



“Early Childhood Years Are A Wondrous Time
For GROWTH & EXPLORATION!”

Family Handbook

Dear Parent,

I would like to invite you to discover more about Candi's Creative Playschool & Learning Center, LLC in hopes that you will consider my program as you begin making important decisions regarding your child's school setting. It is my goal to provide a variety of hands-on experiences and activities each day, so that your child will have the opportunity to develop: socially, emotionally, physically and mentally within a nurturing environment.

"A child is like a butterfly in the wind.
Some can fly higher than others; but each one flies the best it can.
Why compare one against the other?
Each one is different!
Each one is special!
Each one is beautiful!"

While enrolled, children will participate in both structured and non-structured activities. Children primarily learn through PLAY! Our curriculum emphasizes PLAY and creates a natural desire to learn through meaningful, developmentally appropriate, and playful learning experiences that meet the needs of each child as an individual.

This handbook has been prepared especially for you! Inside, you will find many policies and procedures. Please be sure to read carefully as the policies and procedures will be strictly enforced! By reading this handbook, I hope that many of your questions will be answered and you will feel more confident in making the decision to enroll your child here at Candi's Creative Playschool & Learning Center, LLC. It is suggested that you keep this handbook for reference. Should anything change, you will be notified in advance, in writing. Please do not hesitate to call or email any concerns or questions that you may have. I look forward to the opportunity to serve your family!

Thank you for your interest in Candi's Creative Playschool & Learning Center, LLC!

Sincerely,
Candi Geter, Early Childhood Educator
Owner/Director

Philosophy

As a professional child care provider, I believe that each child is unique and should be provided a safe and caring environment in which they have the opportunity to grow mentally, physically, intellectually, socially, and emotionally. I believe that young children are natural learners and that they learn most effectively through PLAY and hands-on activities. While enrolled, children will be encouraged to explore, imagine, create and interact.

Mission Statement

It is my mission to educate the whole child in a safe, nurturing atmosphere which promotes growth and development through planned exploration and PLAY!

General Information

Candi's Creative Playschool & Learning Center, LLC serves children between the ages of three and five-years-old, offering a preschool curriculum Monday through Friday (August through May). I adhere to the Coweta County School System calendar as closely as possible. In case of implement weather and the Coweta County School system closes, Candi's Creative Playschool & Learning Center, LLC will be closed as well.

Curriculum

Children participate in a variety of activities each week.

Circle Time/Large Group- Circle time/Large Group provides the children with the opportunity to interact with each other as a group. During this time, they will learn calendar skills, weather skills, sing songs, play games, listen to stories, learn about each other, and more! Circle time prepares children for the events of the day.

Learning Centers- Centers are setup to accommodate the social and growth of the students. Chosen materials promote group and independent play.

Letters- Children will learn to recognize, identify, and write letters. Many of our songs, crafts, activities, and games will focus on letters that we are studying.

Math- Math skills consists of number recognition, number sense, counting, sequencing, shape recognition, patterns, charts as well as addition and subtraction for older students. Manipulatives develop organizational skills like sorting, counting, comparing, classifying, and matching.

Thematic units- Themes will be used in order to organize our weekly learning tools.

Music- Music is used to express emotions and to reinforce subject material.

Sensory- Children will be provided with a wide variety of hands-on, concrete, real world sensory experiences which are age and developmentally appropriate. They will have the opportunity to learn all about their senses.

Art- Art projects stimulate a child's mind to be creative. Art activities also assist in the development of fine and gross motor skills. My program is filled with hands-on learning activities as well as open-ended art activities. Open-ended art allows the child to explore the use of various materials. Craft projects are designed to help children develop their creativity and to learn how to use materials appropriately. Young

children are in the process of learning. It is all about the process and NOT the product. Please keep this in mind and treat all of your child's work projects as beautiful masterpieces.

Practical Life- Children are encouraged to become individual learners according to their individual development level. I will encourage children to problem solve, to accept and appreciate diversity, and negotiate conflicts when they arise between other peers. Children will be provided limited help in practical life/self-help skills. Activities such as: pouring, folding, preparing snacks, or cleaning a table will be provided in order assist with developing independence/self-help skills.

Enrollment/Registration

Enrollment will be granted with equal educational opportunities for all children without regard to race, color, creed, national origin, gender, ethnicity, religion, disability, or parent political beliefs, marital status, sexual orientation, special needs or any other consideration made unlawful by federal, state or local laws.

A registration fee is due upon enrollment. This fee is non-refundable, and is due each school year. The registration fee is the same regardless of whether your child begins in August or in March.

Attendance/Punctuality

Candi's Creative Playschool & Learning Center, LLC is not your babysitter's house! Daily instruction begins promptly at 9:00am (after breakfast). Please have your child here prior to this time. Prior to daily instructions, children will have the opportunity to play with table toys, blocks, puzzles, and other activities that allow them to socialize with their peers.

An occasional late arrival is one thing and easily forgiven, but a pattern of lateness is a less than subtle gesture of disrespect for me, the other students, and other parents who made sure their child arrived on time.

Regular fees remain when your child is absent. Candi's Creative Playschool & Learning Center, LLC reserves the right to dismiss a student who is habitually tardy.

Arrival/Departure

Separation can be stressful for both parent and child (especially the first week). Please help make this time less stressful by adhering to the following guidelines:

- Please do not attempt to sneak out without saying goodbye to your child.
- As difficult as it may be, please make your goodbye short and sweet. The longer you linger, the harder it will be on the child.

Safety/Security

Your child's safety is a top concern at Candi's Creative Playschool & Learning Center, LLC. Children must be signed in and out upon arrival and departure. Children will be released only to those persons listed on the Authorization to Release Form. Identification will be required of any person picking up the child. If someone else will be picking up your child, please notify me of this in advance (in writing).

Health Policy

Children who are ill must remain home. Parents will need to have alternate care available. Note: Knowingly bringing in a sick may cause your child to be dismissed from the program. Examples of health symptoms that require exclusion include (but not limited to):

- Fever
- Diarrhea
- Conjunctivitis ("pink eye")
- Undiagnosed rash
- Vomiting
- Lice
- Any condition in which the child acts ill, is unable to participate in classroom activities, and compromises the health and safety of others

A doctor's note may be required before your child may return. I reserve the right to deny care to any child who I feel may be a health risk to others whether or not a doctor's note is provided.

If your child becomes ill at school, you will be notified of the illness and must pickup the child as soon as possible.

Administering Medication

Candi's Creative Playschool & Learning Center, LLC does not administer medications.

Emergency Procedures

Injuries

First aid will be provided in the event of minor injuries. Parent will be notified of minor injuries at the end of the day.

If an emergency situation arises, parents will be notified immediately. If necessary, emergency personnel will be notified.

Severe Weather/Drills

Candi's Creative Playschool & Learning Center, LLC has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted. We will follow all emergency procedures in the event of a tornado, fire, etc. Fire drills are practiced monthly.

Behavior Management

Children are guided to treat each other and adults with self-control and kindness. When a child becomes physically aggressive, I intervene immediately to protect all of the children. My usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. Physical restraint is not used or permitted for discipline. There are rare instances when I need to ensure a child's safety or that of others and I may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Required Clothing/Dress Code

Children will have the opportunity to engage in a great deal of painting and other messy projects, so clothing that is easily washable is ideal. This way your child can enjoy activities without worrying about clothing.

Our playground/outdoor time is used as an extension of our classroom. In order for your child to enjoy participation, please dress your child in weather appropriate clothing.

Children **MUST** arrive in clothing that he/she can easily remove/learn to remove on his/her own. Shirts and bottoms (pants, shorts, skirts) and/or dresses are ideal. Please **DO NOT** dress children in the following items:

- * Rompers
- * Tights
- * Belts
- * Overalls

The items listed above are difficult for young children to remove on his/her own. If children are brought in wearing any of the above items, they will be changed into their extra set of clothes for the day. You must then supply another set for the following day.

The following items are prohibited!

- Crocs
- Flip flops
- Jewelry
- Cologne or perfumes (Due to allergies, and migraines)

Shorts must be worn under dresses/skirts

Children should have a complete set of clothing in his/her cubby. Clothes should be placed in a Ziploc bag and labeled with your child's name.

Rest Time

All children are required to lie down for a rest period in the afternoon. All children must nap/rest during this period. Rest time gives everyone a much-needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not really happy when they go home in the evening.

Naptime is my only opportunity to take a break, clean up after lunch, do paperwork, fill out daily notes, and do activity planning. I provide nap cots, sheets, and child-sized blankets. If your child has a special blanket or stuffed animal that he/she sleeps with, please send it along.

Parent Involvement

Family Activities- Family is a child's first teacher. I value families as partners in the growth and development of children in my care. Parents are REQUIRED to be involved in the program, visit your child(ren) in my classroom, participate in events, and provide feedback on the program. I encourage families to participate and support your child's learning goals.

From time to time, I offer an opportunity for families to participate in the activities that help with growth and improvement of their child's education. I REQUIRE families to take an active role. Please be sure to monitor our parent page for announcements of these activities and events.

Program Activities: Enjoy and help your child's class with these special activities.

- Read to children at arrival or pickup
- Volunteer in the classroom
- Donate requested items
- Lending objects for units of study
- Coming and talking about your job when asked
- Helping your child prepare for "show and tell"
- Helping your child at home with concepts that we are learning
- Parent Teacher conferences

Communication

It is your responsibility to ensure that your current phone number, email address, etc. is on file at all times.

Communication between home and school is extremely important. In order to ensure the success of your child, please feel free to discuss and suggestions, concerns, or ideas.

Transportation/Field Trips

In addition to the variety of fun activities offered, field trips are also a part of our program. Field Trips are a privilege. In order for children to participate on field trips, parent must: sign the field trip form, and fill out a vehicle emergency medical information form. Children are required to wear a "field trip" shirt which will be provided. Parent must use back-up child care for the day for any child not permitted to go on a field trip.

Birthdays

Birthdays are always special and we will always celebrate each child's special day! You are encouraged to bring a special snack or cupcakes to share at school.

Meals/Snacks

A nutritious breakfast and afternoon snack will be served to all children at no extra cost to you. Breakfast will be served between 8:30am-8:50am, and snack will be served at 3:15pm. Lunch is NOT provided. Parents are asked to pack a sack lunch that meets the requirements set forth by Bright from the Start. When packing your child's lunch, please be mindful of items that your child cannot easily eat on their own, or items that are potentially messy. Please do not pack items with empty nutrition, such as chips, sweets, etc. Items provided will only be warmed (no cooking). If you choose to pack your child a lunch from a special restaurant (ex. McDonalds), I ask that you repackage the meal in a container from home. Your child's lunch should be clearly labeled. Lunch will be served at 11:30am. If lunch is forgotten at home, parent will be billed an additional \$5.00 for a school provided lunch.

Note: If your child arrives after our designated breakfast time, you are responsible for feeding your child at home. NO EXCEPTIONS!

Termination

Candi's Creative Playschool & Learning Center, LLC reserves the right to discontinue service to family if (but not limited to):

- It becomes apparent that the program is not equipped to meet the psychological, developmental or behavioral needs of the child.
- If child is habitually tardy (arriving after 9:00a) or if child is habitually picked up late (after 5:30p)
- If all fees are not up-to-date
- If parent involvement is not met

In most cases, a two-week written notification will be given. In other cases, immediate termination may be required. The director will make every effort to resolve any problems prior to termination.