



**Creative Kidz Preschool &  
Daycare**

710 E Foothills Drive Suite B  
Newberg, Oregon 97132  
503.537.9500

Creativekidzpreschool.com  
info@creativekidzpreschool.com

**Creative Kidz Nursery**

207 N Meridian Street  
Newberg, Oregon 97132  
503.487.6935

Creativekidzpreschool.com  
info@creativekidzpreschool.co  
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**Welcome to Creative Kidz!**

We are delighted that you have chosen our center to provide quality care for your child. The Creative Kidz Team is committed to providing high standards of safety, cleanliness, education, child development, security, and loving, compassionate care for every family we serve! We are proud to be one of the best and most progressive centers in our community.

The Parent Handbook was written to describe our policies and procedures in further depth than our Enrollment Form. Please keep this handbook for reference. Feel free to message us on your Brightwheel app with any questions or concerns!

***Creative Kidz welcomes families of all abilities, ethnicities, faiths, orientation.***

At Creative Kidz, we promote a diverse environment where all people are treated with kindness and respect. If you have cultural, religious, or dietary restrictions, please let us know.

**Multi- Site Coordinator / Owner: Christina Cornett**

### **Creative Kidz Preschool & Daycare Newberg**

Director: Christina Cornett

Substitute Director: Julie Zabriskie

### **Creative Kidz Nursery**

Director: Kathleen Daley

Assistant Director: Christina Cornett

## **Locations and Hours**

*Creative Kidz Preschool Newberg  
accepts children 2 years to 5 years of  
age.*

*Creative Kidz Nursery accepts children  
12 weeks to 24 months of age.*

*Creative Kidz locations are open from  
7:00am to 5:30pm.*

If you have not arrived with your child by 10:00 am, Creative Kidz will not accept your child for the day. It could be disruptive, and we may have sent extra staff home by this time.

For the well-being of each student, we must limit full-time care to 50 hours per week with a 10 hour a day block.

***We require third parties to show Identification upon pick up. We will release children only to people listed in your emergency contact form.***

Please let us know via our Brightwheel app if a new face will pick up that day.

## **Arrival and Departure**

## Parent Communication

We ask that all parent communication be via our Brightwheel app. **We do not allow staff to communicate with parents via text or social media.** Please email [info@creativekidzpreschool.com](mailto:info@creativekidzpreschool.com) with any questions, concerns, or complaints. Failure to comply with this rule may result in termination of care.

## Tuition and Absences

Tuition is due by the 3<sup>rd</sup> of every month. A 10% late fee will be automatically billed to accounts with late payments.

A 30-day notice of intent to withdraw is required with payment. The child's last day will be 30 days from withdrawal notice.

***There are no refunds given for registration fees, unused scheduled days, snow days, or days missed due to illness, state mandated closures, or weather. Creative kidz does not allow exchanging days, due to staff and children ratios, and scheduling purposes.***

There is an annual registration fee of \$100.00 for 1 child or \$175.00 for 2 children, payable at the time of sign up. (Annual registration fee applies in February of each year.)

## Closures

Creative Kidz is closed on the following days due to holiday: New Year's Eve, New Year's Day, MLK Jr. Day, Presidents Day, Memorial Day, Juneteenth, 4<sup>th</sup> of July, July 5<sup>th</sup>, Labor Day, Thanksgiving, and the day after Thanksgiving, Christmas Eve, Christmas Day, December 26<sup>th</sup>.

Creative Kidz follows The School District in your area. I.E. The Newberg Childcare Centers follows The Newberg School District. If the public school opens at 10:00am, so will Creative Kidz. The Tigard Center follows The Tigard Tualatin School District. Please follow Facebook, your Brightwheel app, and see your local news for more information during weather related closures. In the event Public Schools are closed, Creative Kidz may close due to weather and safety concerns.

## Creams and Medication

Please provide diaper cream for your child.

We ask that you please fill out a medication form to grant permission to apply all medications, including topical creams, and ointments.

## Discipline Policy

We use the “love and logic” method for discipline and time out when needed. We also have a color chart that is available upon request.

### **Nap time and Safe sleep for infants**

*Children 12 months to 5 years of age sleep on a nap cot or mat. If you would like to provide a sheet to cover the surface of the sleeping area, you are welcome to send one we can keep on site. We welcome blankets from home to keep the child comfortable while in group care. **Forgot your blanket? We have spare blankets on site.***

Children 12 weeks to 12 months of age may sleep in device with a flat surface, such as a bassinet, crib, or pack n play.

Children who sleep in a device may only be allowed an approved sleep sack and binky to be with them while resting. ***What does this mean? Sleep sacks with Velcro, binky clips, blankets, stuffed animals, or clothing with draw strings are not permitted.***

### **Outside Play**

Please provide your child with sunscreen, hat, shoes, and jacket daily so we can utilize the outside area.

***If you do not want sunscreen applied to your child, please let us know in your enrollment form.***

Creative Kidz Preschool & Daycare Newberg: We have a rope with handles on it to secure the children safety when walking to the park. Teachers must have their parents’ contact information and a phone number with them in case of an emergency.

Please label all your child(s) belongings. We have 100+ students and some of us work at multiple locations. ***Amazon makes washable labels or tape, and a sharpie works great too!***

### **Meals and Snacks**

Creative Kidz does not provide Breakfast or lunch. We do provide daily snacks. If you have questions or concerns, please see the director.

All rooms for children 12 weeks-24months of age are **Strawberry, fish/shellfish, and egg free** classrooms. (Baked in eggs are ok.)

***Creative Kidz Centers are nut free.***

There were many crucial decisions that had to be made to ensure that every child had a safe space to learn in and a space that parents would feel safe when leaving their child in group care. Eliminating all tree nuts was not an easy decision, but we felt it was

necessary. **Lost on a PB&J alternate? Try using google to find a nut free option that works for your child.**

**If your child has a food allergy, please provide an Epi-pen to keep on site for your child.**

**Please cut up grapes or large bulk items when preparing lunch for your child.**

**Children under the age of 2 are not allowed to eat string cheese.**

All children, bottle fed, breast fed, or children who eat solid foods, must be fed every 3.5 hours. This rule is required by The State of Oregon.

We provide snacks at 9:00 am and 2:30 pm for children who are eating solid foods. Please prepare bottles for your child in accordance with the 3.5-hour rule.

As stated in your enrollment form, we ask that you pre make bottles daily. Open foods or previously served bottles are prohibited.

No liquids other than milk, formula, water, and 100% fruit juices shall be served to the children in care. Each lunch served shall equal at least 1/3 of a child's daily nutritional needs. Every meal shall meet USDA guidelines and shall include at least one serving from the following groups: fluid milk; breads and grains; meat, poultry, or

meat alternates (e.g., dried beans, yogurt, or cheese). Each meal shall include two servings of fruit and vegetables. No liquids other than milk and 100% fruit juice shall be counted as part of the daily nutrition.

### **Illness and Sick Days**

To control communicable illness in children and our staff, children with fevers, diarrhea, severe colds, or any other contagious illness, may not be brought to group care. They will be sent home if they show signs of illness. Creative Kidz has the right to refuse a doctor's note.

Asymptomatic Siblings will not be allowed to attend group care.

***Children who have discharge from their eyes, fever, diarrhea, or open sores, such as a puss pimple or rash, will not be allowed to attend care until the symptoms are gone; we may require an additional Doctor's note prior to returning to care.***

Ear Infections	Absence of pain, discharge, and fever for 24 hours after the first dose of medication for possible allergic reactions.
Chicken Pox	All pox must be

and Shingles	completely scabbed over and not weeping; no fever for 24 hours without medication. The child must be checked upon arrival.
Hand, foot, and mouth	All blisters must not be open, dried, and not weeping; no fever for 24 hours without medication. The child must be checked upon arrival.
Impetigo	24 hours after medication started.
Head lice	No nits present: child must be checked by staff upon arrival. All belongings must be laundered.
Scabies	24 hours after medication.
Ringworm/ athlete's foot	24 hours after medication started. Sore must be covered.
Giardia	Doctor's written release. Absence of vomiting.
Hepatitis	Doctor's written release.
Meningitis's	Doctor's written release.
Diarrhea and Vomiting	24 hours free of symptoms.
Pinworms	Child's household must

	have received their first treatment dose. All bedding/ clothing/ daycare supplies must be taken home and washed/ heat treated. Child must be well enough to participate in group activities, bathed, and have trimmed and scrubbed nails.
Rash	Draining/ weeping rash anywhere on the body must be gone before returning. Unexplained rash requires a doctor's written release prior to returning.
Eye Discharge/ Pink eye	24 hours after medication started and a doctor's written release.

**Emergency Plan for all locations**—Please refrain from using these phone numbers for personal use. Please use your brightwheel app for all parent/ staff communication. These numbers are here in case of an emergency.

***Creative Kidz Preschool and Daycare Newberg Emergency Plan***

In the event of an earthquake, fire, or flood, Creative Kidz staff will take the children to the Avamere Field. The Avamere Field is located across the street from Creative Kidz Preschool.

In the event of an Earthquake, Creative Kidz staff will direct and guide the children to move away from windows, shelves, and heavy objects. If possible, all children will be directed to go under the tables, and doorway with their backs facing the windows. All people will stay in sheltered positions for at least 1 minute. We will evacuate the building once the ground stops shaking.

***Creative Kidz Nursery Emergency Plan***

In the event of an earthquake, fire, or flood, Creative Kidz staff will take the children to the George Fox University Field. The GFU Field is located across the street from Creative Kidz Nursery.

In the event of an Earthquake, Creative Kidz staff will direct and guide the children to move away from windows, shelves, and heavy objects. If possible, all children will be directed to go under the tables, and doorway with their backs facing the windows. All people will stay in sheltered positions for at least 1 minute. We will evacuate the building once the ground stops shaking.

**Manager's Phone number for Emergencies: Christina's Cell: 503. 888. 8253**