

CREATIVE
GARDENS



Parent Handbook 2023

Updated June 2023



Our Leadership Team

Travis Beene:

Co-Director

Travis@creativegardensva.com

Jessica Wingfield

Co-Director

Jessica@creativegardensva.com

Amanda Ventimiglia

Office Assistant

703-723-4500 (2:00-6:00pm)





Mission Statement

Creative Gardens is committed to crafting a deeply personalized education unique to each child by paying close attention to how they learn while simultaneously providing high quality child care.

Approach to Learning

Creative Gardens provides personalized education and high quality child care to students ages 6 weeks to 5 years, with a robust after school program for school aged children, rooted in evidence of how they learn. We use Virginia core standards of learning as our base to translate nicely to your child's next school and quantify their outcomes based on pictures, videos, samples of work, observations, and parent partnership meetings to provide a clear and transparent understanding of your child's competencies.

Creative Gardens uses a learning cycle to ensure no matter what classroom your child is placed in, the learning and quality of care is cohesive throughout their entire experience with us.

Spark – We know that a child has to be engaged in their learning. We present new concepts to our children with a sense of wonder and spark their curiosity to learn more.

Engage – We allow our children to drive their own understanding of new concepts to allow them to explore and hone the problem solving skills they will need in an ever changing world.

Share – We use technology to open the doors to your child's learning in a new and exciting way. We have learned that the best education for your child is sharing equity in the outcome.

Inspirations to our approach

Montessori Method – We draw heavily from the staple Montessori tenant, "Follow the Child." We use Montessori materials and scope/sequence to foster a love of learning in our students and to appeal to the hands on, concrete learners. We love the true preparation for life approach that Montessori has led the industry in for many years.

Reggio Emilia – We love the 100 languages of children. Reggio in our classrooms shows itself in our learner-centric environments, our attention to personalized learning, and our love of the child's ownership of their classroom in displays of art, placement of furniture and materials, and ensuring our educational environments meet the needs of each learner.

Waldorf – Thematic learning is imperative to young learners as it takes all subject matter and pulls it into one theme to allow the learning to make sense to our learners and be cohesive

Student Outcomes

In crafting a truly personalized education for your child, we must make sure that we are quantifying success in the child appropriately. Our outcomes are measured in four ways:

1. Virginia Standards of Learning.
2. Documentation of Learning Evidence.
3. Parent Partnership Goal Setting.
4. The Child's View.



Legal Disclosures

Thank you for choosing Creative Gardens. We accept all students and their families without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Americans With Disabilities Act

Creative Gardens supports the policies of the Americans with Disabilities Act and is committed to treating all applicants and employees with disabilities in accordance with the requirements of that act. The Center will engage in an interactive process with any person with disabilities seeking reasonable accommodation, subject to the requirements of the ADA. Information concerning individuals' disabilities and their need for accommodation will be handled with confidentiality and discretion.

Policy Against Harassment, Discrimination, and Retaliation

Creative Gardens is committed to providing a work environment that is free from all forms of unlawful harassment, discrimination, and retaliation. We strictly adhere to all applicable federal and state laws, including Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Virginia Human Rights Act.

Harassment and Discrimination

We prohibit unlawful harassment and discrimination in the school, including but not limited to, on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), national origin, age (40 or older), disability, or genetic information.

Sexual harassment is a form of sex discrimination and is prohibited by this policy. Unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature may constitute unlawful harassment if:

Submission to such conduct is made an explicit or implicit term or condition of enrollment or employment.

Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting an individual.

Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment.

Retaliation

Creative Gardens strictly prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Reporting Procedure

If you believe you have been the victim of harassment, discrimination, or retaliation, or if you are aware of such behavior, you are encouraged to report the behavior immediately to the Center Director at (703) 723-4500. All complaints will be treated with the utmost confidentiality, consistent with enforcement of this policy and will be promptly and thoroughly investigated.

Consequences

Any employee found to have violated this policy by engaging in behavior constituting discrimination, harassment, or retaliation will be subject to appropriate disciplinary action, up to and including termination. Similarly, appropriate action will be taken against individuals engaging in such behavior who are not employees but are part of our school community, such as students or parents.

Reasonable Accommodation

Creative Gardens is committed to providing quality child care to all persons regardless of race, creed, color, gender, national origin, lifestyle or ability to pay. However instances may arise when a family's personal values or beliefs may conflict with a specific curriculum or child care program.

Creative Gardens wishes to honor the cultural, ethical, and religious beliefs of our students and their family. Should we have an employee that desires to exercise their beliefs, Creative Gardens must ensure that the care or treatment of children and families is not compromised when employees exercise their personal beliefs. In cases where there is a conflict between child care requirements and individual employee's religious beliefs, that employee may request to be excused from participating in a specific aspect of the child care curriculum or program. To ensure that such exclusions do not compromise child care, staff members are asked to inform the Director, confidentially, in

advance and in writing when they become aware of specific aspects of child care that are contrary to their beliefs. It must include the specific care or treatment from which the employee is requesting to be excused and the reason for the request.

The Directorate will decide whether to accommodate the request. The Directorate will make a reasonable effort to provide alternative scheduling and or placement to avoid potential conflicts that could compromise child care. The request and the decision shall be maintained in the employee's personnel record. Should a family member make this request, we will ensure that the child does not feel excluded. We will maintain high standards for the child to feel comfortable.

The Center will attempt to make reasonable accommodations for all families requests for exclusion from child care resulting from a conflict with the families cultural, ethical, or religious beliefs.

Procedures:

Admissions Process

The Creative Gardens offers its services to all children between the ages of 6 weeks to 12 years. We do not discriminate based upon race, creed, religion and/or learning difference. We root all decisions for enrollment in how, and if, we can serve your child with the same personalized education we provide for all.

The path to Creative Gardens is designed to be easy and seamless

Find - Families find us in their search for the best school/childcare by finding us online, social media, magazines, word-of-mouth, or walking by us in the town center.

Learn - Families can learn about us through our content online, virtual live tours, by calling us, or in-person tours all giving you a

high-level, simple to understand overview of Creative Gardens and our experiences.

Join - Families join our school by filling out the registration form, medical emergency form, school entrance health, and providing a copy of proof of birth. That's it, no hidden fees, rules, terms. Trust is imperative at Creative Gardens, you don't build trust hiding things.

Your Rights:

You, as a family of Creative Gardens, have the right to receive a best-in-class experience from education to customer service. We strive to provide each member of our partnership a personalized experience that improves over time as we learn about each family. Your child deserves to be loved and cared for as part of our Creative Gardens experience. In providing this to you, we promise to make decisions with your child's best interest always in mind and heart and we ask for your partnership in doing so.

You have the right to have your questions and concerns answered promptly and to the best of our knowledge and ability.

You have the right to open and honest communication. This is to include daily updates, weekly newsletters, Director's coffee, and in-face conversations with all members of leadership. Our goal is for you to be deeply involved in your child's education. We encourage that through documentation of your child's learning and communication frequently between all parties.

You have the right to a forward-progressing education for your child...period. It is our mission to provide that education in warm

and friendly environment design to inspire curiosity and a life-long love of learning.

Our rights:

At Creative Gardens we reserve the right to terminate your contract with us at any time we deem necessary. We strive to maintain an environment that is professional and courteous to our clients and our staff members. Mistreatment of staff members will result in the termination of your contract with us. If you have complaints about our services we ask that you bring them to the attention of management so we can resolve them immediately.

Academics

Open Door Policy – Creative Gardens is committed to a true “open door,” experience for all of our families. When you are enrolled, you are given wireless Key Access via the app NexKey. This app allows you to open our doors wirelessly. Access is given by the director and revoked when families leave Creative Gardens. We invite you in to become a part of the experience.

Parent Partnership Meetings – We value the partnership between our family and yours as it is what sets us apart from any other school in the area. We want these quarterly meetings to be useful, insightful, and to the point. Because you have transparency into the classroom, these meetings become celebrations of your child’s learning journey.

Requesting Parent Partnership Meetings – You may request a meeting at any time by emailing Jessica [@creativegardensva.com](mailto:jessica@creativegardensva.com) or travis@creativegardensva.com

Reporting – We are able to analyze your child’s learning in many ways. As a parent, you have access to many different and comprehensive reports that can allow you to have a deeper understanding of your child’s competency and abilities.

Commitment to Transparency – At Creative Gardens, we hold transparency of your child’s learning experience to the highest. To build trust one must earn it and we do so by showing you, even when you are at work, that your child is receiving the best care and education.

Conduct Expectations

Child – At Creative Gardens, we know that every child learns differently. We also know that for all, clear and defined boundaries and expectations for the child should be set in the classroom and at home to help regulate the child’s inner self and to allow for normalization.

Creative Gardens is a safe, loving, accepting, and caring environment. Maintaining that harmony is achieved by having open and honest conversations with our families so that everyone stays on the same page and we work together to find solutions to behavioral issues.

Solutions could be behavioral management tools, learning materials, or recommendations. Creative Gardens cannot provide diagnosis, only information regarding their every day and opinions (rooted in data) and suggestions for what, when, and where to look outside of our own amazing and talented staff.

*To protect the quality and overall mission, Creative Gardens reserves the right to terminate enrollment of any child at any time.

Parent – At Creative Gardens we want you to be engaged with your child’s learning as we know it is important to the success of their early education. We ask that you please check your feed daily to keep up with what is going on in the classroom and any other events that the school is hosting.

We ask that our parents respect the classroom and other students by making sure their language and behavior is appropriate around or near the children. We ask that if you would like to have a detailed conversation with your educator, that you please schedule time with them to do so.

Educator – Our educators are carefully selected to embody a true sense of love and care for what they do. We take our time in selecting the very best to ensure the very best in our classrooms.

Our educators are expected to provide a deeply personalized experience for every child each and every day. This is achieved by:

A prepared environment – our educators come early and leave later than the students to ensure that the environment is clean, organized, and prepared each morning for the child’s exploration and are left clean and organized in the evening.

Documentation of the child's learning - our educators are expected to document each child's day to the best of their ability. This is to include the work each child completes, the groups of children your child spends their time with, and the learning outcomes of each new concept presented. By modeling this consistent documentation, we encourage our children to do their own documentation.

A sincere care for the children - our educators are trained to have equity in the learning outcomes of their students. This sincerity and honesty is a key piece to providing an amazing and personalized education for our children.

A morally sound example to follow - we know that the best way to educate children in SEL (social-emotional learning) is to embody the practices in which we teach within ourselves. Our educators strive for wellness both mentally and physically and educate our children why and how to do so themselves.

A broad approach to learning - our educators are taught to be open-minded in approaches to learning. We keep our minds open to effective approaches for our children. Our educators adopt the "life-learner," approach to always keep their minds open to new ideas and approaches to meet the needs of the children in their classrooms.

General Information

Hours

Creative Gardens hours are 6:30am to 6:00 pm. Between 6:30 to 7:45 we have fewer staff members due to the low attendance during these times. By 8:00am the majority of the teachers have arrived and your child will be in their designated classroom. The same will occur towards the end of the day as staff members begin to go home. We call these hours “before and after care”. During these times we still strive to provide the best high-quality childcare.

Dress Code

We want our students to feel comfortable so they can learn without feeling restricted. . If your child wants to come in their pajamas, please feel free to let them do so! If your child wears open toed shoes to school, please bring a pair of closed toed shoes to change into for outside play. We would be happy to store all of these items for you in our classroom.

When the weather is cooler, please ensure you send your child with adequate outerwear for protection.

PickUp/Drop Off Procedures for Children:

Upon arrival at the school, we ask that parents please turn off your vehicle and enter the building with your child. Each parent will check in their child/children using our tablet/printed QR Codes located at the front of the building. Please remember to check-in your child each morning as this helps us comply with licensing requirements.

During pick-up we ask that you please inform your child's supervising teacher so they can ensure an accurate headcount. Children will only be released only to those individuals who have been authorized on the child's registration form, or added to the list in person, and in writing (email preferably). Individuals may be asked to show a picture ID to verify their identity and authorization when picking up a child. We ask that minimum age of 16 for individuals authorized for pickup from Creative Gardens.

Please be advised that students picked up after the closing time of 6:00pm will incur a late fee of \$3.00 per minute. After 10 minutes, the closing supervisor will begin to call the parents and emergency contacts for the child. If a parent or emergency contact can not be reached after 1 hour (by 7:00pm), the closing supervisor will notify the Police and the child will be placed in their custody.

School Calendar

Below you will find a list of dates that the center is closed. We strive to serve you and your family as much as possible but, we also want to give our staff their much deserved days off and time to spend with their families.

HOLIDAYS:

- NYD Observance **Monday, January 2, 2023**
- President's Day **Monday, February 20, 2023**
- Memorial Day **Monday, May 29, 2023**
- Juneteenth **Monday, June 19th 2023**
- Fourth of July **Tuesday, July 4th, 2023**
- Labor Day **Monday, September 4th, 2023**
- Thanksgiving Day **Thursday, November 23rd, 2023**
- Black Friday **Friday, November 24th, 2023**
- Winter Break **December 18th-22nd, 2023**
- Christmas Day **Monday, December 25th, 2023**

Professional Development Days:

- Monday, January 30th, 2023
- Friday, May 26th, 2023
- Monday, October 9th, 2023

School Closure Information

We strive to open Creative Gardens regardless of weather conditions. Inclement weather announcements will be made via: Brightwheel messaging, social media, and Creative Gardens website. If you do not see an announcement, the school will be open for regular business updates. We will use our own judgment on closing should inclement weather arise.

We will close the school if an extended utility outage occurs that impacts the day-to-day operations at the school. These types of outages include: power outages, gas leaks, a water main break, or if the HVAC is not functioning. Any and all closing announcements will be communicated in the previous mentioned ways.

Vacation

Parents and students are granted two weeks vacation a year. We do ask that you give us 2 weeks notice. Your vacation will renew each year at your enrollment date. **Vacation credits will not be applied to Students in After/Before Care as well as Part-Time Students.**

Tuition

Tuition is sent out around the 14th and 15th of the month. Brightwheel will run their autopay on the 24th of each month. Tuition for the next month is due no later than the 1st day of that month. If the balance is not paid, a \$50.00 late fee will be applied to your account. Late charges assume as follows: \$100 between the 11th and 20th day of

the month; \$150 between the 21st and last calendar day of the month; and \$300 between the 1st and 15th of the following month. If tuition and any assessed fees are not paid within 45 days of the due date, enrollment will be terminated.

Change Of Classroom

Notification of Changes:

Parents or guardians must notify the preschool administration in writing of any desired changes to their child's classroom schedule. This may include changes in days, hours, or specific programs.

Deadline for Changes:

In order for changes to be processed and reflected in the billing for the following month, written notification must be submitted to the preschool administration by the 10th of the current month.

Changes Submitted After Deadline: If written notification is submitted after the 10th of the current month, the updated classroom schedule will take effect, but the billing adjustments will be applied to the subsequent month's invoice. For example, if a change is submitted on the 20th of January, the new schedule will be implemented immediately, but the billing adjustments will be reflected in the March invoice.

Prorated Billing: In cases where a change in classroom schedule results in a difference in tuition fees, the preschool will apply prorated billing for the days attended under the new schedule during the month of the change. This prorated amount will be reflected in the invoice for the month following the change.

Refunds and Credits: If the change in classroom schedule results in a credit balance on your account, the credit will be applied to

future tuition fees. No refunds will be issued for overpayments resulting from changes in classroom schedules.

Part-Time Tuition Plans

Part-time rates are offered on a year-to-year basis, based on availability in each classroom. Parents have the ability to choose which days per week work best for their schedules, however once those days have been chosen, they must remain consistent from week to week. Should one of the chosen days fall on a day that Creative Gardens is closed or that your child is absent, that particular day may not be made up for another day. As stated above in the vacation policy, vacation credit does not apply to part-time students.

Payments and Security Deposits

Please note that tuition for the month is non-refundable if a parent chooses to leave in that month following payment of tuition. Additionally, annual registration fees for enrollment are non-refundable. In order to cancel enrollment, parents must provide 30 days notice in advance.

Who To Contact

If you have any questions please contact:
Jessica@creativegardensva.com or Travis
@creativegardensva.com.

Billing Questions: opertations@creativegardensva.com

Food Program

We proudly serve breakfast, lunch, and snacks at Creative Gardens. All of our food is prepared daily by our in-house chef, Glenda.. We offer a variety of nutritious foods set forth by the requirements from the USDA. At each meal, we will serve a protein, a vegetable, and a grain. We always encourage our students to eat by themselves and become self-sufficient, happy eaters! If your child requests seconds, they will be given them without hesitation.

Each week you will find a menu posted in our center and a copy will be uploaded to our website for your convenience. If there has been a change in the menu due to unforeseen circumstances, it will be noted on the menu posted in the center.

Creative Gardens is a Tree Nut/Peanut Free Environment.

Accident/Injuries/Biting Procedures:

Teachers are required to document all accidents as soon as possible. If there is an injury to the head or an injury that has left any markings (scratches/cuts, bruising, swollen lip, etc..) the parent will be notified immediately via telephone call from the Director.

This policy is for children ages 2.5-5 years. Please note that for children ages 12 months to 2.5 years biting is a response to lack of self control, problem solving skills, and limited vocabulary due to age. We take these cases on a case by case basis and follow through with steps 1 and 2.

Biting: At Creative Gardens we take biting very seriously. We understand that it can happen and that it is not ideal for either children and their parents. Please see our biting protocol by incident:

Incident 1: Biting Procedures

1. We comfort the child who was bitten. It is important to give this child a lot of love and attention at this time.
2. We inform the biter of their wrong actions. Immediately after we have attended to the bitten child we turn to the biter and tell him/her. "I can't let you

bite. Biting hurts. Look at (child that was bitten), he/she is crying." We are firm with re-direction but are never harsh.

3. We redirect the behavior of the biter. We show the biter an alternative behavior. We demonstrate how to pat and touch softly. We then remove the biter from the area to one that is less frustrating and engage him/her in an activity.
4. We notify parents of both children that are involved. The caregivers complete this form and give a copy to both families. The record of the incident is logged and kept on file in the office.

Incident 2: After a child's 2nd biting incident the family will be asked to meet with the Director and the child's teacher to develop an action plan. The staff, with the help of the parents, will implement the action plan immediately. At Creative Gardens we will utilize a "Bite Box" to help the student understand the difference between things that go inside the mouth vs things that should not be in their mouth.

Incident 3: After the 3rd incident we will ask the family of the student biting to pick up their child that day. When the child returns we will ensure that we have additional employees in the classroom to monitor the student and provide him/her with extra love and attention. We want to ensure we are using all measures to prevent biting from happening in the classroom.

Incident 4: If the plan has been followed through by both the staff and the parents, biting should not occur again. If biting continues to occur, we may kindly ask that the family find an alternative childcare placement. Please understand that this is a last resort decision. We want all of our students to be successful and we will do whatever it takes to ensure their success.

First Aid Procedures:

Teachers at Creative Gardens will respond immediately to an ill or injured child. After their initial assessment the teacher will notify the Director who will then provide the appropriate measures.

Our teachers are encouraged to have CPR and First Aid Certifications however it is not a required certification according to licensing. It is best practice that at least one person in the classroom be certified in CPR/First Aid.

Sick Policy: UPDATED OCTOBER 2022

- Children that have a fever of 100.4 degrees or higher (teething-induced included) **cannot return to the center until the temperature remains normal for 24 hours** without the assistance of a fever-reducing medication.
- Children that have vomited or had diarrhea more than once will be considered ill and sent home.
- Children that have vomited or have diarrhea cannot return to the center until their symptoms have NOT been present for at least **24 hours and they have a doctor's note with a return date. Children can return to school after 3 days without a doctor's note.**
- Children experiencing diarrhea (teething-induced included) cannot return to the center until their symptoms have not been present for **24 hours and they have a doctor's note with a return date. Children can return to school after 3 days without a doctor's note.**
- Children with any type of communicable disease (Covid-19, Influenza, pink eye (conjunctivitis), Norovirus and Strep Throat) require the doctor's written permission or authorization stating that the child is not contagious and is okay to return to school.
- If medication is prescribed, it must be administered at home for 24 hours before the child can return to school.

Note: Tylenol, Motrin, or any other type of pain/fever reduction medication WILL NOT be administered unless there is a physician's written authorization stating that the child requires the medication and a Specialized Health plan must be completed. Forms are available through the office.

Medication:

If your child has been prescribed medication, only a staff member that is certified in Medication Administration can give the medication. Teachers can only administer diaper creams and lotions as long as they are non-prescription. We must have a diaper cream administration form on file for your child for it to be applied. **Children must be given the medication at home for 24 hours before it is administered at school.**

No fever or pain reducing medication or multi-symptom medication containing pain-reducing medications (acetaminophen or aspirin) will be administered at the school. No medication that is listed as "as needed" will be administered unless it is an emergency medication for a federally protected disabling condition. Medication should always be given to the on site manager and never to the teacher.

Sunscreen/Diaper Ointment/Insect Repellent

Creative Gardens staff are not permitted to apply insect repellent. We have our grounds sprayed to eliminate mosquitos, ticks, ants, etc. Sunscreen and diaper ointment are permitted and will only be applied with authorization from the parent. Parents/guardians will be required to fill out the Sunscreen and Diaper Ointment form available on our website. Sunscreen and diaper ointment will be applied by a staff member to children under the age of 9. Children over 9 will apply it themselves while being supervised by a staff member. If diaper ointment is used for the treatment of rash, and the rash persists, a doctor's note may be requested by the director of Creative Gardens. These forms are good for 6 months.

Discipline:

Our teachers at Creative Gardens have been trained on positive behavior support in the classroom. Teachers will practice positive redirection techniques when trying to facilitate appropriate behaviors. They are encouraged to use role play, modeling, and other proven techniques to teach social emotional behavior.

Corporal punishment or verbal abuse of any kind will not be permitted under any circumstance at Creative Gardens.

If poor behavior becomes a consistent problem in the classroom, parents will be asked to attend a meeting with the director and classroom leader to discuss a behavior intervention plan otherwise known as a BIP. Each BIP will have goals for the child that are encouraged daily. Positive reinforcement will be used when goals are met by the student.

Food From Home Policy:

Parents must provide prepared infant formula/breast milk in plastic bottles that are labeled with the child's name and date of use. An

emergency supply of ready to use formula is to be provided by parents to use in case of an emergency. When your child reaches the age of 2 they will be transitioned from a sippy cup to a regular drinking cup.

No child past the age of 3 years old will be allowed to bring food from home unless they have an allergy and is deemed necessary by a physician. **Parents must fill out a "Food From Home" form to bring food from the home into the school and the form must be signed by a physician.** Please email management if you need access to this form and it will be provided to you. This policy is to better protect our students with allergies.

Nap Time:

Students at Creative Gardens are required to take a daily rest. Infants and School Aged Children are the only classrooms that are not on scheduled nap routines. For students 12 months of age to 5 years, parents must provide a fitted crib sheet for the cots and a blanket. If your child does not nap, they will be given a quiet activity.

Communication:

Parents and teachers are able to communicate with each other via Brightwheel messaging. Teachers are not required to respond to messaging outside of the rest time hours (12:30-2:30) or outside of the working hours 6:30am and 6:00 pm.

- Teachers will respond to messaging from the hours of 12:30-2:30. This is when the children are resting. If you need an answer outside of those hours, please use the admin/parent messaging section.
- If you are needing to alert us to a pick-up change, please call the office or use the admin/parent messaging. We will alert the teacher .
- If you have a dietary question about the food being served or the ingredients, please use the admin/parent messaging.
- If it is an emergency, please call the front office.

- Teachers will not be required to answer questions outside of their working hours. If they choose to answer up to 6:00pm that will be up to the individual. If it is an emergency, please use the admin/parent messaging to alert a member of the management team.

Acknowledgements:

At the end of our enrolment application parents are required to acknowledge the following policies:

Registration Acknowledgement:The parent/guardian agrees to pay a deposit equal to one-half the monthly tuition at the time of enrollment, which will be credited towards the first month of tuition owed. Additionally, the parent/guardian agrees to pay a registration fee of \$300 per child. Subsequently, the parent/guardian agrees to pay an annual renewal fee, currently set at \$300 per child.

Late Pick-Up:The parent/guardian agrees to call an emergency back up if she/he cannot pick up the child by 6:00p.m. and further agrees to pay a late pick up fee of \$3.00 per minute per child picked up after 6:00p.m. The parent authorizes Creative Gardens to call the local emergency contact listed on page 1 at 6:00p.m. for pick-up.

Enrollment Changes/Reduction of Hours: The parent/guardian agrees to provide 30 days written notice for all changes to enrollment (withdrawal, reduction in hours, etc.) and Creative Gardens reserves the right to decline reducing hours from full time to part-time status. In cases of a leave of absence, Creative Gardens will retain the security deposit and the parent/guardian agrees to pay a non-refundable \$50 per month to hold the slot. Creative Gardens agrees to contact the parent/guardian if the slot can be filled with a new student. The parent/guardian will have 48-hours to reinstate their child and begin paying tuition immediately; a new enrollment fee will not be applied. If the parent/guardian elects not to return, then the slot will be forfeited and their security deposit will be returned within 30 days.

Late Payment:The parent/ guardian agrees to pay all monthly tuition and any assessed fees on the first of each month. To avoid missed payments and fees, Creative Gardens offers automatic bank withdrawals. If payment is by check and is not received by the third calendar day of the month, late fees will be charged as follows: \$50 for payment made between the 4th and 10th day of the month; \$100 between the 11th and 20th day of the month; \$150 between the 21st and last calendar day of the month; and \$300 between the 1st and 15th of the following month. If tuition and any assessed fees are not paid within 45 days of the due date, enrollment will be terminated.

Infection Control Policy:The parent(s)/guardian(s) agree to inform the center within 24hrs or the next business day after his child or any member of the immediate household has developed a reportable a communicable disease, as defined by the State

Board of Health, except for life threatening diseases which must be reported immediately.

Infection Control Policy Cont:Per the infection control policy, should your child become sick while at school, the parent/guardian agrees to pick up their child quickly after notification from Creative Gardens.

Nut Free School Policy:The parent/guardian agrees to adhere to Creative Gardens peanut/tree nut free and outside food policies as listed in the Parent's Handbook and our website.

Emergency Medical Care Policy:The parent/guardian authorizes Creative Gardens to obtain immediate medical care if any emergency occurs when she/he cannot be located immediately.

Updates to Parent Handbook:

The Parent Handbook will be updated as necessary. In the event of a policy change, the management team will distribute a concise one-page document that introduces and explains the updated policy. This document will be promptly added to the documents section of your child's Brightwheel account. You will receive a notification through Brightwheel whenever a new document is uploaded. Additionally, the comprehensive and up-to-date version of the handbook will be accessible in the documents section of Brightwheel.