



Creative Space Preschool Program Parent Handbook 2011/2012

Creative Space
Facility # 197417515
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Our Program

Our Curriculum emerges from the children's interests and investigations. There is a collaboration of ideas between children and teachers giving respect to the child's development and the many languages of learning (such as imaginative, cognitive, communicative, logical and creative).

We encourage children to be active participants in the planning and expectations of their daily life in the classroom and the Creative Space community.

Our environment is a teaching laboratory of creative spaces that motivate learning, develop relationships and promote a child's strong sense of self and security.

Within each group's environment there are opportunities to explore ideas through experiences in music, science, various art mediums, cooking, building, dramatic play and construction materials. Teachers respect children's ideas and encourage focused learning through exploration of the children's own hypotheses.

Our Children

Our program at Creative Space is designed for children whose ages are 2 through 6 years. Our children come from a wide variety of backgrounds and Creative Space welcomes children of all races, nationalities, religious faiths and socio-economic backgrounds. We have a financial aid program for those who qualify.

Our Staff

We are a community where teachers and children are respected and valued. Where collaboration and thinking are visible through the actions we take. Where we challenge ourselves to a deeper self-reflection of who we are and our work with the children.

Our emergent curriculum explores learning through the theories and interests of the children in active and creative investigation of their environment. The importance of social and emotional growth during the early years is supported by small group work, and by teachers facilitating children's problem solving with their peers.

Our staff consists of the director, office manager and office staff, two teachers per classroom and support teachers as well as the occasional studio, science, music, and yoga specialists.

To enhance our collaborative work, a staff meeting as well as co-teacher meetings, and team meetings are held weekly.

Our Goals

To give children the opportunity to...

develop the ability to think creatively, to solve problems, to focus attention, and to

persist in the face of difficulty.

grow in their ability to recognize and express feelings appropriately.

learn to respond comfortably and confidently with peers and adults and develop increased language skills through positive interaction.

build friendships with other children, experience joy in giving and receiving, gain skills in conflict resolution and grow in their social competency.

build their strength, coordination and physical skills.

develop their imagination and creatively express their ideas, feelings and needs through many mediums (art and art materials, dramatic play and creative movement, music and sounds, etc.)

establish a foundation for good health and safety habits.

build sound concepts of spatial and numerical relationships.

grow in an understanding and respect for the natural environment.

experience themselves as worthwhile individuals, capable of achieving success, initiating ideas and acting with independence.

value their point of view as well as other's points of view.

Our teachers strive to....

promote the rights of each child to fully participate and engage in the learning process.

consistently treat every member of every family with whom we come in contact with love and respect.

be trustworthy and teach the children to be fair in their relationships with others.

give children safe choices and allow them to experience the blessings and the consequences of their decisions.

provide every child with opportunities to explore his/her own creativity, to learn for the purpose of understanding and to develop the ability to think logically.

organize constructively, coherently plan, and evaluate with humility, humor and hope.

teach reconciliation by both precept and example. In so far as the teacher, children and parents learn to forgive themselves and each other and live life more fully, not hampered by the fear of failure, but with confidence and courage.

General Information

The following information, requests and procedures reflect both our sincere concern for your child's well being and the various city, county and state regulations with which we must comply:

Creative Space Community meetings-

Parents are expected to participate in classroom meetings where teachers and families share ideas, goals, and plans. Parents are also encouraged to attend monthly morning discussions where we can all grow together. Suggestions of topics are always welcome.

Parents are our partners

Parents play a valued and integral role in every aspect of our transition community. Parental participation in the program's process is a keystone to the Creative Space philosophy of early childhood development and accordingly is both expected and required.

Parents are viewed as equal partners, working in tandem with the teachers toward a common goal.

Creative Space offers numerous and varying opportunities for meaningful involvement from our parents including: participating in and supporting daily classroom activities, attending events and special celebrations, and engaging in informal discussion.

Visiting

Please feel free to visit the school at any time, but remember that the teacher's first responsibility is to the children. Adults talking to each other in the classroom can become distracting so please visit with other parents outside or in our community lobby.

Sign-In/Sign-Out

Each child must be brought to his/her classroom and signed in upon arrival at Creative Space. Your full name and time in or out must be legible and written in ink. Please note any special instructions, medications, play-dates, etc. on the sign in sheet. Your child may be picked up and signed out by either parent or a previously arranged and designated adult. We will not allow your child to be taken from school by someone other than yourself or the designated adult unless you personally notify us in advance. To avoid undue stress, be prompt in picking up your child. If you must be late for any reason, please phone us so we can tell your child.

Physical Examinations

The state requires that before your child begins in a program, he or she must have a medical examination. A medical form will be given to you at the time of your enrollment, and must be completed by your doctor and returned to our main office.

Sick Children

If your child shows signs of an illness, please be sure to keep him/her home for the well being of both your child and the other children. If your child has an elevated temperature or has vomited, please keep him/her home and quiet for an additional 24 hours before returning to school. Our teachers check each child daily for symptoms of colds, over fatigue and contagious diseases. You will be called to pick up your child if he or she has signs of illness. In the event that you cannot be reached, we will notify a person listed on your emergency contact card. Please keep this information up to date.

Medication

We do not administer over the counter drugs to the children in this center unless accompanied with a current prescription with the child's name and the dosage clearly printed on the prescription. This does include Tylenol. All medication must be signed in on our medication sheets each day. These sheets are in the office. The prescription must be current. Please do not leave medications in cubbies, backpacks, or diaper bags.

We can only administer medications to children if a strict set of guidelines are observed. These guidelines are as follows:

- Physician prescribed medication will be administered upon the written consent of the child's parents or guardians.
- Medications must come in their original bottles with the name of the child (Siblings can't share medications) and the dosage, including the number of times per day to be administered, and instructions as to how long the medications should be administered.

- The center shall not administer a non-prescription medication unless it is accompanied by a physician's request to do so.
- The center shall have no responsibility of any kind whatsoever for failure to provide requested prescription medication or for adverse reactions which are caused by the administration of such prescription medication.

Injuries

All teachers are certified in Infant/Child CPR and First Aid. Simple injuries will be cared for at Creative Space. In the event that a more serious injury occurs, you will be notified at once and, if necessary, one of the physicians you have designated will be called. If emergency treatment is required, we will dial 911.

Snack

A mid morning snack is served daily with two food groups being represented. Fresh fruit or vegetables, crackers, rice cakes etc. are typical.

If a child attends the afternoon program a snack is provided of the same nature as the morning program.

Lunch

If you are a part of the afternoon program please bring lunch for your child. We encourage you to pack a healthy, nutritious lunch. Lunch may include a protein source, fruits and vegetables, a drink and or water. Please no candy, sweets or gum. Notify your child's teacher if their diet is restricted due to food allergies, illness, etc. We encourage all families to use re-usable food containers whenever possible rather than pre-packaged plastic or paper containers.

Parking

There is a parking lot attached to the building and lots of street parking. All Creative Space families can use the designated Creative Space spots in the parking lot.

What to Bring

Please bring a small bag or backpack with a change of clothes and two pairs of underwear or diapers (with wipes) that can be left in the classroom for the entire session. Please clearly label the bag/backpack with your child's name. We will inform you when clothing, diapers and/or underwear need to be refilled or replaced.

Application form

A registration form is included in this packet. Please complete the form, and return it to Creative Space to begin the application process.

Allergies and Food Preferences

We provide a snack of crackers (usually goldfish or pretzels), fruit and water during class. Please let us know in advance if you will be supplying an alternative snack because of allergies. Our transition classes also like to cook. Please note any allergies on the registration form, and let the teachers know on the first day as well.

Handling Illnesses

If your child has a cold or other illness, please keep him/her home until he/she is better. Please do not send your child to school with a green or yellow runny nose. If your child has a fever, he/she needs to be fever-free for 24 hours before returning to class. If your child develops symptoms during class, we will call you to pick your child up early.

Late Pick-up Charges

We reserve the right to charge \$1 per minute if you are more than 10 minutes late to pick up your child.

Discipline

The word "discipline" comes from the word "disciple", which implies following by conviction. It is our philosophy that we model appropriate behavior and effective problem solving for our children. This is the first and perhaps the most important aspect of discipline.

Good communication, clear expectations, adequate attention and appreciation of good behavior are the most effective tools in helping children learn self-discipline.

If a child is not responsive to the strategies listed above, the teachers and/or director will arrange a meeting with the parents to discuss additional strategies.

Creative Space community is committed to the following policies:

- Spanking and all other forms of corporal punishment are not used.
- No child is ever subjected to harsh punishment, humiliation or verbal abuse.
- Food is never denied as a form of behavioral control.
- Children are not punished, scolded, or in any way reprimanded for not using the toilet or for wetting or soiling clothes.

Transition Tips

Talking to your child about starting class

We recommend that you don't start talking to your child about class until the week before the start date. Too much build-up can make them nervous. Likewise, we recommend that you don't tell your child that they will eventually be attending class without you. The anticipation of your departure can cause unnecessary discomfort. We will start an open communication about your departure with you and your child together.

Communicating with teachers

Our teachers love to talk to you about your children and their progress. If you have something quick to talk about, you can usually catch them before or after class. Keep in mind that their focus is on the children during class time, and longer discussions cannot take place. Feel free to ask a teacher to call you after class. Please refrain from discussing separation issues when your child is nearby. Also, if something is happening that might affect your child's day (lack of sleep, travel, a change in daily schedule, etc.) let your teachers know so they can best help your child.

The Separation Process

On the first day of class, one parent or caregiver will stay in the room with your child. At an individual pace determined between the teacher and parent, the parent/caregiver will

move to the back of the classroom, out to the lobby, and then graduate out the front door. There is no set timeline for this process. Please be prepared to attend class with your child until this process is complete. A typical transition takes 1-2 weeks of classes to complete. We believe that a gentle and gradual approach to separation allows your child to feel secure and confident while developing independence. If at all possible, leave siblings at home during separation to avoid issues of jealousy. Please leave your cell phones outside of the classroom.

Potty Training

Children do not need to be potty trained to start at Creative Space. Our teachers will change diapers. We also happily escort children who are potty trained to the bathroom. As soon as children express any interest in the bathroom trips they are invited along. Seeing some of their peers happily go to the bathroom can be highly motivating for our diaper-wearing crowd. Let your teachers know if your child is in the process of becoming potty trained at the beginning of the session.

Make-up Classes

We allow one make-up class per session. We strongly recommend that you do not use your make-up day until at least a few weeks after the initial transition process is complete. Please see your teacher or Cat to schedule a makeup class in advance.

A Typical Day (Schedule may changed based on class needs)

9:00-9:45 Arrival/Free play with stations set up in the room.

9:45-10:00 Group clean up

10:00-10:30 Circle Time (Songs, games, and theme introduction)

10:30-11:00 Snack Time and Story time

11:00-11:30 Art Time

11:30-12:00 Gym Time

12:00-12:30 Lunch

12:30-1:00 Outside Play

1:00-1:30 Resting time/Story Telling

1:30-2:00 Art Time/ Cooking/Edible Art

2:00 -Dismissal

Holidays

Creative Space is closed the following holidays.

Monday Sept. 5th 2011

Thursday, Sept. 29th 2011

Friday, November 11th 2011

Wednesday, Thursday, &Friday, November 23rd-25

Mon-Fri 12/19/11-12/30/11

Monday, January 16th, 2012

Monday, February 20th 2012

Mon-Fri. 4/2/12-4/6/12

Monday, May 28th 2012

Labor Day

Yom Kippur

Veteran's Day

Thanksgiving

Winter Break

Martin Luther King Jr. Day

President's Day

Spring Break

Memorial Day

We look forward to seeing you this year. If you have any questions, please call us at (310) 231-7600.

