



Creative Minds
CHRISTIAN PRESCHOOL

Parent Handbook



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General Information

Our Mission

Creative Minds Christian Preschool exists to provide a biblically based, strong academic learning environment with an emphasis on creative arts for children ages three to five.

Our Philosophy

Creative Minds Christian Preschool's primary purpose is the integration of Christian principles and a contemporary educational experience, using innovative curriculums to create a relevant learning environment. This will be accomplished as we fulfill our commitment to seamlessly incorporate Christian education and biblical wisdom with the daily scholastic experience of our students. We firmly believe that each student is a valued creation of God, we will equip them with programs designed to guide and develop them spiritually, intellectually, socially, emotionally, and physically. The focus at Creative Minds Christian Preschool will always be to follow the biblical principles in God's Word. Although our admissions policy does not require our applicants to be religiously affiliated, families partnering with us to educate their children must accept that our educational model is rooted in biblical principles and a Christian worldview.

"We will not hide these truths from our children: we will tell the next generation about the glorious deeds of the Lord, about his power and his mighty wonders." Psalm 78:4 (NLT)

Our Culture

We seek to develop an environment of trust, mutual respect, and support so that all who are a part of Creative Minds Christian Preschool will grow. Creative Minds Christian Preschool is committed to embracing diversity, to offering a safe learning environment, to fostering respect, and to actively expressing God's love to students and faculty by cultivating a sense of belonging and acceptance of one another's differences. Students will always be expected to comply with our code of conduct. All forms of bullying and physically, emotionally, or socially injurious behaviors are deemed unacceptable. Any complaint will properly and thoroughly be investigated and resolved to restore a safe learning environment for all students.

Programs and Minimum State Law Child/Staff Ratio and Group Size

K3	(3-4 year olds)	1 adult per 15 children	(25 children max)
K4	(4-5 year olds)	1 adult per 20 children	(25 children max)



Enrollment

A Student Admission Application and \$50 fee is required for enrollment. This fee is required to move forward with the enrollment process and is non-refundable.

After the admission application and fee is complete, a Student/Family Interview will be scheduled to assess the student, tour the facilities and answer any questions.

Upon acceptance, a tuition payment agreement will be completed and all necessary forms turned in.

Please refer to the New Student Enrollment Checklist for all necessary forms that must be on file prior to the first day of attendance.

Tuition Payments

Tuition payments will be made via bank draft in the school's software system. Payments are made in advance of the student attending the program. The following options are available online for payment:

Monthly: At the first of every month, crediting the current month

Annually: Pre-pay for the entire year

Tuition will not be discounted as a result of sickness, vacation, holidays, weather closings or delays, staff training days, medical shutdowns or any other absence that occurs during the tuition agreement.


Late Fees/Procedures

Creative Minds Christian Preschool closes promptly at 4:30pm. After-hours services are not available. If your student is still present in the school beyond 4:30pm, a \$1 per minute late fee will be incurred. If the student is not picked up within fifteen minutes of closure the emergency contacts will be notified. If the student is not picked up within thirty minutes of closure, the Department of Social Services will be notified.

Insufficient Funds

The policy if any type of payment is returned for insufficient funds, is as follows:

1. First Offense - A returned payment fee of \$25 will be assessed to the account. A notification of the returned payment will be sent and the payment will need to be re-ran or another form of payment provided, within 48 hours. Any additional arrangements will need to be made immediately.



2. Second offense (within a year from the first offense) - A returned payment fee of \$35 will be assessed to the account. A notification of the returned payment will be sent and a cash only payment will need to be made, to cover the payment that was returned. The account will then be marked as cash only. After one year from the date of the returned payment, if timely payments have been made, the cash only requirement will be removed.

3. Third offense - A returned payment fee of \$50 will be assessed to your account. A notification of the returned payment will be sent and a cash only payment will need to be made immediately, to cover the payment that was returned and the returned payment fee. Creative Minds holds the right to remove the student from the facility and in order for re-admission, payments will need to be made a month in advance.

Termination of Contract

If a parent/guardian needs to terminate enrollment at Creative Minds Christian Preschool, a two week notice will be required starting on a Monday and ending 10 business days later. Creative Minds may terminate a contract at any time depending on the circumstances and consideration of the welfare of the children and staff. A refund of any overpayments will be returned, unless a two week notice has not been given, which will result in forfeiture of the overpayment.

Operating Information

Hours of Operation

Monday through Friday 7:30 a.m.- 4:30 p.m.

Full Day- 7:30am - 4:30pm

Half Day (if applicable)- 7:30am - 11:30am

Location:

767 Lee Road

Clyde, NC 28721

828-747-1771

Closing and Delays

Upon enrollment, emails and phone numbers are entered into our database system. In the event of closings or last minute delays that may affect the drop off or pick up schedule, a message will be sent via our school app. The message notifications must be turned on for the app at all times for emergency situations. Emails will also be sent, as well as postings on social media, to ensure that communication is comprehensive.



Inclement Weather

Creative Minds Christian Preschool will be closed if Haywood County School District is closed for inclement weather, for the first day. The Administrator and Director will reevaluate after the first day, on a day by day basis, depending on staff availability and family need.

Absentees or Delays

If a student will not be attending or will be delayed, please contact the school the morning of, as this helps with class preparation. Morning drop off needs to be completed by 9:00am.

School Calendar

Please visit our website or the school app to access our Annual School Academic Calendar which includes a list of school closing days and any upcoming special events.

Creative Minds Christian Preschool also conducts three staff training days per year. These dates will be announced in advance to allow for planning and alternative care.

Drop off / Pick Up Procedures-

Beginning at 7:30 a.m., parents/guardians will park, walk in and sign their student in upon entering the lobby either through the school app or kiosks. Drop off needs to be completed no later than 9am. Please inform the teacher at drop off time if there are any pick up changes for the end of that day or send a message through the school app.

Students may be picked up anytime throughout the day, up until 4:30 p.m. and must be signed out in the lobby through the school app or kiosks. Pick up is preferred from 2:30pm or later, as this helps with classroom learning. Please do not take your child from the classroom or playground without the staff's knowledge. Students are to be escorted by a parent/guardian while in the school and in the parking lot.

When dropping off your student, please turn off the vehicle and remove the keys from the ignition before entering. Please do not leave any other children in the car while dropping off or picking up. Please accompany any siblings throughout the campus, to ensure that they are always supervised.

If a legal custody order is required for the student's family, a copy must be kept on file at Creative Minds Christian Preschool, for the protection of the student.



Graduation of Classes

Students will graduate to the next classroom every August. Our curriculum is age appropriate and builds throughout the school year.

Photo and Video Consent

Photos and videos will be taken throughout the year at Creative Minds Christian Preschool. Photos and videos may be posted on social media such as, but not limited to: Facebook and Instagram and on our website. These can be used to promote the preschool in a positive way and can give others a glimpse of the activities and fun that students are having throughout the day. A *Video and Photo Release* form will be required prior to enrollment.

Visitors and Volunteers

All visitors and volunteers, including parents, must check in with administration and receive a visitor pass upon arrival, if it is outside the normal drop off and pick up times. All volunteers must have a background check on file before serving.

Health Information

Immunizations and Vaccines

When enrolling or re-enrolling a student at Creative Minds Christian Preschool *Proof of Immunizations* and *Proof of Physical* will be needed to complete the admission process. However, due to religious or medical reasons not every parent/guardian enforces this. Therefore, please see the options below for forms that must be on file.

A Medical Exemption Statement, per G.S. 130A-156, may be granted if a student cannot be fully immunized due to medical reasons. In this case the student's physician must complete *Form DHHS-3987* which states in writing the reasons for exemption based on valid clinical reasoning or evidence.

A Religious Exemption From Immunization, per G.S. 130A-157, may be issued if immunizations are in conflict with the religious tenets and practices of the student's parent/guardian. This exemption is a written statement of the religious objection to immunization by the parent or person requesting the exemption. The statement must include the name and date of birth of the person for whom the exemption is being requested based on established religious beliefs or practices only.



Illness

When a student is not well, they will be more vulnerable to infection, therefore, it is in the best interest of your student and other students and staff to remain at home. A student needs to be well enough to participate actively in school programs if attending. Students and staff members showing any of the following symptoms will not be accepted at the school:

- **Fever** (100.5° or higher)- Your student must be fever free (98.6) for 24 hours without fever reducing medicine before returning.
- **Diarrhea** (two loose bowel movements and/or stool water)- Your student must be free of diarrhea for 24 hours before returning.
- **Vomit**- Your student must be vomit free for 24 hours before returning.
- **Strep Throat**- If your student has been tested for strep, test results must be negative before returning. If your student has a positive strep test, they may return after 48 hours of being on antibiotics.
- **Conjunctivitis/ Pink Eye**- Your student must be administered eye drops as prescribed by your physician for 24 hours before returning.
- **Hand, Foot and Mouth** - If your student is showing symptoms of HFM such as blisters, bumps or ulcers in and around the mouth, hands and feet, please remain at home. If the blisters and bumps are open or if your student is running a fever, they are considered contagious. As with any virus, this can be spread through secretions from the nose and mouth (saliva on hands and toys) and feces.

If the student's symptoms are diagnosed as not being contagious, a written diagnosis by the student's physician will be required stating the student has been seen. The note will be reviewed by administration before the student can be admitted into the classroom. If the diagnosis does not concur with the school's policies, the student will still not be admitted.

If your student is well enough to attend school, they will be expected to participate in outdoor recreation, weather permitting.

If your student becomes ill while on campus, pick up will need to occur within 1 hour.

Your student must be kept home if he/she has a contagious disease and the school must be notified. (This includes but is not limited to: flu, Covid, strep throat, pinworms, viral infections, hand foot and mouth, ear infection and/or glands, measles, mumps, chicken pox, scarlet fever, lice etc.)



Head Lice

Outbreaks of head lice can be common among students in childcare facilities and schools, affecting all social and economic groups. Should a student be diagnosed with live head lice or nits, the student's parents will be notified immediately and a general communication will be sent to Creative Minds families to prevent further spread. Students will not be allowed to return until a lice treatment has been performed and the head has been examined for live lice and nits.

Medications

Due to the increasing NC Child Care Rules and Regulations, Creative Minds Christian Preschool will not administer over the counter medications, except for those listed on the

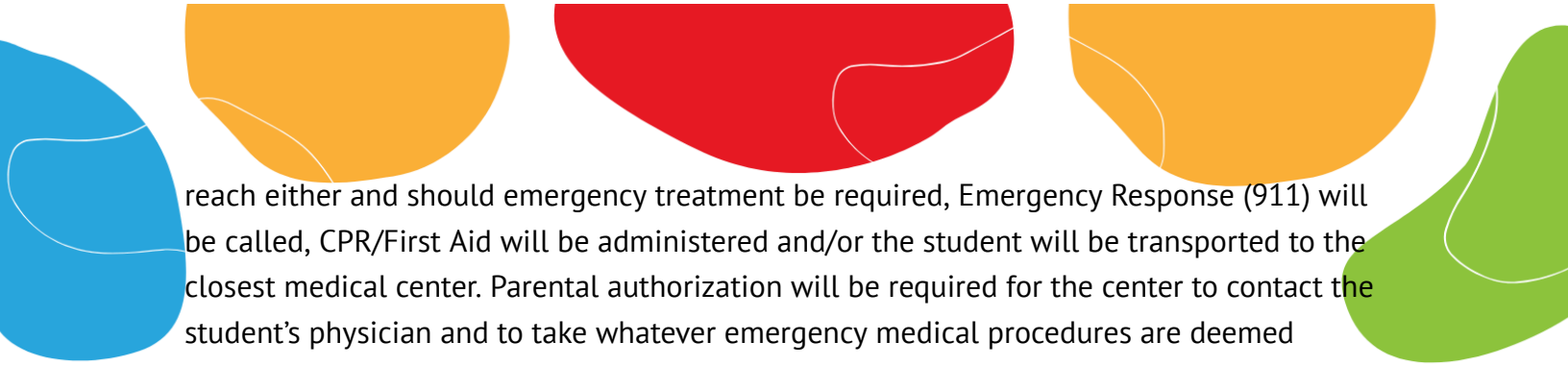
Medication Administration Permission Form for Over-The-Counter Topical Medications and Fluoridated Toothpaste. Sunscreen will be provided by Creative Minds Christian Preschool for all students.

According to NC Child Care Laws, programs are not required to administer medication. However, there are certain situations in which providing that service to families might be needed according to the Americans with Disabilities Act. This act requires that programs make reasonable accommodations for students with special needs such as asthma, diabetes, epilepsy, and anaphylaxis etc. If this is done, proper and clearly understood arrangements for administering medications must be made. A meeting with the administration and parents prior to administering the medication is required. *A written medical action plan signed by the child's physician is also required.* The prescribed medication must be brought in its original prescription container with all labeling clearly visible. If more information about this policy is needed, please see an administrative staff.

If prescription medications need to be administered, only prescriptions that necessitate three times a day or more will be accepted. If prescription instructions state twice a day, please administer prior to and after preschool hours. A Medication Administration Permission Form must be completed and signed prior to administration of medication. The prescribed medication must be brought in its original prescription container with all labeling clearly visible.

Medical Emergencies

In the event of a medical emergency or accident, contact will be made with the parent/guardians of the student and possibly the student's physician. If it is not possible to



reach either and should emergency treatment be required, Emergency Response (911) will be called, CPR/First Aid will be administered and/or the student will be transported to the closest medical center. Parental authorization will be required for the center to contact the student's physician and to take whatever emergency medical procedures are deemed necessary. A *Consent for Treatment* form will be required prior to enrollment.

Incident Reports- If an incident occurs that requires an incident report to be completed, a parent's signature will be required.

Tobacco Free Campus

Creative Minds Christian Preschool is a tobacco-free campus. For the health of the students, families and staff tobacco products of any sorts are strictly prohibited on campus which includes parking lots, all buildings and grounds.

Safety Information

Fire Drills

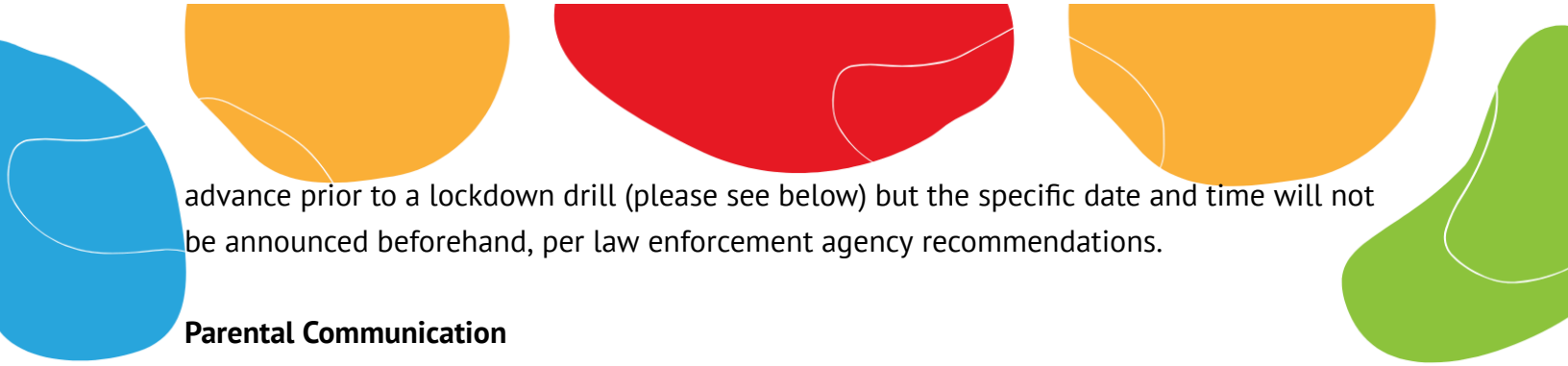
Fire drills are to be held monthly at various times during the day as required by NC Child Care Laws. The staff will acquaint the students with the proper procedures to be followed during a fire drill and an evacuation map is posted in each classroom. This can be an overwhelming event for some students. If your student is overly sensitive to noise or sirens please notate this in your file so staff communication can occur.

Tornado Drills (Shelter in Place)

Tornado drills are held quarterly. All students are to proceed to the place designated by the staff, kneeling with their heads kept down and facing towards the wall.

Lockdown Drills

A lockdown drill will take place quarterly. Since the safety and well-being of our students and staff is of utmost importance, policies and procedures have been established in the unfortunate event of a campus lockdown. Given the multiple and varying situations that are possible in the lockdown scenario, it is not possible to outline all the details in this document. Please know that Creative Minds has drafted, with plans to continually improve, all policies and procedures to the best of our abilities and have consulted with experts on the subject, including other schools and various law enforcement agencies. Our younger students may be especially sensitive to lock down drills. However, drills are absolutely necessary for adequate preparation for an actual emergency. Parents will be notified in



advance prior to a lockdown drill (please see below) but the specific date and time will not be announced beforehand, per law enforcement agency recommendations.

Parental Communication

The administration of Creative Minds Christian Preschool will email all parents/guardians about any upcoming lockdown drills at least a week in advance, so that adequate preparation instruction may be offered at home to the students. Details about the actual date and time for lockdown drill will not be included in the communication.

In the event of an actual lockdown, a member of the Creative Minds Christian Preschool administrative staff will notify all parents/guardians of the lockdown either by phone, email and/or text, alerting them of the lockdown situation, as soon as possible. Please note that in actual lockdown events, it may not be possible to act on this policy. Once lockdown is over, the administration will alert the parents/guardians as soon as possible, or within a reasonable time frame. Parents should not attempt to come to school while the school is in lockdown mode until the “All Clear” is communicated by phone, email or text.

Conduct Information

Behavior Goals

The following behaviors exhibited towards a student, teacher, parent or visitor will be considered unacceptable:

- Biting/Spitting/ Scratching
- Hitting/ Kicking/Pulling Hair
- Throwing objects
- Yelling
- Bullying others
- Refusing to do what the teacher asks
- Using inappropriate language
- Pushing/Shoving
- Treating toys and classroom furnishings with disrespect

Certain behaviors mentioned above primarily occur within certain age groups and are considered developmentally appropriate. For example, toddlers might go through a biting phase which would be considered developmentally appropriate for a time. However, biting would not be considered acceptable and developmentally appropriate in the K3 or K4 class.



Correction and Discipline

Creative Minds Christian Preschool believes that teachers and parents must work together to create an encouraging atmosphere in order to fulfill our philosophy of offering a healthy and safe social experience for each student.

If a concern arises that any unsocial behavior begins to occur frequently, a conference with the parent(s)/guardian(s), the administration and possibly the student's teacher will be scheduled to discuss ways to work together towards changing the unsocial behavior. The goal is to equip the student to respect others, their environments, adults and to have self-control in any group setting.

Creative Minds reserves the right to immediately withdraw any student in extreme or repetitive circumstances of behavior.

Staff Guidelines for Correction

Corporal punishment is not permitted at Creative Minds Christian Preschool. Constructive techniques for managing behavior, while maintaining a student's self-worth will be applied. The administration will provide guidance and these skills with staff and parents. The purpose of discipline is to teach the student self-control and self-correcting techniques.


If at any time a member of the staff or administration must correct a student, it is always done in love and an effort to set healthy boundaries and set each student up for success.

Creative Minds has standards that are to be respected and upheld in our daily environment to help encourage safety and a positive learning environment for all students.

Correction Process:

1. Verbal Warnings/Redirection
2. Direct to the Calming Center (in the classroom)
3. Administration speaks with the student outside the classroom
4. Administration addresses issue with parent(s)/guardian(s)

Depending on the behavior and frequency of occurrence, the administration reserves the right to send a student home for the day or longer if needed.



Child Abuse and Neglect

All staff will comply with the provisions of the Child Abuse Reporting Act by bringing suspected cases of abuse or neglect to the attention of the administration. All staff have the obligation to report suspected child abuse and neglect. If necessary, a report of the suspected case will be made to the Department of Social Services. Periodic observations and written documentation will be made by the administration and staff when necessary.

Other Information

Clothing

It is recommended that students be dressed in washable, comfortable clothing, because of the wide range of daily activities performed. Athletic shoes are preferable for outdoor play. Please avoid flip flops or Crocs, as these may cause unwanted accidents/incidents during play.

Extra Clothing

Every student's backpack should be stocked with at least one extra change of weather appropriate clothing and underwear. If your student has soiled clothes that are sent home, please bring another set of extra clothes the next day.

Potty Trained

Prior to enrollment at Creative Minds Christian Preschool, students must be fully potty trained.

Definition of "Potty Trained":

- Wearing underwear; no pull-ups, diapers, potty pants, or plastic pants even during rest time
- Able to go to the bathroom without being asked
- Cleaning and dressing with little assistance after toileting
- Very infrequent accidents

Food/Nutrition

Creative Minds Christian Preschool does not currently provide a lunch program for students. Students will need to bring their own lunches from home and we do ask that parents provide proper lunches and utensils each day. However, as part of the student's nutritional needs of the day, Creative Minds does provide a light morning snack and a

nutritious afternoon snack according to state standards.

- By state standards, each child's lunch must include at least (1) protein, (1) dairy, (1) fruit, (1) vegetable and (1) grain.
- We do not serve any meals/snacks after the students have eaten and everything has been cleaned up. If a student is admitted while nutrition time is currently in progress, he/she may be served, but not after it has been cleaned away. Therefore, all students will need to be fed before entering Creative Minds, if nutrition time will be missed.
- No outside breakfast food is to be brought into the classroom.
- The staff will only put food in front of students at the scheduled time, so no student will miss a scheduled snack.

Meal Schedule: The following is the schedule per classroom for serving meals:

	Morning Snack	Lunch	Afternoon Snack
K3	8:45am	11:30am	2:30pm
K4	8:45am	11:30am	2:30pm

Special Occasions:

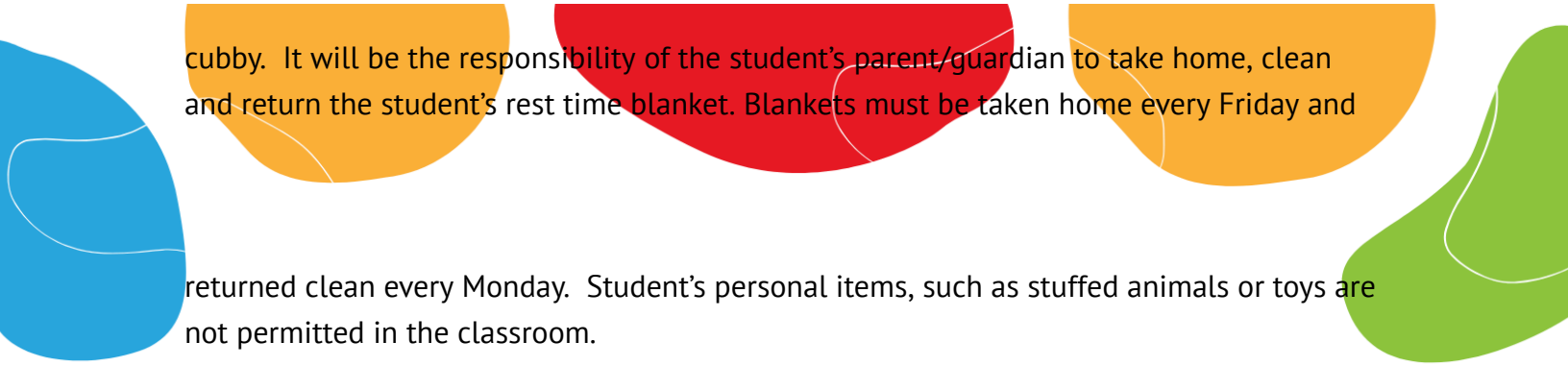
Creative Minds parents are welcome to bring special treats to share with their students' friends on birthdays or special occasions. By law, these foods must be pre-packaged or prepared by a licensed kitchen. Please consider white or yellow cake with a light icing, for easy cleanup of the face and clothes and to avoid dye allergies.

Advance notice must be given to the students' teacher when bringing a special treat for the entire class. There must be enough of each special treats for every student in the class. Parents may also bring treat bags/invitations for each student's class, however, distribution will take place upon arrival of each child's parent in the main lobby. Treat bags/invitations can not be distributed by the staff or administration or in the classroom.

Parents will be notified in advance of special occasions during which special food items and treat bags may be provided by Creative Minds, such as holiday parties.

Rest Time

Each student will have a daily rest period following nutrition time and will be required to lay quietly on their assigned cot. Creative Minds will provide a cot sheet cover for each student, however, a small blanket from home will be needed and kept in the student's



cubby. It will be the responsibility of the student's parent/guardian to take home, clean and return the student's rest time blanket. Blankets must be taken home every Friday and

returned clean every Monday. Student's personal items, such as stuffed animals or toys are not permitted in the classroom.

Communication of Concerns

Your student is best served when concerns are brought to Creative Minds Christian Preschool's attention. In the event of a situation of conflict or challenge, we ask that the following procedure be adhered to:

1. Discuss concerns with the Preschool Teacher.
2. If unresolved, please address concerns with the Preschool Director.
3. If still unresolved, please address concerns to the Preschool Administrator.