

# Creative Kids Preschool

208 Hwy 79 East • Hutto, TX • 78634  
1204 W Pecan Street • Pflugerville, TX • 78660  
•512-846-2021•

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



Our philosophy at Creative Kids Preschool is to provide an outstanding and well-rounded program for your child's learning and growth. Early childhood education is the most important time in a child's life. We are here to nurture the social, physical, emotional and intellectual growth of our children. Our curriculum consists of language development, motor development, social/emotional development, math, art, science and music. All of these weekly activities will be utilized with the wonderful FROG STREET PROGRAM®.

Creative Kid Preschool provides Yoga, Spanish, computer lab, and toddler sign language at no additional cost. These activities are provided within our weekly curriculum to expand the horizons of our children. Other classroom centers will consist of music, arts and crafts, social development, language arts, math, science, social studies and pre-academics.

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## Creative Kids Classrooms

6 weeks - 17 Months  
18-24 Months  
2 Year Olds  
3 Year Olds  
4-5 Year Olds

## Program Hours

Mother's Day Out	9AM - 1PM
Mother's Day Out <small>Extended</small>	7:45-AM – 2:45PM
Full-time Preschool	7AM-6PM

## School Locations

**Creative Kids Preschool I**  
208 Hwy 79 East  
Hutto, TX 78634

**Creative Kids Preschool IV**  
1204 Pecan Street West  
Pflugerville, TX 78660

## Holidays and Closings

We generally follow the local ISD Calendar for most holidays and bad weather days unless otherwise notified. Up to date information, school closings as well as a full Holiday calendar may be found on our website at

[www.creativekidstexas.com](http://www.creativekidstexas.com) or our Facebook Page: Creative Kids Preschool

School Email: [kids@creativekidstexas.com](mailto:kids@creativekidstexas.com)  
Senior Director email:  
[Heather@creativekidstexas.com](mailto:Heather@creativekidstexas.com)



## Tuition & Fees

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The below rates are typical guidelines and are subject to change without notice.

<b>9AM – 1PM (MDO) 18 Months - 6 Years Old</b>	<b>MDO</b>
2 DAYS PER WEEK (TUESDAY AND THURSDAY)	<b>\$300/ MONTH</b>
3 DAYS PER WEEK (MONDAY, WEDNESDAY, AND FRIDAY)	<b>\$400/ MONTH</b>
5 DAYS PER WEEK (MONDAY-FRIDAY)	<b>\$500 / MONTH</b>
<b>7:45AM – 2:45PM (MDO PLUS)</b>	<b>MDO PLUS</b>
2 DAYS PER WEEK (TUESDAY AND THURSDAY)	<b>\$315 / MONTH</b>
3 DAYS PER WEEK (MONDAY, WEDNESDAY, AND FRIDAY)	<b>\$425/ MONTH</b>
5 DAYS PER WEEK (MONDAY-FRIDAY)	<b>\$600 / MONTH</b>
<b>7AM – 6PM (Full Time) 18 months - 2 ½ Years Old</b>	
2 DAYS PER WEEK (TUESDAY AND THURSDAY)	<b>\$125 / WEEK or \$525/ MONTH</b>
3 DAYS PER WEEK (MONDAY, WEDNESDAY, AND FRIDAY)	<b>\$175 / WEEK or \$740 / MONTH</b>
5 DAYS PER WEEK (MONDAY-FRIDAY)	<b>\$190 / WEEK or \$820/ MONTH</b>
<b>7AM – 6PM (Full Time) 2 ½ Years – 6 years Old</b>	
2 DAYS PER WEEK (TUESDAY AND THURSDAY)	<b>\$125/ WEEK or \$525 / MONTH</b>
3 DAYS PER WEEK (MONDAY, WEDNESDAY, AND FRIDAY)	<b>\$175 / WEEK or \$740 / MONTH</b>
5 DAYS PER WEEK (MONDAY-FRIDAY)	<b>\$180 / WEEK or \$760/ MONTH</b>
<b>7AM – 6PM (Full Time) Infant 6 weeks- 12 Months</b>	
2 DAYS PER WEEK (TUESDAY AND THURSDAY)	<b>\$125 / WEEK or \$525 / MONTH</b>
3 DAYS PER WEEK (MONDAY, WEDNESDAY, AND FRIDAY)	<b>\$175 / WEEK or \$740 / MONTH</b>
5 DAYS PER WEEK (MONDAY-FRIDAY)	<b>\$250 / WEEK or \$1050 / MONTH</b>
5 days (Monday-Friday) 12 Months-18 Months (INFANT FULL TIME) <i>Please Call for Infant MDO &amp; Infant MDO PLUS Pricing.</i>	<b>\$235/Week Or \$990/ monthly</b>

We are open year-round and provide full curriculum and summer fun activities.

Non-refundable yearly registration and supply fee:

**\$175.00 for Fall August-May and \$75.00 Summer June-July.**

Please provide **30 days notice** when withdrawing your child from our program or needing to change schedules/programs. Our school requires 30 days of paid tuition after notice is given in writing to the school staff, regardless of attendance. This notice allows us to balance the classroom enrollment as well as Teacher/Child ratios.

Monthly tuition is due by the 1<sup>st</sup> of each month. A late charge of \$25 will be added to your account if payment is made after the 5<sup>th</sup>.

Weekly tuition is due on the Monday of each week unless prior arrangements are made. A \$25 late fee may be added if payments are not received on Monday close of business.

**\*\*Tuition is due regardless of student attendance.\*\*** Absence from school due to illness, vacation, holidays, etc. will cause no exception in tuition due. Weekly tuition is not prorated during holiday weeks. Full payment is expected on Monday of each week for those with weekly tuition agreement.

A minimum late fee of **\$10 per incident** and an additional \$1.00 per minute will be assessed if child is not picked up at their scheduled time. The late pick-up fee may vary depending on circumstance.

There is a **\$35 returned check fee for all NSF checks or declined Card Payments.**

For your convenience payments may be made online at [www.CreativeKidsTexas.com](http://www.CreativeKidsTexas.com). We also offer automatic withdrawal from your Credit or Debit card. Visa, MasterCard and Discover are accepted. Cash or Money orders are accepted and maybe paid at the school office. Please write your child's full name and Center location on each payment.

Example: Sue Smith-Hutto Location

## **Documentation Requirements**

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All forms that are giving at the time of registration will be due on the first day of school. Enrollment forms may also be downloaded from the Tuition page of [www.creativekidstexas.com](http://www.creativekidstexas.com).

### Updating paper work

Any Parent needing to update authorized pick up info, Phone numbers, and/or address information may do so by picking up an UPDATE INFO SHEET available in the front office resource table. Paper work is updated yearly by the school.

## **Attendance & Communication**

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Daily attendance is extremely important to us. Each day at school brings fun and exciting learning activities for your child.

Open communication with our families is essential to our school. Please call us for any reason including when your child may be absent from school. Parents may request Teacher conferences for any reason; also parent conferences over the phone are available by appointment in the month of January and June. Please contact the center Director directly or call our school phone number – 512.846.2021

All children receive a daily take home report on their day.

Parent Involvement is welcomed and encouraged on parent invited party days.

Parent education and resource websites are available on our parent information table or at request.

Parents may be notified via the email address given at registration of any written operational policy changes or closures for the Center also notes may be sent home or posted at the front door going out of the Center.

For account information, balances, and statements, please email us at [kids@creativekidstexas.com](mailto:kids@creativekidstexas.com) or [Heather@creativekidstexas.com](mailto:Heather@creativekidstexas.com) please allow 2-3 days.

## Emergency Preparedness Plan

The Pflugerville site will relocate in case of an emergency across the street to St. Mary's Baptist Church at 1202 Pecan St. Pflugerville, Texas

The Hutto site will relocate in case of an emergency across the street to 200 College Street, Hutto, Texas

At Emergency site, we will have a binder with all emergency contact information for each child and an emergency ready bag. The bag will include toys, books, activities, first aid kit and snacks and other items. All items will help keep children calm until we can reunite the children with their parents.

In case of this emergency, you can also call (512) 846-2021

## Food

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Please provide a nutritious snack & drink and a lunch & drink for your child daily. All food and drink shall be labeled with your child name. Our school ***does not*** have the facilities to heat or refrigerate children's' food. It is the parent's responsibility to use hot or cold packs as necessary to keep the food at a safe temperature until it is served. If you do not have enough food or forget you will get a call and need to bring food in for your child. **If we can not get a hold of a parent in time to get lunch to the school and we have to provide food there will be a charge of \$5 if you forget snacks and \$10 if you forgot all the food. Payment will be due the next day in cash.**

### Nutrition Standards

As listed by the Texas Department of Agriculture a Sample meal and snack pattern has been provided at the parent's resource table. Any snack or meal containing more than 12 grams of sugar will not be given to a child (keep in mind 1 teaspoon of granulated sugar equals 4 grams of sugar) and will be returned to parents unopened in their lunch bag; a healthier alternative will be given. As a beverage, a child may bring milk, 100% juice, or water is always a healthy choice and is provided throughout the day. Children cannot have just snacks to eat for the whole day.

### Keep Food Out of the "Danger Zone"

Never leave food out of refrigeration over 2 hours. If the temperature is above 90 °F, food should not be left out more than 1 hour.

Keep hot food hot — at or above 140 °F. Place cooked food in chafing dishes, preheated steam tables, warming trays, and/or slow cookers.

Keep cold food cold — at or below 40 °F. Place food in containers on ice.

Creative Kids does encourage Breast Feeding and we are a Breast-Feeding Friendly School.

### **Infants-**

All bottles must be pre-made with a cover and have the child's name on each bottle. All bottles will be stored in the Infant Refrigerator. All solid food such as cereal, vegetables, and fruits will be provided by the parents along with spoons and bowls if needed. These items will be sent home daily to be cleaned. **\*\* NO GLASS CONTAINERS OR BOTTLES AT CKP.\*\***

## **Policies**

### **CLOTHING AND DIAPERS:**

Please send two changes of clothes in your child's bag daily in case of an accident. All children in diapers should bring a supply of diapers and wipes to leave at school. When we are getting low on your child's supply, your teacher will send a reminder home on your daily note. If your child does not have a change of clothes or diapers a parent will be called to bring more or pick up child. Please no flip flops, Cowboy boots, or open toe shoes due to safety reasons.

### **OUTSIDE PLAY:**

Please dress your child appropriately for the weather each day. We will be enjoying outside play at least two times a day, am and pm, which may include arts and crafts, picnics, and other outside events (weather permitting). In the event we can't go outside yoga or indoor exercises will replace outside time.

### **Summer Program/Outside Play:**

During our summer program, we do outside water play that may include playing in the sprinkler. Days will be designated on the monthly calendar. All children who wish to participate will need to come dressed in their swimsuits prior to arriving to school, girls may wear a shirt and shorts over their suits and boys a shirt with their swim trunks. A towel with their name clearly labeled and a change of clothes along with some kind of water shoe that can get wet will also be needed to participate in water day activities. If any item is forgotten the child will not take part in the water activities for the day and will play bubbles and chalk on the dry playground.

***\*\*Creative Kids Preschool does not provide Insect repellent or Sunscreen. Parents may bring in Sunscreen and Insect repellent for their child with child's first and last name clearly written. Siblings may not share. Sunscreen and repellent will be applied with gloves by teacher before going outside.***

### **VISITATION:**

Family participation is important at Creative Kids Preschool. We have an open-door policy and encourage you to visit anytime your child is here. However, we ask that you check your child's classroom schedule to make sure that your visit does not overlap with naptime. However, please keep in mind that it can prove disruptive to the other children when visitors are in the classroom. Some children have a hard time listening and following directions when their routine is off, especially when there is a surprise visitor. We respectfully ask that if you plan to stay more than 10 minutes in a classroom that you provide us with at least a day's notice to prepare the children. If no notice is giving, we ask you to stay no longer than ten minutes in the classroom as it disrupts the flow of the day. If you would like to have more time with your child you are welcome to check them out and bring them back, but please be mindful of our mealtimes and nap times. Also, if an extended family member (e.g., aunt, grandparents, family friend) is visiting, they must be on the pick-up list, and we ask that you tell us about the visit at least one day in advance. If the extended family member plans to stay for more than just a few minutes, we ask instead that they take the child out of the program for their visit and then bring the child back when the visit is over. If this occurs over meal or snack time, we ask that the family member provide food to the child before their return. This helps keep other children and staff from becoming distracted by family members. Please note: if taking the child out of the program for their visit before naptime, be sure the child returns before naptime to avoid distracting other children, as well as challenges getting your little one to sleep.

We welcome all Creative Kids families to participate in our group and family activities when they do come up. Your child's teacher and your director will keep you informed of all of the great things that are going on each month.

**FULL-TIME PRESCHOOL:**

There is a daily rest or quiet time for all full-time students. Please send a blanket, mat or comfort item for your child to use during this time.

**HEALTH and SICKNESS:**

We follow the strict guidelines set by the Department of Protective and Regulatory Services. Children may not be permitted at school with the following symptoms:

- Fever (child has to be fever free for 24 hours with no medication)
- Eye drainage with severe redness
- Vomiting and/or Diarrhea (free from these symptoms for 24 hours)
- Rash of any kind

**COVID19- Symptoms and Protocol**

Every morning all staff and children will be screened prior to entering the childcare center with health screening questions asked. If at any time an employee or child who has any of the following new or worsening signs or symptoms of possible COVID-19 they will be sent home for no less, then 48 hours. They may return with a doctor note stating they are free of symptoms relating to COVID-19. The symptoms include signs or symptoms of a respiratory infection, such as a cough or shortness of breath, chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, or feeling feverish with a measured temperature greater or equal to 100.00 degrees. If a staff or child come in close contact with a person who is lab-confirmed to have COVID-19 they will be asked to show proof of Negative COVID-19 test or complete a self-isolate period of 5 days before able to return.

*\*\*We reserve the right to deny entry to any person who meets the about criteria. We also reserve the right to deny entry to CKP if in the previous 7 days have had contact with someone who has a confirmed diagnosis of COVID-19 and does not provide a negative Covid test. Home test will be ok to test with. \*\**

*These policies are to protect the spread of communicable diseases. Upon returning to school, a doctor's release note will be needed for rashes, chicken pox, measles, mumps, pneumonia, whooping cough, possibly COVID-19 or other contagious illnesses. Sick children need to be picked up within the hour from the time called.*

All parents will be notified of any emergency situation. Each child will be required to have an emergency medical care form on file.

All children who will be turning 4 will need to have a hearing and vision test by your doctor. This information will need to be provided to the office

**Children Medication:**

If your child takes or needs to take any form of medication please come to the front office to fill out a medication form for each medication that needs to be given. This form does need to be filled out daily. The director or teacher in charge will then dispense medication and fill out the form as directed on the form. All medication will be locked/kept out of reach from children. All medication needs to be in original container. ***No medication will be given without a form filled out by the parent. NO EXCEPTIONS! Also, if medication needs to be given more than 4 days a doctor's note is needed to continue. The note would need a start and stop date. This does include the over medicine for fever, cough, runny noses. Creative Kids reserves the right to***

*refuse to administer or reserves the right to ask for a doctor's note for extended use of medication.*

### **Children's Immunization Policy:**

We require all children have update immunizations and also to provide us with a copy of the update immunizations. Sorry but we will not take children without immunizations.

### **Teacher Vaccination Requirements:**

We recommend all teachers test negative for TB before being in a classroom with children but is not required.

We recommend Flu shots and provide locations they are available to our staff.

We suggest that all teachers follow the guidelines for their health.

### **PROGRAM HOURS & PICK-UP:**

Please be considerate of our staff by picking up your child at the agreed upon time. Late pickup fees will be assessed for noncompliance. Initial fee of \$10 per child and \$1 per minute will be assessed.

### **Attendance/Arrival/Late Arrival**

- Arrival time is 7a.m. to 9 a.m. for full time students and extended MDO and 9 a.m. to 9:30 a.m. for standard MDO children. MDO Plus Children may arrive as early as 7:45 AM. A parent or other designated adult must walk with child to his or her classroom door and greet the teacher. Any child arriving before 7 a.m. must wait with his or her parent outside building.
- It is of utmost importance that a child arrives before the educational portion of the school readiness program begins (9:15 a.m.), so that we establish consistent routines which help us prepare the children for the transition to kindergarten and so disruptions of parents walking in **do not** have a high impact on children's learning.
- **No Child can be dropped off after 9am. Any parent who will be arriving late must call the day of or email the night before to the facility to inform director your child will be late.**
- Please keep in mind that daily attendance is extremely important so that your child may receive the full benefit of our program.
- Because this is a full-time facility and we do have a required rest time; **no children may be dropped off between the hours of 11:45 am- 2:45 pm** if they were out for an appointment, so that we are considerate of children resting.

### **Drop off/pick up procedures**

All children will be dropped off in the main Pre-K room (Pflugerville) between the hours of 7am-8:00 am in the Pre-K Room (Hutto) and in their respective rooms after that time. Children will be picked up in the main front pre-k room between the hours of 12pm-1pm (Standard MDO), 2pm-2:45pm (extended MDO) and 5pm-6pm in the evenings. They may also be picked up in their classrooms anytime during operating hours.

### **Pick Up-**

Any child being picked for the first time by an adult not known to the staff member in charge will be ID and matched to the authorized person pick up list. If there is a change in who will pick up the child in care, a call must be made to the director and an email sent with the person First and Last name if not on the original authorized person pick up form.

### **Separation procedures-**

I always recommend that parents make the drop-off moment as short as possible. Many parents linger at the doorway of the classroom, thinking that they can help calm their child.

Unfortunately, this often has the completely opposite effect. If your child has already become upset, staying longer with them at school only validates their fears. Consider giving your child a quick hug/kiss and one brief assurance that you know they are going to have a great day at the classroom door, letting them walk in by themselves rather than carrying them in and handing them to a teacher, and then walking away with a smile. First, teachers are well-equipped to distract an upset child and help her calm down. Second, as they learn that they will not get added attention from you by getting upset, they will likely realize their tears are not productive and stop them altogether.

## **Discipline**

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The staff at Creative Kids Preschool use redirection as a positive approach to discipline. We use patience and love in setting limits to talk through situations as they come up.

Creative Kids Preschool has a “three strikes rule”. We are here to work with a child’s challenging behavior(s) at times, but we also understand that such behaviors can create hazards to our staff and other students.

Creative Kids Preschool has the right to terminate a student without notice due to a child’s or parent’s extreme behavior that may be judged to adversely affect other children or staff in a negative or threatening manner. Parent’s may be called any time to Pick up child for extreme behavior and must be picked up within the hour.

Such examples may include but not limited to a child physically being harmful to other children or staff by biting other children, hitting, or throwing objects such as chairs or toys intentionally multiple times after being addressed by Owner or Director and being sent home for the day. The three-strike rule may apply. A Parent or child using repeated derogatory language towards the owner, director, staff, children, or other parents gives Creative Kids Preschool the right to terminate without notice and will be dealt with on a case-by-case basis with final decision made by the owner.

## **Non-discrimination**

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Creative Kids Preschool does not discriminate by sex, race, color, national or ethnic origin.

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# **Additional Information**

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## **Physical activity and Screen Time Policy**

Physical activity is provided twice daily, once in the morning and once in the afternoon, weather permitting. It is also provided in the form of a yoga or exercise videos on inclement weather days.

T.V. time is kept to a fifteen-minute interval (length of exercise video or phonics computer) for our children ages 2-5. As stated in the Texas Minimum Standards any computer or television time is prohibited for any child under the age of 2.

**Creative Kids Preschool is a state licensed facility. You can find out more important information at the number listed below.**

*Childcare licensing – 512-834-3195 or [www.dfps.tate.tx.us](http://www.dfps.tate.tx.us). You can also go to [www.dfps.tate.tx.us](http://www.dfps.tate.tx.us) and find the latest inspection report and minimum standards. These items can also be found on our parent board located by the front door.*

*If you have a question or concern about child abuse please call **1-800-252-5400***

**Creative Kids is a drug free and gang free zone up to 1000 ft from the center. Any type of activity will be reported to local PD.**

*All policies are subject to change without notice.*

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## **\*\*\*\*Abuse & Neglect Policy & SIDS**

We require staff to do an annual training on these subjects to ensure our that our staff is properly trained in Abuse, Neglect and SIDS/Shaken Baby Syndrome.

For all infants 12 months and younger we practice back to sleep if they cannot rollover by themselves, in addition to no items such as blankets or toys in cribs when a child is sleeping. Children may have sleep sack if under 12 months and must be provided by parents. Also, a tight fitted sheet is required to be provided by parents. Sheets must fit play-yards tightly. Sheets can be purchased off Amazon, Target or Walmart.

We closely coordinate with several community programs such as

- ❖ Williamson County Children’s Advocacy Center
- ❖ Address: 1811 SE Inner Loop, Georgetown, TX 78626
- ❖ Phone: (512) 943-3701
  - If you would like to learn more or have questions Williamson County Children’s Advocacy Center is a great tool but we would also be able to provide with handouts or assist in finding help and or trainings

# Documentation Requirements Checklist

- \_\_\_\_\_ Application for Enrollment for CKP
- \_\_\_\_\_ Admission Information
- \_\_\_\_\_ Good Health Statement
- \_\_\_\_\_ A copy of updated immunization record
- \_\_\_\_\_ Discipline and Guidance Policy
- \_\_\_\_\_ Photo Release
- \_\_\_\_\_ Hearing and Vision tests (4/5 year olds)
- \_\_\_\_\_ School Calendar

## **Other Items Needed For Class**

- \_\_\_\_\_ Nap Mat & Blanket (preferred is the ones that have blanket and mat together)
- \_\_\_\_\_ Lunch Box & Water Bottle
- \_\_\_\_\_ AM & PM snack & Lunch
- \_\_\_\_\_ Two Full Sets of Change of Clothes-Any Age
- \_\_\_\_\_ Diapers/Pull-ups (if Needed) 2 Packs of Baby Wipes-Everyone
- \_\_\_\_\_ Backpack or Reusable Bag

*Please make sure that everything is labeled with Child's First and Last Name.  
Thank You!*

