

Welcome to Creations Childcare!



Physical Address: 104 N Mill St Grove, Ok 74344

Mailing Address: PO Box 451911 Grove, OK 74345

Phone: 918-791-0494

Email: Info@creationschildcare.net

Introduction

Welcome to Creations Childcare! We are excited to have you and your child as a part of our family. Creations Childcare is located at 104 N Mill St Grove, OK 74344, and our hours of operation are M-F 7:30-5:30. We can be reached by our office phone at 918-791-0494 during these business hours and can also be reached on our Facebook page or email info@creationschildcare.net for any questions or concerns outside of these hours.

About Us

Creations Childcare is owned and operated by Kaylee and Jacob Wallace. Kaylee is the acting director and has experience running daycare and after school programs. We are happy to be serving the Grove community where we reside with our three children. If you would like to get to know us better, please reach out to us via phone, email or through our Facebook page and schedule a time to chat and tour our facility!

Goals

- To provide a healthy, nurturing, and safe environment
- To accept, respect, and appreciate each child and family
- To provide age-appropriate materials and equipment that supports children's learning in a fun and interesting way
- To encourage the physical development of large motor skills through outdoor and indoor play as well as fine motor development through manipulative toys, blocks, and puzzles.
- To encourage creativity by offering experiences in music, art, and literature
- To encourage interest in language through games, stories, and conversation
- To partner with parents in the care and teaching of their children.

Curriculum

Theme units are established weekly throughout the year. Lesson plans are created based on the theme unit. The Lesson plans are posted outside of each classroom monthly. Lesson activities are shared with parents through the monthly newsletter, as well as posted daily on the Brightwheel Parent app.

Discipline Policy

Creations Childcare expects that every student will strive to be **Caring, Honest, Respectful and Responsible**.

- Creations Childcare reserves the right to suspend and/or ask any child who cannot or does not adhere to facilities Rules to exit the program for the week or season.
- When inappropriate behavior occurs, we will: redirect behavior and discuss the problem with the child to determine the causes and help find ways to resolve it. A verbal warning may also be given if redirection is not successful in seizing the issue. Once these approaches have been made, the following steps may be taken:
 - First offenses will be sent home for that day
 - Second offense will be sent home for two days
 - Third offense will be sent home for a week
 - Fourth offense will be expelled from the program

Chronic behavior problems will lead to dismissal from the program. These behaviors include, but are not limited to:

- *Destroying or taking property of others. (Parents will be held financially responsible for any property destroyed by a child due to neglect or inappropriate behaviors.)
- *Rudeness or discourteous behavior to others
- *Causing physical or emotional harm to other

Teachers may utilize a variety of discipline techniques to meet the needs of different situations:

- Let children make some decisions and choices – one good way to teach responsibility is to give the child as much responsibility as possible.
- Give reasons for rules – understanding the reasons for rules make it easier to remember and follow them.
- Be consistent in our language and behavioral response to children – consistent behavior by adults facilitates development of inner control through modeling.
- Remove children from situations they can't handle – if a child is too young to understand, or there is no way to change the cause, it may be possible to change the situation.
- Redirect children's behavior – often there is a way to let children do something in a better place or safer way.
- Let children learn the consequences of their actions – experience is the best teacher.

Teachers WILL NOT humiliate or demean a child in any form, verbally or physically. Such actions will be cause for immediate dismissal. No punitive action toward children will be tolerated including slapping, hitting, and/or spanking. The return of negative behavior, such as biting back, is also not acceptable. Children do not like those moments when they are out of control. They need adults, at those times, to firmly, with gentleness, exert control. Returning negative behavior deepens frustration. Firmly holding and gently verbalizing, calms, and fosters control.

Safety and Emergency Plans of Action

- Children will never be left alone or unsupervised.
- Each employee is certified in CPR and First Aid yearly.
- Fire evacuation and severe weather plans will be posted in each area that is used by the children.
- Fire drills will be held Monthly and at varying times. A record of drills is kept in the office.
- Tornado drills will be held monthly.
- Lock-down drills will be held periodically.
- In the event of an emergency when evacuation is necessary, the children of Creations Childcare will be taken to the All-Star electric parking lot across the road on 1st street.
- Parents will then be called and informed of when to pick up their children.

Safe Conditions Policies

Transportation Safety Policy

Creations Childcare will only provide transportation to field trips, in cases where the child has no other adult to attend with them. We will only transport a child if we have a permission slip signed by a parent or guardian on file. Only qualified adults that are licensed drivers will transport children. Drivers will follow all pertinent Oklahoma laws and will not use cell phones at any time while in the vehicle. Children will always be in proper seats and seat belts. Children will not be left unattended. Upon returning from each trip, the van will be inspected to ensure that no child is still on board.

Safe Conditions Policy

The following steps will be taken to ensure that children are safe while at Creations Childcare. Children will be actively supervised with the required number of qualified adults (adults who have completed a comprehensive criminal history check and have completed all required training). Creations Childcare will not care for children in areas that are being remodeled, repaired, or painted. The director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys and furnishings, in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances.

Creations Childcare will take the following steps to maintain the facility:

- Clean the facility daily.
- Keep the facility in a sanitary condition always.
- Sanitize toys, furniture, and other equipment used by children, daily, weekly and when they become soiled or contaminated.
- Wash all soiled items prior to sanitization.

Child Abuse Protection

The Employees of Creations Childcare are required by law to immediately notify the local child protection agency if they suspect that a child has been abused or neglected.

Parent/Guardian Communication

- Family conferences will take place for all children twice per year. Topics discussed will include interests, development, strengths, and areas of individual need.
- Parents of children in the program will have daily opportunities at morning drop off and pick up to discuss the events of his/her child's day.
- Parents may also receive and/or send communication to the director and staff through the communication application brightwheel, which is a free download to a computer and/or phone.
- Special conferences may be requested by the director or child's parents as needed.
- To further foster whole family relationships, parents or guardians of children enrolled at Creations Childcare are welcome to visit at any time, by scheduling a time that works best for both the teachers and them.

Admission/Enrollment/Termination Policies

Eligibility for Enrollment

- All Children must have a completed enrollment form and supporting documents on file before attending.
- All students must have a copy of current immunization records on file before attending.
- As part of the enrollment process, the parent will be required to meet with the Childcare Director for program orientation to discuss program aspects such as drop off/pick up, communication, daily schedule, family events and any specific needs or accommodations that need addressed.
- Child will be oriented to the program before or on their first day in attendance.

Enrollment Forms

Forms to be completed and submitted to the [appropriate center contact] prior to admission include:

1. DHS Childcare Application
2. Handbook Acknowledgement Signature Form
3. Financial responsibility acknowledgement
4. First Aid Permission
5. Social Media and Photo Release
6. Medication Consent (if needed)
7. Proof of immunizations

Waiting List

In cases when enrollment space is unavailable, children will be placed on a waiting list. Enrollment will then take place as space becomes available. Priority will be given to families with currently enrolled children.

Termination of Care

Creations Childcare reserves the right to terminate childcare for the following reasons (but not limited to):

- Failure to pay invoices as outlined in our billing policy
- Failure to complete required forms, as required
- Lack of parental cooperation
- Physical or verbal abuse of any person or property by a child and/or parent that is not corrected by an improvement plan set by the director and the parents.
- Lack of compliance with handbook regulations
- False information given by parent either verbally or in writing
- Disciplinary reasons as outlined previously

*If Child is pulled from facility without notice, any personal belongings will be held until the final bill is paid. Items left at facility longer than 30 days after child's last day will be donated.

Creations Childcare also understands that life circumstances may arise that would require families to remove a child from our care. In that instance, we request the following:

- Two weeks, advance written notice stating when care will be ending
- Payment for the last two weeks of care
- If the child is pulled without a two week notice, payment is to be made immediately for the final weeks.

Operational Policies

Hours of Operation

Creations Childcare is open from 7:30 a.m. - 5:30 p.m. Monday - Friday

Special Holidays

- Creations Childcare will close for the following special holidays:
 - New Years Day
 - Memorial Day
 - Labor Day
 - Thanksgiving Day and the following day
 - Christmas eve and Christmas Day
 - Maintenance week- One full week in August.
- There may be additional days throughout the year when Creations Childcare will close (weather related), but notice will be given whenever possible

School Breaks

The childcare will remain open for all school breaks (based on the school calendars). School-age care is currently offered for these days.

Emergency Policies

Bad Weather

Creations Childcare will make every effort to be open in bad weather. A decision to close is a difficult one to make and there are occasions when the facility will be open during bad weather events, if the director feels the roads are safe enough for travel. Parents will be notified through brightwheel and a Facebook post will be made additionally.

If there are weather conditions that occur after the opening of the center for that day, the decision to close early could be made based off road conditions for child, parent and staff safety.

School Delays and Closings

Creations Childcare does follow Grove Public schools' delays and closings on the first day of an event. Every day after will be decided on by Creations Childcare management.

Relocation of Children in the Event of Building Emergency

- In the event of a major emergency, such as a fire or other event that would make the building unsafe, the children will be relocated to All-Star Electric Parking lot.
- Parents will be notified that they must pick their children up immediately.

Child Attendance, Arrival, and Departure

Arrivals and Departures

- Drop off starts at 7:30 A.M. We ask that children arrive no later than 8:30 A.M, as we start our day at that time. If your child is to arrive later than 8:30 A.M, please notify management. Appointments (i.e. doctor, dentist, etc.) are the exception to this. Again, please contact the director so he/she is aware of an approximate arrival time.
- Parents/guardians are required to sign children in and out each day they are in attendance through the Brightwheel app, check in is considered the legal transfer of responsibility for the child and it the parents responsibility to ensure the transfer.
- For your child's protection, only persons authorized by the parent/guardian are permitted to take the child from the facility.
- Parents/guardians must list the names of anyone allowed to pick up the child as well as the names of anyone denied permission on the Emergency Information Sheet.
- Individuals listed in the child's file may be asked for photo identification to confirm their identity.
- If someone other than the listed individuals will be picking up your child, you must notify the director. Staff will ask for photo identification before the child is handed over to them.

- In the case of court-ordered custody decisions that would affect drop off or pickup, documentation must be on file.
- Under no circumstances will the facility allow a child to leave without these provisions.
- Please notify management if, due to some emergency, you are unable to pick up your child on time.
- Overtime charges of \$5 per minute will apply after the scheduled pick up time of 5:30 P.M.
- If a child has not been picked up by 6:00 P.M after their scheduled pick up time, and there has been no contact by the parent/guardian, or another authorized person, the local Department of Child Services will be called with a report of child neglect

Tobacco, Alcohol, Firearms and Drugs

Creations Childcare prohibits the use of tobacco, alcohol, firearms, and drugs on the premises while children are in our care.

Payment and Fee Schedule

All tuition payments are due every other Friday, regardless of your child's attendance. Creations Childcare reserves the right to change these fees with a 60-day notice.

Childcare Fees

6 Weeks-12 months	\$170/Week
13-24 Months	\$165/Week
25-60 Months	\$160/Week

Part Time (2 days/week) \$80/Week

*\$75 annual service fee that is required at enrollment and annually thereafter. This will be charged on the child's anniversary date every year thereafter.

* There is a 5% discount for self-pay families with multiple children in the facility. The discount will be applied to every child's tuition after the first child. Discount is applied to the older student's tuition first.

*\$5/week fee is assessed to all families that are not setup on autopayment plan in Brightwheel

Fees for Families on Subsidy

Creations Childcare accepts tribal and state subsidies. Families will be responsible for co-pays established by the subsidy program. Co-pays will be billed at the beginning of the month with payment due on the last day of that same month. Late fees and suspension policy also applies to subsidy programs.

Other Fees

- \$5 late payment fee (assessed 5 days following the payment due date) with a maximum of \$20 per Month.
- \$25 returned check fee (Subject to change, based on the bank charges)
- \$5 declined Credit card and ACH charge
- \$5 each minute after closing time, if the child has not been picked up

Billing

- Invoices will be delivered every other Monday and will include the fees due for that week and following week of service. Payments are due every other Friday (Friday following the billing)
- If the bill is unpaid 5 days following the invoice due date, a late fee of \$5 will be assessed each week there is an outstanding balance, with a maximum of \$20.
- Any late fees will be included on the next invoice, if not paid prior to when it is printed.
- There will be no charge for unplanned closures(i.e sick day closures, weather, maintenance week.)
- If the account becomes 1 month overdue, the child's enrollment will be suspended, and not allowed to attend until the bill is paid.
- Billing will continue during this time.
- If the bill is not paid within 2 weeks of the suspension, the child will be removed from enrollment and their place could be filled with another child.
- There is no reduction in fees if parents choose to send their children less than the specified number of days. Creations Childcare is a **tuition-based program** and is not attendance based.

Late Pick-up Fee

- Failure to pick up your child/children by the end of the day will result in a charge of \$5 per minute per family.
- Please make every effort to pick up your child at the specified time.
- It is understood that circumstances may come up to prevent getting to the facility on time. If you are unable to pick up your child on time, please notify Creations Childcare management.
- If you will be more than 10 minutes late, please make arrangements with someone on your pick-up list to pick up your child to avoid a call to CPS for a child neglect report.

Medical Policies

Medication

- Medication can be administered while in attendance provided a prescription is documented (pharmaceutical container and/or physician's signed instructions).
- Over the counter, non-prescription medication CANNOT and WILL NOT be given without a written physician's order. This order must be updated annually.
- A physician may write an order giving blanket permission for the child to have any over-the-counter medication, but it must state the amount of medication to be given.
- Medication will only be administered if the child's name is written on a medications form with the amount of dosage (including the appropriate measuring device) and time to be given along with the parent's/guardian's signature.
- Notify staff members of all medication, so that it may be locked in the medicine box or refrigerated as needed.

Communicable Diseases

- Every means will be taken to prevent the spread of communicable diseases.
- Please do not send your child if he/she is ill or has been ill in the last 24 hours. If your child is too ill to go outside or participate in activities with their class, they are too ill to attend.
- You will be called to remove your child if any of the following symptoms exist:
 1. vomiting
 2. severe coughing
 3. temperature of 100.4 or higher
 4. diarrhea
 5. suspicious rash
 6. difficult or rapid breathing
 7. lice (may only return when deemed "nit free")
 8. red, encrusted, or runny eyes
 9. Strep throat like symptoms
- Parents are expected to have the child picked up within 30 minutes of being notified that the child is ill to minimize the spread of illness.
- Every effort will be made to separate a sick child from the rest of the class while they are waiting to be picked up.
- Children should be free of all symptoms for 72 hours, without medication, or have a note from the doctor stating that return is permissible before returning to Creations Childcare
- Please do not give your child medication and send them to Creations Childcare if they have been ill through the night.
- Parents should have a backup plan of care established if a child is sent home from Creations Childcare with an illness.

Reoccurring Medical Issues

- If a child has a medical issue that is reoccurring, such as a rash, runny eyes, or an allergy, Creations Childcare must have documentation from a physician stating that the issue is not contagious, and that the child may attend when symptoms are present.
- Please refer to the Communicable Disease section for suspicious rashes or conditions.
- If documentation of the medical issue does not exist, the condition will be treated as a potential communicable disease and the child will be excluded until documentation is presented.

Accidents

- Parents/guardians will be notified of accidents as soon as possible.
- The staff member who has observed the accident will fill out the accident report. A copy will be kept for the files, All accidents reports will be in brightwheel
- In non-life-threatening instances, the staff will provide on-site first aid.
- If the child requires medical attention, the parent will be called, informed of the injury, and asked to pick up the child.
- If the injury requires immediate medical attention, 911 will be called.

Parental Responsibilities

Meals and Snacks

- Breakfast is served from 7:45A.M - 8:15A.M daily. If your child will be coming after 8:15A.M, please have them eat breakfast at home.
- Please do not bring outside food to the facility
- Creations Childcare will not store breakfast items for individual children unless the child has a special dietary need that the parent provides for.
- A snack is served at approximately 2:40P.M
- Parents are welcome to bring a special snack for their child's birthday, and other special events
- Lunches are served from 11:00 A.M- 11:30 A.M
- Water will always be available as well throughout the day.
- If your child has a food intolerance or allergy, please send a doctor's order stating that the child has the intolerance/allergy and a list of acceptable drink or snack substitutes.

Field Trips/Car Seats

- Permission slips are required for each field trip.
- A separate permission slip will be needed if we will be transporting your child.
- Children who do not have a signed permission slip on file may not participate in the planned field trip.

Files

- Keep all information (addresses, phone numbers, work phone numbers, immunizations, emergency phone numbers, etc.) current.
- If information is requested for the child's file, and is not received, care may be discontinued.

Clothing

- Dress your child in clothing that is comfortable for a variety of active, and sometimes messy, activities as well as outdoor play. We do go outdoors as often as possible.
- Each child should be able to handle fastenings with minimum of help.
- Accidents happen. In case of a toileting accident, crafting accident or spill, please provide a complete set of clothing that is appropriate for the season (i.e. no shorts for winter weather).
- Mark your child's name clearly on all articles of clothing.
- If your child is sent home in a change of clothes that belongs to Creations Childcare, please wash and return it as soon as possible.
- Flip-flops or shoes without a heel strap may not be worn (Please have a pair of tennis shoes for outdoor play). Also, dress shoes with heels have been known to cause accidents and are often painful by the end of the day so we ask they not be worn.
- Tennis shoes or some other comfortable shoes are preferred for daily activities and playing, both in and out of doors.
- Please have your female child wear leggings/shorts under her dresses.
- As the weather changes, be sure to send sweaters, jackets, coats, gloves, hats, boots, etc. as warranted.
- Sunscreen will be provided. Children with allergies, or sensitivities to sunscreen, must bring their own, clearly marked, sunscreen.

Toys & Electronic Devices

- Creations Childcare is well stocked with a variety of toys and materials for the children to play with.
- Personal toys are often the cause of arguments among children.
- No toys shall be brought to Creations Childcare from home except when permission is given by their teacher (i.e. show and tell) or as a security item for napping.
- If your child brings a toy, they will be asked to put it in their backpack until time for show and tell or the end of the day.
- Electronic devices (phones, gaming systems, tablets, laptops) are not allowed.

Lost and Found

- Items often get misplaced or put in the wrong backpack. Please put your child's name on items that the child may remove (coats, sweatshirts, gloves, hats, etc.).
- Check with your child's teacher if an item comes up missing.
- Creations Childcare is not responsible for items that the child has been misplaced or damaged.

Creations Childcare Handbook Acknowledgment Form:

I, (Parent/Guardian), have read and agree to the policies and procedures outlined in the Creations Childcare Parent/Guardian handbook provided by Creations Childcare. I understand and acknowledge the following:

- The operational policies, including hours of operation, special holidays, and emergency policies.
- The discipline policy and the steps taken for inappropriate behavior.
- The safety and emergency plans of action, including fire, tornado, and lock-down drills.
- The transportation safety policy and the steps taken to ensure children's safety.
- The payment and fee schedule, including tuition payments, late payment fees, and other associated fees.
- The medical policies, including medication administration, communicable diseases, and reoccurring medical issues.
- The parental responsibilities, including meals and snacks, field trips, and clothing requirements.

I understand that this handbook is a binding contract and failure to comply with these policies may result in the termination of childcare services.

Parent/Guardian Signature: _____

Date: _____



Creations Childcare, LLC	K830056597	
Program name	K8	Date

Child Information

Child's name	Gender	Date of birth
Home street address	City	Oklahoma State
Mailing address	City	Oklahoma State
Finding directions	ZIP	County

Parent or guardian name, adult whom child lives with	Phone	Alternate phone
Place of employment	Business phone	Email

Parent or guardian name, adult whom child lives with	Phone	Alternate phone
Place of employment	Business phone	Email

Emergency Contact

List individuals to notify, in case of emergency, when the parent or guardian cannot be reached. List in order of preference:

Name	Phone

Immunization Record

Attach a copy of the child's immunization record. An immunization record or exemption is obtained prior to the first day of attendance and is to be updated when the child receives additional vaccines. **Parent/guardian must provide a copy of the current updated immunization record to the child care program.** Refer to Appendix II, Immunizations, in Requirements for Child Care Programs for immunization and exemption procedures.

Health Record

Child's physician or clinic

Phone

Street address

City

Oklahoma
State

ZIP

☐ I understand that a signed parent/guardian permission is obtained prior to administration of any medication to any child.

Does your child have any specific needs involving routine care, behavior modification, communication, eating, or sleeping activities? When yes, describe:

Does your child have any known allergies?

☐ Yes

☐ No

When yes, list:

Does the known allergy require special precautions, actions, or medications?

☐ Yes

☐ No

When yes, describe:

Describe any special precautions for diet, medication, or activity, when applicable:

Are there any other special considerations that would assist this program in providing care to your child? When yes, describe:

Will your child receive any specialized services from professionals outside of this program's personnel?

☐ Yes

☐ No

☐ When yes, I understand that a signed and dated parent permission is required.

I give permission for program personnel to consult with specialized personnel regarding the needs of my child?

☐ Yes

☐ No

Transportation

- ☐ I **do not** give permission to transport my child.
- ☐ I give permission for my child to be transported by this program under the following circumstances:

Select all that apply:

- ☐ When an emergency occurs and I cannot be reached
- ☐ Field trips
- ☐ To and from home

Drop-off time: _____ Pick-up time: _____

Specific plan for transfer and supervision:

- ☐ To and from home

Drop-off time: _____ Pick-up time: _____

Specific plan for transfer and supervision:

- ☐ Other, specify:

Pick Up Permission

Individuals who have permission to pick up my child:

Name	Phone

Signature

I understand this form is supplied by the Oklahoma Human Services (OKDHS) for the convenience of the child care program and me to assist with care of my child. Supplying this form in no way imposes any responsibility or obligation upon OKDHS.

Program policies are provided to parents upon enrollment and when revisions are made.

Selecting Quality Child Care - A Parent Guide, DHS publication 87-91, Licensing Requirements for Child Care Programs, DHS publication 14-05, and the program compliance file are all made accessible to parents in a prominent location.

Parent/guardian signature

Date

Child Care Program Use

Date child entered program: _____

Date child withdrawn: _____

Creations Childcare Social Media and Photo Release Form:

Creations Childcare is requesting permission to use photographs and/or videos of my child, _____ (Child's Name), taken during childcare activities for the purposes of social media, promotional materials, and other publications.

****Please select one of the following options: ****

Yes= Accept

No= Deny

****Accept**:** I give my consent for Creations Childcare to use photographs and/or videos of my child for social media, promotional materials, and other publications.

****Deny**:** I do not give my consent for Creations Childcare to use photographs and/or videos of my child for social media, promotional materials, and other publications.

Parent/Guardian Signature: _____

Date: _____

Financial Responsibility Acknowledgment

I, _____ (Parent/Guardian), acknowledge that I have read and understand the financial responsibility policies outlined in the Creations Childcare Parent/Guardian handbook. I agree to comply with the payment and fee schedule, including but not limited to:

- Tuition payments due every other Friday, regardless of my child's attendance.
- Late payment fees of \$5 assessed 5 days following the payment due date, with a maximum of \$20 per month.
- Returned check fees of \$25 and declined credit card and ACH charges of \$5.
- Late pick-up fees of \$5 per minute after the scheduled pick-up time of 5:30 PM.
- Suspension of my child's enrollment if the account becomes 1 month overdue, with continued billing during the suspension period.
- Immediate payment of the final weeks if my child is pulled without a two-week notice.

I understand that failure to meet these financial obligations may result in legal action being taken to recover any outstanding balances.

Parent/Guardian Signature: _____

Date: _____