



Creative Kidz
Play. Learn. Grow.

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.com

Welcome to Creative Kidz!

We are delighted that you have chosen Creative Kidz to provide quality care for your child. Our team is committed to maintaining high standards of safety, cleanliness, education, and child development. We strive to create a secure and loving environment for every family we serve. This Parent Handbook outlines our policies and procedures in detail. Please keep it for reference and feel free to reach out via the Brightwheel app with any questions or concerns.

Creative Kidz embraces diversity and welcomes families of all abilities, ethnicities, faiths, and orientations. Please inform us of any cultural, religious, or dietary preferences.

Owner/Coordinator: Christina Cornett

Creative Kidz Preschool & Daycare Director: Christina Cornett

Substitute Director: Elyse Barnes

Creative Kidz Nursery Director: Kathleen Daley

Substitute Director: Christina Cornett

Locations and Hours

- **Preschool:** Accepts children ages 2 to 5 years.
 - **Nursery:** Accepts children ages 12 weeks to 24 months.
 - **Hours:** 7:00 AM – 5:30 PM.
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Arrival and Departure

- Children must arrive by **10:00 AM**; late arrivals disrupt the program.
 - Full-time care is limited to **50 hours per week** (10-hour daily maximum).
 - Third-party pickups require identification and must be listed on the emergency contact form. Notify us of changes via the Brightwheel app.
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Parent Communication

- Communication is managed exclusively through the Brightwheel app.
 - Staff are prohibited from using personal communication (texts/social media) with parents. For concerns, email info@creativekidzpreschool.com.
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Tuition and Absences

- Tuition is due by the **3rd of each month**; a **10% late fee** applies to late payments.
 - A **30-day written notice** is required for withdrawal.
 - No refunds for registration fees, missed days, or closures due to illness, weather, or mandates.
 - **Annual registration fee:** \$100 (1 child) or \$175 (2 children), due in February.
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Closures

- Closed on holidays including New Year's Eve/Day, MLK Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day (July 4-5), Labor Day, Veterans Day, Thanksgiving (and the day after), Christmas Eve, Christmas Day, and December 26.
 - Follows Newberg School District closures for weather; updates via Brightwheel, Facebook, and local news.
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Creams and Medications

- Provide diaper cream for your child.
 - Complete a medication form for any creams or ointments.
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Discipline Policy

We use the **Love and Logic** method, employing natural consequences and time-outs when necessary. A color chart is available upon request.

Nap Time and Safe Sleep

- **12 months to 5 years:** Sleep on mats or cots; bring a sheet or blanket.
 - **12 weeks to 12 months:** Sleep in a flat-surface device (crib or pack-and-play) with approved sleep sacks and binkies only.
 - Sleep sacks with Velcro, binky clips, blankets, or drawstring clothing are not permitted.
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Outdoor Play

- Provide sunscreen, hats, shoes, and jackets.
 - Notify us in the enrollment form if you prefer no sunscreen.
 - Label belongings to prevent mix-ups.
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Meals and Snacks

- **Meals:** Breakfast and lunch are parent-provided. Creative Kidz provides snacks at **9:00 AM** and **2:30 PM**.
 - Nut-free policy in all classrooms.
 - **Infants/Toddlers (12 weeks-24 months):** Strawberry, fish/shellfish, and egg-free classrooms.
 - Adhere to the **State of Oregon's 3.5-hour feeding rule**.
 - Prepare bottles daily; no pre-served or open bottles allowed.
 - Follow USDA meal guidelines.
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Illness and Sick Days

To control communicable illness in children and our staff, children with fevers, three loose stools in a 24-hour period, 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.

Common Illness Policies:

- **Ear Infections:** Absence of pain, discharge, and fever for 24 hours after the first dose of medication.
- **Chicken Pox and Shingles:** All pox must be completely scabbed over and not weeping; no fever for 24 hours without medication. The child must be checked upon arrival.
- **Hand, Foot, and Mouth Disease:** All blisters must be closed, dry, 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 and absence of vomiting.
- **Hepatitis:** Doctor's written release.
- **Meningitis:** 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, and daycare supplies must be 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 Plans

In case of an earthquake, fire, or flood:

Preschool: Children will be evacuated to Avamere Field (across the street).

Nursery: Children will be evacuated to George Fox University Field (across the street).

During an earthquake, children will:

- Move away from windows and heavy objects.
- Take shelter under tables or doorways.
- Remain sheltered for at least one minute after shaking stops.

Emergency Contact: Christina's Cell: 503-888-8253 (for emergencies only).