

MY SCHOOL CREATIVE CHILD CARE

PARENT HANDBOOK



321 OAK RIDGE ROAD

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Dear New Family & Friends,

First, I'd like to welcome your family into our My School family. We hope that this will be just the beginning of a truly beneficial and rewarding relationship for all of us together. We're glad that you have chosen My School Creative Child Care for your child's care. Please know that we are always open to discussing with you any needs or concerns you may have.

At My School Creative Child Care, our goal is the realization of each child's full potential for cognitive, physical and emotional growth. We work to strengthen each child's concept of self-worth and self-confidence, we provide a wide variety of learning experiences to encourage exploration and discovery, and we work hard to provide a safe environment in which the rights of each child are upheld.

It is also our goal that we will not only be a safe and comforting place that your child will always know with fondness, but also a place that is assisting you in building a solid foundation for future success. Future success in personal, educational and professional relationships. Our long accomplished story in this community, over thirty years, is evidence of how committed we are, and how seriously we take our mission to the families and children of our greater community. We're thrilled that you are now a part of this story.

And lastly, I would like you to know, that we always have an open-door policy for any parent that would like to drop-in during the day to see what's happening here at My School. The children have always loved it when the most important people in their lives are there to share their My School day.

Sincerely,

Laura Woody, Director

Background

In April 1979, the Session of the Oak Ridge Presbyterian Church recognized the need in our community for high quality, full time child care to serve the needs of working parents. In October 1981, My School Creative Child Care was established by the church as a non-profit agency dedicated to meeting community needs for the care and development of young children. The volunteer Board of Directors sets policies for the center. The Board consists of members of the church, and parent and teacher representatives. In 2004 Christian education was incorporated into the school's curriculum.

General Information

The center is open from 7am to 6pm, Monday through Friday year round. Parents will be given a list of holiday closings at the beginning of September, each year. We are closed for 10 holidays per year.

Your child must be escorted to and from the building by an adult. Each child will need to be signed in and out daily on our attendance sheet by an authorized adult.

Your child will have a mid-morning snack, a nap or rest (children over 4 may play quietly after 30 min.) and an afternoon snack each day. There will be classroom time each day as well as play time. Play time will be outside in our enclosed playground when weather permits.

If someone other than you is picking up your child, you must notify us beforehand, in writing (handwritten note or e-mail) except in the case of

emergency and they must be listed on the Authorization to Release Child/ren form.

The center maintains an individual file for each child which contains personal information, health records. All addresses and telephone numbers must be kept up to date, along with emergency pick-up information.

If there is anything unusual that has happened at home, please let us know. This could be an illness or a death in the family or someone close to them moving away. Sometimes this causes a lot of stress with a child and they may act out, it is easier for us to handle situations if we know about them ahead of time.

Health Regulations

Prior to admittance, each child must present a Health Record Form from the doctor along with a copy of their immunization record. Please update these with the office each time your child receives a new immunization.

A child with signs of illness including but not limited to:

- A temperature of 100.4 must be excluded from school and is unable to return until 24 hours after the fever has disappeared. (see Covid procedures)**
- Acute diarrhea, characterized as twice the child's usual frequency or looser consistency within a period of 24 hours**
- Two or more episodes of acute vomiting within a period of 24 hours**
- Lethargy that is more than expected tiredness**
- Red eyes with discharge**

If your child becomes ill at school we will notify you to pick them up.

Attached you will find a list of communicable diseases that the state has compiled. This list must be followed by all child care facilities.

Clothing

Each child needs to bring a complete set of clothing (with their name) to be left at the school in case of accidents. Please provide comfortable shoes to be worn at school.

Your child should wear comfortable play clothing that is washable. Sturdy shoes or sneakers are best for running and climbing on the playground, no flip flops, please!

The school supplies, a cot for nap. Please bring a crib size sheet and blanket for your child. All linens should be taken home at the end of the week and laundered.

Please see attached list for the items you will need to supply if your child will be in the nursery.

Tuition Fees

Child care fees are figured on a monthly basis. Invoices are issued on the 1st of the month. ALL fees are to be paid in advance and remain the same regardless of attendance or holidays. Payment arrangements may be made with the director. Payment needs to be made in full by the 15th of the month or a 5% late fee will be charged.

The center operates 52 weeks a year. If a family does not require care during the summer months your child may be withdrawn and re-enroll in September.

The center closes at 6pm. We understand that traffic issues may arise which may delay you. Therefore, we will allow 2 grace days, per year, for picking your child up after 6pm. The 3rd late pick up and any future late pick-ups will result in a late fee of \$2 per 5 minutes late.

If you pick your child up after 6pm, a staff person will initial that they agree with the stated time on the attendance sheet. The additional charge will be added to your next bill. Chronic lateness may result in dismissal from the program.

My School requires two weeks' notice of withdrawal from the program.

Incentives

Any family that refers another family to our center will receive ONE WEEK FREE TUITION, after the referred child is enrolled for 6 months.

We are on Facebook, please complete the photo release policy and like us at “My School Creative Child Care” and you can check out what your child’s been doing during their day!