PARENT HANDBOOK

Revised November 2026

Creative Kidz One LLC

Creative Kidz Preschool & Daycare	Creative Kidz Nursery
710 E Foothills Drive Suite B, Newberg, Oregon 97132	207 N Meridian Street, Newberg, Oregon 97132
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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.

OUR TEAM, LOCATIONS & HOURS

	Preschool & Daycare	Nursery
Owner / Coordinator	Christina Cornett	
Director	Christina Cornett	Kathleen Daley
Substitute Director	Elyse Barnes	Christina Cornett
Ages accepted	2 to 5 years	12 weeks to 24 months
Hours	7:00 AM – 5:30 PM	

DAILY OPERATIONS

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.

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.

Meals and Snacks

- **Meals:** Breakfast and lunch are parent-provided. Creative Kidz provides snacks at **8:30 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.

Nap Time and Safe Sleep

- **12 months to 5 years:** Sleep on mats; 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.

Outdoor Play

- Provide sunscreen, hats, shoes, and jackets.
- Children under the age of 3 do not go to the park.
- Notify us in the enrollment form if you prefer no sunscreen.
- Label belongings to prevent mix-ups.

Creams and Medications

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

CLOSURES

Holiday Closures

Creative Kidz Preschool and Creative Kidz Nursery are closed on the following holidays:

- New Year's Eve and New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day (July 4 and July 5)
- Labor Day
- Veterans Day
- Thanksgiving Day and the Friday after Thanksgiving
- Christmas Eve and Christmas Day
- December 26

Scheduled Closures & Staff Development

Effective 2026, Creative Kidz Preschool and Creative Kidz Nursery will observe the following additional scheduled closures:

- **Good Friday:** Closed for the full day for staff development, professional training, and child development training.
- **First Friday in December:** The centers will close at **2:00 p.m.** for staff development and training.

Effective **September 2027**, the following additional closure will be added:

- **Friday Before Labor Day:** Closed for the full day.

Tuition During Closures

All holiday closures, staff development days, and early closure days are considered scheduled program closures. **Tuition will not be prorated, credited, refunded, or otherwise adjusted due to scheduled closures or early closure days.** Regular tuition remains due regardless of attendance or scheduled program closures.

Inclement Weather

Creative Kidz follows Newberg School District closures for inclement weather. Families will receive updates regarding closures or delays through Brightwheel, Facebook, and local news.

TUITION & BILLING

Tuition and Absences

- Tuition is due by the **3rd of each month**; a **20% late fee** applies to late payments.
- A **30-day written notice** is required for withdrawal and schedule changes.
- No refunds for registration fees, missed days, or closures.
- **Annual registration fee:** $100 (1 child) or $175 (2 children), due in February.

Part-Time Tuition & Daily Rate Policy

Creative Kidz Preschool and Creative Kidz Nursery offer part-time enrollment based on availability. Part-time enrollment requires a minimum of two consistent days per week. We do not offer rotating or alternating schedules.

Part-time tuition is based on the child's regularly scheduled enrollment days. Each scheduled day represents a reserved childcare space and is charged at the applicable daily rate.

Families are billed for the number of their regularly scheduled enrollment days that occur during each billing period. Because part-time tuition is calculated using a daily rate, the total amount may vary from month to month depending on the calendar.

Tuition is not prorated based on attendance. Credits, refunds, or make-up days are not provided when a child is absent due to illness, vacation, appointments, family scheduling, late arrival, early pickup, or other personal absences.

Schedule changes are subject to availability and must be approved in advance. Families may not exchange a missed scheduled day for another day of the week.

Tuition pays for your child's reserved enrollment space, not actual attendance.

Full-time monthly rates apply only to full-time enrollment. Part-time enrollment is billed at the posted daily rate.

HEALTH & SAFETY

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

Condition	Return-to-care requirement
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.
Vomiting	48 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).

BEHAVIOR & GUIDANCE

Behavior and Guidance Policy (Discipline Policy)

We use the **Love and Logic** method, employing natural consequences and time-outs when necessary. A color chart is in classrooms for children 3 and up.

SUSPENSION & EXPULSION PREVENTION POLICY

Effective September 1, 2026 • Applies to Creative Kidz Preschool & Daycare and Creative Kidz Nursery

Creative Kidz is committed to supporting every child to remain in care. Oregon law (ORS 329A.625) does not allow early childhood programs certified or registered by the Department of Early Learning and Care (DELC) to suspend or expel children. Oregon also requires licensed programs to ask for support when a young child is facing potential expulsion (ORS 329A.600). This policy explains how we do that, as required by Oregon Administrative Rule (OAR) 414-305-0750.

The purpose of this policy is to make sure young children are supported to remain in care. A "young child" is any child from six weeks of age until eligible to enroll in kindergarten on or before the first day of the current school year. This policy is consistent with our Behavior and Guidance Policy above.

Supports and tools we may use

When a child is having a hard time, we may use any of the following:

- Evaluating the classroom environment, schedule, and routines.
- Documenting behaviors, triggers, and the supports we try, using tools such as a behavior observation chart.
- Adjusting classroom staffing when possible.
- Internal assessments, and external assessments with your consent.
- Additional staff training.
- Consultation with the director, and support through Every Child Belongs (see below).

When and how classroom staff seek support

When. Classroom staff must ask the director (or the substitute director when the director is not available) for support when:

- A child's behavior continues or increases after staff have used the strategies in our Behavior and Guidance Policy.
- A child's behavior may put the safety of the child or others at risk.
- Staff believe a child may need additional support with development or social-emotional skills.
- A child's behavior is regularly affecting the rest of the group.
- A physical restraint or a temporary safety-based intervention has been used. Staff must tell the director right away.

How the director responds. The director will respond to a request for support promptly. The director will review the documented behaviors with the teacher, observe the classroom, help plan strategies, contact the family, and decide whether additional supports or a request to Every Child Belongs are needed.

Internal supports available to staff. Director consultation and coaching, classroom observation and feedback, changes to the environment and routines, classroom staffing adjustments when possible, additional training, and documentation tools.

How we decide if a child needs additional support

The director and classroom staff review our documented observations: the behaviors, known triggers (such as specific activities, times of day, or transitions), the strategies we have used, and how well they worked. We also consider information from you and from any professionals who work with your child. We will decide that a child needs additional support when strategies in our Behavior and Guidance Policy have not reduced or eliminated a challenging behavior, or when any of the situations in the next section occur.

When we request services from Every Child Belongs (ECB)

Every Child Belongs is Oregon's early childhood suspension and expulsion prevention program. It helps early childhood programs keep children in care by offering responsive support when challenges arise. ECB supports our

teachers and our program. It is not a way to connect children and families to therapy or other services. If your family is seeking therapy, you can contact 211info or your insurance provider.

We will request ECB services when a young child is **facing potential expulsion**. Oregon's rules say this includes, but is not limited to, when:

- We have used the strategies in our Behavior and Guidance Policy and they have not reduced or eliminated the challenging behavior.
- We have used a temporary safety-based intervention. We contact ECB immediately.
- We have used physical restraint with the child more than once. We contact ECB by 5:00 pm the next business day.

We may also ask ECB for help at any time we need support with a challenging situation, before it reaches these points.

How it works. We submit an online request form. A local response team follows up within one to two days to learn more, and matches us with a technical assistance specialist or an infant and early childhood mental health (IECMH) consultant. The specialist works with our staff to find strategies and tools. Support may include classroom observation, reflective check-ins, suggested strategies, training information, and resources for teachers and families.

Your consent. We do not need your consent to ask ECB for support, because the request form does not share specific information about your child. Some ECB services do need your consent. For example, an IECMH consultant must have your signed consent from a parent or guardian before observing your child individually.

How we will tell you about behavior concerns

We will let you know about concerns related to your child's behavior by written notification and/or an in-person conference. Because Creative Kidz communicates with families through Brightwheel, written notifications will be sent through Brightwheel, and we are glad to schedule an in-person conference at any time.

When we request services from ECB, we will notify you at the same time so that we can:

- Begin working together to identify strategies and supports for your child; and
- Agree on how often and by what method we will stay in touch.

If we are unable to reach you, we will try other ways to contact you and keep a record of those attempts.

What we document

When a young child is facing potential expulsion, we document:

- The challenging behaviors and any known triggers.
- The strategies and supports we have used and how well they worked.
- The date we requested services from Every Child Belongs.
- Our communication with your family, including the date, method, what was discussed, and the next check-in.

The Child Care Licensing Division (CCLD) may review these records, along with this policy.

Temporary safety-based intervention

If a child's behavior creates a **serious safety threat**, meaning a danger to the physical safety of the child or others that our usual guidance and behavior strategies cannot reduce or eliminate, we may use a temporary safety-based intervention. This means temporarily removing the child from the program for no longer than necessary to put supports in place, keep everyone safe, and have the child return to the program as quickly as possible.

We may only use a temporary safety-based intervention if the behavior meets this definition and we have documented it, and we have first tried the strategies in our Behavior and Guidance Policy, strategies suggested by your family, and recommendations from any professionals previously consulted about your child.

If we use a temporary safety-based intervention, we will:

- Notify you (or your emergency contact) immediately.
- Contact ECB immediately to request services, if we have not already done so.

- Notify CCLD, including the expected duration, by 5:00 pm the next business day.
- End it as soon as safety can be maintained with supports in place, and document the reason for its length.
- Stay in touch with you about access to supports, any changes in your child's behavior while not in care, and the timeline for your child to return to care.

Children with specific needs

If your child has a physical, developmental, behavioral, emotional, or medical need, a diagnosis, or a care plan, please tell us. We will complete a documented individualized assessment that looks at our environment, policies, and practices, using information from you, professionals who know your child, and our staff. If a qualified professional writes a care plan for your child and you give us your consent to receive it, we will follow it, and all staff who work with your child will be aware of it. You may develop a care plan together with us.

Enrollment and termination

Creative Kidz will not end a child's enrollment because of the child's behavior, abilities, or specialized needs in a manner prohibited by Oregon law or DELC rules. This policy does not prevent Creative Kidz from ending a family's contract for reasons unrelated to the child's behavior, abilities, or specialized needs, such as nonpayment of tuition or a parent's failure to comply with program policies. See your Enrollment Form for details.

Who receives this policy

Families receive this policy during enrollment and during updates. A copy is also posted in a prominent location at each center.

PARENT HANDBOOK ACKNOWLEDGMENT

Creative Kidz One LLC • Handbook revised November 2026

FAMILY INFORMATION

Location (check one): ☐ Creative Kidz Preschool & Daycare ☐ Creative Kidz Nursery

Child's full name: _____

Parent / guardian name: _____

Email: _____ **Phone:** _____

ACKNOWLEDGMENT

☐ I have received and reviewed the Creative Kidz Parent Handbook and agree to all terms.

☐ I have received and reviewed the Suspension & Expulsion Prevention Policy (Every Child Belongs), which is in the Parent Handbook.

☐ I understand that Creative Kidz will notify me of behavior concerns and may contact Every Child Belongs without my consent, and that my signed consent is required before a consultant observes my child individually.

☐ I understand that Creative Kidz communicates with families through the Brightwheel app.

Parent initials: _____

PARENT / GUARDIAN SIGNATURE

Signature (type your full name)	Printed name	Date