



# NEW CREATIONS

CHILD CARE & LEARNING CENTER

## 2022 PARENT HANDBOOK



# CONTENTS

Absence Due to Illness and Vacation	7	Intoxicated Adults	7
Accident Prevention	9	Late Pick Up Fees	6
Additional Information	17	Locations	3
Administration of First Aid or CPR	9	Medical Emergencies	9
Age Categories Served	4	Medication	9
Behavior Guidance	14	Missing Persons	17
Center to Center Transfers	7	Mission Statement	4
Check-In and Check-Out	6	MN DHS Rule	8
Christ-Centered	4	Move-Ups	7
Cleaning and Disinfecting	16	Nanny Clause	6
Clothing	15	Nutrition	15
Communication	10	Outdoor Play	15
Conclusion	18	Pandemic Planning	17
Contact Information	3	Parent Handbook	4
Core Values	4	Parents Code of Conduct	5
Curriculum	11	Parents Rights	5
Daily Schedule	13	Personal Belongings	15
Enrollment	5	Pets	16
Environment	11	Policy Information for Parents	17
Extended Leave	7	Rates	6
Field Trips	17	Rest Periods	14
Food Preparation and Handling	16	Schedule and Schedule Changes	7
Grievance Procedure	17	Seat Belts and Transportation	16
Health Record	8	Security	5
Hours and Days of Operation	4	Special Medical Conditions	8
Illness	9	Suspected Child Care Abuse and Neglect	17
Inclement Weather	8	Tuition	6
Injury	9	Waitlist	5
Insurance	17	Withdrawal	8

## LOCATIONS / CONTACT INFORMATION

### **BIG LAKE**

16547 Marketplace Drive,  
Big Lake, MN 55309  
Phone: 763.263.7529

Email: [biglake@newcreationschildcare.com](mailto:biglake@newcreationschildcare.com)

### **BLAINE**

12267 Aberdeen Street Northeast  
Blaine, MN 55449  
Phone: 763.447.5659

Email: [blaine@newcreationschildcare.com](mailto:blaine@newcreationschildcare.com)

### **BLAINE AT LEXINGTON**

10301 Lexington Ave Northeast  
Blaine, MN 55014  
Phone: 763.657.0387

Email: [lexington@newcreationschildcare.com](mailto:lexington@newcreationschildcare.com)

### **BROOKLYN PARK**

4500 Oak Grove Parkway North  
Brooklyn Park, MN 55443  
Phone: 763.227.1304

Email: [brooklynpark@newcreationschildcare.com](mailto:brooklynpark@newcreationschildcare.com)

### **BURNSVILLE**

13560 County Road 5  
Burnsville, MN 55337  
Phone: 952.466.1691

Email: [burnsville@newcreationschildcare.com](mailto:burnsville@newcreationschildcare.com)

### **CROCUS HILL**

877 West Jefferson Avenue  
St. Paul, MN 55102  
Phone: 651.202.3046

Email: [crocushill@newcreationschildcare.com](mailto:crocushill@newcreationschildcare.com)

### **HUGO**

5448 140<sup>th</sup> Street North  
Hugo, MN 55038  
Phone: 651.429.3555

Email: [hugo@newcreationschildcare.com](mailto:hugo@newcreationschildcare.com)

### **LINO LAKES**

620 Town Center Parkway  
Lino Lakes, MN 55014  
Phone: 651.808.3143

Email: [linolakes@newcreationschildcare.com](mailto:linolakes@newcreationschildcare.com)

### **MAPLE GROVE**

9827 Maple Grove Parkway North  
Maple Grove, MN 55369  
Phone: 763.316.7101

Email: [maplegrove@newcreationschildcare.com](mailto:maplegrove@newcreationschildcare.com)

### **PRIOR LAKE**

16757 Five Hawks Avenue SE  
Prior Lake, MN 55372  
Phone: 952.900.5001

Email: [priorlake@newcreationschildcare.com](mailto:priorlake@newcreationschildcare.com)

### **RAMSEY**

5400 140th Avenue Northwest, Suite 101  
Ramsey, MN 55303  
Phone: 763.434.4868

Email: [ramsey@newcreationschildcare.com](mailto:ramsey@newcreationschildcare.com)

### **RIVERDALE**

1805 Gateway Drive  
Coon Rapids, MN 55448  
Phone: 763.600.1335

Email: [riverdale@newcreationschildcare.com](mailto:riverdale@newcreationschildcare.com)

### **RUSH CREEK**

18655 73rd Avenue North  
Maple Grove, MN 55311  
Phone: 763.338.9990

Email: [rushcreek@newcreationschildcare.com](mailto:rushcreek@newcreationschildcare.com)

### **VALLEY VIEW**

13500 County Road 11  
Apple Valley, MN 55337  
Coming Summer 2022!

Email: [valleyview@newcreationschildcare.com](mailto:valleyview@newcreationschildcare.com)

## PARENT HANDBOOK

Dear Families,

New Creations is honored to have your child enrolled with us. This handbook contains useful information regarding the daily operations of our centers. If additional questions arise, please contact the director of your center. By enrolling your child in our care, you are agreeing to these policies.

### MISSION STATEMENT

New Creations exists to provide a safe, developmentally appropriate, and Christ-centered environment for infants through school age children. Our focus is to provide stimulating, educational, and service-learning experiences that promote each child's social/emotional, physical and cognitive development. Our goal is to support children's desire to be lifelong learners by preparing them for God's future purposes.

### CORE VALUES

**Faith:** All decisions are made based on our deeply rooted faith including chapel, curriculum, activities for children, hiring staff, and community relationships and involvement.

**Family:** Family is the most important aspect of all of our lives. We value being deeply connected to the families in our care and want to maintain a family feel in each classroom.

**Fun:** We incorporate fun into our program every day by encouraging the children to explore, imagine, and create new things every day!

**Future:** The formative years of children from birth to five make the biggest impact on their future. Instilling in them the educational components of math, literacy, science and technology, as well as social and emotional skills, sets them on the path for being more than ready for kindergarten when they leave our program.



### CHRIST-CENTERED

New Creations is Christian based, meaning staff bring elements of the Bible and the Christian faith to their classroom. This simply means children are prayed for, prayed with, and they learn to pray for themselves and others. We are the hands and feet of Jesus and our children learn how to focus on others in their lives, the community, and the world at large. Christian music is played, Christian songs are sung, and Biblical truths are taught. Children learn a weekly Bible verse along with hearing Bible stories throughout the week.

### AGE CATEGORIES SERVED

Infant rooms: 6 weeks - 15 months; ratio 1:4

Waddler rooms: 12 months - 24 months; ratio 1:4 (specific locations only)

Toddler rooms: 16 months - 32 months; ratio 1:7

Preschool rooms: 33 months - Pre-Kindergarten; ratio 1:10

School Age: 5-12 years; ratio 1:15 (specific locations only)

Centers that have multiple classrooms for the same age group are primarily based on social and cognitive development to determine room placement. Preschool move-ups are primarily based on the school-calendar year.

### HOURS AND DAYS OF OPERATION

Blaine and Ramsey: Monday through Friday from 7:00am to 5:30pm

Burnsville, Blaine at Lexington, Brooklyn Park, Crocus Hill, Lino Lakes, Maple Grove, Prior Lake,

Riverdale (Coon Rapids), Rush Creek and Valley View: Monday through Friday from 6:30am to 6:00pm

Big Lake and Hugo: Monday through Friday from 6:00am to 6:00pm



New Creations is closed on the following holidays and days:

- New Year's Day
- President's Day (Staff Training)
- Memorial Day
- Independence Day
- The fourth Friday in July (Staff Training)
- Labor Day
- Thanksgiving Day and The Day After
- Christmas Eve Day
- Christmas Day



These holidays and days are paid days to the center for all children whose scheduled day(s) fall on these days. If a holiday falls on a Saturday, the center will be closed on the prior Friday. If a holiday falls on Sunday, the center will be closed on that Monday.

## **ENROLLMENT**

To enroll, the following forms will be collected before a child's first day.

- Enrollment and Tuition Contract. Signed with \$100 registration fee per child. This plus the first week's tuition holds your child's spot. This is non-refundable. Additional language is on the contract explaining start date policy, ACH information and a signature spot to agree to all terms.
- Registration Form (all fields completed)
- Consent for Non-Prescription Medication
- Getting to Know Your Infant / Toddler / Preschooler
- DHS Health Care Summary (required within 14 days of enrollment)
- DHS Child Care Immunization Form
- Permission Form
- ACH Authorization Form
- Key Fob Agreement (if applicable at your location)
- DHS Individual Child Care Program Plan (if applicable)

## **WAITLIST**

New Creations Child Care & Learning Center maintains an ongoing waitlist for each location once there is a lack of open spots. In order to be placed on the waitlist, a one-time non-refundable waitlist fee of \$100 (per child) will be due at that time. This non-refundable fee will apply to the standard registration once enrollment is offered. Once available space is determined, the director will contact wait-listed families on a first come, first serve basis. Please note, being placed on the waitlist will guarantee a family enrollment into the building. However, depending on center occupancy, it does not necessarily guarantee enrollment on the requested start date.

## **SECURITY**

In efforts to keep our buildings as secure as possible, all doors are locked between the hours of 9:00 a.m to 3:30 p.m at our Ramsey location. All other locations have a key fob to access the center. Upon enrollment, families receive a key fob agreement if applicable.

## **PARENT RIGHTS**

Parents and authorized adults can come visit the center at any time. We encourage parents to be a part of their child's day as much as possible.

## **PARENT CODE OF CONDUCT**

New Creations strives to be a leader in the field of Early Childhood Education and in our communities, we strive to be role models for the children we serve and care for. With that being said, we ask that all parents adhere to a Parent Code of Conduct while interacting with the New Creations staff, families, and the management team. We work hard to maintain your trust and simply ask that parents interact in a

manner that shows integrity and good judgment. Yelling, screaming and cursing is strictly forbidden when interacting with New Creations' staff. Parents shall not, under any circumstances, threaten or curse at New Creations' staff members. New Creations is a bully-free zone and bullying of New Creations staff will not be tolerated.

### **NANNY CLAUSE**

New Creations strives to only employ extremely qualified, responsible and respectful staff. You have chosen our center because of our staff and our programs. In order to continue this excellent program, we cannot allow you to ask our staff to nanny. Our staff is fully aware of this policy and have signed a covenant stating such. To further clarify, we cannot allow you to use our staff members in the way you use the center. This would include staff nannying your child(ren) for the summer, staff nannying your child(ren) during the hours the center is open, and / or staff nannying your child(ren) in replacement of being cared for at the center. This clause is in effect for the duration and one year following the time at the center, both for staff and families.

### **TUITION**

Tuition covers 10 hours of care per day. An additional \$10/day will be assessed if care is needed for more than 10 hours per day. Weekly tuition is collected through ACH; funds are withdrawn automatically from a provided checking account. Tuition is collected each Friday for the following week of care for full-time and part-time families. If a day is requested by a family and approved the director for part-time or drop-in schedules, the daily amount will be ACH'd that week at the drop-in rate. Should the ACH debit return due to insufficient funds or incorrect banking information, a fee of \$30 will be added and the payment will be retried. A child's care will be terminated if tuition is unable to be collected for two consecutive weeks. To reinstate a child immediately requires a full payment of the outstanding balance and the next regular tuition. New Creations cannot accept cash as payment.

Rate changes will be given a 30-day notice and are subject to change at any point in the year, regardless of when enrollment began. Annual rate increases are separate from any other rate changes and occur every January; information on annual rate increases will be sent out each November. Once a rate change / increase occurs, parents / guardians will be asked to sign and return a new contract to be kept in the child's file.

### **RATES**

Please see your Site Director for current rates. A sibling discount of 10% off oldest child's tuition is applicable to families who have 2+ children enrolled for full-time care, which is 5 days per week.

### **CHECK-IN AND CHECK-OUT**

Upon arrival to New Creations, the child must be personally/physically brought inside and signed in electronically. Also, when picking up the child, inform the teacher he/she is leaving, sign out at check-in/out kiosk. If someone not listed on file will be picking the child up, fill out a release form and picture identification must be presented by that person.

### **LATE PICK UP**

A late fee of \$1.00 will be assessed for every one minute that a child is left beyond closing time. This will be added to your next tuition pull. If a child is not picked up by 6:00 p.m. at Blaine and Ramsey, or by 6:30 p.m. at all other locations, and no phone call is received, New Creations will call the police department for assistance after all other emergency contacts have been called.



## **INTOXICATED ADULTS**

If an obviously intoxicated person comes to pick up your child, we will intervene for the safety of your child. We will offer to call a cab, other parent, or authorized person to come for the child. If the intoxicated adult is uncooperative and is driving a vehicle, we will alert the police.

## **ABSENCE DUE TO ILLNESS AND VACATION**

Full tuition will be charged if a child does not attend the center due to illness or vacation. It will also be charged for the first week a child is ill and unable to attend. Considerations will be given for a reduction in tuition for additional weeks of a prolonged illness.

## **EXTENDED LEAVE**

We are able to grant full-time families with a part-time contract of 3 days/week for teachers in the summer or those requesting an extended period of time off (i.e. maternity leave). Families in this situation provide New Creations with a two-week notice. This change of contract must be accompanied by a scheduled return date and may not exceed 12 weeks or 3 months.

## **SCHEDULES AND SCHEDULE CHANGES**

Families have the option to choose full-time, part-time or drop-in schedules. This schedule is selected on the Enrollment and Tuition Contract after the director confirms availability of the desired schedule.

**Full-time** schedule means the child attends five days per week. If the schedule changes, submit a schedule change form or request via email at least 2 weeks in advance. New Creations cannot guarantee schedule changes since there are specific group sizes and staffing requirements.

**Part-time** schedules mean the child attends less than five days. In order to change the child's schedule, a form must be submitted, or a request must be made via email or phone to *add* a day if extra care is required. Days cannot be shifted on a temporary basis. Once the director has confirmed there is availability for the child to add a day, tuition will be charged regardless of attendance. The tuition for the added day is the drop-in rate. For instance, if a family who attends 3 days per week wants to add one day, the rate is not the 4-day rate but instead the drop-in rate is paid for that 4<sup>th</sup> added day. Tuition for this added day will be collected via ACH the week the added day occurs.

**Drop-in** schedules mean the family requests days in advance at the drop-in rate. The directors will immediately inform the family if there is space available. Drop-in schedules can only be requested in 30-day increments. Availability is not guaranteed. Full time and Part time schedules are guaranteed and drop in schedules are granted based upon availability for the requested day. If a family drops in for 2 or more days during the week of a holiday, tuition will also be collected for that holiday. Drop-in families are also required to give a two week notice for withdrawal and/or be billed for the equivalent hours for the average weekly attendance. If a drop-in child does not attend on the requested day (ex: illness) tuition will still be charged; there is no refund or switching days.

## **MOVE-UPS**

As children grow, they will be moved up to older classrooms. With each age category change, some forms will need to be updated. Families will receive a letter from their director with the specific forms listed for your child's transition (Health Care Summary, Getting to Know Your Toddler / Preschooler, ACH or contract, for tuition changes. Tuition is charged for the age category that matches the Health Care Summary on file (i.e. a toddler rate will be applied until the Health Care Summary is on file for the preschool classroom).

## **CENTER TO CENTER TRANSFERS**

Families can transfer to another center within New Creations. To start this process, it would need to be determined if there is availability at the desired center. If there is, a new contract and an updated Registration Form with address changes would be required. Tuition rates are different among the centers and rate changes are applicable to any transferred family.

## WITHDRAWAL

A two weeks written notice is required for withdrawal for any reason, including full-time, part-time, and drop-in contracted families. Parents will be liable for the weekly tuition until 2 weeks after the date of the written notice.

## INCLEMENT WEATHER

New Creations will follow the school districts in regard to snow day closures, but not severe cold closures. (Blaine, Ramsey and Riverdale (Coon Rapids) follow Anoka-Hennepin ISD #11; Blaine at Lexington and Lino Lakes follows Centennial ISD #12; Brooklyn Park, Maple Grove and Rush Creek follows Osseo ISD #279; Big Lake follows Big Lake ISD #727; Crocus Hill follows St. Paul ISD #625; Hugo follows White Bear Lake ISD #624, Burnsville and Valley View follow Burnsville ISD #191, Prior Lake follows Prior Lake Savage ISD #719).

New Creations will remain OPEN if the district closes due to temperatures and will be CLOSED if the district closes due to snow. If the weather seems bad, please check New Creations Facebook page and WCCO for announcements or any news channel for closings. In the event of a school district being closed for non-snow related events (holiday or teacher in-service day), New Creations reserves the right to close if deemed necessary due to snow related hazardous driving conditions. The directors will not necessarily call each family to inform them the center has closed due to a snow day. If the weather becomes so severe that all children need to get picked up during the day, the director will call parents or other contacts to inform them that the center will close. Staff will stay at the center until all children are picked up. All children will be well cared for until arrangements are made for them to return home. In the event of a Snow Day and New Creations is closed, tuition is still required so that staff can still be paid, whether full-time, part-time, or a scheduled drop-in day.



## MN DHS RULE 3

New Creations follows all DHS Rule 3 licensing regulations. Regarding infant care, infants under 12 months may not have anything in their crib, including blankets or toys. Infants may be swaddled when the proper form is submitted to the director. Once an infant can roll over independently, swaddling must be discontinued. All infants must sleep in a crib. If the infant falls asleep in a swing, staff will transfer the infant to his/her crib as soon as possible. All bottles, pacifiers, and extra clothing must be labeled. When an infant becomes 16 months and transitions into the toddler classroom, a new Health Care Summary form must be submitted to the director.

## HEALTH RECORD

Parents are required to provide a *Health Care Summary* form within 14 days of enrollment and every time a child reaches a new age category. This report is required annually for children under 24 months of age. If you do not provide it within the requested time frame, you may be asked to not attend until it is received.

Immunizations must be up to date; if they are not, evidence of a plan to bring them up to date must be on file within two weeks of receiving the health care summary form. Because it is required that these forms be kept up to date, a new medical examination or an updated immunization record may be necessary. Parents who object on the grounds of their beliefs must complete the summary form, sign and notarize the appropriate statement. Failure to supply this documentation will be cause for being excluded from New Creations.

## SPECIAL MEDICAL CONDITIONS

It is the parent's responsibility to inform New Creations of any special medical conditions, needs, or allergies, so appropriate care can be given. Once an allergy is noted, an DHS Individual Child Care Program Plan must be submitted and on file, so all staff can be trained on the protocol for the allergy.



## MEDICATION

No medication will be given unless permission comes from the parents for one specific dose. If it is a prescription, it must be current and in the original container with complete instructions. The label must have the following information: directions for dispensing, name of medication, doctor's name, date of the prescription, and child's name. For both non-prescription and prescription medication, a medication permission form must be filled out prior to its administration. Return this to the child's teacher with the medication. The form will be then kept on file. There must be parental written permission or directed by the authorities at the Poison Control Center to administer Syrup of Ipecac. Non-prescription medications such as sunscreen, insect repellent, medicated powders, creams, fever reducers, cough syrup, etc. may be administered with a parent's written permission according to manufacturer's directions unless written directions are provided by a physician.

## INJURY / MEDICAL EMERGENCIES / ADMINISTRATION OF FIRST AID AND CPR

In the event a child is seriously injured at New Creations, staff will administer first aid or CPR as necessary. If an emergency situation is indicated, staff will call 911, a parent or other authorized adults listed on emergency form and explain the situation. If a child needs to be transported to the nearest hospital, it will be at the parent's expense. Staff will accompany the child and will remain with the child until a parent arrives. The child's health and consent forms will be sent with him/her.

In the event a child incurs a non-serious injury, Parents will be notified via Daily Connect, and will receive written notice of incident at pick-up.

A first aid kit is readily available onsite. Any first aid administered will be entered in the accident log. Completed emergency forms are readily available by phone or with a staff member off site (field trip, etc.). When going on field trips, staff will have a cell phone, a first aid kit, and children's emergency forms.

All staff will be trained in first aid and CPR and know the location of first aid kits. A first aid manual is available in the files for consultation. First aid and CPR administered for any reason will be entered in the accident log.

## ACCIDENT PREVENTION

Daily walkthroughs are conducted by a director in order to identify and rectify situations or equipment which pose a risk for an accident or injury. Every four months, the directors will review the accident log to determine patterns apparent which would suggest the modification or implementation of procedures to eliminate hazards and reduce accidents.

## ILLNESS

In an effort to protect children from the spread of illness, sick children will be excluded from New Creations for 24 hours after the last occurrence of symptoms. If your child becomes sick at New Creations, the parent / authorized adult(s) will be immediately notified and will have one hour to pick up the sick child. Children with any infectious or contagious illness or any of the following symptoms must be excluded:

Chicken pox	Until all the blisters have dried into scabs; usually about 6 days after rash onset.
COVID-19	As per the current COVID-19 Decision Tree and current screening status.
Diarrhea (3 or more)	Until diarrhea stops, or a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form and or watery, bloody, or mucous containing stools.
Eye drainage	Until 24 hours after treatment begins, if thick mucus or pus drainage is present. (Conjunctivitis or Pink Eye)
Fever	Axillary (armpit) temperature: 100° F or Oral temperature: 101° F or higher, before fever reducing medication is given, when accompanied by behavior changes, or other signs or symptoms of illness.

Hand Foot and Mouth Disease (HFMD)	Until the sores are scabbed over and no longer open AND the child has been fever-free for 24 hours
Impetigo	Until child has been treated with antibiotics for at least a full 24 hours.
Lice (head)	Until after the first treatment and no live lice or any nits (eggs) are seen.
Mouth Sores with Drooling	Until a medical exam indicates the child may return.
Rash with or without Fever or Behavior Change	Until a medical exam indicates these symptoms are not that of a communicable disease (i.e. chickenpox, fifth disease, measles, roseola, rubella, shingles, strep throat).
Respiratory Infections (Viral)	Until child is without fever for 24 hours and is well enough to participate in normal activities. No exclusion for other mild respiratory infections without fever as long as child can participate comfortably.
Ringworm (skin and scalp)	Until 24 hours after treatment has been started.
Scabies	Until 24 hours after treatment has been started.
Signs/Symptoms of Possible Severe Illness	Unusually tired, uncontrolled coughing, irritability, persistent crying, difficult breathing or wheezing should be evaluated by the child's health care provider to rule out severe illness.
Streptococcal Sore Throat	Until at least a full 24 hours after treatment begins and child is without fever for 24 hours.
Vomiting (2 or more)	Until vomiting stops. Vomiting is defined as two or more episodes in the previous 24 hours.

A parent must inform New Creations if any of these occur, as required by law. A note will be posted and/or uploaded to Daily Connect each time a contagious illness is reported to the affected classroom.

If an expected child does not come to New Creations *without prior notice of absence*, a director will call to check on child/family in the morning.

Should a child become ill while at New Creations, the following steps will be taken:

- The child will be isolated in a comfortable, supervised location until his or her parent arrives.
- A parent or alternative person specified on enrollment form will be notified.
- The child's doctor will be contacted, and treatment sought if deemed necessary.

New Creations will also notify the health authority of any suspected case of reportable disease within 24 hours of receiving the parents report. The phone number is 651-201-5000.

## COMMUNICATION

Communication is a priority at New Creations, and therefore there will be two conferences each year, as well as weekly curriculum documents sent home that highlight upcoming events and themed activities planned. Information about the child's day that highlights food intake and elimination, sleeping patterns, general behavior, and concepts learned/taught is given through a smartphone app called Daily Connect. To avoid using the app, parents can still register online through [dailyconnect.com](http://dailyconnect.com) and it is a free service. If you choose to download the Daily Connect app, there is a \$5 fee. Upon enrollment, parents will get registered through this communication tool as it is the main source of communication during the day to parents.

The director is your point of contact for all questions, concerns, or inquiries. Please feel free to send an email to the center, message on Daily Connect, call the center phone, or discuss in person. The directors are more than happy to help and answer any questions or concerns. Please refrain from using social media or other modes of communication other than those listed above; this will ensure a timely response and resolution.

Like us on Facebook  or on Instagram  to see fun posts as well!

## ENVIRONMENT

New Creations has all its classrooms self-contained. A daily schedule is in place, so a routine is developed. Each child is given positive encouragement and allowed to progress at his/her own pace. Curriculum will be adapted to meet the needs of all children in a classroom. Interest groups including creative arts and crafts, construction, dramatic play, manipulatives, math and science, auditory and visual language, music and large muscle activity are available for exploration each day. Children are able to choose their centers and are encouraged to rotate so that they have exposure to all interests each day.

Flexibility and spontaneity are important in lesson planning with children. Whenever possible, staff responds to individual inquiries and interests and makes an attempt to encourage further learning both for that child and others who might share in the discovery.

## CURRICULUM

Our curriculum is all-inclusive, meaning enrichment is provided at no additional cost during the regular day's schedule. Examples of possible enrichment are guest teachers who teach Bible stories; Music (musical theory and instruments); a second language such as Spanish; and exercise revolving around the month's theme. Check with the director for which enrichment programs are currently implemented at your location.

Planning for infants and toddlers does not necessarily involve lessons but rather opportunities for experiences that as individuals they can make the most out of. For infants, teachers will plan and organize their environment to provide experiences which enhance both motor development (reaching, grasping, crawling in and out, throwing, pulling) and cognitive development (object permanence, cause and effect experiences, language, listening and responding to sounds and interactions, and expressing emotions towards others).

For toddlers, teachers organize the room by taking into account the children's individual differences along with their knowledge of child development. Planning is based on observations of the children using their new skills and their reactions to materials. As the toddlers grow and change, teachers change the classroom environment.

For toddlers as well as preschoolers, New Creations uses a thematic-based curriculum that utilizes the cognitive, social / emotional, physical, and creative developmental areas. By creating a classroom varied with interest centers, learning games, class projects and strong staff support, each area of development will be fostered, and discovery and learning will take place in an exciting way. The child-oriented educational program provides continuity, shape, and direction to individual interest and explorations. We believe respecting and encouraging a child's individuality promotes the development of the whole child.

New Creations objectives are that every child has an opportunity to:

- Participate in activities that are both quiet and active, teacher-directed and child-initiated and indoor and outdoor through the use of a variety of equipment and materials
- Work and play in a safe, loving atmosphere with children of the same age under direct supervision at all times
- Establish positive and caring relationships with both adults and other children
- Develop a curiosity for the world around them by asking questions, trying new ideas, providing input and feeling good about their efforts of response



- Develop a positive self-esteem which allows independence in the pursuit of learning through problem solving and the confidence to try things on their own
- Challenge their physical and intellectual abilities

A lesson plan will include some of the following:

Quiet	Active	Teacher-Directed	Child-Initiated
Share time	Tumbling	Counting	Trucks and dolls
Films	Cubes	Music	Books
Story time	Dance	Share time	Housekeeping play
Books	Slides	Calendar time	Puppets
Chalkboard	Trucks	Group games	Slide
Colors and paper	Dramatic play	Story time	Climber
Easels	Balls	Instruments	Sandbox
Puzzles	Blocks	Weather	Puzzles
Water/sand table	Climber	Craft projects	Balls
CDs/music/books on CD	Jump ropes	Snack time	Blocks

We will achieve our objectives by including all of the following:

### Infants

#### Physical Development

- Adequate rest - sleep as necessary for each child
- Movement - encouraging crawling and walking
- Balance - supportive sitting, encouraging rolling over, swings, chairs, infant seats

#### Intellectual Development

- Language - talking and singing to child during all interactions
- Cognitive - showing cause/effect
- Creativity - stimulating the environment through sounds, music, textures, books

#### Emotional Development

- Security - responding to expressed needs
- Love - touching, caressing, holding during feeding, changing, and play

#### Social Development

- Behavioral skills - separating children during disagreements and over activity. They cannot yet mediate themselves.

### Toddlers

#### Physical Development

- Large muscle - encouraging movement, climbing, sliding, ball play, riding toys, swings
- Balance - providing obstacles, creative movements, and all of the above-mentioned objects
- Small muscle - hand/eye coordination activities, cutting, pasting, large block play, bead stringing

#### Intellectual Development

- Language - encouraging speech, conversations, show and tell, storytelling, reading
- Cognitive - exploration, nature studies, matching through storytime, shapes and colors, books, puzzles
- Creative - dramatic play, art activities, music activities

### Emotional Development

- Self-esteem - positive reinforcement and encouraging self-exploration, discussion of feelings, storytime, dramatic play
- Independence - providing choices encouraging self-motivation, self-help skills

### Social Development

- Behavioral - separating children during disagreements and over activity. They cannot yet mediate themselves.
- Communication - providing conversation skill development, sharing, listening, and communicating.

## Preschool

### Physical Development

- Large muscle - climbing, riding, lifting, kicking, throwing balls, jump ropes, etc.
- Balance - games through the above methods and the balance beam
- Small muscle - manipulation of toys, craft projects, puppets

### Intellectual Development

- Language - encouraging speech, conversations, reading books, storytelling
- Cognitive - problem solving, use of the alphabet, counting, colors, weights and measures, activities which use letters and numbers, calendar, time, nature and science activities, water and sand play, art and block play
- Creativity - exploration of art mediums, art activities, music and dance

### Emotional Development

- Self-esteem - positive feedback and supportive environment, dramatic play, self-expression activities, body awareness, and staff helpers
- Independence - participation in class planning, making choices and self help

### Social Development

- Behavioral - discussion of rules, limits, and expectations through appropriate behavior in all aspects of the daily activities
- Interaction skills - small and large group activities, understanding the rights and responsibilities of others, diplomatic mediation, music, dance



## DAILY SCHEDULE

The following is a general guideline to how your child will spend his/her day. Obviously, the child's needs (diaper changes or bathroom breaks, for example) are taken into consideration. The infant schedule is modified on an individual basis.

Open to 8:30 a.m.

Arrival: Children participate in child-initiated activities and eat breakfast. Breakfast is served from 7:00-8:30. As children finish breakfast, they can visit learning centers or participate in individual or small-group activities until most children have arrived or are finished eating.

8:30 a.m. to 9:25 a.m.

Group Time: Teacher brings the group together for morning routines, calendar, sharing, featured activity, literacy-building, and discussion of the day's activities and themes.



9:25 a.m. to 10:00 a.m.	Learning Centers and Small-Group Activities: Children choose from activities in the creative arts, dramatic play, writing, library, blocks, manipulatives, math, science and sensory learning centers. Teachers implement small-group activities, focusing on skill-building activities and observational assessment.
10:00 a.m. to 10:15 a.m.	Snack
10:15 a.m. to 10:45 a.m.	Group Time: Children come together to listen to a daily read-aloud and/or to finish or repeat activities from the early morning group time.
10:45 a.m. to 11:00 a.m.	Bible Story and Prayer Time
11:00 a.m. to 11:30 a.m.	Outdoor Play: Children select from a variety of outdoor activities.
11:45 a.m. to 12:15 p.m.	Lunch: Children wash hands, help set the tables, and prepare and eat lunch.
12:15 p.m. to 12:30 p.m.	Group Time: Teachers read aloud to the children as they settle down for naps.
12:45 p.m. to 2:30 p.m.	Rest Time and Quiet Work Time: Most children nap or rest quietly. As children wake from rest time, they can select from a variety of quiet choices, such as manipulatives, drawing and writing, books, or the listening center.
2:30 p.m. to 3 p.m.	Learning Centers: Children choose from activities in the learning centers.
3 p.m. to 3:15 p.m.	Snack
3:15 p.m. to 3:30 p.m.	Group Time: Children come together for an afternoon featured activity and closing routine.
3:30 p.m. to 4:15 p.m.	Outdoor Play: Children select from a variety of outdoor activities.
4:15 p.m. to Close	Learning Centers or Small-Group Activities: Children select from a variety of activities that are easy to clean up, such as books, listening center, and manipulatives.

Scheduled and daily lesson plans in all areas ensure a balance of activities. Children are always allowed choices.

The directors have developed this childcare program and will annually evaluate it in writing. It is always available for parents to review.

## **BEHAVIOR GUIDANCE**

New Creations uses positive reinforcement and redirection as the primary discipline methods. Immediate and persistent behavior methods are applied. Expected and acceptable behavior is modeled at all times, and if negative behavior persists after redirection, a child may be offered a time away from the situation until he/she understands the choices that were made. If the child is hurt, it will be stated in an accident report which the parent must sign. In the event that a child's behavior becomes consistently unacceptable or uncontrollable, New Creations, along with parents, will develop a behavior guidance plan to try and solve the problem. If behavior does not change, the child could be dismissed. If a child is separated from the group 3 times or more in 1 day, the child's parents shall be notified. If a child is separated 5 times or more in 1 week or 8 times or more in 2 weeks, the procedures for dealing with persistent unacceptable behavior must be followed. Physically or mentally abusive forms of discipline are never used. Any adult in the center must adhere to this policy.

## **REST PERIODS**

Quiet time is built into the daily schedule for each child. Children are expected to rest quietly on cots or engage in quiet activities allowing those who need to sleep the opportunity to do so. One small, labeled blanket is needed for toddlers and preschoolers. Blankets need to be taken home on Fridays to be washed. Any accompanying items for rest time must be able to fit inside child's cubby.

## OUTDOOR PLAY

Using a child's large motor skills is a very important part of the day. Children go outside each day the weather permits, typically over 20 degrees. Children who are well enough to be in school are well enough to go outdoors with the group each day. Children should have proper clothes to accommodate the climate.

Children will only be allowed on the playground if they are in closed toed shoes. The shoe must have a back strap and be closed toe, if not a tennis shoe. Feel free to treat "playground/water" shoes like boots! Wear a fun pair to school and keep a second pair of shoes at school for playground / water day use!



For the summer months: Sunscreen is considered a non-prescription medication and should be administered only with the parents written consent. As with all other medications, parents must provide written permission for childcare providers to apply sunscreen to their child. New Creations strongly encourages parents to supply sunscreen for their children; however, New Creations does have sunscreen at the center if parents would prefer. All parents must complete an administration form to give permission for application. Please label individual sunscreen bottles with the child's first and last name and store in a place out of the reach of children.

## CLOTHING

Children need to be adequately dressed for indoor and outdoor play. All clothing needs to be labeled with the child's name. An extra set of indoor clothing is needed: underwear, socks, shirts, and pants. *For the winter months:* two pairs of mittens, a hat, warm jacket, snow pants, and boots are necessary. Snow boots cannot be worn inside during the day. Shoes must be worn in the facility at all times. When it is over 20 degrees (including wind chill), the children go outside, or up to the directors' discretion.

## PERSONAL BELONGINGS

Toys and personal belongings should not be brought to the center unless it is for an announced "Show and Tell." An exception is a small, non-noise making item and blanket for nap time. New Creations is not responsible for lost items or clothing/belongings that become soiled during the day and all items must be labeled with first and last names, including outdoor clothing and blankets.

## NUTRITION

Parents must be aware of classroom/center schedules (i.e. mealtimes). If a child is brought in *after* the scheduled mealtime, please make sure he/she is fed at home. Breakfast, morning snack, lunch, and afternoon snack are provided daily. Water is available to all children at all times. The weekly menu will be provided to parents. Shared food cannot be brought into the center unless commercially purchased (birthday treats, etc.). Please inform the directors before bringing in a treat. Also, all children must drink from a single service cup during meals. Families are not allowed to bring in a thermos.

Families of New Creations are able to provide their child at the center with an individual, reusable water bottle that has a "flip-top" lid function. Each day the water bottle is used, the child will be sent home with his or her water bottle to clean and sanitize the water bottle before next day use. A water bottle is assigned/provided by the family for each specific child and labeled with the child's first and last name. All water bottles are stored in a manner that reduces the risk of a child using the wrong water bottle. All water bottles are used only for water.

New Creations utilizes in-house catering provided out of our very own kitchen! The mission of our food program is to provide healthy alternatives to traditional kids' food in order to expand their palate at a young age. Milk is served at breakfast and lunch, and water is served at both snacks and available all day long. Below is a sample menu:

Monday	Tuesday	Wednesday	Thursday	Friday
BREAKFAST *Blueberry Bagels (e) w/ Cream Cheese & Oranges w/ Milk+ & Water	BREAKFAST *Kix Cereal & Blueberries w/ Milk+ & Water	BREAKFAST *Flavored Waffles & Blueberries w/ Milk+ & Water	BREAKFAST *Berry Kix Cereal & Bananas w/ Milk+ & Water	BREAKFAST *Blueberry Pancakes & Oranges w/ Milk+ & Water
LIGHT AM SNACK Cheese Crackers (e) & Carrots w/ Ranch Water	LIGHT AM SNACK *Club Crackers & Celery w/ Cream Cheese w/ Water	LIGHT AM SNACK *Ritz Crackers (e) & Cheese Slices w/ Water	LIGHT AM SNACK *Animal Crackers (e) Zucchini w/ Ranch w/ Water	LIGHT AM SNACK *Graham Crackers(e) & Green Apples w/ Water
LUNCH Beef Rotini Stroganoff <sup>3</sup> Green Peas Diced Peaches	LUNCH Turkey & Cheese <sup>1, 2, 3,</sup> Vegetable Medley Mandarin Oranges Sandwich Bun <sup>4</sup>	LUNCH Hamburger <sup>3</sup> Baked Beans Applesauce Sandwich bun <sup>4</sup>	LUNCH Chili con carne <sup>3, 4</sup> Carrot Coins Pineapple Tidbits Corn Chips, Cheese	LUNCH Chicken Nuggets <sup>1, 2, 3,</sup> <sup>4</sup> Mash Potatoes <sup>2,3</sup> Diced Pears Dinner roll <sup>4</sup>
AFTERNOON SNACK *Saltine Crackers (e) & Honeydew Melon w/ Water	AFTERNOON SNACK Veggie Straws & Cantaloupe w/ Water	AFTERNOON SNACK *Goldfish Crackers & Strawberries w/ Water	AFTERNOON SNACK Fig Bars & Red Apples w/ Water	AFTERNOON SNACK *Popcorn / Puff corn & Grapes w/Water

\*Contains Whole Grains (e) - may contain eggs - please check the label before serving!

+ Whole milk served to children ages 12-24 months; 1% milk for children 24 months and older

Lunch: All Lunches are served with Milk+ & Water <sup>1</sup> Eggs <sup>2</sup> Milk <sup>3</sup> Soy <sup>4</sup> Wheat

If the parents want the child to consume any alternate food (intolerances, allergies, etc.), they are responsible for bringing it in and informing staff. Parents will inform infant staff when their child can partake in the food provided as they receive the weekly menu as well. If parents choose to bring in lunches for their child they must meet all FDA food groups and be able to be served cold. New Creations does not re-heat food on site. If the infant needs additional food that is not on the menu (baby food, etc.) then the parent will provide that food for infant staff to serve. Children with allergies need to have a DHS Individual Child Care Program Plan on file. If children are in attendance over 10 hours in a day, they will be served an additional light afternoon snack with USDA portion sizes.

## FOOD PREPARATION AND HANDLING

Prior to serving food, staff will disinfect tables, wash children and adult hands, and serve with proper utensils and gloves. Single use products will be used for all food service. The person responsible for the preparation of food will not be allowed to change diapers. Since we are not licensed by the health department as a full-service kitchen, we cannot allow shared food and snacks to be brought in, unless purchased from a store.

## CLEANING AND DISINFECTING

Germs are most effectively controlled by frequent, thorough cleaning and disinfecting of objects which come in contact with children and through good hand washing.

- Cleaning: scrubbing with soap and water
- Disinfecting: destroying germs with bleach solution or commercial disinfectant
- Sanitizing: destroying germs using hot water and/or commercial sanitizer



## PETS

Pets are not routinely admitted; however, visits can be arranged. In the event that a pet is added to the center, parent permission will be obtained before any children will be allowed to handle the pet. There occasionally is fish or small reptiles in the classrooms for care and study by children.

## SEAT BELTS AND TRANSPORTATION

There is no transportation provided for regular attendance for children while enrolled in our program. When planned activities at our program (i.e. field trips) require transportation, the methods used will be in accordance with the Department of Human Services regulations and Minnesota law. Minnesota law

requires federally approved age appropriate car seats and seat belts to be used to transport children. Staff of New Creations will not transport children to or from the center in their vehicles.

### **FIELD TRIPS**

In the event that an off-site field trip is planned, New Creations will send out permission slips for each particular trip. A fee may or may not be associated with the trip in order to cover transportation. Outside speakers are brought in and in-house field trips are taken whenever possible to supplement our themed curriculum.



### **POLICY INFORMATION FOR PARENTS**

There are additional policies and plans available for all parents' review. Parents will be able to access any of the following documents in the Parent Communication and Resource Center at each location:

- Child Care Program Plan (Site Specific)
- Emergency Preparedness Plan (Site Specific)
- COVID-19 Preparedness Plan
- Mandated Reporting Policy
- Nap and Rest Policy
- Safe Sleep Policy and Procedure

Additionally, tornado, fire, and lockdown drills will be conducted as per DHS requirements at all locations.

### **PANDEMIC PLANNING**

New Creations will cooperate with the local and state government disaster planning agencies to prepare for and react to emergencies presented by a pandemic outbreak. Written procedures for emergencies and accidents are posted in a visible place. The procedures identify persons responsible for each area; identify primary and secondary exits; identify a tornado shelter area; identify building evacuation routes; describe how to use a fire extinguisher and close off the fire area; and list the phone numbers and sources of emergency medical and dental care, poison control center, fire department, health authority, and licensing division of the Department of Human Services.

### **SUSPECTED CHILD CARE ABUSE AND NEGLECT**

Staff is required to report suspected incidents of child abuse and neglect to the proper authorities.

### **MISSING PERSONS**

In the event of a missing child, all available staff will immediately search the premises. If this search does not discover the child, the police will immediately be notified and provided with detailed information. Parents will then be notified, and staff will continue to cooperate in search efforts when the safety of the remaining children is secure. Staff will stay until such time as their services are no longer needed.

### **GRIEVANCE PROCEDURE**

If at any time a family has concerns or unresolved issues regarding any aspect of New Creations and its staff, immediate action should be taken. If the issue is with a staff member, New Creations encourages parents to start there as employees are expected to act professionally and work out any differences. If the issue remains unresolved, contact a director either in writing or in person and it will be dealt with in a timely manner. Parents will be notified of the resolution.

### **INSURANCE**

New Creations carries the required \$2,000,000 general liability insurance.

### **ADDITIONAL INFORMATION**

Research, experimental procedures, or public relations activities will not be allowed without parental consent. A child will not be discriminated against on the basis of race, religion, sex, creed, national origin, or financial status. Staff is required by law to report any suspected incidents of child abuse or neglect to authorities as they are mandated reporters. This is outlined in the Mandated Reporting Policy. All of the policies for New Creations will be reviewed and analyzed annually.

## **CONCLUSION**

New Creations is honored to have your child enrolled with us! Please feel free to use this handbook as a guide or contact the director of your center with any questions that may arise. We look forward to getting to know you and your child more as you entrust us with their care.