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# Creative Beginnings Infant & Toddler Center & Preschool

## **Infant/Toddler center**

10910 Paramount Blvd., Suite B  
Downey, CA 90241  
(562) 861-8654

## **Preschool**

10819 New St  
Downey, CA 90241  
(562) 861-2285

[www.cb4kids.org](http://www.cb4kids.org)

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Infant / Toddler Campus: 10910 Paramount Blvd, Ste. B, Downey, CA 90241 | 562.861.8654

Preschool Campus: 10819 New Street, Downey, CA 90241 | 562.861.2285

License #'s: 198002659 | 198002660 | 198002651

### \*Letter from Creative Beginnings Schools\*

Thank you for selecting us and putting trust in our professional and experienced staff. We ask that our parents be an extended part of our program. Our doors are always open to you. We provide quality care and an enrichment program with opportunities for the children to utilize their intellectual and creative abilities that build a solid foundation for future positive learning and achievements.

We want your child to have a positive and memorable learning experience here at Creative Beginnings Schools. Please don't hesitate to share any ideas, suggestions or special things with us. You are also welcome to visit your child's classroom and talk with your child's teachers. We only ask that you do not disrupt a class in progress, as the children can become unsettled.

Thank you so much!

### Philosophy

We strive to provide a safe, loving environment where a child is nurtured and challenged. We encourage each child to reach their full potential by introducing a variety of developmentally appropriate play and academic experiences. We provide activities designed to promote social, emotional, physical and intellectual development. We believe each child is an individual and we are sensitive to the needs of each child and their family.

### Days and Hours of Operation

We are open Monday- Friday year round, from 7:00am- 5:30pm. Children picked up after 5:30pm will be charged an after hours fee of \$1 per minute for the first 5 minutes. Thereafter, a charge of \$5 per minute will be charged. Payment for tardiness must be remitted to the office by the end of the week or your child may be terminated from our program.

### Sessions & Holidays

The regular session runs from September to mid June. A summer program is available for those who need year-round care. We close for the following holidays: Labor Day, Veterans Day, Thanksgiving Day and the Friday following, Christmas Day, New Year's Day, Dr. Martin Luther King, Jr. Day, President's Day, Memorial Day, 4th of July. We also close early on the 3rd Friday of each month for staff training.

## Enrollment Policy

We open our doors to children of all races, all creeds and all nationalities who may benefit from our program. The child must be between 6 weeks of age and 5 years old. Parents must abide by and become familiar with the school policies and procedures. Completed forms necessary for enrollment and each child's file must be submitted. Enrollment includes breakfast and lunch; and our theme based curriculum.

## Parent Responsibilities

Children must be accompanied to and from school by a parent or guardian who is 18 or older. The State Licensing agency requires that all children be signed in and out every day with their full legal name. Please do not leave until a teacher has greeted your child and determined he/she is without obvious signs of illness. Only individuals listed on your authorization papers will be allowed to pick up your child and must show identification. Phone authorizations will not be permitted. The parent must keep all information on the child's file current. If there are any changes, please notify a staff member immediately in writing. Please provide us with an updated copy of any legal documents that define child custody/visitation rights or agreements. Without authorized documentation, we may be required to release a child to a non-custodial parent. Failure to sign in and/or out a child is a licensing violation and Creative Beginnings is subject to a fine. With this in mind we will charge any parent who fails to sign their child in or out, a \$25 fine per signature.

## Health

For the safety of your child and others, please keep your child at home if they show any signs of illness. Be aware that if your child appears unwell upon arrival at school, we may not admit them for the day. During the day, if your child vomits twice or has diarrhea twice, has a fever of 100.5°F or higher, shows cold or flu symptoms, has heavy nasal or eye discharge, or exhibits symptoms of a communicable disease, we will attempt to contact parents or guardians first. If we cannot reach a parent or guardian, we will contact one of the individuals listed on your child's emergency form. Your child must be picked up within one hour. Please inform the school if your child is sick at home or has contracted a communicable disease. You will be notified if your child has been exposed to any disease at school. Children should recover at home and be symptom-free without medication for 24 hours. This is essential to ensure the health and well-being of all children and staff.

**Please keep child home if he or she has these symptoms**

Diarrhea / Vomiting in last 24 hours
Fever over 100.5(F), Cold / Flu symptoms
Heavy nasal or eye discharge
Symptoms of possible communicable disease.

**Medication**

Prescription medication must have a signed and dated release form in order to be dispensed and the container must have an unaltered label with the child's name and date. **LIC form 9221** must be filled out with the front office, medication is stored only in the office, unless requiring refrigeration. Medication which has not been picked up by parents or guardians after a period of 4 days will be discarded. Unfortunately, over the counter medication will not be dispensed. No exceptions.

**First Aid & CPR & Injuries**

All of our staff are first aid and CPR certified. Injured students are given appropriate first aid, depending on the type of injury. Treatment by school staff is limited to ice packs, washing with soap and water, and bandages. Ouch reports are written by school staff to notify parents of minor injuries at school. As a precaution, any head related injury will result in an immediate phone call.

**Clothing**

Please be sure all clothing, especially jackets and sweaters are permanently labeled with your child's name. We will not be responsible for lost articles. We will do our best to help identify and find any lost articles, but unclaimed clothing will be donated to charity. Please ensure your child comes to school dressed in comfortable play clothes and tennis shoes. No open toed shoes. Please dress them in clothing that is acceptable to you if they get soiled. We frequently use paints and other materials that will soil your child's clothing through normal play habits. Please expect your child to occasionally return home this way. Also, please bring a complete set of extra clothing with their name marked on each piece. Children staying all day need a sheet and blanket for nap time. Please take nap time materials home on Friday for washing.

### Toys from Home

We ask that you not allow your children to bring toys from home except on share day as designed by their teachers. At no time are children allowed to bring any type of war toys (knives, guns, swords, etc), gum, candy, money or jewelry. Any items found to be unacceptable will be held in the office and returned to the parents at the end of the day. We ask that children bring appropriate items relating to the theme of the month, science, nature study, books and pictures, etc. The school will not be responsible for lost articles.

### Classroom Activities

Each classroom offers an environment that is conducive to the social, emotional and academic growth of the child. With infants and toddlers, a strong emphasis will be placed on language development, fine and gross motor skills. As each child progresses, the learning environment will provide an emphasis on letter recognition, number recognition, shapes, colors, days of the week, months of the year, and identifying the characteristics of each season. Further, we will stress the importance of self-regulation and teamwork in each environment.

### Discipline

Discipline is an important tool in the learning process. It is a way to teach children appropriate behavior. We follow a policy of positive reinforcement so our children may be able to problem solve, self-regulate and develop socially. In order to help the child understand their behavior, we utilize reflection time and redirection. In cases where behavior problems are in excess, especially if a child is harming themselves or others, a plan between staff, director, and parents will be implemented. If, after an agreed amount of time, improvement is not seen, outside agencies will be recommended.

We reserve the right to terminate our relationship at any time. This is for the protection and well being of the children, parents, and staff.

### Agency Rights

The department of social services has the right to interview and inspect any child's files without prior notice. They also have the authority to observe the physical conditions of the child including conditions which could indicate abuse, neglect, or inappropriate placement. If there is concern, they will have a licensed medical professional physically examine the child. We are required by law to make you aware of this information. It is for the protection of you and

your child. We reserve the right to terminate your contract at any point should we decide we are no longer suitable to fit the needs of your family.

### Security

In order to provide maximum security at Creative Beginnings, all visitors must check in and be accompanied by a staff member. Any persons unknown to any staff seen on the grounds or in the building will be asked to show I.D.

### Nutrition

Breakfast is served from 8:00-8:30 at the toddler center and 7:30-8:00 at the preschool. If your child arrives after this time, he or she will not receive breakfast. If you choose to bring your child breakfast, please do not bring donuts, cookies, etc. Lunch is served daily. Menus are available in the front office and are also posted in the lobby. Our meals are designed to be nutritionally beneficial to our children and prepared on site each day. Parents are responsible to provide two healthy snacks per day for their own child - one for the morning and one for the afternoon.

### Birthdays

Please let your child's teacher know a week in advance if you plan to celebrate your child's birthday in class. Birthdays are celebrated during the afternoon snack period.

### Arrival

Our morning team will supervise children in a single classroom from 7:00 am to 8:00 am. At 8:00 am, children will transition to their designated classrooms. We kindly request children to arrive by 9:00 am at the latest. Should your child have a doctor's appointment, please inform us. However, regardless of appointments, children must be present by 12:00 pm.

### Pick Up / Late Pick Up Policy

When picking your child up, the parent is required to sign out his or her child. If you know you are going to be late, please notify the school immediately. The school has no provisions for care after 5:30pm. Children picked up after 5:30pm will be charged an after hours fee of \$1 per minute for the first 5 minutes. Thereafter, a charge of \$5 per minute will be charged. Consistent tardiness will be costly and may be cause for program dismissal. Payment for tardiness must be remitted to the office by the end of the week. Unfortunately, after three (3) or more late pick ups your child can be suspended or terminated from the program.

### Fire drills / Earthquake

Fire drills will be conducted monthly. Teachers lead the children calmly but quickly from the building. Each group waits with the teacher until the signal to return to the building is heard. To aid in earthquake safety, we will introduce “bunny in a hole.” This will help the teachers calmly lead the children under the tables and into a safe position.

### Emergency Procedures

In the event of an emergency closure, parents will be notified by posted sign on facility, message on Brightwheel app, email, phone call, and/or notice sent home as time allows. In the event of a natural disaster requiring children to be transported to a safe location, parents will be informed by Brightwheel app or phone.

### Fundraisers

Fundraisers are needed to supplement our budget for supplies, equipment and other miscellaneous items needed in your child’s classroom. We strive to keep child-care as affordable as possible. Participation is very appreciated. Highest earner will receive one week of free tuition.

### Enrollment Fees

For new and returning children, a non-refundable registration fee is to be submitted with the application or re-enrollment form. This fee guarantees your place for 30 days. There will be an additional weekly fee of \$75.00 to hold your enrollment spot beyond the 30 days. Registration fees are not prorated regardless of when a child is enrolled. For Summer Day Camp, a non-refundable activity fee is to be submitted with the enrollment form.

## Schedules Offered

Full days: Hours 7:00am - 5:30pm

Half days: 7:00am-12:00pm

Tuition rates are available through the site director.

\*A 5% discount is given for siblings, the discount will apply to the youngest child.

\*You are welcome to pay with a Check, Money Order, Credit Card or Online via Brightwheel. Unfortunately, cash is not accepted. No Exceptions.

## Tuition Policies

Tuition is due on Mondays at 9:00 am. If tuition is not paid by Friday, your child will not be allowed to return the following week until tuition is paid. Tuition is based on enrollment, not attendance. Full tuition is due regardless of school holidays, absences or vacation. If you are absent for a week without informing your director, or if you have a balance, you will be obligated to pay the full tuition amount. Failure to keep up with tuition payment may result in termination of the program. Your child may resume if and when payment has been made in full.

## Tuition & Vacation

Your child will be eligible for one (1) free week of vacation per year. In order to take your vacation, you must inform your director at least 2 weeks in advance, and you must have a zero balance on your child's account. Vacation credit will not carry over if not used. If you would like to have an additional one (1) week vacation, it must be taken consecutively and you will need to pay 50% of your child's weekly tuition rate.

## Tuition & Illness

We will extend a 50% reduction in weekly tuition if your child is out for 1 week or more due to illness. We must receive an official doctor's note as verification of your child's absence and the required length of time prescribed.



## Enrollment Withdrawal

A mandatory two weeks written notice must be presented to the office should you plan to withdraw your child(ren) from our school. We aim to provide your family with excellent childcare and will request an exit interview to understand your reason to withdraw. If you fail to notify us, you will be financially obligated to pay the full tuition amount plus the two week notice.

Creative Beginnings strives to be a positive influence in your child's life. If the school finds it necessary to withdraw your child due to physical, social, or emotional problems beyond our capabilities to correct, tuition will be refunded on a prorated basis not to exceed two weeks tuition.

## Supplies Needed

Each child needs to bring the following on the first day of school:

- Two large boxes of Kleenex
- One pack of Baby Wipes
- One change of clothing, including shoes
- Diapers and wipes (if needed)
- Crib Sheet and Blanket (if staying for nap time)

## Parents Lending Library

Books on childcare and parenting issues are available to all parents. They may be checked out in the office at no cost.

## Potty Training (*two-year-old class*)

As your child is developing toileting skills, our teachers will partner with you, the parents, to gently guide him/her in this area as readiness is shown. Staff will wear gloves and use baby wipes to sensitively clean a child's private areas. Children will be encouraged to participate in the changing process as able. The pull-ups, diapers, cover, and gloves will be disposed of in a diapering receptacle. Staff will use new gloves for changing each child.

## Rest Time

After lunch, the classroom transforms into a place for resting. Cots are provided for all children to lay down on, in a quiet area without distractions. Please bring a blanket and crib sheet labeled with your child's name. Your child may bring a special stuffed animal or some other cuddle toy to sleep with as needed for a little extra security. If after a while, a child has not fallen asleep, a book or quiet toy will be provided. Bedding will be sent home at the end of each week to be laundered and returned.

## Extracurricular Activities

Extracurricular programs are available for an additional fee to children three years old and above at the preschool campus.

## Child Abuse Reporting

All employees are required by law to report any actual or suspected physical or sexual child abuse. If child abuse is suspected, the employee must report it first to the Director and thereafter to the Department of Protective Services.

## Harassment

Creative Beginnings Schools' desire is that children look forward to coming to school. It is the policy that all children are entitled to attend school in an environment that is free from harassment and intimidation. We are committed to creating an environment that represents the respect and dignity that we all want and deserve.

It is the policy of Creative Beginnings Schools not to tolerate any form of harassment, including sexual harassment, whether intentional or unintentional. We follow all state guidelines regarding issues and reporting policies relating to harassment and abuse.

Violation of this policy is a serious offense. Violators will be subject to appropriate disciplinary and/or corrective action to correct and end the conduct, prevent its recurrence, and protect the complainant and other similarly-situated individuals from harassment, discrimination, hate crimes, retaliation, and bullying in the future.

To avoid recurrence of an uncomfortable situation, children and/or their parents who suspect harassment are asked to report any incident/s to the director, any teacher, or any staff member of Creative Beginnings Schools as soon as possible. In the event that suspected harassment is reported, we will take the necessary steps to ensure confidentiality. Creative Beginnings Schools does not tolerate retaliation. Our goal is to protect anyone reporting suspected harassment. All reports will be taken seriously and handled promptly, with sensitivity. A thorough investigation will take place to determine if harassment has occurred and if corrective action is needed.

## Summer Day Camp

Creative Beginnings offers Summer Day Camp for families who want their children to have a fun-filled summer. Camp is open to all CB children, including preschool grads who will be entering Kindergarten in the fall. The goal for Summer Day Camp is to provide a program that is fun and creative for the boys and girls. Rooms with air conditioners will be used to provide for the children's comfort during the warm summer days. Games, art activities, in-house field trips and special events are just some of the activities included in Summer Day Camp. After registration for summer day camp changes can be made however, if you

need to remove any days, changes must be submitted in writing before the 20th of the prior month. For example, if you want to remove a week in July you must submit the request before June 20th to avoid being billed.

### Billing Questions

Please direct any questions or concerns about your tuition to the Director by calling the office or leaving a note. Any changes to your child's schedule must be made at least two weeks in advance of the change. If you do not receive a weekly statement please continue your payments and inform the preschool office. Refer to your financial agreement for more information.

### Parent Concerns

We encourage parents to request a meeting any time you have questions or concerns regarding your child or the policies of the program. Please feel comfortable approaching your child's teacher to set up a meeting. The Director is available to help you and the staff during this time to implement an acceptable plan of action.

### Incidental Medical Services - Plan of Operation

The staff of Creative Beginnings Schools shall provide all intermittent health care. All staff shall be certified in CPR & First Aid, instructed in EpiPens, as well as all inhaled medications.

In the event there is a child that requires a Nebulizer or EpiPen, training will also be provided by the parent of the child in need of this type of treatment.

At this time, Creative Beginnings Schools will not administer Glucose monitoring, Glucagon, G-tube feeding or ileostomy bags.

All medication and medical equipment will be kept in a locked cabinet, in the office, designated for this purpose and will be inaccessible to children. Also located in this area will be the Medication Consent Forms, as well as the Medication Log. Medication requiring refrigeration will be kept in a locked box in the refrigerator.

All staff have been instructed in Universal Precautions and will use these procedures when administering any type of medication, intermittent health care, and first aid. Proper precautions include, but are not limited to:

- Wearing gloves for any procedure that could expose the staff member to blood or body fluids.
- Hands will be washed thoroughly after any procedure
- Gloves and other items will be properly disposed of.

Parents whose children take on-going medications will have access to medication log and consent forms.

Any parents of a child who receives emergency or as-needed medications will be notified by a phone call at the time it is given.

Upon any evacuation, the Lead or Site Director will be responsible for taking medication from the storage area and keeping it safe and away from children until the evacuation is lifted. It then will be returned to the locked cupboard.

Upon completion of medication or in the event that a medication expires, it will be returned to the parent and logged out.

Prescription medications must be accompanied by the original prescription packaging with clear and concise directions on administration. Medication will only be administered according to the prescription description.

#### Administration of Inhaled Medication:

1. Parents must complete a Medication Authorization Form, being sure to include all required information.
2. Creative Beginnings Schools will comply with the specific instructions on the prescription or directly from the physician.
  - a. Instructions must include the following:
    - 1) Specific symptoms that require the use of the medication.
    - 2) Potential side effects and expected response.
    - 3) Amount to be administered and how often.
    - 4) Action to be taken in the case of side effects.
  - b. Instructions for medication storage:
    - 1) The telephone number and address of the child's physician.
    - 2) Instructions will be updated as needed per the prescription.
3. The staff member administering the medication shall record it on the Medication Authorization Form for every occurrence. This record will be accessible to the parent at any time for review.

Nebulizers: Parents will be responsible for supplying all equipment in working order and maintaining or replacing it as needed.

#### The following applies to the use of Nebulizers:

1. Parents must complete a Nebulizer consent form (LIC9166) giving authorization to a school representative to administer the medication, as well as contact information for the child's physician. Consent must include the address and phone number of the child's parent.
2. Creative Beginnings Schools will comply with the specific instructions from the child's parents.
3. Instructions must include the following:
  - a. Specific symptoms that require the use of the medication, or a detailed schedule.

- b. Duration of treatment.
  - c. Potential side effects and expected response.
  - d. Dose-form and amount to be administered pursuant to the physician's prescription.
  - e. Actions to be taken in the case of side effects.
  - f. The telephone number and address of the physician.
  - g. Instructions on how to clean and store the machine.
  - h. Staff members will clean the mask, cups, and/or mouthpiece in the way specified by instructions or by the parent.
4. Instructions will be updated as needed per prescription.
5. The staff member administering the medication shall record it on the Medication Authorization Form for every occurrence. This record will be accessible to the parent at any time for review.

EpiPen Jr. and EpiPen: The following applies to the use of the EpiPen Jr. or the EpiPen:

1. Parents must complete a Medication Authorization Form, being sure to include all required information.
2. Use in accordance with the direction and as prescribed by a physician.
3. Keep ready for use at all times.
3. EpiPens are kept in a high cabinet in the child's classroom. They are out of reach of the children but easily accessed by an adult if needed.
4. Protect from exposure to light and extreme heat.
5. Note the expiration date on the unit and replace the unit prior to that date.
6. Injector will be checked regularly to ensure the solution is not discolored. If it is found to be, a parent will be notified so that a new one can be obtained. Physicians will be contacted on how to proceed in the interim.
7. In the event of a child needing the medication administered, 911 and the parent or authorized guardian will be called immediately after.
8. Licensing will be contacted to communicate the incident
9. Unusual incident (LIC 624) completed and reported according to regulations and a copy kept in the child's file.

Prescription Medication: The following applies to the administration of prescribed medication:

1. Parents must complete a Medication Authorization Form, being sure to include all required information.
2. Medication will be given according to the prescription label as prescribed by the child's physician.
3. Once the medication term is completed it will be returned to the parent and logged out.