

parent handbook



safe
educational
consistent
personal
flexible
caring
dedicated

experienced



CREATIVEWORLD
OF LEARNING

caring

WELCOME TO THE Creative World Family!

Dear Parent,

As a parent myself, I understand how important and difficult decisions about childcare can be, and I'm honored that you're considering the Creative World of Learning. If you're anything like me, you probably have very clear expectations regarding the care of your child:

- You absolutely want the best for your child, which means choosing a care provider you trust to offer the same genuine affection and personal attention that you would yourself.
- You want your child to learn, play, and grow in a safe, comfortable, home-like environment.
- You want certified, professional caregivers to teach your child using a proven curriculum, age-appropriate activities, and a variety of enrichment opportunities.

In short, you want to know that your child will be in the very best hands whenever you can't be there yourself. At Creative World, we understand and share your feelings, and our top priority is to provide the outstanding, reliable care that you and your child need—and deserve.

I hope you will find the information in this handbook helpful, and if you haven't already done so, I invite you to visit our facility and meet some of the Creative World team members eager to provide exceptional care for your child.

Again, thank you for the opportunity to earn your trust and play an important role in your family's life.

Sincerely,



Karen Lampe
Owner/President
Creative World of Learning

Overview

The entire Creative World team is dedicated to serving you and meeting your individual needs while providing creative learning experiences for your children. While our newest facility had its grand opening in 2006, we have owned and operated quality childcare centers in the Miami Valley since 1975. Over the course of three decades in the community, we have served an average of more than 800 children each year, from six weeks of age through the early elementary years. In all this time our primary goal has never changed: to provide high-quality, affordable childcare that meets the specific needs of both parents and children.

This handbook will help you get to know us and learn what Creative World is all about. Please read it carefully and keep it on hand to refer to as needed. Enrolling your child is considered acknowledgment that you have reviewed and accept the information covered in this handbook, but if you ever have any questions, please don't hesitate to consult your center director or contact a corporate staff member at 937-847-9610.

We hope you will be pleased with what you discover in this handbook, and we welcome the opportunity to play a part in one of your family's most important and rewarding experiences—the growth and development of your child.

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Philosophy and Objectives

At Creative World, our top priority is to provide exceptional childcare services based on the specific needs of each family. We pursue this mission through educational and enrichment programs designed to give children a firm foundation for success in school and lifelong growth and development. Creative World programs are based on a proven curriculum and focus on the physical, socio-emotional, and cognitive development of each child entrusted to our care.

**Our goals and services are as personalized
as the roles we fill in the life of each child and family.**

- As teachers: we strive to provide creative experiences for all children based on their individual physical development, socio-emotional adjustment, and intellectual readiness.
- As caregivers: we offer supportive, nurturing care that promotes the development of a positive self-image in each child.
- As trusted adults: we build on and supplement parental guidance — never substitute for it.
- As business people: we provide cost-effective, high-quality services to meet parents' needs.
- As professionals: we continually expand our knowledge and specialized skills through educational opportunities and participation in national, state, and local professional organizations.

Our experienced, caring staff focuses on each child as an individual and fills each day with supervised activities to enhance physical, emotional, and mental development in a relaxed climate free from tension. Daily schedules vary based on the needs of each child and his/her small group, and they balance activity and quiet play, both indoors and outside, as well as opportunities to explore the creative arts, music, language arts, science, math, and numerous enrichment areas.

Facility Details

MANAGEMENT AND LICENSING

Creative World is proud to be locally owned and operated by Creative World of Learning, Inc., a multiple-center corporation with a long history of service in the Miami Valley. We are large enough to maintain a staff of dedicated specialists but small enough to provide personal attention and adapt quickly to changes in the community. We know each of our families and children personally and recognize all as the unique, wonderful people they are.

Our programs are licensed by the Ohio Department of Job and Family Services, with licenses posted in the facility lobby. Information on laws and rules governing licensing will always be provided to parents gladly when requested, and our licensing record is available for review by written request from the Director of the Ohio Department of Job and Family Services. The department also maintains a hotline (1-866-635-3748) to address consumer concerns.

At Creative World, we strive to embrace diversity in all forms, and we will never discriminate on the basis of race, sex, age, religion, ethnicity, national origin, marital status, or political beliefs. This policy applies equally to the employment of staff and the enrollment of children.

This facility is licensed for infants, toddlers, preschool-age children, and school-age children.

Creative World of Learning

Fairborn

12 W. Goodman Ave.
Fairborn, OH 45324
937-878-4206

Huber Heights

5030 Nebraska Ave.
Huber Heights, OH 45424
937-236-6116

Huber Heights Satellite

5013 Nebraska Ave.
Huber Heights, OH 45424
937-237-5555

Kettering

2100 Hewitt Ave.
Kettering, OH 45440
937-433-5722

Springfield

332 Kensington Place South
Springfield, OH 45503
937-399-0109

Englewood/Union

210 W. Martindale Rd.
Union, OH 45322
937-832-2320

Director: _____

HOURS OF OPERATION

Creative World is open from 6:30 a.m. to 6:00 p.m. Monday through Friday.
The center will be closed on the following holidays:

- New Year's Day
- Memorial Day (as observed by local school districts)
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Christmas Day

The center will be open for childcare and school-age activities on other days when the public schools are closed.

The part-time preschool program runs from 9:00 - 11:30 a.m. and follows the local school district calendar. When public school is not in session, there will be no part-time preschool.

Weather-related closings or delays will be announced on local television and radio stations.

We strive to ensure that every Creative World team member is a well-trained and highly experienced

The Creative World Team

Like the children with whom we happily spend our days, each member of the Creative World team is a unique individual with distinct gifts and diverse experiences. What all have in common is a shared dedication to this challenging and rewarding field, a commitment to ensure the safety and well-being of every child in their care, a genuine affection for children and a desire to help them learn and grow.

We strive to ensure that every Creative World team member is a well-trained and highly experienced professional, in part by providing numerous training seminars and professional educational opportunities each year. Certifications and qualifications for each staff member are proudly shared upon request, and we're happy to provide references from parents who can share valuable insights about Creative World.

From caregivers to cooks and drivers to directors, every Creative World employee is dedicated to providing outstanding care for your child. You should never hesitate to reach out to any member of the Creative World team—all of us are always glad to help in any way we can. Some of the key people who will contribute to your child's care are described below.

DIRECTOR

The center director is responsible for everything about the center, from daily facility management and safety to long-term educational programs and overall parent and child satisfaction. The director is always glad to meet with parents on any matter and welcomes your questions, comments, and suggestions.

ASSISTANT DIRECTOR:

In addition to supporting the director in any and all tasks and serving as acting director when needed, the assistant director spends half his/her time in the classroom, teaching children and observing other staff members in their work. The assistant director is also a great person to approach with questions about the center, your child's program, or other matters.

...from caregivers to cooks and drivers to
dedicated to

World team member professional...

MANAGER OF EARLY LEARNING PROGRAMS

The manager of early learning programs focuses on the curriculum, activities, and enrichment opportunities for each of our age groups. Being responsible for educational programs both at Creative World and several associated centers means the manager may not always be on site, but he/she welcomes phone calls and will gladly schedule time to meet with parents in person as needed.

NUTRITION COORDINATOR

The nutrition coordinator is responsible for everything to do with food, including buying, storing, and preparing food; ensuring meals and snacks conform to USDA guidelines and appeal to children; and preparing, posting, and updating menus. The nutrition coordinator is keenly aware of the need to accommodate special dietary requirements for many children, and he/she welcomes input from parents whose children may have unique nutritional needs.

OFFICE STAFF

Both within the center and at Creative World corporate headquarters, office staff members relieve other team members to focus on childcare by handling routine tasks required to keep the center open, operating well, safe, and successful. Their duties may include interacting with parents as an initial point of contact and ensuring that only authorized individuals have access to the building.

LEAD TEACHERS

Each child will spend much of the day with a dedicated teacher responsible for his/her care and education. Lead teachers plan lessons and activities based on an age-appropriate curriculum, directly supervise a small group of children with similar needs, and personally ensure the safety and well-being of every child entrusted to their care. Lead teachers will be the primary and most informative point of contact for parents regarding their children's care on a daily basis.

ASSISTANT TEACHERS

In some cases an assistant teacher will help the lead teacher supervise a slightly larger group, conduct a special activity or trip, or simply provide more personal care and interaction for each child. Assistant teachers can also help plan lessons and activities, answer parent questions, and fill in for the lead teacher as needed.

directors, every Creative World employee is
providing **outstanding** care for your child.

Fees and Programs

The Creative World fee structure and tuition policies are designed to be fair and consistent, and to help us provide affordable, consistently high-quality services for every family and child. Each family will receive a monthly fee statement, and fees and policies may be adjusted on January 1 of each year. Current policies include the following:

- Weekly tuition is due in full each Monday regardless of attendance pattern.
- Full tuition is charged for weeks that include holidays.
- Failure to pay by noon Wednesday may result in a late payment fee.
- Full tuition is required even when children are absent—this allows us to maintain enrollment and ensure a child's space won't go to the next family on the waiting list.
- Account balances exceeding \$100 or two weeks past due may result in services being discontinued pending payment in full.
- Disenrollment for lack of payment can result in a family's being placed at the bottom of the waiting list for re-enrollment.
- One week's written notice is required for voluntary disenrollment.
- Normal program fees continue to accrue until written notification of withdrawal is provided to the director.

VACATION

As a courtesy to our long-term families, we're pleased to allow one week of vacation per year, without fees or penalties, after six months of enrollment in a full-time program. We require written notice at least one week prior to vacation (in order to properly credit your account) and your account must be current. For vacations extending beyond one week, we must charge 50% of the weekly tuition in order to maintain enrollment. This fee should be paid before the vacation begins.

ABSENCES

Absence policies help us ensure that every child enrolled in a Creative World program is properly accounted for and that parents can be informed of possible health concerns. Parents must notify the center whenever a child is absent. Following absences of two consecutive days without notification, the center director will attempt to contact the parent. Full tuition is required even when children are absent. If a child is absent at pickup from a remote location, the center will take the following steps to locate the child:

- 1) Check with the school where the child was to be picked up.
- 2) Check with the center.
- 3) Call family for information/notification.

FEES

(Fees and policies may be adjusted January 1 of each year.)

Application Fee (non-refundable)	_____
School-Age Summer Activity Fee	_____
Extra Time	_____
Lunch (preschool enrollment)	_____
Overtime Charges (past closing time)	_____
Returned Check Fee	_____

Tuition

1st Child	_____	Program	_____	Tuition	_____
2nd Child	_____	Program	_____	Tuition	_____
3rd Child	_____	Program	_____	Tuition	_____
4th Child	_____	Program	_____	Tuition	_____

Subtotal _____

Less Discount (if applicable) _____

Weekly Tuition _____

Health and Safety

We continually strive to provide a safe, positive environment to help every child and family feel secure and comfortable. Every staff member personally embraces this duty and will do everything possible to ensure the safety and well-being of every child in our care. We support their efforts with specific policies on discipline, security, health and hygiene, safety, and nutrition as outlined below.

CARING GUIDANCE AND POSITIVE REINFORCEMENT

An important part of growing up involves learning to make positive behavioral choices, interact well with others, and take responsibility for one's actions. We help children achieve these goals by promoting self-discipline, reinforcing positive behaviors, and allowing children to experience the natural and logical consequences, when safe and appropriate, of their actions.

For unacceptable behaviors we use redirection and positive guidance. We begin by clearly telling children what they may do in the center, and we help them define and develop socially acceptable behaviors that balance the rights of individual children with responsibilities to other members of the group.

Specific discipline policies include:

- We absolutely do not condone verbal abuse or physical punishment of any kind.
- Discipline will always be handled by an experienced professional—never delegated to a child.
- Children will not be punished for failure to eat or sleep or for toilet accidents.
- Food will not be used as a reward or punishment.
- When appropriate, verbal correction will be quiet, simple, short, and concluded on a positive note.
- Behavior that could result in injury or destruction of property will be immediately addressed by a staff member.
- Behavioral guidelines apply equally to children and to all adults who come into contact with them while entrusted to our care.

Please note that this discipline policy applies to all individuals (parents, staff and visitors) while at Creative World. Also, in accordance with ORC 5101:2-12-22, the Creative World staff member in charge of a child or group will be responsible for discipline and aware of our guidance and discipline policies..

SECURITY MEASURES

We have established a number of guidelines and security measures to ensure the safekeeping of the Creative World facilities and every child in our care, as well as to help children make a successful transition to and from the center each day.

- Under the laws of the state of Ohio, both parents may have the right to pick up their child, unless a court document restricts that right. The enrolling parent, who chooses not to include the child's other parent on the authorized pick-up list, must file an official court document (e.g., current restraining order, sole custody decree, divorce decree stating sole custody). Absent that document, the center may release the child to either parent, provided that parent documents his paternity/her maternity of the child.

- Adults are required to check in with the director or appropriate staff member at drop-off and pickup, then escort children to or from their classrooms. Adults are not allowed to drop children off at the door to, or entryway of, the center.
- Children will only be released to a custodial parent or other authorized individual unless **written** prior notification has been given to the center director.
- Video surveillance and possible recording is active in most centers.
- Creative World of Child Care, Inc. has locked facilities that require codes to enter the premises. ***These codes should be shared on a need to know basis only.***

HEALTH GUIDELINES

All Creative World team members care deeply about—and work hard to ensure—the health and happiness of every child in our care. In addition to establishing center policies and providing internal training to promote and protect good health, Creative World requires staff members to be trained to administer first aid, CPR, recognize communicable diseases, and identify suspected child abuse.

1. In the event of an illness or accident staff will immediately notify the center director or designated person in charge. While attending to a sick or injured child, staff members will make sure other children are supervised at all times.
2. A staff member will observe each child before allowing him/her to join a group and will report suspected illness to the director. If indicated, the child may be isolated within sight and hearing of an adult, or parents may be contacted and asked to pick up their child. Readmission to the center will be according to the child's recovery and communicable disease guidelines. In order to protect all enrolled children, we reserve the right to request a doctor's statement before readmitting a child after a contagious illness.
3. If signs of suspected child abuse are present, a staff member will immediately notify the center director and our corporate headquarters. As childcare providers, we are also required by law (Section 2151.421, ORC) to report suspected cases of child abuse or neglect to the local children's services agency.
4. Staff members will have access to a first aid kit, communicable disease chart, parent's work phone numbers, other emergency contact information, children's medical histories, and emergency transport authorizations as needed.
5. No medication or special diets will be administered without written consent, on the prescribed state form, from a parent or physician.
6. All medication will be stored out of reach of children. Medications requiring refrigeration will be stored separately from food items.
7. Children may not keep inhalers with them inside the center. Inhalers must be given to the director for safekeeping and will be made available to children as needed.
8. In the event of a serious emergency, the rescue squad and parents will be called immediately by the center director or designated person in charge.
9. If a child needs to be removed from the center before a parent arrives, the child's medical history information and a staff member will accompany the child to the hospital whenever possible.

10. In the event of an accident or injury, a staff member witnessing or assisting with the incident will complete and sign a detailed incident report which you will also be asked to sign. You will be given a copy of the form.
11. A child with any of the following signs or symptoms of illness will immediately be isolated, and a parent or guardian will be asked to pick up the child:
 - Temperature of one hundred degrees Fahrenheit taken by the axillary (armpit) method—when in combination with any other sign of illness
 - Diarrhea (more than three abnormally loose stools within a 24-hour period)
 - Severe coughing, resulting in a red or blue face or a whooping sound
 - Difficult or rapid breathing
 - Yellowish skin or eyes
 - Redness of the eye, obvious discharge, matted eyelashes, burning and itching
 - Untreated infected skin patches, unusual spots or rashes
 - Unusually dark urine and/or gray or white stool
 - Stiff neck with an elevated temperature
 - Evidence of untreated lice, scabies, or other parasitic infestations
 - Sore throat or difficulty swallowing
 - Vomiting more than one time or when accompanied by any other sign or symptom of illness
12. Parents should immediately inform the center of any diagnosed contagious condition so we can monitor any children who may have been exposed and inform parents appropriately.
13. The center director will inform parents in writing if a child has been exposed to a communicable disease or contagious condition.
14. Any child experiencing minor common cold symptoms or not feeling well enough to participate in activities will be monitored within the group and carefully observed for signs of worsening condition.
15. All staff members are trained in hand washing and disinfection techniques.
16. Any staff member exhibiting symptoms listed in the first section of number 11 above will be replaced by a substitute.

BITING

Biting and chewing are very natural behaviors for infants and toddlers, both as a way to explore their environment and as a means of expressing strong emotion. Creative World caregivers realize the potential for biting when very young children interact with one another, and they take continual, careful action to prevent biting incidents before they can occur. Specific preventive actions might include stressing the importance of gentle and respectful play, providing distractions and safe objects to bite or chew, and encouraging other forms of expression.

When a biting incident does occur, staff members take steps to address the problem immediately, document the incident, and provide a full report to parents of the children involved. Our first priority is to ensure the physical safety and emotional comfort of all children, whether this requires treatment of a wound, soothing of upset feelings, or simply personal attention following a distressing incident. Caregivers can also offer advice and support to parents to help ensure an incident is not repeated and no hurt feelings linger on either side.

ADDITIONAL SAFETY POLICIES

In addition to specific security measures, health guidelines, and common-sense practices, we have developed several policies to help promote safety for every child and staff member:

- Parents are required to inform a staff member whenever a child enters or leaves the group.
- No child will ever be left alone or unsupervised. However, school children may run errands inside the building and use the restroom alone (or in groups of no more than six children) without adult supervision. Additionally, a group of six school children, fourth grade and older, may be engaged in safe activities without a child care staff member as long as a child care staff member can see or hear the children at all times and a child care staff member periodically checks on the children.
- We will hold monthly fire drills and keep records of them. Fire emergency and weather disaster plans will be posted in each room.
- Aerosol sprays will not be used in the presence of children.
- Staff members will have access to lobby phones for emergencies only.
- Teachers must report to the center director situations and/or activities that could be dangerous.
- On non-routine trips away from the center, we require a signed permission form from the parent or guardian, and each child will be identified with the center's name, address, and phone number.
- Staff members accompanying children outside the center will be trained in first aid and have a first aid kit available.
- Emergency transportation authorization and health records for each child will be taken on all trips away from the center.
- We will try to help every child feel comfortable in the program and enjoy a positive, rewarding experience at Creative World, but in rare cases a successful adjustment is not possible. In order to ensure a safe, comfortable, beneficial environment for all children in our care, we reserve the right to disenroll anyone at any time.

NUTRITION

Food habits for a lifetime are usually formed in childhood, so we stress a positive approach to eating by serving children balanced, nutritional, family-style meals. We strive to provide bright, colorful combinations of foods with different textures in order to make meals both attractive and easy to manage. Meal times are relaxed, with pleasant conversation and attention to appropriate table manners. Staff members will make sure that each child has a comfortable seat and dishes and utensils suitable for small hands. Children will be encouraged to take small helpings and return for seconds if desired.

Children will sometimes be encouraged to help set the table, serve food, clear plates, and help with cleanup in order to foster positive habits and appreciation for meals. Tables will be washed and sanitized by teachers before and after each meal and snack. Any spills and crumbs will be cleaned up as a way to teach cleanliness, neatness, and responsibility.

Lunches include one-third of recommended daily dietary allowances, feature foods from all four basic food groups, and are developmentally appropriate for each child. We post menus weekly, and any changes after the posting will be noted by hand on the menu. If your child has any unique dietary needs, please see the Director for further assistance.

We will also serve nutritious snacks daily and feature special cooking activities throughout the year. These activities are planned in conjunction with holiday celebrations and the study of customs, habits, and foods of different cultures.

We very much enjoy celebrating children's birthdays as special events at the center. If you wish to provide a special snack for your child's group on his/her birthday, please check with your child's teacher for suggestions.

Parent Involvement

At Creative World, we realize that our extensive professional training, experience, and dedication to childcare are no substitute for parental insight and attention. Simply put, you know your child better than anyone else, and your involvement is essential to help us ensure that your child's needs are met and he/she has a wonderful experience at Creative World. Staff members, on the other hand, know more about a child's daily activities and the overall program in which he/she is enrolled, and they will eagerly share this information with parents.

Open, honest, respectful communication is the heart of our approach to parental involvement—please don't hesitate to ask any questions or share any information you think will help us provide the best possible care for your child.

In addition to daily conversations and regular correspondence, staff members will reach out to parents via meetings, conferences, newsletters, and other means so they can work together to address children's needs.

- **Mini-Conferences** are brief conversations that occur daily at drop-off and pickup times and involve factual information about the child to help smooth the transitions between home, center, and school.
- **Daily Information Sheets** for infants will be provided every day at pickup time and will cover the child's toileting, feeding, naptime, medication, etc., for the day.
- **Parent/Teacher Conferences** are scheduled meetings to discuss a child's development and progress, including successes in the program and any problems the child may be experiencing. Conferences also allow caregivers a chance to learn about the child's life outside the center. At least one conference will be scheduled per academic year.
- **Parent Newsletters** will be published throughout the year and sent home or posted on bulletin boards to keep parents informed and involved. Content will include information such as staff member profiles, parent reminders, articles on childcare issues, policy information, and safety suggestions.
- **Special Programs** involving both parents and children are scheduled at least once per year and may include holiday musicals, Thanksgiving luncheons, Father's Day barbecues, summer picnics, Mother's Day breakfasts, open houses, etc. These programs provide children with interesting projects to help channel their creative energies and give parents and children an opportunity to participate in an activity together.
- **Parent Groups** can be formed by interested parents with guidance and support by staff members. Group rosters will be updated annually and are available upon request.
- **Parent Bulletin Boards** will be maintained for each care group and will include up-to-date lesson plans, field trip details, and other information. We encourage parents to check this board frequently for current information on their child's program.
- **Developmental Updates** will be provided throughout the year following an initial developmental screening (upon enrollment) and the creation of a personalized development program based on each child's unique needs.

Curriculum and Assessment

Every child is unique, and no two children develop and learn in exactly the same way or at precisely the same pace. That said, it is possible to accommodate individual learning styles and developmental progress within a comprehensive, flexible educational framework.

The Creative Curriculum helps teachers develop effective lessons and activities based on the needs of the children they serve and a proven long-term educational plan. It also involves parents in planning for and appreciating their child's growth and development. The Creative Curriculum helps children acquire social and learning skills at every stage of life, because it provides seamless transitions from the infant stage of development through the preschool years and into school-age enrichment.

The Creative Curriculum for infants and toddlers focuses on building relationships by fostering a sense of security and self-identity during the first 3 years of a child's life. For preschoolers, The Creative Curriculum expands to cover literacy, math, science, social studies, the arts, technology, diversity, and physical and cognitive development while continuing to support social/emotional development. In addition to the core curriculum, Creative World offers numerous rotating enrichment programs, including music, art, martial arts, and languages such as Spanish and American Sign Language.

In conjunction with The Creative Curriculum, Creative World teachers use the Developmental Continuum Assessment System to gauge children's progress and plan effective lessons based on development in four key areas—social/emotional, physical, cognitive, and language.

Program Transitions

Creative World is proud to offer a comprehensive care and education program that addresses the needs of children from 6 weeks to 12 years old. Based on age, developmental progress, and individual needs, children enrolled at Creative World may be able to transition from one program to another. In such cases the transition process is designed to be comfortable, positive, and appropriate for each child.

At Creative World the process of transitioning a child to a new classroom as a child grows is a partnership. We value the parents' desires and the needs of each child. Some children adapt to a new program immediately, while others may need to build up to it through increasingly longer periods of "visiting" a new group. With this in mind, some children will need to be supported with a transition process that gradually introduces the child to the new setting over the course of a few days or weeks and others may not. In each case, caregivers and parents together will complete a written transition agreement. Caregivers will then provide the continuity and encouragement children need to feel comfortable with these important milestones.

*...you know your child
better than anyone else.*



Infant Program Description

The Creative World Infant program facilitates the development of a positive self-image in each child through a variety of hands-on experiences leading to mastery of self and environment. Our infants are active participants in their day and typically learn through eager exploration of their surroundings at their own pace.

Each infant will have an assigned primary caregiver, and all caregivers will follow infants' cues in order to meet their needs, including routines such as diapering and feeding. Caregivers will typically work with infants in small groups to promote individual and responsive care while providing a safe, positive, emotionally nurturing environment.

In addition to meeting the basic comfort needs of each infant, staff members work to stimulate language development and sensory integration. For example, young infants are always held for bottle feeding. The crib area is separate from play areas and maintained as a soothing environment conducive to sleep. One-to-one interaction between infants and caregivers is very important, and during waking hours, staff expose each infant to a variety of developmentally appropriate activities to provide sensory, visual, auditory, fine motor, gross motor, and cognitive skill development. Each day, caregivers will prepare a daily report for parents summarizing activities and other details of each infant's care.

Every attempt is made to maintain a stable staff schedule with as few changes as possible, enabling each infant to develop a sense of trust and security with the primary staff.

We strive to operate at lower teacher/child ratios than the state mandates. The state mandated teacher/child ratios are: 1:5 for younger infants and 1:6 for older infants, with a maximum of 12 infants per group.

Parents need to provide:

(all items should be clearly labeled)

1. Disposable diapers
2. Needed diaper preparation products
3. Four bottles
4. Crib blankets (to take home and launder weekly)
5. Two complete changes of clothing

Note: Creative World is pleased to provide infant formula and baby food free of charge to all infants enrolled in our program. If your child requires a special kind of formula due to dietary restrictions or personal preference, you may provide it for caregivers to use instead of the regular formula.

INFANT SAMPLE SCHEDULE

At drop-off, staff members will check diaper bags for required supplies and parents should provide information on the child's day so far. During the transition from parent to caregiver, each infant will be assessed for signs of illness. Feeding, diapering, and napping will vary according to each infant's schedule, and staff and parents work together to ensure a smooth transition between home and center. Awake time will include short periods outdoors when possible; introduction of developmentally appropriate toys, equipment, and creative materials; and individualized infant stimulation activities.

At pickup, parents will receive an information sheet about the infant's eating, sleeping, toileting, activities, and disposition. In addition to daily verbal communication with parents, staff will document age-stage development. The primary caregiver will confer with parents daily as needed and at least once per year during a parent-teacher conference.

6:30am	Center opens
7:00 - 8:00am	Breakfast
8:00 - 9:00am	Music and movement
9:00 - 10:00am	Sensory activities and fine motor experiences
10:00 - 10:30am	Outdoor time (weather permitting)/Gross Motor Activity
10:30 - 10:45am	Early literacy concepts (stories and book exploration)
10:45 - 11:00am	Prepare for lunch
11:00 - 11:45am	Lunch
11:45 - 12:00pm	Clean up
12:00 - 2:00pm	Quiet/Rest time
2:00 - 2:30pm	Snack
2:30 - 3:00pm	Prepare for outdoor time
3:00 - 3:45pm	Outdoor time (weather permitting)/Music and movement
3:45 - 5:00pm	Environment exploration (language, fine motor, nature, sensory)
5:00 - 5:30pm	Clean up
5:30 - 6:00pm	Quiet activities/Departure



Toddler Program Description

As toddlers, Creative World children continue to be active participants in their day by exploring their world through constant movement. Toddlers are always trying new skills, experimenting with independence, and developing a sense of identity through interaction with others. At this stage of development, social guidelines are introduced throughout the daily routine.

Each toddler will have an assigned primary caregiver, and all caregivers will follow children's cues in order to meet their needs, including routines such as diapering and feeding. Caregivers will typically work with toddlers in small groups to promote individual and responsive care while providing a safe, positive, emotionally nurturing environment.

Our toddler program is very flexible, with activities adjusted according to individual and small group needs. Expansion of language skills and development of self-help skills are the focal points of this phase of our program. Each child is encouraged to explore, experience, and enjoy the environment at his/her own pace.

The staff plans activities that gradually lead children from individualized experiences to successful small group interactions. Toddlers' emerging sense of independence is encouraged through opportunities for safe mastery of the environment. Staff members are specially trained to know when to gently nudge each child into responsible independence. Written reports are available to supplement verbal exchanges between parent and child about each day's events.

We strive to operate at lower teacher/child ratios than the state mandates. The state mandated teacher/child ratios are: 1:7, with a maximum group size of 14 toddlers.

Parents need to provide:

(all items should be clearly labeled)

1. Disposable diapers and diaper products as appropriate
2. Two complete changes of clothing
3. Extra training pants as appropriate
4. A small blanket for naptime (to take home and launder weekly)

Note: If your child has a special security item, it will be available during rest times, but we encourage leaving these items in the locker area during activity times. Please do not bring toys to the center, as they could get lost or broken, and sharing can be difficult at this age.

TODDLER SAMPLE SCHEDULE

6:30am	Center opens
7:00 - 8:00am	Breakfast
8:00 - 8:30am	Activity time – creative activity, small manipulative
8:30 - 8:45am	Clean up and prepare for outdoor time
8:45 - 9:30am	Outdoor time (weather permitting)/Music and movement
9:30 - 10:00am	Snack time
10:00 - 10:30am	Sensory activities and fine motor experiences
10:30 - 10:50am	Music & movement
10:50 - 11:05am	Early literacy concepts (stories and songs)
11:05 - 11:15am	Prepare for lunch
11:15 - 11:45am	Lunch
11:45 - 12:00pm	Clean up and prepare for rest time
12:00 - 2:00pm	Quiet/Rest time
2:00 - 2:30pm	Snack
2:30 - 3:30pm	Free choice (language, fine motor, nature, sensory)
3:30 - 3:45pm	Clean up and prepare for outdoor time
3:45 - 4:30pm	Outdoor time (weather permitting)/Music and movement
4:30 - 5:15pm	Activity time – creative activity, small manipulative
5:15 - 5:30pm	Clean up
5:30 - 6:00pm	Quiet activities/Departure



Preschool Program Description

Our preschool program focuses on self-help skills essential for daily life as well as readiness skills to help children adjust to formal schooling. Each child's day is filled with activities that enhance physical, social, emotional, and mental development. These supervised activities encourage exploration and experimentation in an atmosphere that is relaxed and free from tension, allowing each child to develop skills and gain mastery at his/her own pace.

There is a balance of active and quiet play, both indoors and outside, to provide children with opportunities to enjoy creative arts, music, language arts, science, and math. Specific attention is given to the development of perceptual motor skills and a positive self-concept that will help children adjust well to kindergarten. Staff members will conduct periodic developmental assessments to be shared with parents and kept in each child's file. Any water play conducted at the center will be in water less than two feet in depth, and all wading pools will be emptied when not supervised by adults.

We strive to operate at lower teacher/child ratios than the state mandates. The state mandated teacher/child ratios are: for 3-year-olds 1:12, with a maximum group size of 24. For 4-year-olds the ratio is 1:14, with a maximum group size of 28.

Parents need to provide:

(items not being worn by children at drop-off should be clearly labeled)

1. A small blanket for rest time (to take home and launder weekly)
2. Comfortable, washable clothes (We try to keep children reasonably clean, but activities can involve paint, sand, water, and other messy materials.)
3. An extra change of clothes
4. Durable play shoes (rather than dress shoes, cowboy boots, flip-flops, or loose-fitting sandals)

Note: We ask that no toys be brought from home, as they may get lost or broken, and sharing a favorite object may cause problems. Bringing a book or CD (labeled) for everyone in the group to enjoy is perfectly fine, however.

PRESCHOOL SAMPLE SCHEDULE

6:30 - 8:00am	Arrival and breakfast
8:00 - 8:30am	Quiet activities (puzzles, writing center, library, listening center)
8:30 - 9:00am	Music & movement activities
9:00 - 9:15am	Group time
9:15 - 10:15am	Choice time and small group activities
10:15 - 10:25am	Clean up time
10:30 - 11:15am	Outdoor time (weather permitting)/Music and movement
11:15 - 11:30am	Group time/Reflection & prepare for lunch
11:30 - 12:00pm	Lunch
12:00 - 2:00pm	Nap time
2:00 - 2:30pm	Restrooms, snack time
2:30 - 3:30pm	Outdoor time (weather permitting)/Music and movement
3:30 - 3:45pm	Group time (story, songs, and plan for choice time)
3:45 - 4:45pm	Choice time (all areas)
4:45 - 5:00pm	Clean up
5:00 - 6:00pm	Quiet activities (library, writing center, computer)/Departure



School-Age Program Description

School-age children are encouraged to demonstrate more independence in self-help areas and refine social skills when interacting in a group. This program is designed to provide opportunities for refinement of interactive social skills and independent mastery of more complex environments.

A wide range of field trips and activities are planned for non-school days and summers for your school-age child. There is a yearly activity fee assessed for summer school programs/camps. If there is an additional fee for non-school day activities, the center director will inform you and collect the money prior to the event. Please do not send additional pocket money with your children, as it can be easily lost.

Written permission will be required for school children to leave the center for specific activities or to participate in other activities within the building.

Since a large component of the school-age program revolves around transportation routines, the following bus/field trip rules will be equally and evenly enforced with all children.

1. All children must use restroom before departing.
2. Everybody walks to and from the bus.
3. All seatbelts must be fastened before the engine is started and must remain on until the engine is turned off.
4. No standing is allowed in the bus.
5. Children must keep hands to themselves, not on the person next to them, out the window, etc.
6. Quiet conversation is permitted; loud voices are a distraction and a hazard to the driver.
7. Lunchboxes, purses, and school bags must remain closed at all times.
8. Rude, disrespectful behavior toward any person will not be tolerated.

Prior to water activities, all parents of school-age children must complete a water activity permission slip. All swimming activities will be conducted in locations supervised by certified lifeguards/water safety instructors. There will be at least two responsible adults accompanying and supervising any school-age water activities away from the center.

We strive to operate at lower teacher/child ratios than the state mandates. The state mandated teacher/child ratios are: 1:18, with a maximum group size of 36 children.

Note: We ask that no toys be brought from home, as they may get lost or broken, and sharing a favorite object may cause problems. Bringing a book or CD (labeled) for everyone in the group to enjoy is perfectly fine, however.

SCHOOL-AGE SAMPLE SCHEDULE

When school is in session:

- 6:30am Center opens
- 7:00 - 8:00am Breakfast
- 8:15am Van departures
- 3:45 - 4:00pm Van arrives
- 3:45 - 4:15pm Snack
- 4:15 - 4:45pm Quiet activities/Homework
- 4:45 - 5:30pm Free choice activities, games
- 5:30 - 6:00pm Quiet activities/Departure

When school is not in session:

- 6:30am Center opens
- 7:30 - 8:00am Breakfast
- 8:00 - 9:00am Choice time – dramatic play, construction, art, games
- 9:00 - 9:10am Clean up
- 9:10 - 10:15am Outdoor time (weather permitting)/Music and movement
- 10:15 - 11:15am Group activity (art, construction, etc.)
- 11:15 - 11:30am Prepare for lunch
- 11:30 - 12:00pm Lunch
- 12:00 - 12:30pm Quiet activities (books, computers, puzzles, etc.)
- 12:30 - 1:30pm Choice time – dramatic play, construction, art, games
- 1:30 - 1:40pm Clean up
- 1:40 - 2:30pm Group activity
- 2:30 - 3:00pm Snack time
- 3:00 - 3:45pm Quiet activities
- 3:45 - 5:00pm Outdoor time (weather permitting)/Music and movement
- 5:00 - 6:00pm Books, games, puzzles/Departure

"A positive learning climate in a school for young children is a composite of many things. It is an attitude that respects children. It is a place where children receive guidance and encouragement from the responsible adults around them. It is an environment where children can experiment and try out new ideas without fear of failure. It is an atmosphere that builds children's self-confidence so they dare to take risks. It is an environment that nurtures a love of learning."

Carol B. Hillman (20th century), U.S. early childhood educator. Creating a Learning Climate for the Early Childhood Years, Fastback Series (1989).

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12 W. Goodman Ave.
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937.236.6116

HUBER HEIGHTS
SATELLITE
5013 Nebraska Ave.
937.237.5555

KETTERING
2100 Hewitt Ave.
937.433.5722

SPRINGFIELD
332 Kensington Place South
937.399.0109

ENGLEWOOD/UNION
210 West Martindale
937.832.2320