

Creative Kids Academy
PRE SCHOOL and DAYCARE
1615 Clinton Ave.
South Plainfield, New Jersey 07080



Summer 2023

Dear Parents:

Yet again, the summer has gone by too fast! We hope you and your family have created many awesome memories and had a safe and happy summer! We look forward to greeting our old friends and meeting our new friends during September. The first day of school is Wednesday September 6th. All Tuesday and Thursday students will start on Thursday, the 7th.

Welcome to CKA for another year full of fun and excitement. I am so proud of our children and staff as to how we have grown during these uncertain and turbulent times. Is Covid still a threat, yes, but the climate has certainly changed and improved!

***Please DO NOT send your child into the building before their scheduled time. Our staff is scheduled according to your registration. Thank you for your cooperation in this matter. NO CHILD MAY ENTER THE BUILDING ALONE.** As we welcome the new school year, we would like to remind all parents that 'Drop off and Pick up' times are a very hectic time for our staff and children. We ask that all parents please refrain from speaking with the teachers at this time, as our staff is busy greeting the children and this takes precious time away from your child and other children. You may leave a note in the box at the main door or call Dan after 9:00am or call your teacher between 12:00 and 1:15 pm.

Read the following and I will adapt and change as guidance comes from the OOL and State of NJ.
Best regards, Dan.

Sincerely,

Creative Kids Academy

Arrival Procedures and Pick up Procedures

- Only cleared staff and cleared children will be able to enter the facility.
- . All children must have 2 changes of clothes, 1 set of blankets, all necessary diapering items for at least 3 days (if not potty trained).
- PLEASE LABEL ALL CLOTHING, BLANKETS AND PERSONAL ITEMS REQUIRED FOR THE CENTER WITH A PERMANENT MARKER.
- Tuition will be collected through Brightwheel

Children's Belongings:

- Children will be REQUIRED to provide additional changes of clothes and 1 set of sleep items upon arrival the first day.
- Lunch boxes may be used, please label everything. Send hot food in a thermos. NO HEATS UPS AT THIS TIME
- NO PERSONAL TOYS WILL NOT BE ALLOWED IN THE CENTER.

What we are doing to keep your children safe:

- Hands are being washed upon arrival, before and after meals, after using the restroom, along with an increased frequency during the day.
- Children will eat meals (snacks and lunch) in their classrooms.
- Frequent disinfecting of common areas each day.
- Hand sanitizing stations available for staff.
- Added outdoor time weather permitting.
- The first couple of weeks back into the center will be focused on establishing routines, ensuring proper health etiquette is second nature (i.e. sneezing into elbows)
- "Yucky buckets" are in all classrooms to allow immediate removal of any mouthed toys. The toys will then be disinfected prior to reintroduction.

COVID-19 Temporary Illness Policy

- Stomach symptoms (nausea, vomiting, diarrhea): Children will be sent home with TWO diarrhea or one instance of vomiting. Children may resume care after 24 hours being symptom free WITHOUT the aid of medication.
- Lethargic Symptoms: Symptoms that prohibit them from taking part in a normal routine an daily activities (i.e. extreme fatigue and muscle aches) will prohibit entrance into the center. Children may return after 24 hours symptom free WITHOUT the aid of medication
- Children that develop any prohibited symptoms during operating hours, will be immediately separated and monitored by a staff member in a quarantined location. The parents must pick the child up within the hour. Please plan ahead and coordinate with a friend or family member that would be available to pick up your child during business hours if your place of employment does not allow for immediate departure. Failure to pick up your child in the appropriate time frame could result in permanent termination.
- Fever reducing medication will not be able to be administered unless supported by a doctor's note requiring it as an intervention for a lifesaving condition (i.e febrile seizures). Supportive and life saving treatment will be able to be administered with a signed medication log (i.e. inhaler, EPI pen).
- PLEASE IMMEDIATELY INFORM US OF ANY SYMPTOMS THAT MAY DEVELOP OUTSIDE OF CHILDCARE HOURS.
- If a child or family member is either exposed to COVID-19 or comes into contact with COVID-19, child and families will be required to follow the plans outlined by the CDC for either self-isolating or quarantining.

Infectious Disease/ Covid 19 Health Policy

Our priority at **CKA** is to ensure the safety of the children and staff that come to our center every day. We are working on creating new procedures every day to achieve this goal, but we will not be successful without your help! **CKA** is following all communicable disease guidelines set forth by Child Care Licensing and the CDC. We understand that we must do our part to keep your children safe. As the risk in our area for Covid 19 increases, we are asking each of our families to acknowledge and agree to the following procedures. We only need 1 form per family. *This form must be turned in upon the first day back to school.*

Child's Name: _____ DOB: _____

Child's Name: _____ DOB: _____

Child's Name: _____ DOB: _____

I, _____, _____
Parent/ Guardian Relationship to children listed above

Agree to be aware of my child(ren)'s health. If my child(ren) or any person within my household show any of the following symptoms, I agree to keep them home.

- Fever over 100.4
- New cough of any kind
- Shortness of breath
- Lethargic, overly tired, unusually calm or quiet
- Mild respiratory illness/ issues

I agree to only have my child(ren) in attendance if they are symptom free. If my child(ren) or anyone living within my household has any of these symptoms, I understand that they will not be allowed to attend **CKA** until they are cleared by a doctor. I agree to notify staff of any conditions or changes in my child's health status. I agree to inform **CKA** if my child tests positive for Covid 19 so that **we** can take necessary mandated steps. **CKA** agrees to keep your child's identity confidential. I also understand, as stated in **CKA's** Acknowledgement of Policies that I am still responsible to pay for my child's enrollment at **CKA** since the position is reserved solely for my child whether they are in attendance or not. **CKA** regrets the need to enforce this policy, but we are trying to ensure the financial sustainability of our center at this time.

I certify and acknowledge that I have read and understand the Covid 19 Health Policy agree to the terms listed above.

Signature: _____ Date: _____

Print Name: _____ Date: _____

Relationship to child(ren): _____

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WELCOME TO CREATIVE KIDS ACADEMY

We thank you for your interest in Creative Kids Academy. At Creative Kids we strive to develop each child at his or her own pace. We use a variety of curriculum resources. Our certified and trained staff incorporates their own ideas and styles into their daily plans. Every class is offered a variety of programs which include: math and reading readiness, large and small motor skill activities, cognitive development, critical thinking skills, arts and crafts, creative movement, science, cultural arts, gym, music, story time, puppetry, circle time and many other activities.

- _____ **A completed and signed application**
- _____ **Signed Enrollment Agreement**
- _____ **Completed and signed by Doctor— Universal Heath Record**
- _____ **Attach Completed Immunization Record**
- _____ **General Permission slip**
- _____ **Policies and Procedures Agreement Signed**
- _____ **Discipline Policy**
- _____ **Illness/Sick Policy**
- _____ **Information to Parents**

Please bring the following to your child's class:

- **A Large Zip Lock Baggie with 2 complete changes of clothes-Label w/ child's name on it**
- **One box of Wipes and One box of tissues monthly**
- **A crib sheet and blanket for rest time (afternoon and full day kids only)**
- **Forms to be returned: pages 4,6,7,8 and the UHC (Universal health care form)**

Application for Creative Kids Academy Preschool, Daycare and Summer Camp
1615 Clinton Avenue South Plainfield, NJ 07080 (908) 753-4477

Please complete both pages and Print Neatly and Clearly

Child's Last Name _____ First Name: _____

Birth Date ____/____/____ Sex ____ Home Phone: (____) _____

Street Address _____

Town/City _____ State _____ Zip _____

E-Mail: _____

Mother's Name: _____ Occupation _____

Work Address: _____ Work Phone: _____

Mother's Cell Phone # _____

Mother's Home Address (If different from above)

Father's Name: _____ Occupation: _____

Work Address: _____ Work Phone: _____

Father's Cell Phone # _____

E-Mail: _____

Father's Home Address (If different from above)

Marital Status _____ Primary Language Spoken at Home _____

Family Religion _____ (Helps to determine which holidays to celebrate☺)

Tell us a few 'getting to know you' ideas about your child: _____

Has your child ever been or is he/she currently enrolled in preschool or daycare?

If so, where? _____

**PEOPLE AUTHORIZED TO PICK UP AND/OR CONTACT IN CASE OF EMERGENCY
-IF NEITHER PARENT CAN BE REACHED.**

Name: _____ Phone _____ Relationship _____

Name: _____ Phone _____ Relationship _____

Please describe any medical, physical or other problems your child may have. (Include allergies) _____

Is your child fully toilet trained?(not required) _____

Dietary Restrictions: _____

Special Needs or considerations? _____

Pediatrician's Name: _____ Phone: () _____

I hereby give permission for my child _____ to be given medical treatment by qualified medical personnel if neither parent can be contacted during a medical emergency.

Parent Signature: _____ Date: _____

Creative Kids Academy provides a safe, secure, loving and nurturing environment for children to grow and develop. Our dedicated and trained staff encourages and stimulates meeting all social, intellectual, emotional and physical needs of each child.

Tuition Policy—Our tuition is determined and based on a 'school year' tuition by calculating the amount of days your child are here and estimating our expenses to care for your child during that time. We then come up with a yearly (school year-10 months) figure and break the payments into ten monthly payments. **Please be advised that you are making ten payments and not paying for each month.** This explains why tuition is the same each month even though we may meet more during some months than others. Every family has the option of paying for the 'school year' in full by September 1st and may deduct 5%. **There will be no refunds for sick, vacation, snow days or 'scheduled' closed days.**

Please sign below to attest to the following:

**That the above information is correct*

**That in the event of a medical emergency, I authorize Creative Kids Academy to seek emergency medical care for my child as deemed necessary by the staff.*

**That I have received the Information to Parent's Document, Sick Policy, Discipline & Expulsion Policy, Communicable Disease Policy and Release of Children Policy*

Parent Signature: _____ Date: _____

Child's Name: PLEASE PRINT _____

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General Permission Slip

Child's Name: _____

I, _____, give permission for Creative Kids Academy to: Please check all that you approve of; any questions please email Mr. Dan @ Drinaldi@creativekidsacademy.org or call. Thanks!

- ☐ Take/Use photographs of my child for marketing materials.
- ☐ Use photographs of my child on the Creative Kids Academy website or CKA Facebook page.
- ☐ Take photographs for in-school use and class photos.
- ☐ Give my telephone number and address to other parents, as requested for B-day parties
- ☐ Take my child on walks in the adjacent neighborhood under the direct supervision of teachers and staff.
- ☐ Take jacket off if it is warm enough when we go outside

This permission slip is good for duration of enrollment.

Parent/Legal Guardian: _____

Date: _____

Policies and Procedures

Enrollment – Creative Kids Academy accepts children ages two until their earliest eligibility for Kindergarten. No child will be refused enrollment because of their gender, race, or religion, or that of their parents.

Hours of Care - Monday through Friday, 7:00 a.m. 6:00 p.m.

Holiday Schedule – Creative Kids Academy will be closed for certain holidays and staff in-service days. Please refer to Enrollment Agreement provided for exact dates. There is no credit given for holidays or days absent due to illness, vacation, or otherwise. We do not allow make-ups for missed days or switching days for part-time children.

Registration Fee - A non-refundable fee of \$100.00 deposit will be charged at time of registration. This deposit will roll over from year-to-year for the duration of your child's time at Creative Kids Academy

Tuition Payment - Tuition is due on the first of each month.

Late Payment -Any tuition not received by the 5th of the month will be charged a \$10 late charge. If tuition is consistently late (more than 2 times) you may be asked to find alternate care for your child.

Returned Checks - All returned checks will incur a \$25 charge. Returned checks must be redeemed with cash or a cashier's check within 24 hours of notification. Two returned checks will automatically put your account on a "cash only" basis.

Late Pickup –It is very important that parents are conscientious about picking their children up on time. Our part-time students must leave promptly when their class ends, and all other students need to leave by the times they have registered for, as we do not have the staff to cover our state-mandated ratios when children are picked up late. Therefore, parents who are late to pick up their children will be responsible for paying a late pick-up charge of \$10 for any part of ten minutes (i.e. 11:35 = \$10 or 6:05 = \$10). For parents picking up after closing (6:00 p.m.), this charge should be given directly to the staff member present. In all other cases it should be given directly to the Director. This charge will not be waived even if prior notification is made.

Late Drop-off – Children can be dropped off late for any given reason. However, **NO CHILD CAN BE DROPPED OFF BETWEEN THE HOURS OF 12:00 AND 2:00 DUE TO OUR NAP/REST TIME SCHEDULE.** Doors will be locked during these times, and staff are instructed not accept your child at the door between these hours. Thank you for your consideration.

Release of Children - Your children will not be released to anyone whose name is not on the emergency form. ID will be required and enforced in situations in which someone not on the emergency form picks up. Advanced notification is necessary in these situations.

Diaper/ Toilet Training Policy –We do not require children to be toilet trained at any age. Parents of children who are not toilet trained must provide disposable diapers. We request that they be brought in large quantities. CKA Staff will work hand-in-hand with parents with regard to toilet training. We will follow up and maintain consistency at school with what parents are doing at home.

Lunches –If your child is to eat lunch at school, a properly packed lunch must be provided by you. You may send a warm lunch in a thermos or insulated container on the other days if you wish, but it will not be reheated. All food, containers, etc. must be labeled with your child's name.

Snacks- All children will be given mid-morning and afternoon snacks.

Nap Blankets- If your child is scheduled to nap at school; he or she will need to bring a sheet (crib) and blanket(s) on Mondays. These sheets and blankets will be sent home on Fridays for laundering. Please remember to return blankets to us on Monday morning. All sheets and blankets must be labeled before being sent to school.

Health Policy - Children who have an undiagnosed rash, illness, infestation, or have had a fever, vomiting or diarrhea during the last 24 hours will not be admitted. Where prescribed, children having taken antibiotics for a 24-hour period may be readmitted with a medical release. Parent(s) must notify a staff member if their child has been ill the evening, morning, or weekend before returning to school. A staff member present at time of admission will be responsible for ensuring that children with obvious signs of illness are not admitted. If emergency medical or dental care is required, 911 will be called. Parents will be called first if possible. Parents are responsible for any emergency service charges.

Medication Policy - We do not dispense medication at Creative Kids Academy. The only exception is in the case of children who need nebulizer/inhaler treatments. In addition, children with allergies are permitted to leave an EpiPen at school for use in case of an emergency.

Behavior / Biting / Discipline Policy - Our goal is to provide a positive environment for children, parents, and staff. Desirable behavior will be rewarded by praise, and conflicts discouraged. However, if this is not effective, it may be necessary to place a child in “time out” for a short period to let them think about their behavior. Biting is an unsafe behavior and will not be tolerated. If an unsafe behavior continues, we will schedule parent conferences. If the behaviors are not curbed, this will be grounds for dismissal.

Termination - If, after an evaluation which will include parent conferences, we determine that our environment is inappropriate for your child, or should you child’s behavior be too disruptive to the group, including excessive crying, or in any way affect your child’s safety or the safety of others, we will request that you make other child care arrangements. Parents, guardians, and children are expected to show respect to all staff members at all times. Abusive behavior will lead to termination. Parents may withdraw a child for any reason when a one month written notice has been given to the Director. This agreement is terminated when your child leaves the school and all fees have been paid.

Special Activities - We may at our discretion utilize outside contractors to provide optional services at an additional fee such as tumbling, science, etc. No child will ever be excluded from such activities. It will be determined on a year-to-year basis what our Activity Fee will be.

Field Trips—Creative Kids Academy takes one field trip each year to Chuck-e-Cheese in Edison, NJ. This trip usually takes place in May to reward children for a year’s worth of hard work. The cost of this trip per child will be announced when the exact date is announced. There are no parents permitted on the trip, as we provide extra staff to ensure safety and fun for every child. Parents may choose to keep their child home if they do not wish their child to attend.

Parking Lot- Please limit parking to no more than 5 minutes, so that other parent’s do not have to park out in the street. We ask that part-time parents refrain from “chatting” in the parking lot at drop-off and pick-up as to make room for the next class. We scatter drop-off and pick-up times accordingly in order to avoid parking lot congestion.

CKA Needs Your Help...

Let's Work Together To Keep Everyone Healthy!

Creative Kids Academy is committed to keeping your children safe and healthy when they are in our care. We are doing all that we can to keep our school as “germ free” as possible, but it is vital that we work together to keep all of our children and staff healthy this year more than ever. We are requesting that all of our families do the following to ensure the health of everyone at CKA.

Children who exhibit any of the following symptoms should, according to state and school regulations, be kept home from school.

1. **Temperature of 99.6 or over:** Children who have had a fever should be kept home ONE day after the temperature returns to normal.
2. **One or More Episodes of Vomiting within the last 24 hours.**
3. **One or More Episodes of Diarrhea within the last 24 hours.**
4. **Persistent Cough, Persistent Sneezing, and/or Excessive Discharge from the Nose and/or Eyes:**
A child with a persistent cough and/or sneezing or any discharge from the eye or nose should be excluded until the condition has CLEARED UP or a physician's note has been received by the school.

5. Infected Skin Patches and/or Untreated Skin Rashes
6. Severe Pain or Cramps Any Place
7. Swollen Glands
8. Sore Throat
9. First Three Days of a Head Cold
10. Persistent Nausea
11. Inflammation of Eyeball or Lids

Please do not send your child to school if they have any of these symptoms. Children who are sent to school exhibiting any of the above symptoms will be sent home immediately. For example, any child coming to school with green discharge from their nose will be sent home until their nose is clear or until a doctor's note can be provided.

We appreciate your help and consideration in keeping our school a safe and healthy place for everyone!