



Dear Parents:

Welcome to Creativa Academy!

We thank you for choosing Creativa as your Child's education.

We pledge to give your child the most ultimate fun-filled experience in a nurturing and loving environment. It is our personal belief to meet each and every child's needs. We are committed to assist your child to reach their full potential in their developmental growth. We value you as parents, as together we help your child blossom into the beautiful person God intended them to be.

We hope this handbook will help you better understand how our Curriculum, Philosophy & Structured environment will enhance your child's cognitive, motor and social development. Please make sure you have read all the information and understand the school policies and regulation.

We look forward to this new school year full of blessings for all!

Sincerely,

Creativa's Administration and Staff

OUR SCHOOL

Creativa Academy has established a reputation throughout the community for its educational excellence and loving teachers. The center continues to grow and we look forward to many years of service for the children and families of our community.

Our center is family operated. We are licensed by the State of Florida Department of Children and Family, and have become a private school under the Florida State Education Department. We serve children from eighteen months to five years old. In keeping the best interest for the children, each area of the school has its own standards that are aligned with the different stages of child development.

OUR MISSION

Creativa Academy is an organization which values people; the children in our care, their parents and our staff. We continually work to learn the trust placed upon us. We strive each day to provide the best quality early childhood educational services in the community we serve. Our goals are:

1. To provide an exciting atmosphere for learning where the individual child's educational, physical, social and emotional development will be nurtured.
2. To provide opportunities for the child to become actively involved in the learning process by discovering his/her world through a variety of developmentally appropriate activities and materials.
3. To involve parents in our program through active participation and observation. We strive to establish open communication between parents and staff concerning the development and needs of the children.
4. To provide an experienced staff, well- trained and knowledgeable regarding the development of our young children.
5. To maintain an indoor and outdoor environment which is safe and invites exploration and discovery through a variety of quality materials that may stimulate the child's physical, emotional, social and intellectual growth.
6. To include children of all abilities and celebrate individual differences.
7. Community involvement is essential to foster ethical and responsible leaders of tomorrow.
8. Children benefit from a structured and disciplined environment that generates personal integrity as well as self-discipline.

PHILOSOPHY

Creativa Academy is an educational facility inspired by **Reggio Emilia** approach and **Creative Curriculum**. This innovative approach to education, encouraging research, creativity and exploration, is widely acclaimed as one of the best educational programs in the world.

We value children's different ways of learning and the hundred languages they use to express themselves. We focus on hands on learning and use the environment as a learning tool.

PROGRAM DESCRIPTION

Creativa Academy proudly serves 114 children a year. Our purpose is to provide our children a safe and nurturing environment with a rich creative curriculum. The center serves children from 18 month through Pre K-4. It is licensed through the State of Florida of Department of Children and Families.

We have highly qualified teachers and staff members. All our staff met the state requirements and FBI and FDLE background screening. As professionals, they are constantly undergoing training in Early Childhood Education to maintain the quality of our program.

We offer an inviting personalized child environment a low student to teacher ratio. Our program is designed to meet each every child's individual needs. Every teacher is equipped to give their children a variety of learning experiences throughout the day that foster cognitive, social and emotional growth.

Our core curriculum is the Creative Curriculum enhanced with the Reggio Emilia philosophy. This curriculum helps children become enthusiastic learners. It encourages children to be active and creative explorers. The main goal is to assist them in becoming independent, self-confident, inquisitive learners though the use of hands on activities. We us weekly thematic units and we integrate learning across all areas of the curriculum.

Our children in Pre K-2 and 3 work on developing social skills, engaging their creative side with art and sensory activities. Language development and listening skills are encouraged through verbal and visual stimulation of color words, shapes, numbers, animals, sorting, building and more.

Our VPK Program is designed to build your child's cognitive, social and emotional needs to improve school readiness. Our advanced curriculum incorporate subjects such as Math, Language Arts, Reading, Science, Social Studies, Spanish and Music.

CURRICULUM

Creativa Academy uses the Creative Curriculum for toddlers and preschoolers. It is a comprehensive curriculum, linked to an assessment system that fully meets the criteria for appropriateness and effectiveness. Creative Curriculum builds upon the children's needs and interest, and emphasizes on literacy, phonics, reading, writing, number concepts, science and social studies.

It addresses teachers' need to know what to teach why as well as how children learn best. With such a curriculum, teachers can respond to the individual needs and learning styles of all of their children. Teachers are facilitators. They listen, observe and document the children's work. And children are stimulated to build knowledge through their interests and exploration.

ASSESSMENTS

Creativa Academy uses the Ages and Stages Questionnaire 3rd edition (ASQ-3). The ASQ-3 is a set of simple questionnaires about child development. The questionnaires look at how your child is doing in areas such as language, movement and social skills. The ASQ-3 can help identify your child's strengths as well as any areas of challenge. Early detection and intervention of possible developmental delays have a positive impact on health outcomes.

Creativa also implements two Progress Reports a year to evaluate the performance of each student.

GENERAL RULES

1. Children are expected to walk, instead of running, while in the classrooms, playroom, or hallways.
2. Children are expected to arrive at school on time and be ready to learn by having all materials needed.
3. Objects left in the school rooms and on the school grounds will be turned in to the office.
4. No gum chewing or candies will be permitted during school hours or on school premises.
5. Students must promptly obey the directions of the teacher.
6. Students are not to bring any items (such as tablets, iPad, game cards, dolls, magazines, videos, DVD's, games, books, or toys) from home.
7. Students are expected to arrive at their designated time to avoid learning disruptions. If your child will be late, please call the office ahead of time and speak to the staff. Traffic congestion is not an acceptable reason for continuing tardiness.

CHILD GUIDANCE / DISCIPLINE

Good discipline is required for establishing the proper atmosphere of a school. Discipline is a positive word denoting mutual respect between the student and teacher, regarding the authority of the teacher. We use the "Conscious Discipline" by Becky Bailey guidelines to help them through these common childhood situations.

Guiding communication is our primary method of helping children develop a sense of independence, confidence and competence in their own ability and to get along with peers and adults. We regularly use the following conflict mediation strategies with young children:

- Approach calmly, stopping any hurtful actions
- Children will be removed from tense situations and provide a few minutes away from his/her activity to be able to reflect
- Acknowledge the children's feelings
- Gather information from the children
- Restate the problem(s)

- Ask for ideas for solutions from the children involved and choose one together
- Be prepared to give follow-up support
- Children may not be denied active play as a consequence of misbehavior.

The following practices are NEVER used at Creativa Academy:

- No corporal punishment is permitted
- ignoring the child as a form of withholding comfort, contact, needed interaction
- threatening
- humiliating
- yelling
- embarrassing or shaming
- insulting
- teasing
- withholding food or rest
- scaring or intimidating
- Children may not be denied active play as a consequence of misbehavior.

When a child is having difficulty in the classroom, parents, teachers and school administrators will work together to try to determine what is preventing the child from having an optimum experience. Then, together, we will try to come up with an individual action plan to meet the child's needs. Sometimes this will include asking the parents to have their child evaluated by a child development specialist or other professional. Other steps include but are not limited to:

- a) A release of pertinent information to better understand the needs of the child;
- b) Consultation with the child specialist and/or child's personal physician or therapist;
- c) Requirement for the child specialist to observe the child in the school setting and/or provide classroom strategies for the child's teacher;
- d) Restructuring the preschool child's school day to maximize his/her potential for success.

If it is determined that a child's needs cannot be met even with reasonable efforts to provide additional support, the school will offer the parents assistance in transitioning the child to a better suited environment. We reserve the right to ask the parents to withdraw their child from Creativa Academy if no such accommodations can be made. This is only recommended after very careful observation of the child and ongoing meeting with the parents and after all reasonable options have been attempted. One or more of the following conditions must be present for a parent to be asked to withdraw their child from the program:

1. The child's behavior is harmful or upsetting to himself or to other children in the program
2. The child's behavior is disruptive to the point of preventing the other children from learning.

BITING

We recognize that biting is a normal behavior that sometimes occurs with young children. When these incidents occur, we take it seriously. A child may bite when he/she gets angry or frustrated or lacks language skills necessary to express themselves. When biting occurs at school, it is handled calmly but seriously. Age-appropriate language is used to discuss what happened, how it felt and what else the child could have done. Children are encouraged to resolve the problem together. Depending on the developmental stage of the child, a behavior intervention plan is implemented after two or more biting incidents.

The school will contact the parent or guardian after a child bites. If the biting continues, parents will be asked to pick up their child immediately after the next incident, keep their child home for a designated period of time or in the case of excessive biting, remove the child from our program.

When determining the action necessary, we consider the safety and well-being of the children.

EXPULSION POLICY

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

Immediate Causes for Expulsion

The child is at risk of causing serious injury to other children or himself/herself. Parent threatens physical or intimidating actions toward staff members. Parent exhibits verbal abuse to staff in front of enrolled children.

Parental Actions for Child's Expulsion

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records. Habitual tardiness when picking up your child. Verbal abuse to staff.
- Other (explain)

Child's Actions for Expulsion

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/ angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Other (explain)

Schedule of Expulsion

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally about the child's or parent's behavior warranting an expulsion.

The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two week notice depending on the risk to other children's welfare or safety).

Proactive Actions that can be taken in Order to Prevent Expulsion

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision. Staff will always use positive methods and language while disciplining children. Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality. Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The administration, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises. Recommendation of evaluation by local school district child study team.

FAMILY INVOLVEMENT

Creativa Academy encourages parents to remain actively involved in their child's education through:

- Information exchange: Our school will inform parents of upcoming events through text messages, flyers, announcements, calendars, emails, Class Shutterfly and newsletters. When picking up your child, please pick up his belongings, school work, and any school communications (letters, calendars, billing notices, etc.).
- Family Conferences: Family conferences you may be requested at any time during the school year to discuss your child's progress.
- Family Activities: We plan different types of family involvement activities during the year. Some may be parent workshops, social activities, and others will be focused on classroom events and activities.

- Parent Volunteers: Families can participate in many ways – in classroom activities, helping plan or implement special events, helping with fundraisers, donating materials, sharing your special expertise, etc. We appreciate your support!

Parents are reminded that teachers are not available for conferences immediately before class begins when students are arriving, nor immediately when children are leaving. Teachers cannot engage in conversations during school hours but will gladly call you or make an appointment. Information about classroom activities and school wide events will be sent home with your child.

If a parent wishes to participate in classroom activities, they may do so by providing the teacher with a one-week notice in order for the teacher to prepare a lesson that will make the parent an active participant, instead of just an observer. Please provide the official documentation to the office.

GRIEVANCE PROCEDURES

If a parent/guardian has a grievance, the following steps should be taken:

- Share your concern with the teacher. Please schedule a meeting with the teacher for this purpose. Drop-off and pick-up times are for social interactions and are often hectic.
- If discussion does not resolve the issue, the parent should submit their complaint in writing to the Administration. Depending on the area of complaint, the administration may share this letter with related parties.
- A meeting with the Administration, parent/guardian and teaching team will be scheduled.

TRANSPORTATION/ BABYSITTING

Creativa Academy does not provide transportation nor does it have insurance to transport children enrolled in our program. After school care children may be transported by private buses, which meet county requirements. Employees of Creativa Academy are not authorized to transport children on behalf of the center. Likewise, teachers are not encouraged to provide babysitting services for children. In instances where that may occur, the babysitting arrangement is between the parent and the employee outside of work hours and the scope of the teacher's duties and responsibilities with the school. Creativa Academy is not responsible for any incident related to arrangements made between parents and teachers related to babysitting, tutoring or transportation issues.

GRIPING

At Creativa Academy griping is not tolerated. Griping is defined as voicing complaints or criticisms to third parties, especially uninvolved third parties OR SOCIAL MEDIA. Constructive criticism is welcomed, but it must be made only to those who have the authority to make

changes. Those who have complaints about the school, its staff, or its policies should direct their complaints to the Administration. The prohibition against griping applies to parents as well as students. Griping may result in a student being dismissed (withdrawn) from the school.

REGISTRATION REQUIREMENTS

Creativa Academy does not discriminate against race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital/family status.

Please be informed that only the custodial parent or legal guardian of the child may enroll the child in Creativa Academy. This person must complete the contacts section provided in the Registration form. This section includes the information of all the people authorized by the custodial parent or legal guardian to withdrawal the child from the facility in case of illness, accident or emergency.

The following items should be included in the Registration Packet prior to the first day of class:

1. School application
2. Emergency Contact Card
3. DFCF Forms #3040 and 680/681 obtained from your child's doctor. This form certifies that your child is in good physical health and has received the immunizations required by the State of Florida. The physical examination is valid for one year. This form must be in our office prior to the first day of school.
4. Application for Free and Reduced Price Meal.
5. Copy of Birth Certificate and Social Security Card
6. Please send a family photograph to be displayed on a class bulletin board.
7. Each child needs a complete labeled change of cloth in a labeled Ziploc bag, a large box of disposable diapers and wipes for non-toilet trained children and several pairs of training pants for "newly trained" children. Please replace or replenish supply as needed.
8. Please do not send your child to school wearing jewelry; it can easily be lost, and the school will not be responsible for it.

REGISTRATION FEE

Our Registration fee for toddlers and preschoolers is \$250. This fee is non-refundable. Pre-registration for previously enrolled students begin in March. Completion of the registration forms and payment of the registration fee will ensure a spot for the student during the next school year.

TUITION

- It is the school's policy to make no refunds on Registration Fees nor Tuition.
- Tuition is due biweekly, **based on a 12 month period.**

- There will be a late payment fee of \$30.00, if tuition is not paid by Thursday of tuition week.
- Tuition is to be paid in the amount specified in the above School Year Tuition and Fees Schedule regardless of my child being absent from the center while being enrolled.
- If tuition is not paid by the 10th day after payment is due, my child will not be accepted in class and his/her enrollment may be terminated.
- A charge of \$35.00 will be charged to your account for any Non-Sufficient Fund checks.
- Full Tuition is due even on weeks when Holidays and Emergency conditions for which the school is closed.
- Tuition payments will continue to be charged unless the parent provides the school with a written withdrawal notice a minimum of 3 weeks prior to the last attendance date.
- Creativa Academy reserves the right to collect delinquent funds by using the services of a collection agency. Please be advised this may affect the parent's credit history and interest will be compounded on the delinquent amount.
- Creativa accepts as a form of payments cash and checks. If you would like to pay with credit or debit card there's will be a fee of 3% of the total amount per transaction.

TODDLERS (18 Month Class & 2 Years old Class)

PROGRAM	TIME	WEEKLY FEE	WEEKLY FEE	REGISTRATION
		Including Summer	No summer	
Toddlers Full time	7:00 am - 3:00 pm	\$ 230.00	\$ 250.00	\$ 250.00
Toddlers Full time & After Care	7:00 am - 6:00 pm	\$ 250.00	\$ 270.00	\$ 250.00

TODDLERS (Early 3's to Late 3's Class)

PROGRAM	TIME	WEEKLY FEE	WEEKLY FEE	REGISTRATION
		Including Summer	No summer	
Toddlers Full time	7:00 am - 3:00 pm	\$ 210.00	\$ 230.00	\$ 250.00
Toddlers Full time & After Care	7:00 am - 6:00 pm	\$ 230.00	\$ 250.00	\$ 250.00

VPK PROGRAM

PROGRAM	TIME	WEEKLY FEE	REGISTRATION
VPK Program Full time	7:00 am - 3:00 pm	\$160	\$ 250.00
VPK Program Full time & After Care	7:00 am - 6:00 pm	\$180	\$ 250.00

WITHDRAWAL / TERMINATION OF ENROLLMENT

A three-week written notice is required if families withdraw from the program. Families are responsible for full tuition throughout those weeks. The initial Registration fee will not be refunded.

If at any time during the calendar year Creativa Academy is staff feels that our program is not appropriate or meeting an individual child's need or there is non-compliance of previous school-family arrangements, staff will use the following procedures:

- The teaching staff and Administration meet concerning the situation
- The teaching staff and Administration meet with parents or guardians
- Other professionals are consulted, if necessary
- If, after meetings and consultation, the decision is reached that our program is not appropriate for the child, the child will be asked to withdraw and/or terminated from enrollment.
- Parents may request a meeting with the Administration if team meetings do not resolve the issue.
- At the family's request, staff members may assist in finding an appropriate alternative setting for the child.

DRESS CODE/ SCHOOL UNIFORMS

Uniforms are mandatory for children unless otherwise specified through a school event or other activity. Only closed toed shoes (preferably with Velcro) are allowed. For the child's safety, please no sandals or crocs (unless there is a water activity).

ADJUSTMENT TO SCHOOL

Please walk your child to the classroom and sign him/her in and out daily. If your child seems shy or clings to you, wait until the teacher greets you and tries to interest your child in an activity. Do not worry if your child prefers to sit and watch. This is a form of learning and will lead to participation. As soon as the teacher feels your child is ready to separate, please say a speedy goodbye (kiss and hug) and leave with a happy face. We find children adjust better without a lingering farewell. Avoid lengthy conversations with the teacher at this time as she needs to focus her attention on the children, their routine and safety.

Preschool children, often adjust to separation quite well, only to resist it a month or two afterward. By this time, the novelty of day-care, the fun new children and toys, and the care giver wears off, and it becomes hard to break away from more familiar people and surrounding, which can trigger clinging during drop-off.

Following are some ways to help the morning go smoothly:

Reassure your child that you'll return each night, and do a run through of what happens during drop-off and pickup to reinforce that Mommy/Daddy leaves, but also comes back.

- Establish a goodbye ritual. It can be as simple as a hug, a kiss and an "I love you." Whatever the routine, do it consistently. Predictability helps children feel secure.

- Ask the caregiver to tell them about the activities planned for the day, or to give them special tasks like putting the napkins out for breakfast. The busier they are, the less they will dwell on your departure.
- Put on a happy face. Kids can sense their parents' anxiety. If your child knows that you are worried, he/she will be nervous, too.
- Make a picture book with the members of your family or the home-school-home process, which the child may keep in their cubby or with them as a reminder that their family will be back soon and that school is only a part of the daily routine.

During the first three weeks of adaptation parents are not allowed inside the classroom. The school provides a close circuit system where the parent can observe the classroom from the office. If you desire to be involved in the classroom, you may fill out the volunteer documentation in the office prior to being inside the classroom. If your presence causes a disturbance in the classroom, you may be asked to leave.

ARRIVAL AND DISMISSAL PROCEDURES

The following procedures must be followed for everyone's safety:

- All children must be walked in to their classrooms prior to 8:30am. After 8:30am will close doors, a staff member will take your child to class to avoid any interruptions. At dismissal, all children must be picked-up in the front office.
- Unattended children are not allowed in the parking lot.
- We must also ask that you be considerate of other parents, drivers and their children.
- Please do not leave your car unattended in front of the center nor your wallet, purses or valuables visible.

All students MAY NOT be dropped-off at the center no later than 10:00 am unless with a doctor's note.

ATTENDANCE POLICY

The Voluntary Pre-Kindergarten program will be in operation following the school year calendar. The student holidays for the school year are included by the month in your handbook. Attendance during the scheduled instructional days is of utmost importance to remain in the VPK program. Funding is linked to your child's attendance, but also the issue of success upon entrance to kindergarten is a critical factor. If your child is not in regular attendance, both funding and success are affected.

Tardiness

The instructional day begins promptly at the school start time of 8:30 am. All children are expected to be in place and ready to begin at the specific time you were told in your mandatory orientation meeting. Delayed arrivals are disruptive to the group in progress and also difficult

for the arriving child. We understand that it is occasionally unavoidable to be “running late”. This practice should not become a regular occurrence.

Absence

Documentation of an absence may be submitted in advance of any absence may be submitted in advance of any absence. Absences and tardiness may be excused under “extraordinary circumstances” if appropriate documentation is provides. These include:

- a) Hospitalization of the child, his/her parents or guardian with appropriate documentation.
- b) Illness of student, his/her parents or guardian that requires a home-stay as documented.
- c) Death of a member of the students’ immediate family with appropriate documentation.
- d) Court ordered visitation with appropriate documentation.
- e) Parent or guardian’s military deployment.

Following an absence, a written note should be sent in with child returning day.

Verification

The VPK personnel will ask to sign a verification form. The purpose of this is to verify our records and the reporting of your child’s attendance for payment. Promptly returning the verification of student attendance forms at the end of each month is required.

Screening Requirement

Each student attending VPK will take the statewide kindergarten screening regardless of whether the child is admitted to kindergarten in a public school or non-public school.

LATE PICK-UP

Creativa Academy closes at 6:00 pm. If the child, remains on the premises after 6:00pm you will be charged a late fee of \$1.00 per minute and \$5.00 per minute after 6:30pm. This fee must be paid in cash to the staff member that remains with your child.

If you are going to be late to pick up your child, you must notify front office or make arrangements for someone to pick him/her on time.

CHANGE IN PICK-UP ARRANGEMENTS

Any changes in a child pick-up time or person MUST be made by the parent or authorized guardian IN WRITING or by TELEPHONE at least a half hour before dismissal. We will not release a child to anyone unless their name appears on the child’s record or proper notice has been given to the school. In the event a parent is not authorized to pick up a child, Creativa Academy must have a court restraining order or injunction on file. ALL GUESTS NOT RECOGNIZED WILL BE ASKED TO SHOW PROPER IDENTIFICATION.

EMERGENCY PROCEDURES

Should your child be injured or become ill at school, you will be notified immediately. PLEASE keep us current regarding your phone number both at home and at work. This information is vital should an emergency arise.

Accident reports are completed for all injuries occurring at school. When a child gets hurt at school, an accident report is completed. In the event of a serious injury, the parent or other emergency contact person will be contacted.

In a medical emergency, we reserve the right to call 911. The safety of every child is always foremost in our minds.

EMERGENCY CONTACT

It is very important for us to have the name and phone number of someone who can be responsible for your child if we cannot reach you. This person should be able to come to school and pick up your child if necessary. Please be sure that the person you list has this understanding. IT IS THE PARENTS' RESPONSIBILITY TO KEEP WORK NUMBERS AND EMERGENCY NAMES AND NUMBERS UP-TO-DATE AND MAKE ARRANGEMENTS FOR THEIR CHILD TO BE PICKED UP PROMPTLY WHEN NECESSARY.

ILLNESS

If a child shows that she/he is not being his/herself, the teacher will check his/her temperature and look for signs that may identify whether or not the child may be sick. Parents will be contacted immediately in the event a child displays a fever of 100° or more. If the fever is higher than 103° and the parents have not arrived at the school or cannot be reached, the office will call 911.

Following are additional guidelines regarding illness:

1. If you suspect that your child is not well, please keep him/her home out of consideration for his classmates.
2. If your child has had a fever, his/her temperature should be normal for 24 hours before returning to school.
3. If your child has a cold, is coughing, and has a runny nose, please consider that he/she may be contagious to others and keep him/her home or make other arrangements for their care until he/she recovers.
4. If your child has a rash, please keep him/her home and contact your doctor to find out the cause.
5. There are several illnesses which are common occurrences in preschool and in early-age school children, which are noted below. If your child has any of these illnesses, please KEEP HIM/HER HOME, contact your child's doctor, and notify

the school immediately with the date of infection or first exposure. The best way to stop the spread of contagious diseases is isolation. It may be recommended that you quarantine your child during the known period of greatest communicability to minimize the spread of infection to others. If we respect and are considerate of each other, we will not send our children to school sick. Children will not be admitted to school and will be sent home if they exhibit any symptoms of illness. Please help us control and minimize the spread of infections to others by providing care for your children when they are sick. We have no facilities for isolating children at our school.

6. Head Lice- Please do not allow your child to bring combs and brushes to class, as this can be a primary way of spreading head lice. After treatment, each child, before being re-admitted to class, will be rechecked to determine that they are COMPLETELY FREE of lice and/or nits. School wide head checks are done as needed and the entire facility is professionally sprayed if a major outbreak occurs.
7. Pinworm - Symptoms that this condition may exist include restlessness, irritability, fretful sleeping, and rectal itching. The testing and treatment of this condition is very simple. It is important to follow all instructions that are given with the medication to prevent re-infestation.
8. Pink Eye - Pink eye is a virus that is highly contagious. Signs and symptoms are red, watery, itching eyes. During treatment, you can expect your child to be home approximately two days.
9. Chicken Pox - Noticeable symptoms include a rash of raised blisters containing watery fluid. You can expect your child to be home from seven to ten days.

Please keep your child home until he/she is symptom free and no longer contagious. A written statement from a physician may be required before returning to school. In the event a child has a chronic condition or allergy related symptoms, a doctor's note will be required to keep on file.

MEDICATION POLICY

Creativa Academy will administer medication at school in certain circumstances under the following guidelines:

1. The school will not be responsible to administer medications unless it is recently prescribed by a physician, and parents have completed and signed an authorization for medication form. The medication MUST be in its original container.
2. We will not administer more than one medication per child in any given day. Please discuss with your doctor the less possible time table to administer medication. For example, if the medication must be given three times a day, you

- give it to your child at home before school, the school will administer the medication during the time in school, and the last dose is given by you at night.
3. We will administer nebulizer treatments under doctor's prescription and parents' risk. However, we prefer and welcome parents to come and administer the medication themselves as needed.
 4. Over the counter drugs will not be administered unless prescribed by a doctor or there is a medication administration form signed by the parent. There will be no exceptions.
 5. A detailed log will be kept for all medication dispensed at school.
 6. All medications will be dispensed at specified times during the day by designated Creativa Academy personnel.
 7. Per state regulations, in instances where a wound occurs, Creativa Academy staff is only allowed to cover the wound using ice and/or bandage until help arrives. Staff must wear plastic gloves when cleansing a wound.

SCHOOL CLOSING

In case of hurricane warning or other emergency condition, Creativa Academy will follow the guidelines set forth by Dade County Public Schools. This information is announced on local radio and TV channels. Should a weather alert be issued, PLEASE PICK UP YOUR CHILD AS SOON AS POSSIBLE.

In the event the school is closed, tuition fees will not be discontinued; upon returning to school all payments due must be paid.

FIRE DRILL PROCEDURE

When the fire alarm sounds, students are to move with their class quickly from the building in a quiet, orderly manner without running. Upon reaching the position from the building designated by the teacher, students should turn and face the building and listen to roll call. Fire drill routes are posted in each room.

ELECTRONIC DEVICES

Students are not allowed to bring, cellular telephones, tablets, iPads, radios, games, laser pointers, iPods, etc., to school at any time, including before or after school extended supervision. The school is not liable for the loss of any such items if they are brought into the school.

MEAL TIME

Our center provides the children with a balance diet approved by the United States Department of Agriculture. Breakfast, lunch and snacks are administered at designated times to all the children in the center. The center does not allow food from home unless it is required for physical nutritional reasons or religious purposes.

BIRTHDAYS

Birthdays may be celebrated during your child's playground time. However, there are certain guidelines that must be followed. Before leaving the school, parents or guardians are responsible to clean and pickup any trash or mess caused by the party. The playground/tiki hut must be returned to its original condition. Shall you bring any favors or candies, please make sure it is age-appropriate. No snacks containing peanuts are allowed for the safety of our children.

HOLIDAYS

Holidays will be studied and celebrated in the months that they occur and may include a variety of cultural and religious awareness events. We may have several "parties" in connection with holidays. Parties take the place of little luncheons so that we can avoid feeding the children excessive sweets. We depend on your help at these parties. The school will be closed the following holidays:

June 10, 2022 -Teacher Planning Day	December 23, 2022 - Jan 6, 2023 Winter Break
July 4, 2022 – Independence Day	January 16, 2023 – Martin Luther King, Jr
August 11 & 12, 2022 -Teacher Planning Day	February 20, 2023 – President's Day
September 5, 2022 – Labor Day	April 7, 2023 – Good Friday
November 11, 2022 - Veteran's Day	May 29, 2023 – Memorial Day
November 24 & 25, 2022 - Thanksgiving Day	June 9, 2023 - Teacher Planning Day
	June 19, 2023 - Juneteenth

SPECIAL ACTIVITIES

Throughout the school year we bring to our center community and professional workers to represent and teach the children what they do. If you are interested in participating in this program, please let us know to incorporate your presentation in our curriculum. Please refer to the calendar for a list of the Special Activities in which parents and relatives are invited to participate throughout the school year.