

Creative Starts Academic Learning Center

Dear Parents/Guardians,

WELCOME TO THE SCHOOL YEAR!

THANK YOU for your interest in Creative Starts Academic Learning Center! We know you have a choice. Thank you for the privilege of being considered to care for your child.

Our AWESOME Staff:

Ms. Kathy Ms. Heather Ms. Marie Ms. Laura O. Ms. Jerry Ms. Cathy Ms. Ellen
Ms. Mary Carol Ms. Kim Ms. Grace Ms. Karen Ms. Mariellen Ms. June
Ms. Patty Ms. Maria Ms. Jenine Ms. Irene Ms. Suzanne Ms. Rebecca Ms. Patty

All of our staff members are fingerprinted and complete a Child Abuse Record Information (CARI) background check. Our staff members receive CPR and First Aid training, as well as, classes in professional development.

POLICIES AND PROCEDURES (IN PART):

Tuition invoices are sent to you weekly. You will be required to submit payment in full by the requested date. A \$20.00 late fee will be charged for any payment received after the due date. If your payment is habitually submitted after the due date, we will inform you that we will no longer be able to extend our child care services to you. If your child has a flexible schedule, I must have the dates/ times you are interested in having your child attend Creative Starts Academic Learning Center by the Tuesday of the previous week. Please submit your schedule to us directly or via the payment/schedule/ note box located in our office.

Please leave all personal toys at home.

Please do not provide your child with candy or soda. If possible, please "provide a variety of fruits and vegetables, and a high portion of whole grains for snacks". A part of our job at Creative Starts Academic Learning Center is to instill in your child proper nutrition.

No gum.

We provide a structured day at Creative Starts Academic Learning Center. Although we will not require you to adhere to the schedule, we are asking that you try to work with us, for the benefit of your child. We would like to conclude breakfast at 9:00a.

Our day will proceed as follows:

8:45a - 9:00a	Conclude breakfast/Clean-up
9:00a - 11:30a	Circle time/Implementation of daily lesson plans as appropriate for each class
11:30p - 12:00p	Lunch
12:00p - 2:00p	Nap
2:00p - 2:30p	Snack
2:30p - 4:30p	Story time/Project
4:30p - 6:30p	Free-play

The above schedule is a basis. Your child's teacher can provide you with more details at your request.

We will do our best to work with you and your child during the toilet training process. Twenty-eight months is the average age for children to begin to show signs of readiness. It is important to remember that your child is an individual and will develop at his/her own rate. We are interested in making toilet training a positive experience. We will take your child to the lavatory every two hours, as well as, before and after nap and anytime in between, as needed. You can help to prepare your child by reading children's books pertaining to toilet training and teaching him/her the words you want him/her to use for bathroom functions.

Please remember to sign-in/sign-out daily.

We will be implementing the Zaner-Blosner model of handwriting. We will begin to implement the "Common Core" curriculum.

There are different styles of classroom management in reference to discipline. We will begin to implement the Canter style. (Please see us if you would like more information.)

If your child will not be attending the Center due to illness, etc., please call us. We are interested in when your child is not present.

Please notify us if you have a new address/telephone number either at home or work. It is imperative that we have accurate information should we need to contact you in the event of an emergency.

We will always put your child's safety above all else. Our staff is scheduled according to the information you provide. If you are running late, especially at pick-up time, please call.

In our continued effort to make your family/work life a little easier, we are offering several conveniences for you:

- Stamps for you to purchase (.49), as well as, a basket for outgoing mail. Our mail pick-up is usually @12:00 p.m. daily
- Lunch / snacks / drinks to purchase daily
- Washing / drying of your child's sheet and blanket on Friday for \$2.00 per week.

As always, our door is open to you. We schedule two formal annual meetings: "Back To School" night in the fall and Parent/Teacher conferences in the spring. However, we invite you to please feel free to visit us at anytime. We are interested in your comments and concerns.

We are looking enthusiastically forward to an innovative year at Creative Starts Academic Learning Center!

Thank you!

Joe Capezio

M.P.A., Personnel Administration

B.A., History

Minor/Education

Co-Owner/Co-Director

Margherita Kearns

M.A., Elementary Education

B.A., Criminal Justice

NJ Certified Teacher (Nursery - 8)

Co-Owner/Co-Director

CENTER HOLIDAYS

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

We Will Close At 3:00 p On Christmas Eve And New Year's Eve.

Creative Starts Academic Learning Center

THINGS TO BRING:

Diapers/Pull-Ups

Wipes

Diaper cream

Extra set of clothes

Crib size sheet for mat

Blanket

Bottles (Please label with your child's name AND the date)

Pacifier

Breakfast (optional, if your child arrives before 9:00 am)

Lunch (Each classroom has a microwave and refrigerator to heat up/keep cold, your child's lunch)

We will provide 2 snacks and drinks per day.

You are welcome to provide extra snacks/drinks for your child if you feel he/she may not want we have to offer.

Sippy cups (optional, we will provide 3 ounce plastic cups)

PLEASE LABEL EVERYTHING!!

PIZZA DAY is every Friday. Please provide your child with \$1.50 if you would like him/her to participate.

Creative Starts Academic Learning Center

Policy On The Release Of Children

The Center shall maintain on file and follow a written policy on the release of children, which shall include:

1. The provision that each child may be released only to the child parent(s) or person(s) authorized by the parent(s), as specified in N.J.A.C. 10:122-6.8(a)3, to take the child from the Center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached;
2. The provision that, if a particular non-custodial parent has been denied access, or granted limited access, to the child by a court order, the Center shall secure documentation to this effect, maintain a copy on file and comply with the terms of the court order;
3. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified in 1 above, fails to pick up a child at the time of the Center's daily closing. The procedure shall require that:
 - a. The child is supervised at all times;
 - b. Staff members attempt to contact the parent(s) or person(s) authorized by the parents; and
 - c. An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parent(s) or authorized person(s) have failed and the staff members cannot continue to supervise the child at the Center, that staff member shall call the Division's 24 -hour Child Abuse Hotline to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child; and
4. Written procedures to be followed by a staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified in 1 above, appear to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual. The procedures shall require that:
 - a. The child shall not be released to such impaired individual;
 - b. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
 - c. If the Center is unable to make alternative arrangements, as noted in 3b above, a staff member shall call the Division's 24 hour Child Abuse Hotline to seek assistance in caring for the child.

For school-age child care programs, the following shall apply:

1. No child shall be released from the program unsupervised except upon written instruction from the child's parent.

Creative Starts Academic Learning Center
225 Old Squan Road, Brick, New Jersey 08724
(732) 458-3737

TUITION FEES

(February 10, 2014 - August 31, 2014)

INFANTS

Part-time (Up to 5 hours per day)		Full-time (5 hours or more per day)	
1 day	- \$50.00	1 day	- \$67.00
2 days	- \$81.00	2 days	- \$115.00
3 days	- \$94.00	3 days	- \$158.00
4 days	- \$118.00	4 days	- \$185.00
5 days	- \$141.00	5 days	- \$197.00

TODDLERS CLASS/TWO'S CLASS

Part-time (Up to 5 hours per day)		Full-time (5 hours or more per day)	
1 day	- \$49.00	1 day	- \$61.00
2 days	- \$81.00	2 days	- \$107.00
3 days	- \$93.00	3 days	- \$135.00
4 days	- \$115.00	4 days	- \$168.00
5 days	- \$137.00	5 days	- \$187.00

PRESCHOOL / PRE-KINDERGARTEN

Part-time (Up to 5 hours per day)		Full-time (5 hours or more per day)	
1 day	- \$48.00	1 day	- \$57.00
2 days	- \$76.00	2 days	- \$101.00
3 days	- \$87.00	3 days	- \$134.00
4 days	- \$109.00	4 days	- \$163.00
5 days	- \$128.00	5 days	- \$177.00

BEFORE / AFTER SCHOOL (KINDERGARTEN/ 1st GRADE & UP)

1 day	- \$20.00
2 days	- \$36.00
3 days	- \$52.00
4 days	- \$68.00
5 days	- \$84.00

BEFORE/AFTER Hourly Rate: \$7.50 per hour

Kindergarten/Before/After: School Closings - \$28.00 per day

Kindergarten /Before/After: Early Dismissal - \$14.00 per day

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*Operating Hours: **6:15a - 6:30p**; Monday - Friday

*Additional Fees: \$20.00 Annual materials fee
\$22.00 Mat fee (Purchase) per child -for children not in cribs
OR
\$7.00 Mat fee (Rent) per child - for children not in cribs
\$50.00 Registration fee per child

*Tuition is to be paid weekly. Tuition fees are due every Monday, at the time of drop-off, of the week in which your child is enrolled. Creative Starts **DOES NOT** charge a security deposit.

*2nd child discount of 10% will be applied to the lowest tuition provided two full-time siblings are enrolled from the same family.

*There is a late pick-up fee of \$1.00 for every minute beyond closing time or **SCHEDULED PICK-UP TIME** if a parent does not telephone the Center.

*Any hours exceeding an enrollment for full or part time will be charged the hourly rate.

*A one-week vacation period is included, provided 2 weeks notice is given and provided your child is enrolled for the full twelve months.

*A **\$2.00 fee, per day, will be charged for failure to sign your child in or out.**

Creative Starts Academic Learning Center

Information To Parents

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The Center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS). In keeping with requirement, The Center must secure every parent's signature attesting to his/her receipt of the information.

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Our Center is required by the State Child Care Center licensing law to be licensed by the Bureau of Licensing in the New Jersey Division of Youth and Family Services. A copy of our current license must be posted in a prominent location at our Center. Look for it when you're in the Center.

To be licensed, our Center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety, staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our Center must have on the premises a copy of the Manual Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5.00 made payable to the "Treasure, State of New Jersey", and mailing it to: Bureau of Licensing, Division of Youth and Family Services, Licensing Publication Fees, PO Box 18500, Newark, New Jersey 07191.

We encourage parents to discuss with us any questions or concerns about the policies and program of the Center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our Center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing at: (609) 292-1021 or (609) 292-9220. Of course, we would appreciate your bringing these concerns to our attention, too.

Our Center must have a policy concerning the release of children to parents or people authorized by parent(s) to be responsible for the child. Please discuss with us your plans for your child's departure from the Center.

Our Center must have a policy about dispensing medicine and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Parents are entitled to review the Center's copy of the Bureau of Licensing's Inspection/Violation Reports on the Center, which are issued after every State licensing inspection at our Center. If there is a licensing complaint investigation, you are also entitled to review the Bureau's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the Center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our Center must cooperate with all DYFS inspections/investigations. DYFS staff may interview both staff members and children.

Our Center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our Center must post a listing or diagram of those rooms and areas approved by the Bureau for the children's use. Please talk to us if you have any questions about the Center's space.

Our Center must offer parents of enrolled children ample opportunity to participate in and observe the activities of the Center. Parents wishing to participate in the activities or operations of the Center should discuss their interest with the Center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our Center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our Center must inform parents in advance of every field trip, outing, or special event away from the Center, and must obtain prior written consent from parents before taking a child on each such trip.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the Center or not, is required by State law to report the concern immediately to the Division of Youth and Family Services' Office of Child Abuse Control, Toll-Free at: 1 (800) 792-8610 or to any DYFS District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, PO Box 717, Trenton, New Jersey 08625-0717.

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Table Of Excludable Communicable Diseases

Respiratory Illnesses

Chicken Pox
German Measles*
Hemophilus Influenzae*
Measles*
Meningococcus*
Mumps*
Strep Throat
Tuberculosis*
Whooping Cough*

Gastro-Intestinal Illnesses

Campylobacter*
Escherichia coli*
Giardia Lamblia*
Hepatitis A*
Salmonella*
Shigella*

Contact Illnesses

Impetigo
Lice
Scabies

*Reportable diseases, as required by N.J.A.C. 10:122-7.10(a)

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Criteria For Exclusion Of Ill Children

1. No child will be admitted to the Center or permitted to remain in the Center if any of the following symptoms are present
 - a. Severe pain or discomfort.
 - b. Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea.
 - c. Two or more episodes of acute vomiting within a period of 24 hours.
 - d. Elevated oral temperature of 101.5 degrees Fahrenheit or over or axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior change.
 - e. Sore throat or severe coughing.
 - f. Yellow eyes or jaundiced skin.
 - g. Red eyes with discharge.
 - h. Infected, untreated skin patches.
 - i. Difficult rapid breathing.
 - j. Skin rashes in conjunction with fever or behavior changes.
 - k. Weeping or bleeding skin lesions that have not been treated by a physician or nurse.
 - l. Mouth sores or drooling
 - m. Stiff neck.
 - n. Blood in urine.
 - o. Excludable communicable diseases. (For further details, please refer to this specific DYFS policy).
2. If any of the above symptoms are present on a given day, but the parent has a medical diagnosis from a physician indicating that the child poses no serious health risk to themselves or others, then the child will be admitted.
3. If a parent chooses to keep a child home for any reason, it is their responsibility to notify the Center as soon as possible and state the reasons for not attending.

Criteria For Readmittance

Once a child is symptom-free for 24 hours, or a licensed physician indicates in writing (with signature and stamp) that the child poses no serious health risk to themselves or to other children, they may return to the Center.