



# Creative Learning Academy

## Parent's Handbook

SUGAR LAND  
2255 Williams Trace Boulevard | Sugar land, Texas 77478 | 281.265.3555

[www.MyCLAcademy.com](http://www.MyCLAcademy.com)

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# Creative Learning Academy

"Where Learning Begins"

## Enrollment Agreement

Described below are the basic policies necessary for us to manage the center in which your child is enrolled. Please read the following agreement. Your signature at the end of the enrollment agreement will signify that you understand and accept these policies. If you have

any questions please feel welcome to discuss them with the Center Director. The parents will be regularly notified in writing about any policy changes, new developments, activities, holidays, new teaching methods, etc. at the center. The updated policy will have to be signed and dated by the parent.

CLA assures you that no child will, on the basis of color, race, national origin, or religion, be excluded in, be denied the benefits of, or otherwise subject to discrimination under any program.

## Mission Statement

Creative Learning Academy (CLA) is a research laboratory for students and faculty that provides a learning environment that supports children to develop skills necessary to construct their own knowledge and prepare them for their next school environment.

## Philosophy

Creative Learning Academy program uses developmentally appropriate practices to provide a safe, supportive and nurturing environment that promotes children's active exploration in all areas of development: physical, emotional, linguistic, aesthetic, and cognitive. The program also supports the relationship between children, their families and the preschool staff.

The program provides an innovative curriculum with materials, experiences and teaching methods using the Texas Readiness Program principles of child development including age and individual appropriateness.

All learning activities are presented through play. These activities engage the children so they can explore experiment, imitate, ask questions and be questioned to further their thinking and problem solving skills.

## Goals

Creative Learning Academy will provide interactions and experiences to help children to:

- Develop socially, emotionally, physically and cognitively;
- Develop problem solving skills;
- Develop conflict resolution skills; and
- Be a member of the preschool community.

## Hours of Operation

Monday through Friday 6:00 A.M. to 6:30 P.M.

**Sign-in / Sign-out:** Upon entering the building, you are required to sign your child(ren) in and out on a daily basis at the front. This should include the time you enter or leave the building, along with your signature.

We encourage parents that their child(ren) be dropped off at the center no later than 9 am every day. This enables us to ensure that the children are following a scheduled routine everyday and can benefit the best from the lesson for the day.

**Late Pick-up fee:** A late pick-up fee of \$10.00 will be assessed for the first 15 minutes after closing time, with \$5.00 for every 5 minutes thereafter. These fees are due when the child is picked up. If the child is not picked up by an hour after the closing time (7:30p.m.), and the center is not notified of the reason for the delay, the child will have to be turned over to the Children Protection Agency (CPA).

## Procedure for Release of Children

Parents or guardians with custody of the child should give the names of all the authorized persons who will pick up the child from the center. The parent/guardian should still confirm the name of the authorized person, and the ID of the person will be checked and a copy made at the time of release.

## Holidays

CLA is open year round to serve your needs. However, it will remain closed on the following days. The specific dates of any additional closures are posted on our bulletin board. Usual tuition fees will be charged for that week.

New Year's Day  
 Martin Luther King Jr.'s Birthday  
 Good Friday  
 Memorial Day

Labor Day  
 Independence Day (July 4<sup>th</sup>)  
 Thanksgiving Day/ Friday after  
 Christmas Eve/ Christmas Day

## Vacation

The tuition fee has to be paid even if the enrolled child has not attended a single day in a week. The amount due during each vacation week is half of the normal tuition cost. If the vacation is long, a re-enrollment fee can be considered instead of 50% weekly fee.

## Parent – Teacher Coordination

In order to provide quality education, we ask that parents drop-off children no later than 9:00am and refrain from picking-up during our naptime hours of 12:00pm to 2:30pm, unless excused with a doctor's note and a call to notify us.

CLA has an "open-door policy" which allows our parents to come in and observe or interact during the school day - before or after naptime. The parents are invited and encouraged to participate in the center's activities including but not limited to field trips, annual graduations, birthday celebrations, and holiday celebrations. Parents should feel welcome to give their opinions and ideas verbally and also in writing at any time in our suggestion box at the entrance. Additionally, parents will be offered an annual survey to fill out to provide us with their feedback for us to implement into our daily operations. Any feedback provided will be of utmost importance to us as we strive to improve our services.

## Communicating With Families

In addition to conferences and assessments, there are many on-going methods of keeping you knowledgeable about what is happening in your child's classroom. Ways of communication with families include Telephone, Email, Daily Sheets, and Notices. Introduction to community resources are also available for families in the front area of the center.

If parents want to update their contact information, they can email the center directly at [myclacademy@gmail.com](mailto:myclacademy@gmail.com) with the updated information.

## Screen Time

Our screen time policy is restricted to less than two hours for children two years old and older. Screen time is not a part of our every day schedule, and will be implemented on occasion only to supplement educational purposes.

## Parent's Conferences

Parents are directed to the director in any kind of discussion or any issues involving the staff or the well-being of the child. Our open door policy encourages parent-teacher conferences on two to three occasions during the school year during which teacher observations and written evaluation(s) will be

shared with the parent. These conferences may be held to discuss the progress of your child and/or for any other matter(s) affecting your child(ren).

## Curriculum

Creative Learning Academy provides developmentally appropriate activities and materials with a theme/project/studies approach. The units are coordinated by the teachers and are often generated by the children's interests. We provide a balance of active and quiet activities, individual and small and large group activities, child-initiated and adult-initiated activities, and indoor and outdoor play activities. Learning centers are provided that allow children to explore, experiment, discover, create and ask questions.

## Typical Preschool Session

A typical session will include large and small group activities, story reading, dramatic play activities, computer activities, art activities, snack, and outdoor play.

The preschool utilizes the following learning centers:

**Art area/writing center:** This area provides children with opportunities to express creativity, observe cause and effect with a variety of mediums, increase small muscle development, eye-hand coordination, discover colors, shapes, sizes and textures, develop aesthetic appreciation and independent work skills. Children may create stories and write letters and numbers.

**Game table:** Children improve conceptual development and turn taking skills while playing a variety of board and folder games.

**Puzzles, manipulative toy and game area:** Children express creativity with open ended materials. They match, sort, sequence, seriate and classify materials by color, shape, size and texture. They improve small muscle development, eye-hand coordination and social skills such as turn taking, sharing materials, cooperating while creating, and joining in play activities.

**Library/stories on tape/story retelling props/puppets:** Children develop reading readiness skills, build vocabulary and conceptual development, identify roles and relationships people have in stories, listen and participate as a member of a group, and listen to stories being read in a group or individually.

**Computer center:** Children become familiar with computers and develop concepts with variety of programs appropriate for their developmental level.

**Science area:** Children explore, experiment, hypothesize, question, discover, and develop concepts using real objects.

**Math area:** Children explore, experiment, count, classify, question, discover, and develop concepts using real objects.

**Dramatic play area:** Children develop creative expression, imagination, role playing skills, problem solving, social interaction skills, small muscle control, eye-hand coordination, and work through problems by reenacting real life experiences.

**Large wooden building blocks/wooden unit blocks:** Children design and create structures with the blocks while developing muscle development, eye-hand coordination, conceptual development of size, number, shape, weight, width, and function of the block, and how to work cooperatively with others.

**Musical instruments:** Children experiment with a variety of instruments to discover how they make sounds and what they sound like combined with other instruments.

Special activities include "Show & Tell," "Person of the Week," field trips, book orders, and school photographs. Information about special events will be communicated to families, or you can contact the Director

## Absences and Vacations

In case of absences, we require that parents please notify the center if the child is going to be out for long periods of time. In the event of a vacation, full tuition is due to hold the spot at the center. For very long term absences, parents may dis-enroll their child and re-enroll if the spot is available.

In case of sick days, we require that parents please call the center to let our Director know if the child will be absent due to illness. Regular tuition is due for absences due to illness.

## Discipline Guidelines

Discipline is viewed as a process of learning self-control, respect for others, and responsibility. To help children learn this process, the following guidelines are in place at CLA:

- Children assist with making clear and concise rules and limits;
- Adults anticipate and positively redirect inappropriate behaviors;
- Adults remind children of expectations, rules and limits;
- Adults help children use words to express anger, resolve conflicts and express needs and desires;
- Adults will assist children in the conflict resolution process;
- Children are spoken to in a friendly (never angry) but firm voice when necessary;
- Adults may remove a child from an activity if inappropriate behaviors persist and help the child to find an appropriate activity to engage in;
- If a child physically hurts another child, he/she will be removed from the activity, the hurt child

will be comforted and the children will then be assisted with the conflict resolution process and the parents will be informed at the end of the session;

- A conference will be held with parents if serious inappropriate behaviors continue.

## Challenging Behavior and Dismissal from Preschool

In the event of challenging behavior by a child, the teacher and / or Director have ongoing conversations with parents to express concerns and discuss strategies in addressing challenging behaviors. Conversations are framed around school readiness, the objective of the program. Parents are kept informed as to their child's progress. The Creative Learning Academy Director reserves the right to dismiss a child from preschool if we cannot meet the needs of the child. Before dismissal, all attempts will be made to work with your child to meet his/her needs. A problem solving meeting will be held with the Director, parents and any other agencies requested to help develop a plan to resolve the problem and best meet the needs of the child within a specified time limit. If the problem cannot be resolved and the child's needs are not being met, the child will be dismissed from CLA.

## Withdrawal Notification

Should it be necessary for your child(ren) to withdraw from our center, you must provide CLA with a two weeks advance notice in writing. Failure to do so will result in a two weeks tuition charge that must be paid. No refunds are given when your child is asked to withdraw.

## School Transportation

Parents must sign the authorization for transportation form in order to transport your child to and from school. Parents are requested to inform the center in advance if the child is not going to ride the center van for any reason.

## Field Trips

Field trips and outings are part of the center's program. Your authorization is required to ensure that your child is able to participate in these outings. Only children in CLA's uniform will be allowed on field trips.

## Nutrition

Menus will be posted in each classrooms and provided to our parents All meals served at the center meet the nutritional guidelines set by USDA. We follow specific requirements for the type of foods served and they are served. Parents are welcome to eat lunch with their child by notifying the center that morning.

- All food hotter than 110 degrees are kept out of reach.
- School age children are served with healthy snack when they arrive each day.

- Fruit, vegetable and milk are available to all children during lunch.
- Staff does not reward good behavior or clean plate with food at any time
- On days that providers serve meals, prepared food that is brought into the program to be shared among children is commercially prepared or prepared in a kitchen that is inspected by local health officials.

## Home Lunch Practices

- Children with special needs are permitted to bring special food to the center. You must provide a copy of doctor's request for special dietary requirement to keep in your child's file.
- We encourage you to provide meals with adequate nutritional values. Please provide your child with variety of food choices. Please refer to [www.choosemyplate.gov](http://www.choosemyplate.gov) and nutrition for your guidance.
- In order to keep all food safe, please pack hot food in insulated container and include an ice pack for all cold food.
- Food items that can cause common food allergies are nuts, soy, wheat, milk, fish, shell fish and egg. A list of children on special dietary needs are posted on the boards. Our staff is trained annually on food allergies and they take precautions to ensure children are protected.
- Food allergy fact sheet is posted in the front for parents.

## Food Allergies

- Student having specific food allergies are identified from their admission form.
- Staff is notified about each child with specific needs.
- Staff is trained annually on food allergies.
- Staff is notified when children have food allergies and ensure they are protected.
- Information on food that may cause allergies are available for parents
- Staff checks the student names from the posted list during meal time each day. List of children with special dietary needs is posted in each classroom and the kitchen.

## Meals

The center serves every full-time child a nutritious diet, comprising of breakfast, an A.M. snack, lunch, and two P.M. snacks. Our menus are prepared to meet the daily nutritional requirements of the children. We offer only 100% juice. No sweetened beverages will be offered except for special occasions (birthdays, holidays). However, the children may bring food to the center if they wish to.

## Breastfeeding

Parents have access to a separate space in order to breastfeed or provide breast milk for their child while in care. CLA provides a comfortable room that enables a mother to breast feed her child. Breastfeeding education and resources are available for parents upon request.



## Dress Code and Personal Possessions

Your child should be dressed comfortably in washable play clothes. All items brought to the center such as: jackets, sweaters, bottles, blankets, etc. should be clearly labeled with your child's name. An extra set of clothing and a blanket for naptime kids should be kept at the center. No personal toys are allowed in the daycare, although children will be asked to bring items from home for special events. Sweaters, Jackets, or "hoodies" with draw-strings are prohibited due to strangulation hazards. Children should wear tennis shoes to be able to run, climb, and jump with the other children. Flip flops, sandals, and boots are not allowed.

Parents/persons entering the infant areas will be required to remove their shoes before entering in order to help maintain a sanitary environment for the babies who crawl. Socks or shoe covers may be worn in these areas.

## Supplies

Please make sure you have the items listed below:

*Infants:* diapers, wipes, pacifier, bottles, formula, milk, baby food, bibs, a small blanket, and TWO complete change of clothes

*Toddlers and Preschoolers:* diapers, pull-ups, wipes, and a complete change of clothes.

## Potty Training

Let us know when you have begun training your child. After your child has begun training at home for a week we will begin here. During potty training time we ask that you keep us supplied with at least three sets of clothing including socks. Your child will not be promoted to the three-year old class until he/she is fully potty trained.

## Quiet / Nap time

All children are required to have a rest period every day. Mats/Cots will be provided. The children are not required to sleep, however they must remain quiet and rest during this time. Children who do not sleep may read a book or engage in another quiet activity while they rest on their mat/cot.

## Your Child's Health

Health and safety issues are extremely important at the Creative Learning Academy. We want to provide a safe and healthy environment for all children and staff. Our staff is trained annually on child safety and health, child abuse, neglect reporting in addition to responding to and caring for local sicknesses.

In abiding by state guidelines, each child must have current physical examination (within 12 months) signed by a physician, and an up to date certificate of immunization prior to attending the Preschool. Immunization records and Statement of Health must be provided at the time of enrollment, and updated records must be provided regularly. A record of vision and hearing screening test must be provided for Preschoolers who are 4 years old on Sept. 1<sup>st</sup>.

If your child has a known medical condition (such as allergies, asthma, diabetes, seizure disorder, etc.), please notify the Director. Please notify the Director if there are any special instructions or procedures for the care of your child if a problem should arise.

We depend on the parent's assessment of their child's health before sending him/her to school. Germs are spread quickly in child care environments. Listed below are guidelines we use at CLA:

- As we greet each child at the door, we will check for general appearance;
- Children who become ill at school will be separated from the group and cared for in a separate area until they are picked up;
- Parents will be notified immediately when a serious illness or injury occurs;
- If necessary, emergency services and/or the child's physician will be contacted;
- All accidents of any kind will be reported verbally and in writing to families;
- Parents are requested to contact the preschool if their child acquires a contagious symptom so we can notify staff and other families;
- If there is an occurrence of a communicable disease, a notice will be posted outside the main entrance door of the Preschool. The notice will include the communicable condition, the symptoms associated with the condition and the period of communicability.
- Any sign of contagious or communicable disease is reason enough for parents to be contacted and be requested to pick up their child immediately.
- A child who becomes sick (e.g. exhibits a fever, vomit, and/or diarrhea) at home or at the Preschool must stay home for 24 hours as these symptoms are contagious; If a child exhibits these conditions at the Preschool, parents will be contacted to pick-up their child immediately following our call.
- If a child has a fever of 100 degrees or higher, the child will need to stay home until fever-free for 24 hours without the use of fever-reducing medications; If the child develops a fever of 100 degrees at preschool, the child will be separated from the group and cared for in a quiet area, and the parents/guardians contacted to pick-up the child immediately following our call.
- If a child has head lice, scabies, impetigo, ring worm, pink eye, etc., the child may not return to the center until 24 hours after treatment has begun.

## Medication

Medication will be administered only if the authorization is signed by the parent daily. Preschool staff typically do not give medication that is given at home. If there are special needs, illnesses, allergies, respiratory problems, or other situations, we would give those medications. The medications need to be in the original container and a permission form will need to be signed to give authorization to dispense the medication.

Parents are encouraged to bring their insect repellent, sunscreen, and other such products for their child(ren) for the staff to administer it as it is needed.

## Vaccinations

We require children to be vaccinated from preventable diseases as listed on the Advisory Committee on Immunization Practices of the Centers for Disease Control and Prevention. The most current immunization recommendation can be found on [www.cdc.gov](http://www.cdc.gov)

CLA has implemented the following immunization policy for staff:

While the safety of our employees and children in our care is paramount, we have elected to make immunizations for vaccine-preventable diseases NOT mandatory for our employees. If employee is not exempt from having these immunizations, we suggest employees consider having the immunizations as recommended for adults by the CDC at [www.cdc.gov/vaccines/schedules/downloads/adult-schedule.pdf](http://www.cdc.gov/vaccines/schedules/downloads/adult-schedule.pdf).

There will be no discrimination or retaliatory action against any employee who does or does not receive immunizations for vaccine preventable diseases.

## Emergency Procedures and Locations

The Department of Human Services guidelines mandate the performance of fire drill one time per month. Tornado and severe weather drills are performed every three months. Creative Learning Academy also trains staff with all emergency procedures. Please contact the director if you have questions about other emergency procedures. Listed below are the procedures practiced in case of emergencies at the preschool:

### Fire

Fire drills are conducted monthly at the school. Fire escape routes are clearly marked and posted on each exit door. Teachers and children will evacuate the building using the closest exit and meet at the Highland's Elementary School's cafeteria immediately to the North of the preschool building. (See diagrams on an exit door of preschool). The teacher will take their daily attendance record and emergency contact information for the children with them as they move the children to safety. The children will be transported by walking to Highland's. If there is a child who is not mobile on his/her own, the class teacher will be responsible for transporting the child. Children and staff are accounted for by the class teacher using the daily attendance and class lists contained in the emergency kit, and if necessary because of conditions, proceed to the basement of that house. The Director stays in the building to make sure everyone is evacuated. The Director then leaves and makes the 911 call and contacts the Fire Department. The Fire Department will close off the area upon arrival and help the teachers to evacuate the students. The families will then be contacted using the emergency phone numbers. The staff and children wait until families are able to pick up their children.

## Tornados/Severe Weather

The families will then be contacted using the emergency phone numbers. The staff Tornado escape routes are clearly marked and posted on each exit door. If very severe weather is impending and/or a tornado warning has been issued, children and staff will evacuate the building and proceed to Highland's Elementary School's cafeteria immediately to the North of the preschool. (See diagram on an exit door of preschool.) If there is a child who is not mobile on his/her own, the director or assistant teacher will be responsible for transporting the child. Children and staff are accounted for by the assistant teacher using class lists, contained in the emergency kit. The director contacts Facilities Management. The children wait for the weather conditions to return to normal before returning to preschool and are picked up.

## Power Failure

In case of power failure, all children and staff will remain in the preschool building. Children and staff are accounted for by the assistant teacher using the class lists. The director contacts Facilities Management. The director contacts the families using the emergency phone numbers and waits until the children are picked up.

## Relocation Site Address:

Highland's Elementary, 2022 Colonist Park Dr., Sugar Land, TX 77478 , Phone: 281-634-4160

## **Inclement Weather Policy and Natural Disaster Closures:**

In the event of inclement weather, Creative Learning Academy will make every attempt to open as usual. However, to preserve the safety of our staff and children we will close if conditions warrant such action. It is at the discretion of the management to make the decision to close earlier or open later due to natural disaster (e.g. hurricane, flooding, tornado). CLA management will communicate any closures due to inclement weather/natural disasters via our website ([www.myclacademy.com](http://www.myclacademy.com)).

Tuition will be charged as usual, and no refunds or partial refunds will be granted (unless decided otherwise).

## Gang Free Zone

Certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of the center is a violation of the law and is therefore subject to severe penalty.

## Suspected Child Abuse

Our staff is trained annually on preventing and responding to abuse and neglect of children. Our staff is continually trained as new information and techniques are released by the state of Texas to increase

employee awareness of issues regarding child abuse and neglect including warning signs that a child may be a victim of abuse or neglect.

The State of Texas requires that all members of a child care center be on the look-out for, and report to the State, any and all cases of abuse to a child. We are therefore obligated to report to the State any suspected cases of child abuse and/or neglect. Abuse should be reported by employees and/or parents to: [www.txabusehotline.org](http://www.txabusehotline.org) , or you can call the abuse hotline's toll free number at: **1-800-252-5400**. Any employees and parents who are seeking further information are also referred to the website above.

## Unsafe Children's Products

Recalls of unsafe consumer products, including children's products, are available. You can find the recall information at the United States Consumer Product Safety Commission website at [www.cpsc.gov](http://www.cpsc.gov) or you may access the information at the Texas Department of Family Protective Services website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

## DFPS (Licensing office)

You may review the Minimum Standard Rules for Licensed Child Care Centers kept in the Director's office & the most recent Licensing inspection report posted at the entrance. Any violations of the Minimum Standard rules can be addressed to the PRS website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or the local licensing office at 713-940-3009.



# Creative Learning Academy

## "Where Learning Begins" Enrollment Agreement

Upon carefully reading the Parent Handbook, please sign, date, and return this form to the Management.

Your signature indicates that you have received, read and agree to follow the policies as stated in the Creative Learning Academy Parent Handbook.

If you have any questions or concerns, please do not hesitate to speak to a member of the center's management.

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CHILD'S NAME (please print)

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PARENT'S SIGNATURE

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DATE

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PARENT'S SIGNATURE

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DATE