and the Pennsylvania Early Learning Standards.

CPDS EDUCATIONAL PROGRAMS

Below are the programs offered at CPDS. Each program is explained with hours, class size, and student/teacher ratio. We require a **two-day per week minimum attendance** for each child. For safety and security reasons, CPDS does not offer 'drop-in' service. Only children who are officially registered may attend classes.

For information on individual program curriculum and CPDS staff, please visit our website at www.cpbs.biz.

PRESCHOOL ONLY PROGRAMS

The following classes are offered for children ages 2, 3 and 4:

M-T-W-TH-F AM

M-W-F AM

T-TH AM

AM class hours 9:00 to 11:30

Children will not be admitted into the classroom before starting times and must be picked up promptly at the end of class.

PRESCHOOL WITH EXTENDED DAY PROGRAMS

The following rooms offer preschool with extended care:

Room 2: 2 year olds with a class size of 18 children

Room 4: 3 year olds with a class size of 18 children

Room 1: 4 year olds with a class size of 20 children

The above programs are supervised by lead teachers and teaching assistants. Extended day begins at 7:00 am and ends promptly at 5:30 pm. A fee of \$1.00 **per minute** will be charged for late pick-up.

INFANT and YOUNG TODDLER PROGRAM

We offer infant care in our modular building for babies from birth to around 12 months. At the appropriate time, "infants" will be moved to the young toddler room. This room accommodates youngsters in transition; no longer infants, but too young for a formal preschool class. We have a cooperative staff of six to eight who oversee these two connected rooms with a limit of 15 children per class.

BEFORE & AFTER SCHOOL PROGRAM

The elementary school age children accepted for this program can be 1st through 5th grade levels. These children may continue with us as long as their behavior and language are acceptable.

Before Care: Begins at 7:00 am.

After Care: Continues until 5:30 pm. A **\$1.00 per minute** fee will be charge for late pick-ups.

MUSIC AND MOVEMENT

Aside from the music used by teachers in their daily lesson plans, all children receive a weekly class in music and movement with Mr. Larry. This half-hour program is provided at no extra cost to our parents.

SPANISH PROGRAM

Spanish classes are a part of the curriculum for all children in our extended-day 4 year-old programs. Lessons are provided on a weekly basis by Mrs. Rosalina Simmons at no additional cost to our parents.

CREATIVE PLAY DAY SCHOOL TUITION AND FEES 2013-2014

Tuition is due on **Monday of each week** for extended day classes and on the first of every month for preschool only classes. Because your tuition rate remains the same, CPDS **does not issue tuition bills** unless your payment is overdue, additional monies for food program are owed or fees are due. We will provide you with a receipt upon request. It is the parents' responsibility to submit tuition payments on time. If your payment is not received by Friday of each week (or the 15th of the month for preschool-only classes), a **\$50.00 late fee** will be assessed to your account. If payment is delinquent by two months, immediate withdrawal of your child will be requested until the entire balance is paid in full. If your check is returned for NSF, you will be charged a **\$35.00 fee** to cover the bank's charges to CPDS.

There is **no change** in your child's monthly tuition due to missed days. This includes days missed due to illness, holidays, vacation plans, or snow days. Your monthly tuition **holds your child's place** in his/her class during this period.

The following applies to all programs offered at CPDS:

APPLICATION PROCESSING FEE

There is a \$50.00 **annual** registration fee for each child attending CPDS. This fee is **non-refundable**.

LATE FEES

Parents who arrive late to pick-up their child from any CPDS program will be charged a **\$1.00 per minute/per child** late fee! This charge will be added to your monthly tuition payment. Continued late pick-ups will result in your child's/children dismissal from our school.

DISCOUNTS

CPDS offers a 5% sibling discount for the child/children with the lower tuition rate.

If your current school year tuition is paid in full by August 1st, a 5% discount will be taken from the total tuition.

Monthly/WEEKLY TUITION SCHEDULES

Preschool Only Tuition

The fee for preschool only programs is a **flat rate** per month and does not change due to holidays, vacation, sick days, or snow days.

2 days per week - \$150.00 per month

3 days per week - \$225.00 per month

5 days per week- \$375.00 per month

Preschool With Extended Day Tuition

The fee for extended day programs is a **flat rate** per week and does not change due to holidays, additional vacation, sick days, or snow days. Below are the **weekly rates**.

2 days per week - \$92 per week

3 days per week - \$138 per week

4 days per week - \$144 per week

5 days per week - \$180 per week

Infant* and Toddler Tuition

The fee for infant and young toddler programs is a **flat rate** per week and does not change due to holidays, additional vacation, sick days, or snow days. Below are the **weekly rates**.

- 2 days per week - \$92 per week
- 3 days per week - \$138 per week
- 4 days per week - \$184 per week
- 5 days per week - \$210 per week

*If CPDS is holding your infant's spot for more than two months prior to your starting date, you must **pre-pay** your first month's tuition in addition to the \$50.00 registration fee. This deposit is **non-refundable**.

Before and After School Tuition:

This program is offered for children who need care either before and/or after elementary school. Please note that the fee for before and after school care is a **flat rate per week**. The fee is the same whether your child comes to CPDS for morning only, afternoon only, or both morning and afternoon sessions. Tuition rates are based on a 10-month school year of September through June. We will follow the KCSD calendar for last day information.

- 2 days per week - \$34 per week
- 3 days per week - \$51 per week
- 4 days per week - \$68 per week
- 5 days per week - \$75 per week

CREATIVE PLAY DAY SCHOOL
GUIDELINES and POLICIES

All parents who have children enrolled in any CPDS program must agree to follow the guidelines and policies set forth in our Parent Handbook.

ADMISSION TO CREATIVE PLAY DAY SCHOOL

All Children Accepted

No child will be denied entrance to CPDS due to race, color, national origin, religious creed, ancestry, English Limited Proficiency (LEP) or disability. All children will be accepted if they meet the requirements of the program for which they are applying.

Registration Process

The following steps must be completed in order to register your child at Creative Play Day School.

1. Parent/child tour with the director
2. All paperwork completed before start date
3. Application processing fees must be paid **in advance**
4. For security reasons, we require a list of people to whom your child may be released. They must present a photo ID to our staff in order to be admitted to the building.
5. The **Parent Handbook** is required reading, after which parents must sign a form stating they understand the policies of CPDS and will abide by all regulations.

Withdrawals

Please notify the director **in writing** if you plan to withdraw your child from CPDS. A **two-week** notice is required for any child withdrawn during the school year.

Transfer of Student Records

We ask that you have your child's former educational facility transfer all records to us before starting at CPDS. We will provide you with the necessary release form.

CPDS will also transfer you child's records to another center or educational facility upon your request. Please see the director to obtain a Records Release Form.

Student IEP and IFSP

To help us better serve your child's individual needs, we ask that you provide our director with a copy of your child's IEP or IFSP. This information will only be used by the lead teacher to insure that she is meeting and maintaining the goals developed for your child by the Intermediate Unit or another service agency.

If during your time with us your child is evaluated for an IEP or IFSP, we will do everything possible to help you during the assessment and planning process and we will work closely with all service agencies to assure a positive outcome.

GENERAL POLICIES AND PROCEDURES

Discipline

We believe that the goal of discipline is to help children become self-regulated and that only 'positive' discipline can develop self-control, self-esteem, and cooperation in young children. No child is ever humiliated or made to feel ashamed for making a mistake or forgetting to follow a rule.

For minor problems such as running in class or talking when listening is called for:

- *Teacher will quietly explain what inappropriate behavior child is demonstrating
- *Using positive language and visual aids, teacher will remind child of what rule they should be following and how to follow it!

For major problems such as aggressive behavior or extreme rudeness:

- *Teacher will quietly remove child from the group for a private talk
- *The child will be encouraged to talk about the problem. Teacher will assist child with verbalization if he/she is in need of help
- *Teacher will provide the child with alternative ways/words to handle a "repeat" problem
- *Teacher may ask for assistance from director and reinforcement from parents if needed.

Dress Code

Please dress your child in "play" clothes that you can easily wash as we often involve the children in art and craft projects that are 'messy' by design. Also, we play outdoors when the weather permits so please dress your child according to the season with hats, scarves, gloves, boots, sunscreen and sunglasses. In warm weather, please apply sunscreen to your child at home. We will reapply in the afternoon. Remember to check the expiration date of your sunscreen. Be sure to **label** all items sent in from home with your child's name.

For safety sake, we ask that you send your child to school in sneaker style shoes or you may leave a pair of sneakers in your child's cubby that can be used when needed. We cannot allow children in flip-flops, sandals, Crocs, clogs or any other type of open shoe on the climbing dome, rock wall or circle cycle. This rule is enforced for the protection of your child.

Extra Clothing

Each child needs to have a **complete** change of clothing (including socks) that will be stored in the classroom. For ease of storage, please put these items in a zip-lock bag labeled with your child's name. Labeling all of your child's clothing (including shoes, socks, outerwear, etc.) helps to avoid lost articles and 'mix-ups'. As the seasons change, you will need to update the clothing selection.

Nap/Rest Requirements

All infants through three year-olds enrolled in one of our extended day programs is given the opportunity to rest during the school day. No child will be forced to rest past the time it takes the "sleepers" to get settled and fall asleep. No child will be allowed to sleep for more than 1 ½ hours. The only exceptions to this policy are children in the Infant Program or parents who provide written consent to allow their child to sleep more than the stated time.

Please supply us with a nap mat for your child and a ZIPPER CLOSING storage container to store it in. This is necessary to prevent the spread of head lice and other medical conditions. Label both the mat and the storage container with your child's name. Nap blankets and mats will be sent home on Fridays to be laundered.

Potty Training

At CPDS, potty training is considered an individual milestone that is accomplished by each child when he or she is ready. No child is ever denied entrance into a program because he or she is not yet potty trained. We begin a formal potty training program in our two year old room. However, participation is not mandatory. During the potty training

process, we ask that you supply us with pull-ups that have **re-closable side-tabs**. If your child is in training pants or 'big kids' underwear, please make sure you have provided us with enough clothing to change when needed.

Toys From Home

We ask that toys from home **not** be brought to school. It is difficult for children to share toys that they consider 'personal property' and personal toys at school may become lost or broken. The only exceptions to this rule are when the classroom teacher specifically request your child to do so (i.e.: Show and Tell) or if the toy is a naptime 'comfort', such as a stuffed animal. Violent toys, guns or other weapons are **never** permitted in the classroom.

Birthday Celebrations

Please let us know how you would like us to celebrate your child's birthday. Parents are welcomed to provide a special snack-time treat to celebrate their child's birthday. Discuss your plans with your child's teacher well in advance and feel free to ask for treat suggestions.

School Holidays

The following is a list of days that CPDS routinely closes during the school year. Please check your CPDS school year calendar for the exact dates. The days we routinely close are: Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas Day, and the day after, New Year's Day, MLK Day (in-service day) President's Day (in-service day), the Thursday (in-service day) and Friday before Easter, Memorial Day, Independence Day, and the last Thursday and Friday in August before the beginning of our new school year.

CPDS Director's Newsletter/Parent Information Center

The director's newsletter "**Creative News**" is issued quarterly to each family. Please take the time to read this publication as it contains information on school issues and events. If there is something that you would like the director to address via this newsletter, please speak with her at your

convenience. Also, there is a Parent Information Center located in the hallway outside room#2, and in the Modular vestibule. Here you will find pertinent information regarding community services, CCIS, Keystone STARS, Pre-K Counts child development and many other subjects.

Transitioning

Transiting to a new room or new school can be challenging and stressful for our students. We want this to be a happy and positive event. Our goal is to give your child and you every opportunity to become familiar and comfortable with the new classroom/school and teachers before the "big move". All teachers will take time during May conferences to talk with you about a transition plan for your child. Towards the end of the school year, your child's class will spend time visiting their new room and getting to know their new teachers. We will make the switch at different times on different days so that the children can experience what play, lunch, and nap times are like in their new classrooms. You can help us to make the transition easier by talking with your child about the move. Ask them about their experiences during their visit to their new room and be excited with them!

HEALTH AND SAFETY ISSUES

The CPDS Federal Food Program

CPDS offers families the opportunity to enroll their children in a federally funded food program. This program provides children with a daily breakfast, lunch and snack. Qualifying families will be eligible for free or reduced meals. Determination for free and reduced meals is income dependent. Enrollment forms will be provided by CPDS. This form must be completed and returned to us before your child's first day of school. We cannot provide food to any child without a completed and signed form.

Lunch

If your child attends an extended day program and they are bringing lunch from home, you will need to provide them with a **healthy** meal that includes a drink. Each classroom is equipped with a microwave to heat food when needed.

It is best to pack items you know your child will eat. By law, we may not withhold or force a child to eat any portion of his or her lunch. If you prefer your child to eat the "healthy food" before indulging in the "treat" portion of lunch, you must request this **in writing** (to be kept in your child's file) and let his or her teacher know.

Illness

Children should not come to school when they are obviously ill and unable to participate in the daily activities or when there is a possibility they could infect other students. Children with a fever should stay home 24 hours **after the fever has subsided**. If your child is vomiting, has diarrhea, has an unidentified rash or a wet hacking cough, please keep them home. Highly contagious conditions such as conjunctivitis (pink eye) or head lice require a 24 hour treatment period before returning to school. These and all other communicable diseases, such as chicken pox and strep throat, should be reported to the director as soon as possible in order to alert other families. Children who are unable to play outdoors due to illness or injury should be kept home as our staffing regulations do not allow for this.

School Health Emergencies

A comprehensive explanation of the CPDS School Health Emergency Procedures can be found on page three of the 'Application for Admissions'. Please read this procedure carefully **before** you sign the agreement statement. If you have any questions or concerns regarding this procedure, please speak with the director.

Medications

In order to comply with the state of Pennsylvania, Department of Public Welfare regulations, **no** medication may be administered to a child at CPDS unless a parent/legal guardian has signed the official Medical Log located in every classroom. This includes the use of Tylenol, Ibuprofen, Benadryl, and all other OTC medications. This log is a legal document that must be completed and signed by you.

Food Allergies Policy

We realize that some children entering CPDS may have food allergies, including peanut butter and other tree nuts. Once we are informed of a specific allergy, we take the following steps to insure the best possible compliance with food allergy procedures:

- Classroom teachers are informed of all allergies
- After obtaining parents' or guardians' written permission, known allergies are posted in the classroom for all staff members to consult
- Parents in rooms where food allergies exist are made aware of that fact
- The ingredients of snack foods are checked before it is given to children with food allergies
- Children with peanut butter and other food allergies will be seated for snack and lunch at a separate table where "safe" food is being served

We will make every effort to address the individual needs of your child to the best of our ability.

Emergency Operations Plan

The CPDS Emergency Operations Plan is a state required document outlining the procedures to be followed in the event of extraordinary circumstances that may threaten lives and property. The procedures detailed in the plan explain the temporary measures that will be taken to provide the best available protection for our children and staff. The exact locations of shelters/assembly areas and the routes to be taken during an evacuation are treated as sensitive information and will not be released to the general public. However, parents who wish to do so may review the basic plan. Please see the director to make the necessary arrangements.

Fire and Emergency Drills

In accordance with state regulations, fire drills are conducted every 30 days at CPDS. Children are given instructions on fire safety procedures in September (fire safety month) and periodically during the school year. CPDS

also conducts drills that address events such as major weather issues and intruders on the premises.

School Security

All doors will be locked at all times except for the door that allows you access to the office. All doors are equipped with panic bars so that we can easily exit in case of an emergency. As a safety precaution, CPDS uses a keypad entry system that is tied into our computer system. This allows us to track all comings and goings. Each family will receive their own personal entry number which will open all school doors. Please do **not** share your entry number with anyone else as we do not want unknown persons entering the school. If you should forget your number, please ask the director to look it up for you.

School Emergency Closings and Delayed Openings

Please tune in to TV stations Action News WPVI or NBC 10 for information on school closings and delays. Creative Play Day School will be listed **by name** with the delay/closing status. You can also call the school for an updated phone message after 6 a.m. The decision to close or delay our school is made **independent** of the Kennett School District's decision. For accurate information, you must tune in to the above TV stations or call CPDS after 6 a.m. to hear a recorded message.

PARENT RESPONSIBILITY

Required Forms and Review

All children who attend CPDS are **required** to have on file the following three forms: Application for Admission, Emergency Contact Form, and a Child Health Assessment. A physician, certified nurse practitioner, licensed physician assistant, Department of Health, or another community health agency must sign the child health assessment. The Application for Admission and Emergency Contact Form must be **reviewed, revised and re-signed** by a parent/guardian after six months. All of the above forms must be re-submitted at the end of a 12-month period. Children ages 6

weeks through 12 months need the child health assessment updated every 6 months.

Drop-Off/Pick-Up Procedures

It is the parent or carpool person's responsibility to drop off each child in his/her own classroom. For safety reasons, we require an **adult** to accompany children **into the classroom**. Be sure to let the teacher know that your child has arrived.

When you arrive to take your child home, please come into the classroom and let the staff member in charge know that your child is leaving. You are now responsible for your child. We ask that you do not allow your child to wander through the school unattended or exit onto the driveway alone. No student will be released to **anyone** who is under the age of eighteen unless approved by the director.

Please arrive on time to pick-up your child from school. Closing time is when all children should be leaving the premises, not when parents should arrive! As previously stated, there is a \$1.00 per minute/per child late fee. This fee will be waived with extenuating circumstances. Always call ahead if you are running late and let the closing staff know when they may expect you to arrive.

Driveway Safety

Please drive slowly in the parking lot as there are many children entering and departing the building. Do **not** leave any child unattended. Be sure to hold on to your child's hand and do **not** let him/her run in the parking lot. Do **not** leave your car running unattended and please observe the "**no parking**" signs at all times.

Conferences

As previously stated, Parent/Teacher conferences are held in October, February and May for all programs. Your child's teacher will inform you in advance of the days and times available. It is the responsibility of the parents to attend their child's conference. **This is an important part of our curriculum and your participation in this process is needed to help with the development of individual learning goals and objectives for your child.**

It is also a time to discuss the possibility of involving community services in your child's education. Should this be determined, your child's teacher will walk you through the process and provide you with the necessary contact information. Most out-side agency meetings and services can be conducted here at CPDS. You are welcomed to meet with your child's teacher in person, by phone or via email at any time.

Communications

Working together to support your child's development depends on clear and frequent communication. Therefore, daily written reports are sent home with the children who attend the infant, toddler, two and three year-old programs. Please check your child's cubby every day for these reports.

The four-year old and SAC programs list daily activities and events on the bulletin board in their classroom. Every classroom has a white board where you will find a daily "classroom group message".

All notes to you from the teacher will be placed in your child's cubby. We ask that you take the time to read all communications and respond to them when necessary.

Classroom Volunteer

Please let your child's teacher know if you wish to be a classroom volunteer. Your duties could include making foods and decorations and assisting with special events throughout the school year. It requires very little time but can be a very rewarding experience! Also, we would love you to come and be a "guest reader" with the children. Bring your child's favorite book with you and read to a classroom full of eager learners! If you have a vocation or skill that you would like to share with the children, come on in! We are always looking to enrich the children's experiences and what better way than enlisting parents as teachers. Let us know what you are interested in doing and we will provide you with the audience.

Thank you for choosing Creative Play Day School!