



NEW CREATIONS

CHILD CARE & LEARNING CENTER

2023 PARENT HANDBOOK



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LOCATIONS / CONTACT INFORMATION

BIG LAKE, MN

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

Email: biglake@newcreationschildcare.com

BLAINE AT LEXINGTON IN BLAINE, MN

10301 Lexington Ave Northeast
Blaine, MN 55014
Phone: 763.657.0387

Email: lexington@newcreationschildcare.com

BURNSVILLE, MN

13560 County Road 5
Burnsville, MN 55337
Phone: 952.466.1691

Email: burnsville@newcreationschildcare.com

HUGO, MN

5448 140th Street North
Hugo, MN 55038
Phone: 651.429.3555

Email: hugo@newcreationschildcare.com

LINO LAKES, MN

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

Email: linolakes@newcreationschildcare.com

PRIOR LAKE, MN

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

Email: priorlake@newcreationschildcare.com

RIVERDALE IN COON RAPIDS, MN

1805 Gateway Drive
Coon Rapids, MN 55448
Phone: 763.600.1335

Email: riverdale@newcreationschildcare.com

ST. MICHAEL, MN

4120 Edgewood Drive NE
St. Michael, MN 55376
Coming Summer 2023!

Email: stmichael@newcreationschildcare.com

VALLEY VIEW IN APPLE VALLEY, MN

13500 County Road 11
Apple Valley, MN 55337
Phone: 952.222.7008

Email: valleyview@newcreationschildcare.com

WAUKEE, IA

831 Northeast Venture Drive
Waukee, IA 50263
Phone: 515.415.4390

Email: waukee@newcreationschildcare.com

BLAINE, MN

12267 Aberdeen Street Northeast
Blaine, MN 55449
Phone: 763.447.5659

Email: blaine@newcreationschildcare.com

BROOKLYN PARK, MN

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

Email: brooklynpark@newcreationschildcare.com

CROCUS HILL IN ST. PAUL, MN

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

Email: crocushill@newcreationschildcare.com

LAKEVILLE, MN

17401 Dodd Boulevard
Lakeville, MN 55044
Phone 952.600.5117

Email: lakeville@newcreationschildcare.com

MAPLE GROVE, MN

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

Email: maplegrove@newcreationschildcare.com

RAMSEY, MN

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

Email: ramsey@newcreationschildcare.com

RUSH CREEK IN MAPLE GROVE, MN

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

Email: rushcreek@newcreationschildcare.com

THE LODGE IN RAMSEY, MN

6139 157th Lane Northwest
Ramsey, MN 55303
Phone: 763.427.2587

Email: thelodge@newcreationschildcare.com

ANKENY, IA

3004 Northwest 18th Street
Ankeny, IA 50023
Coming Fall 2023!

Email: ankeny@newcreationschildcare.com

WEST DES MOINES, IA (EP TRUE)

3424 EP True Parkway
West Des Moines, IA 50265
Phone 515.415.4400

Email: eptrue@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 Site 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 employees, 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 employees 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

MINNESOTA LOCATIONS

Infant rooms: 6 weeks - 16 months; ratio 1:4
Waddler rooms: 12 months - 24 months; ratio 1:4
Toddler rooms: 16 months - 33 months; ratio 1:7
Preschool Prep rooms: 2 years - 3 years; ratio 1:7
Preschool rooms: 33 months - Pre-Kindergarten; ratio 1:10
School Age: 5-10 years; ratio 1:15 (specific locations only)

IOWA LOCATIONS

Infants and Ones - ratio 1:4
Twos - ratio 1:7
Threes - ratio 1:10
Fours and Fives - ratio 1:12

*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: Monday through Friday from 7:00am to 5:30pm
Blaine at Lexington, Brooklyn Park, Crocus Hill, Lakeville, Lino Lakes, Prior Lake, St. Michael, Valley View and Waukee, West Des Moines, Ankeny, IA: Monday through Friday from 6:30am to 6:00pm
Big Lake and The Lodge: Monday through Friday from 6:00am to 6:00pm
Hugo: Monday through Friday from 7:00am to 5:15pm
Burnsville, Maple Grove, Riverdale (Coon Rapids), and Rush Creek: Monday through Friday from 6:30am to 5:30pm
Ramsey: Monday through Friday from 7:00am to 5:00pm

New Creations is closed on the following holidays and days:

- New Year's Day
- President's Day (Employee Training)
- Good Friday (starting 3/29/2024)
- Memorial Day
- Independence Day
- The fourth Friday in July (Employee 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 and items will be collected before a child's first day.

- Enrollment and Tuition Contract.
- \$150 Registration Fee plus first week's tuition (non-refundable)
- 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 \$150 (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 Site 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 locations have a key fob or keypad to access the center. Upon enrollment, families receive a key fob agreement if applicable. In addition, some locations have security cameras on site. Our children's security is of utmost importance to New Creations and our policy does not allow us to share security video footage with parents/guardians or external entities. Every parent/guardian upon enrollment is given a permission form. On that permission form there is a section for both photographs and videography. Some parents/guardians do not release permission to use/share photos or videos of their children for personal reasons and/or some parents/guardians are required by law to not release/share photos or videos of their children, for example, those in the foster care system.

PARENT/GUARDIAN RIGHTS

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

PARENT/GUARDIAN 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/guardians adhere to a Parent/Guardian Code of Conduct while interacting with the New Creations' employees, families, and the management team. We work hard to maintain your trust and simply ask that parents/guardians interact in a manner that shows integrity and good judgment. Yelling, screaming and cursing is strictly forbidden when interacting with New Creations' employees. Parents/Guardians shall not, under any circumstances, threaten or curse at New Creations' employees. New Creations is a bully-free zone and bullying of New Creations' employees will not be tolerated, up to and including disenrollment.

PARENT AMBASSADOR TEAM

We welcome all parents/guardians to join our Parent Ambassador Team. Our families do an amazing job of telling their neighbors and friends about New Creations. They use social media, word of mouth, and reviews on Google and Facebook to share their positive experiences with New Creations. They meet with our New Creations Leadership team a few times a year to collaborate on ways to improve and celebrate New Creations' programming.

VOLUNTEERING

We welcome parents/guardians and grandparents who would like to volunteer in the classrooms or at New Creations' events. You can read to the children, assist in art projects, or walk in the annual community parades with us! There are many opportunities, and we would love to have you get further involved with your child's early childhood education with us as we partner during these early years.

NANNY CLAUSE

New Creations strives to only employ extremely qualified, responsible and respectful employees. You have chosen our center because of our employees and our programs. In order to continue this excellent program, we cannot allow you to ask our employees to nanny. To further clarify, we cannot allow you to use our employees in the way you use the center. This would include an employee nannying your child(ren) for the summer, an employee nannying your child(ren) during the hours the center is open, and / or an employee 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 employees and families.

EMPLOYEES WHO BABYSIT

New Creations is not responsible for the behavior or conduct outside of New Creations clocked-in hours. We trust that if an employee babysits for you, he/she will provide the same amazing care in your home; however, we are not held liable for activities employees participate in outside of working at New Creations.

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 or savings 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 by the Site 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 temporarily suspended if tuition is unable to be collected for two consecutive weeks. To reinstate a child requires a parent/guardian meeting with the Site Director to outline a Repayment Agreement to continue care. 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

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 4 / 5-days per week, in our standard program. The sibling discount will be discontinued on the eldest child once the child enrolls or transitions into the School Age / Summer Camp Program. All other non-school age full-time children will be eligible for the sibling discount.

DROP OFF EXPECTATIONS

Each center has a set time to hear from parents/guardians by if a child will not be in attendance on their contracted attendance days. On average, all centers expect children to arrive by 10am unless a plan has been worked out with your Site Director

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, it is the parent's/guardian's responsibility to inform the Site Director via email or Daily Connect / Moment Path - LineLeader by noon day of; picture identification must be presented by that person upon pick up.



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, Burnsville, Maple Grove, Riverdale (Coon Rapids) or Rush Creek, or by 5:30 p.m. at Ramsey, or by 5:45 p.m. at Hugo, 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/guardian, 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 Site Director confirms availability of the desired schedule.

Full-time schedule means the child attends four or 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 two or three days per week. 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 Site 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 4th 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 a single day, in advance at the drop-in rate. The Site Directors will immediately inform the family if there is space available. Drop-in schedules can be requested up to two (2) weeks in advance. 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. If a drop-in child does not attend on the requested and approved day (ex: illness) tuition will still be charged; there is no refund or switching days. If a day is requested and approved within the same week of attendance, the drop-in rate will be pulled during the following week's tuition pull.

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 Site 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 and part-time contracted families. Parents/Guardians 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, Riverdale (Coon Rapids), and the Lodge (Ramsey) 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, St. Michael follows the St.

Michael-Albertville Public School District, Lakeville follows the Lakeville Public School District, Wauke follows the Wauke Community School District, West Des Moines follows the Wes Des Moines School District and Ankeny follows the Ankeny Community School District. 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 Site 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 Site Director will call parents/guardians or other contacts to inform them that the center will close. Employees 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 employees can still be paid, whether full-time, part-time, or a scheduled drop-in day.



MN DHS RULE 3 / IA DHS Comm 204

New Creations follows all DHS Rule 3 licensing regulations in MN and DHS Comm 204 in IA. 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 Site 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, employees 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 Site Director.

HEALTH RECORD

Parents/Guardians 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/Guardians 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/guardian'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 employees can be trained on the protocol for the allergy.

MEDICATION

No medication will be given unless permission comes from the parent/guardian 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 or Site Director 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/guardian'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, employees will administer first aid or CPR as necessary. If an emergency situation is indicated, employees will call 911, a parent/guardian 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/guardian's expense. An employee will accompany the child and will remain with the child until a parent/guardian 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/guardians will be notified via Daily Connect / Moment Path - LineLeader, 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 an employee off site (field trip, etc.). When going on field trips, employees will have a cell phone, a first aid kit, and children's emergency forms.

All employees 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 Site Director in order to identify and rectify situations or equipment which pose a risk for an accident or injury. Every four months, the Site 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 (without the use of medication). If your child becomes sick at New Creations, the parent/guardian or 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.
Nose drainage	Until thick, colored mucous nose drainage turns clear
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) (Including RSV)	Until child is without fever for 24 hours (without medication) 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/guardian must inform New Creations if any of these occur, as required by law. A note will be posted and/or uploaded to Daily Connect / Moment Path - LineLeader each time a contagious illness is

reported to the affected classroom. Sometimes Doctors may provide a note for return, but our policies for exclusion noted above override a doctor's note and need to be followed for the health and safety of all children.

If an expected child does not come to New Creations *without prior notice of absence*, a Site 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/guardian arrives.
- A parent/guardian 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/guardians report. The phone number is 651-201-5000 in MN, and 515-281-0429 in IA.

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 / Moment Path - LineLeader. To avoid using the app, parents/guardians can still register online through dailyconnect.com and it is a free service. If you choose to download the Daily Connect / Moment Path - LineLeader app, there is a \$5 fee. Upon enrollment, parents/guardians will get registered through this communication tool as it is the main source of communication during the day to parents/guardians.

The Site 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 / Moment Path - LineLeader, call the center phone, or discuss in person. The Site 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 , Instagram , or on TikTok  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, employees respond 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.

SOCIAL/POLITICAL CLAUSE

New Creations employees will not discuss or educate students on any social or political issues. They are trained to implement the curriculum while nurturing and providing top-quality care in all aspects. At New Creations we strive to focus on academics. If questions are proposed from students to employees regarding any current social/political issue, the employee will direct the student back to the parents/guardians to address at home without sharing his/her opinion. This includes but is not limited to sexual orientation, sexual identity, family dynamics, pandemics, vaccines, race, and the like. While New



Creations is founded on Christian values, we understand that we may have employees whose beliefs differ from that of New Creations; however, employees are expected to allow parents/guardians to address these types of issues at home as they see best fit for their child(ren) and focus the attention of instruction on the curriculum and the nurture of each student.

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 Site 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 employee 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 employees
- 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.
10:15 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 Site Directors have developed this childcare program and will annually evaluate it in writing. It is always available for parents/guardians 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/guardian must sign. In the event that a child's behavior becomes consistently unacceptable or uncontrollable, New Creations, along with parents/guardians, 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/guardians 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/guardians written consent. As with all other medications, parents/

guardians must provide written permission for childcare providers to apply sunscreen to their child. New Creations strongly encourages parents/guardians to supply sunscreen for their children; however, New Creations does have sunscreen at the center if parents/guardians would prefer. All parents/guardians 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 Site 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/Guardians 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, lunch, and afternoon snack are provided daily. Water is available to all children at all times. The weekly menu will be provided to parents/guardians. Shared food cannot be brought into the center unless commercially purchased (birthday treats, etc.). Please inform the Site 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 Catering with Care for our Minnesota catering needs and HyVee Catering for Iowa. Their mission is to provide healthy nourishment for the children of our future. Milk is served at breakfast and lunch, and water is served at afternoon snack and available all day long. Below is a sample menu:

Monday	Tuesday	Wednesday	Thursday	Friday
BREAKFAST Cheerios (WGR) Mixed Berries Milk+	BREAKFAST Bagels and Cream Cheese (WGR) Banana Milk+	BREAKFAST English Muffins (WGR) w/ Sun Butter Mangos Milk+	BREAKFAST Wheat Chex (WGR) Pineapple Milk+	BREAKFAST Pancakes (WGR) Mixed Fruit Milk+
LUNCH Chicken Ranch Wrap with Lettuce & Cheese (1, 2, 3, 4) Steamed Broccoli Pineapple Tidbits Milk+	LUNCH Goulash with Meat Sauce# (4) Fresh Mixed Veggies Diced Pears Milk+	LUNCH Cheese (WGR) Quesadilla (2, 4) Steamed Corn Fresh Cantaloupe Milk+	LUNCH Chicken Broccoli Rice Casserole (2, 4) Fresh Baby Carrots Fresh Banana Milk+	LUNCH Baked Pancake on a Stick (1, 3, 4) Tater Tots Fresh Oranges Milk+
AFTERNOON SNACK Animal Crackers Cheese Sticks Water	AFTERNOON SNACK Wheat Crackers Oranges (Mandarin Oranges) Water	AFTERNOON SNACK Cinnamon Swirl Bread Apples (applesauce) Water	AFTERNOON SNACK Pretzels Turkey Slices Water	AFTERNOON SNACK Graham Crackers Mixed Melon Water

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

All Breakfasts/Lunches are served with Milk+ & Water 1 = Eggs 2 = Milk 3 = Soy 4 = Wheat WGR = Whole Grains
Afternoon Snack is served with water

Per licensing, we are required to serve milk or a milk substitute to all children at breakfast and lunch each day. New Creations provides whole milk for ages 12-24 months and Skim or 1% to children 2 years and older. If you would like to provide your child with an alternative, please see your Site Director for the state approved list of milk alternatives.

If parents/guardians want the child to consume any alternate food (intolerances, allergies, etc.), they are responsible for bringing it in and informing employees. Parents/Guardians will inform infant employees when their child can partake in the food provided as they receive the weekly menu as well. If parents/guardians 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/guardian will provide that food for infant employees 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, employees 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/guardian 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 / Iowa law. Minnesota / Iowa law requires federally approved age-appropriate car seats and seat belts to be used to transport children. Employees 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/guardians' review. Parents/Guardians 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

Employees are required by law to report any suspected incidents of child abuse and/or neglect to the proper authorities as they are mandated reporters. This is outlined in the Mandated Reporting Policy. Employees are also trained annually to stay up to date on proper DHS protocols. Please see your Site Director for more information.

MISSING PERSONS

In the event of a missing child, all available employees 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/Guardians will then be notified, and employees will continue to cooperate in search efforts when the safety of the remaining children is secure. Employees 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 employees, immediate action should be taken. If the issue is with the teaching employees, New Creations encourages parents/guardians to start there as employees are expected to act professionally and work out any differences. If the issue remains unresolved, contact a Site Director either in writing or in person and it will be dealt with in a timely manner. Parents/Guardians will be notified of the resolution. If the issue is with a Site Director, parents/guardians are encouraged to reach out to our Parent Relations Department at the Corporate Office.

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. 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 Site 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.