

Creativo!

ACADEMY

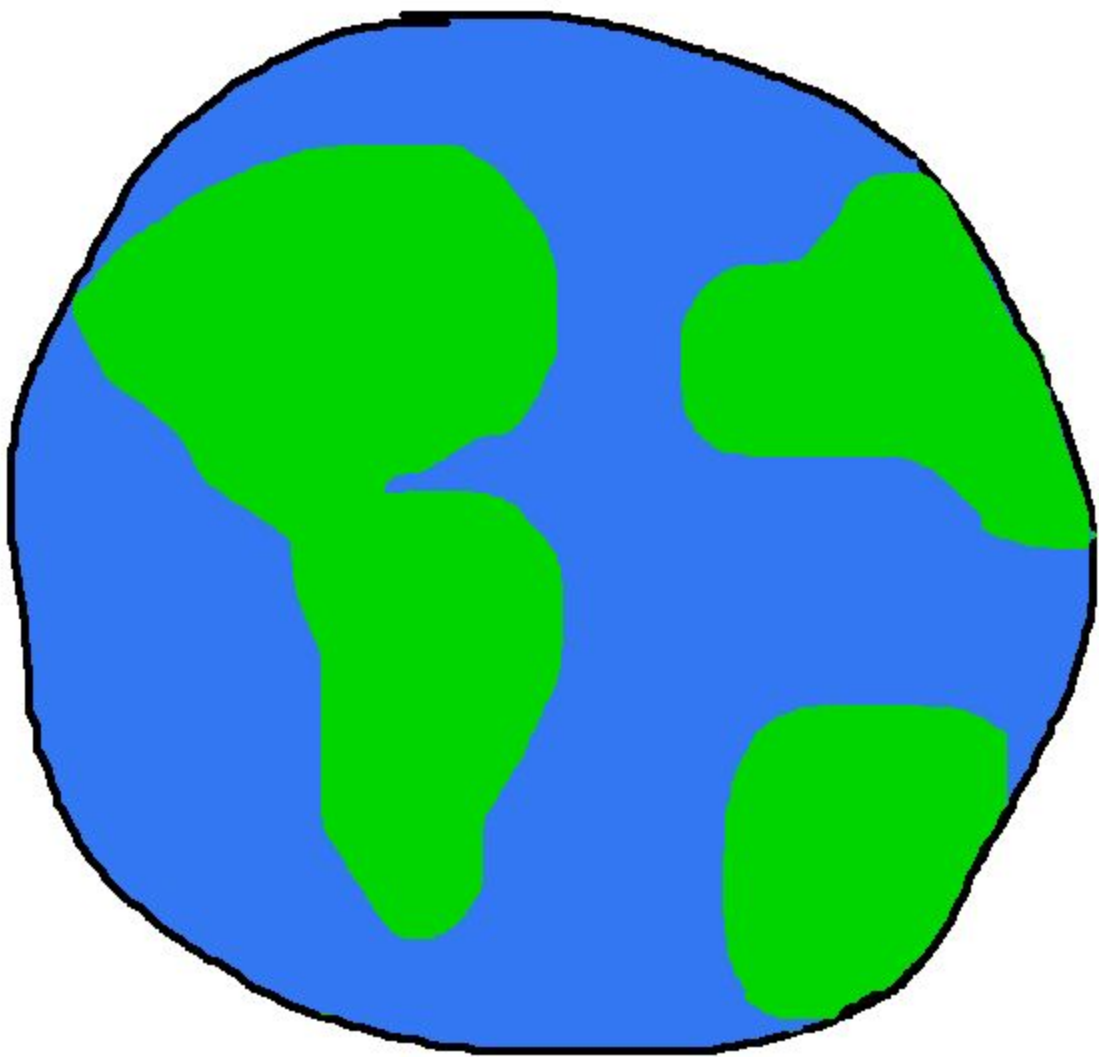


Table of Contents

Welcome

Hours of Operation

Philosophy

Daily Schedule

Curriculum and Guidance

Program Policies

Tuition and Fees

Primary Contact for Creativo! is Julie Marske at 5407 W. Devon Chicago,
IL 60646 School number: 847.477.9590

Emergency Number: Julie Marske: 847.477.9590

In The Beginning...

My story is personal. I want the very best for my children – I was looking for a school that could provide them with the best beginning. I wanted to have them inspired, challenged, and provided freedom to learn and grow with nature in the great outdoors.

Creativo! was born out of a need for a school that understands the unique potential and needs of every child.

Welcome to Creativo!

Hours of Operation

Full Day Preschool: 7:30 am -6:00 pm

Half Day Preschool: 9:00 am – 12:00 pm

School Day Preschool: 9:00 am – 3:00 pm

Before School Program: 7:00 am – 8:30 am

After School Program: 3:30 pm – 6:00 pm

Philosophy

Our philosophy of early childhood development begins with a school environment of love, warmth, acceptance, and understanding that each child is a unique individual. Every child has multiple intelligences and potential so it is our goal to build on their natural interests and teach basic skills that prepare children to succeed in primary school. We believe that children should love learning-for life.

Self-esteem is the foundation upon which all learning begins and children develop self-esteem when they believe in themselves and their abilities. This happens in an environment where they make their own choices, decisions, and mistakes. Children need to express their emotions in a safe environment so they can grow emotionally, as well as develop a healthy sense of self. When children feel safe, they take risks, ask questions, make mistakes, and learn to trust and share their feelings. If their emotional needs are met, they will learn empathy and respect for others.

We believe that children are active, hands-on learners so we will provide opportunities to explore by tasting, touching, smelling, hearing, seeing, and experimenting in the areas of science, literature, art, music, construction, and dramatic play. We will explore our community and encourage families to participate and partner with us to create strong minds together.

We are passionate about connecting children with nature and spend much of our learning time in our outdoor classroom. We are especially proud to be the founders of the first certified Nature Explore Outdoor Classroom in Chicago!

Daily Schedule

7:30 – 8:45	Child Directed Play
9:15-10:00	Morning Meeting, Storytime, Outdoor Play Garden Work or Hikes in the Forest Preserve
10:30-11:30	Small Group Work or Enrichment Classes
11:30 – 12:00	Lunch (Journal Work for 12:00 Students)
12:00	Departure or Storytime
12:30-2:30	Rest Time or Small Group Work for Non-Nappers
2:30- 3:00	Storytime and Closing Meeting
3:15-4:30	Outdoors, Games and Storytime
4:30-5:30	Child Directed Play
5:30- 6:00	Board Games & Quiet Activities

Please know that our schedule can change due to weather or the ever-changing interests of your children.

Curriculum

Children are active learners and our classroom environment is designed for teacher and child directed learning by utilizing diverse materials to represent ideas, questions, and critical thinking. Learning Centers are set up to enrich the developmental growth of children in the areas of cognitive, physical, literacy, science, math, creative, and social-emotional growth. Activities are based on the Illinois Early Learning Standards and are appropriate for preparing children for success in school. We will focus on long term projects, learn basic cooking skills, investigate art and artists, experiment, and hypothesize in science, practice math and experiment with nature in our garden, which is an extension of our classroom.

Guidance (Discipline)

Young children need caring adults to assist them as they develop social and emotional skills. We will maintain a respectful classroom environment and teach children problem solving and negotiating skills as well as appropriate communication skills.

We believe in “Unconditional Positive Regard” as per the work of Carl Rogers. We will encourage children to express their feelings while we help them to find safe outlets for anger, fear, jealousy, and sadness. Conflicts between children become teachable moments where tolerance and conflict resolution skills can be learned, and limits are set without blame or judgment. We respect each child’s developmental level and trust their choices.

We also believe in freedom, so we allow a variety of choices and are active as role models and in establishing limits for respect and safety. Children will also learn to live with the consequences of their choices, as well as gain experience in challenging and negotiating limits so they can fully understand the responsibilities that accompany freedom.

We will establish clear and consistent rules together with children as well as role model appropriate behaviors.

Program Policies

Arrival and Departure

Children do well when they follow a regular schedule. Arriving promptly for each class session allows time for a smooth transition to school.

Our priority is ensuring that your child feels loved and is engaged with our challenging curriculum as we prepare for success in school.

In order to maintain our schedules, transitions, and integrity of curriculum we need families to follow their child's schedule.

We open the door at 9:00 a.m. so that teachers have adequate time to sanitize and set up table top activities. We plan for 10 minutes each day for arrival and prepare for our morning meeting which truly sets the tone for their school day.

Please be sure that any one picking up your child is documented on your enrollment forms. If your plans change while your child is in school, please call the school with authorization to release your child to another adult.

Please sign your child in and out each day. The attendance sheet will be on a clipboard at the front desk.

Paperwork

Children's files must include all completed DCFS paperwork, including a recent health physical (not more than 6 months prior to start date). Immunization history, lead screening result, and TB result must be recorded on form. All required forms are found at our website.

Health Policies

The Department of Children and Family Services (DCFS) has developed strict guidelines to keep children healthy and control communicable diseases. The first requirement is that every child has a completed health

form, signed and dated by a physician, in their file by the first day of class. If a child does not have the completed health form on file, they will not be allowed to participate in the program.

The next step in reducing the spread of communicable diseases is frequent hand washing. All center staff, children, and visitors are required to wash their hands upon entering the school.

The following guidelines will help you decide whether your child is well enough to attend school. If your child is experiencing any of these symptoms within 24 hours, they should remain at home.

- A fever of 100 F(37.8 C) orally or 99 F (37.2 c) auxiliary (under the arm)
- Signs of newly developing cold or severe coughing
- Diarrhea, vomiting, or an otherwise upset stomach
- Unusual or unexplained loss of appetite, fatigue. Or irritability
- Headache, dizziness, or rash with fever
- Any drainage or discharge from eyes, ears, open sores, or green fluid from the nose.

Children who become ill at the center will be sent home. If your child is sick, please let us know that you are keeping them at home and if they have a communicable disease tell us immediately so that we can notify other parents. Confidentiality is always respected. A physician's written consent may be required before your child may return to school.

If your child is injured at school, qualified staff will administer first aid. If the injury requires more serious attention, parents will be contacted immediately and emergency services will be called. A member of the staff will stay with the injured child until parents arrive at the hospital. Injured children will be taken to Resurrection Medical Center at 7435 W. Talcott Chicago Illinois. The number for Resurrection Hospital is 773.774.8000. The Department of Children and Family Services will also be verbally notified and sent an accident/incident report. Then the same incident/accident report will be provided to you, which we ask that you sign and return to your teacher. You will be given a copy to keep.

Medication

Medication will only be administered under the following DCFS requirements:

- ☐ Medication must be in its original container.
- ☐ Medication shall be labeled with the full pharmacy label
- ☐ Over-the-counter (non-prescription) medication shall be clearly labeled with the child's first and last name. The container shall be in such condition that the names of the medication and the directions for use are clearly readable.

Vision and Hearing Screening

Vision and hearing screenings are required by DCFS and will be conducted during the school year. You will receive a written consent form and information prior to the screening date. There will be a fee payable to the screening organization due at that time.

Toilet Training at School

It's a common misconception that most children potty train during the twos. In my experience with children in the day care and children entering the day care it is usually around the age of three for girls and three and a half for boys. Some children do train earlier or later than that. The youngest kid I have ever trained was 22 months and the oldest was five. It's a pretty wide range of "normal".

If you feel your little one is ready, I would like to share with you some ideas and experiences to help the process. We have some basic policies when the time comes to begin training. I've put in bold the most important points. This may sound awfully official but honestly this is all to help make this go easily for everyone.

Let's define a potty-trained child:

A potty trained child is a child who can do the following:

- 1) Be able to TELL the adult they have to go potty before they have to go. They must be able to say the words “I have to go potty” before they have to go.
- 2) Be able to pull down their underwear and pants and get them back up without assistance.
- 3) Be able to wipe themselves after using the toilet.
- 4) Be able to get off the potty by themselves.
- 5) Be able to wash and dry hands.
- 6) Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the school.

The first one is the number one key to successful training. Children who are ready to train have the ability to perceive events that are going to happen before they happen. We do not accept signs that the child has to go or nonverbal behavior. It must be the words “I have to go potty”.

Is your child ready to begin training?

Sometimes parents feel that if their child is able to actually pee on a potty at home when the parent places them on the potty, the child is ready to train. From my experience this is not necessarily a sign. I have seen many children who are able to do this who trained more than a year after they were able to do this. I always say that potty training is five percent ability to get their clothes on and off, five percent ability to go pee or poop in the potty and ninety percent being able to identify when they have to go and telling the adult before they have to go.

Another misconception is that if a child tells you that they have urinated or pooped in their diaper that it's a sign that they are ready to train. I haven't seen any correlation to a child's awareness after they have gone to their ability to recognize and act before they have to go.

Some things we do to get kids ready to train:

- 1) We start reading potty books and talking about going potty in the big girl or big boy potty during changing.
- 2) We have them sit on the potty during natural transition times (before and after meals, before and after naps, and diaper changes)
- 3) We practice with them getting their pants up and down on their own and hand washing.
- 4) We will supervise them and watch for signs that they have to go or are going and get them off to the potty.
- 5) We keep close communication with the parents about any indicators suggesting the child is ready.

Some things we don't do:

We do not put kids on a potty schedule where they go every half hour or hour. It's very time consuming with little to no benefit. From experience we have seen this cause many problems with children not being able to hold much urine and having to constantly go to the potty further along down the line. They have a hard time settling down at nap because once they relax and have a little bit of pee they have to get up and go. They can't do walks because they can't make it very long without having to come back to potty. The day pretty much centers around the potty which just isn't realistic in this setting.

We don't limit food or drinks to only be given at certain times. We maintain the same food and snack schedule during training.

We don't clean out poopy underwear. We will bag urinated underwear and return it to the parent at the end of the day, but we will not do this with poopy underwear. We must dispose of that immediately into the garbage. We don't do laundry of any soaked or soiled clothes. They are bagged, put outside, and returned to the parents at the end of the day.

Some helpful hints to help you at home:

There are some daily things you can do at home that will really help your child's progression. Some of these may sound silly but they REALLY work.

- 1) Be cheery about the potty. A happy experience each time they are on the potty will translate into quick training at home.

- 2) If there are two adults in the house have each adult “ask” the other adult if he/she can go to the potty at least four or five times a day. Your child seeing and hearing you “ask” if you can go will get the idea in their head that they need to do that too.
- 3) Praise the child on success for every step of the process but do not overdo it. You don’t want them trying to do the potty thing fifty times a day to get your attention or get rewarded. A “way to go” or a “thumbs up” and big smile will let them know you are proud. We use the phrase “you go potty like the BIG boys/girls do!!!! They love the idea of being BIG.
- 4) No punishment or consternation for accidents. Just talk to them about them needing to ask to go to the potty next time.
- 5) If you see them mid way trying to poop or pee scurry them off to the potty to finish up.
- 6) Give your child three or four minutes to get the job done. It shouldn’t take more than a few minutes. Don’t let it turn into an attention seeking time where the child gets you to one to one them. It’s only about going potty. If they don’t go in a reasonable time tell them it’s time to get off and we will try again another time.
- 7) Don’t allow potty time to be a stall tactic to avoid doing something the child doesn’t want to do. We see this here at toy pick up and nap time. Some kids will claim they have to go potty to avoid having to go to bed. If you see a pattern of avoidance have the child do the potty a little bit before you want them to do whatever they are avoiding so it doesn’t interfere.
- 8) I don’t encourage any toys or books during the training time. It really can backfire on you. Potty time will quickly turn into one to one attention and play time for the child.
- 9) Keep attention and interaction during potty time to a bare minimum. If your child is generally doinking around during the time he/she is sitting on the potty then turn away from them and keep the eye contact down. Keep the atmosphere calm and focused.

- 10) We train boys sitting down first. We switch them to standing upright when they are tall enough to reach over the seat and adept enough to aim.
- 11) Be careful of public automatic flushing toilets. The noise of the flushing will scare them. If you bring a little post it note with you when you go out you can put it over the sensor so the toilet doesn't automatically flush right when your child gets off of it.
- 12) Have fun. Stay cool. It will all work out.

Please don't expect the same performance here as at home:

I've seen both ends of the spectrum with kids ability to be "trained" here and not at home and vice versa. I've had kids who have been successful at home and are unable to do it here for a number of reasons:

- 1) There are many more distractions here with a larger group of kids, toys, and bustling activities.
- 2) They need one to one attention throughout the day in order to keep up with the training. Here we have multi-level aged children who have various needs and supervision requirements. We can't focus on one child but must divide our attention with all the kids. This is another reason your child must tell us he/she has to go. They need to bring it to our attention. We can't focus only on them to pick up cues, sign language, or specific behaviors to tell us it is time.
- 4) Parents are putting the child on the potty in small time increments. We don't do this here so the child will wet themselves many times throughout the day if this is being done at home.

We have also have children who are successful here but will not do it at home. This can happen if:

- 1) The child is on the go a lot in the evenings and weekends making it difficult for the parent to do toileting practice at home.
- 2) Children are with different caregivers on the weekend who don't continue practicing.
- 3) Parents want the training to be done at day care during the day and do diapers and pull-ups at home on the weekends.

We have had a number of children who train a full year at home before they train here or train here a full year before they train at home. It is best when it

is done at the same time but don't be worried if the child is successful only with you.

We don't put children into underwear until they have been completely accident free here for two full weeks, as we must set up policies that maintain infection control standards.

Naptime training:

Sometimes kids nap train right away when they are awake time trained. Most children are not able to do this and it is many months and sometimes years before they are nap trained. We require nap diapers until the child has slept through nap for one full month without a urine accident.

What to wear during training:

Children should wear easy on and off pants during training. We prefer sweat pant like bottoms until they are physically capable of doing snaps and buttons. Please don't send them in anything that requires us to remove the top to get to the bottom. We don't allow overalls, kid costumes, union suits, one piece jammies, or shirts with snaps at the crotch. Belts and suspenders are never allowed in the day care for safety reasons.

Diapers and pull-ups are okay for training. We do not use pull-ups until the child is at the one week mark without accidents. We do not use cloth diapers or underwear with plastic pants. If you have had great success at home we can do the training with the underwear and a pull-up over the underwear during the training. If the child has regular accidents in the underwear we will switch them back to regular diapers and try again at another time. We use regular diapers at nap time.

Finally, I have found that a number of children are easily potty trained during long vacations and holiday breaks. The parents have the time to do the intense work and supervision. Parents can allow the child to be in underwear for many consecutive days. If they are successful at home they still must remain in diapers and be accident free for two weeks HERE. They can come in underwear with pull-ups when they return. That way they will have a protective layer over the underwear to protect the carpet should they revert back to accidents. I will let you know how they are doing every day. If it's done at a time when your child is truly ready it should go very easily and quickly.

Pesticide Control

Information pertaining to the use of pesticide and its ingredients are available at the school. Please see the director for more information.

Creativo! is a Peanut/Tree Nut Free School!

Food allergies are on the rise and can cause a severe, systemic, potentially fatal allergic reaction called anaphylaxis in allergic individuals. Please refrain from sending food items containing these ingredients.

Birthdays and Celebrations

We are always excited to share in your child's birthday celebration! Children will work together to create a unique and special birthday card and treat for everyone.

We also celebrate the diversity of many cultures and will study the different cultures of our world. The most important culture to your child, however, is that of your family, so we will ask you to join us in celebrating your special celebrations and traditions throughout the year.

Field Trips

We will be exploring the Edgebrook Community through walking field trips and will inform you one week in advance. We will also take bus field trips to farms, musicals, theater...

Personal Belongings

Please send an extra change of clothing in a washable bag. No plastic bags please.

We truly want to connect our school with each child's home in a meaningful manner so we will encourage children to bring an item for our "Show and Share" once a month and to talk about it during group time.

Personal Information

All family information is confidential with your teachers. We will also give you a form so that you can decide if you would like your child's picture to be kept confidential as well.

Conferences

We will have parent teacher conferences twice yearly to discuss your child's growth and development. Additional conferences may be requested at any time by parents or teachers.

Family Involvement

We want to create a strong partnership with families and believe that it is crucial for children to see us working together. This way they see school as important to all of us, and a priority. Families are strongly encouraged to share information about your child with your teachers. We also want to know if there are any events that may affect your child's behavior. We will provide opportunities throughout the year for you to be involved. We will keep a "small task" list available for those families that cannot make it to the classroom.

Parent Night Out

Once a month we will have a parent night out. Creativo! will provide care and an evening of fun for your child(ren) while you go out. .

Tuition

A \$100.00 non-refundable application fee is required to place your child's name on our waitlist. Tuition can be paid either in full on the first day of class, or in monthly installments on the first day of each month (it will be the same amount each month). Children will not be permitted to participate in our program if tuition is not received by the third day of the month.

Children enrolled at Creativo! are covered under the center's insurance policy. There is no additional fee for this protection.

Discounts

There are no discounts for vacations, absences, or when school is not in session.

Part Day Preschool Program Withdrawal

Creativo! developmental preschool program is based on the typical school year, following the CPS calendar. It is understood and agreed that in consideration for Creativo!'s agreement to hold a class position for your child, the parents' obligation to pay the fees for the full academic year is unconditional.

After August 1, 2019, no portion of the outstanding fees will be refunded or cancelled, in whole or in part, in case of absence, withdrawal, suspension, expulsion or departure from school. While we understand that there are unique circumstances in each family's life, we are unable to make exceptions for early withdrawal from our program. You may relieve the obligation of paying the tuition in full if you cancel your enrollment in writing before August 01, 2019.

Full Day, School Day and Before & After School Program Withdrawal

Please submit a 30 day written withdrawal letter.

Tuition Payment Process

A tuition statement will be e-mailed to you utilizing Freshbooks. Please know that there is a \$50.00-dollar late fee for tuition not received by the first day of the month. If we do not receive your tuition by the third day of the month we will not accept your child at school.

There is a late pick-up fee for any child picked up after the end of the program. The charges are \$5.00 for the first 10 minutes and \$1.00 per minute after 10 minutes.

Preschool Families will be charged \$100.00 for the annual field trip fee on the September invoice and a nominal fee for annual vision and hearing screening.

And Most of All...

Our goal is to make Creativo! a wonderful experience for your child and the whole family. Your comments and suggestions are always welcome.

We will have a magical year filled with education and wonder. Our goal is to prepare your child to succeed in school and in life.