

ADMISSION & ENROLLMENT

Tuition is based on enrollment (a reserved space), not attendance. No deductions from tuition shall be made for absences, holidays, or family vacations. A one month notice of a schedule decrease or withdrawal of your child is required. You will be charged your regular tuition rate one month from the day the notice is given. A penalty of \$300.00 will be applied if a family chooses to terminate enrollment in the middle of the school year (September through June). Creative Explorations will pursue necessary legal action with respect to non-payment of tuition.

Tuition Payments- Choose one of the following options:

_____ Monthly: Full month's tuition is due on the first day of each month.

_____ Weekly: Tuition is due on Tuesday by 10am each week.

LATE PAYMENT CHARGES

If a payment is not received on the day that it is due, a late fee of \$5 will be added for each day it is late. This fee will be collected when late payment is made. If your account has not been paid in full within 5 business days, your child may not attend school until the account has been brought current. Should any tuition payment be past due for a period of ten days and arrangements for prompt payment have not been agreed upon by the director, Creative Explorations shall have the right to terminate enrollment. Creative Explorations will pursue necessary legal action with respect to non-payment of tuition.

RETURNED CHECKS

All returned checks will result in a fee of \$35.

I have read and agree to Creative Explorations payment terms.

Name _____

Signature _____ Date: _____

2022-2023 SCHOOL YEAR TUITION

Program	Monday-Friday	Monday/Wednesday/Friday	Tuesday/Thursday	Extended care option
Infant	\$275	\$220	\$170	\$10 T/Th \$15 M/W/F \$25 5 Days
Toddler	\$255	\$205	\$155	\$10 T/Th \$15 M/W/F \$25 5 Days
Preschool	\$245	\$195	\$150	\$10 T/Th \$15 M/W/F \$25 5 Days
Early Kindergarten	\$245	\$195	\$150	\$10 T/Th \$15 M/W/F \$25 5 Days
B&A Enrichment	\$125	not available	not available	7:00-5:30 included
School Age Summer Enrichment	\$245	\$195	\$150	\$10 T/Th \$15 M/W/F \$25 5 Days

EMERGENCY CONTACT FORM

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize Creative Explorations to secure transportation for my child to Maine Medical Center and secure the necessary medical treatment for him/her. I understand that the Creative Explorations staff members are trained in the basics of first aid/CPR and I authorize them to give my child first aid/CPR when appropriate.

Parent/ Guardian Signature

Child's name: _____ DOB: _____

Parent/ Guardian: _____ Parent/ Guardian: _____

Phone: _____ Phone: _____

Address: _____ Address: _____

Employer: _____ Employer: _____

Work Phone: _____ Work Phone: _____

Child's Doctor's Name: _____ Phone: _____

Address: _____

Insurance Co. _____ Policy #: _____

Child's Dentist's Name: _____ Phone: _____

Address: _____

ALLERGIES: _____

Emergency Contacts:

Name: _____ Phone 1: _____

Address: _____ Phone 2: _____

Relationship to child: _____ Authorized to pick up my child Yes _____ No _____

Name: _____ Phone 1: _____

Address: _____ Phone 2: _____

Relationship to child: _____ Authorized to pick up my child Yes _____ No _____

Name: _____ Phone 1: _____

Address: _____ Phone 2: _____

Relationship to child: _____ Authorized to pick up my child Yes _____ No _____

HEALTH RECORD AND IMMUNIZATIONS

Please provide a copy of your child's most recent health examination. Please include an up-to-date immunization record, any screening tests, and evaluations.

If your child has any health needs such as: allergies, asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, seizures, diabetes, urinary infections, or other on going health concerns, please see the director for appropriate documentation.

If your child is overdue for routine health services and has a scheduled appointment coming up, please provide a note indicating the date of the appointment.

I have provided all appropriate health, development , and educational information and understand it is my responsibility to update this information as needed.

Parent/ Guardian

Parent/ Guardian signature

Date

PHOTOGRAPHIC RELEASE

We would love to share what we do during the day through photos, work samples, and brief anecdotes on our public website, Facebook, and Instagram pages. Photographs are not used for any such purpose without the express written consent of the child's parent or guardian.

Child's name: _____

_____ Creative Explorations has my permission to post photos, work samples, and brief anecdotes on their public website, Facebook, and Instagram pages.

_____ I do not want Creative Explorations to post any photos, work samples, or anecdotes of my child to any PUBLIC online source.

Parents/guardian name: _____

Sign

Date

REMIND APP

We will use Remind to update you on important notes! Please download this app to your mobile device by texting this message @8b67hh to 81010.

PREFERRED EMAIL(S)

HOURS OF CARE APPLICATION

For the benefit and safety of the children in our care, no child shall be at Creative Explorations for more than 9.5 hours per day unless enrolled for extended care. This policy is based on child/teacher ratios as mandated by licensing and quality care guidelines set forth by the National Association for the Education of Young Children. All families must choose a consistent schedule of 7 AM-4:30 PM, 7:30 AM-5 PM or 8 AM-5:30 PM. This schedule must be approved by the director. Please note, our infant program is only open from 7:30 AM-5 PM.

Late pick-up negatively impacts the children and staff and will be heavily fined. If you realize you are unable to complete your pick up by the end of your time slot, please contact the staff as soon as possible to alert us. A late fee of \$25 will be collected shall the child be picked up past the scheduled pick up time. If the child is at Creative Explorations more than 15 minutes past scheduled pick up time, a \$5 per minute is applied from then until the child is picked up. Late pick-up fees are due and collected at the time of pick up and is made payable to the staff on duty.

Your pick up must be completed by your scheduled pick up time.

Please choose your desired daily time slot:

- _____ 7 AM - 4:30 PM
- _____ 7:30 AM - 5 PM
- _____ 8 AM - 5:30 PM
- _____ 7 AM - 5:30 PM (additional fee)

Child's name

Parent/ Guardian signature

Date

2022/2023 CALENDAR

PARENT MEETINGS:

Creative Explorations will close one day in the fall and one day in the spring to offer families uninterrupted time to meet with their child's teacher(s). Conferences will be held between 7 AM and 4 PM, in 45 minute increments. Multiple conferences per time slot will be available. All parent/teacher meetings must be scheduled during these dates. There will be no childcare available on these dates, full tuition is expected.

Wednesday, November 23, 2022 & Thursday, April 13, 2023

INSERVICE DAYS:

Creative Explorations will close for three inservice days. These days are designed for staff to work on their classrooms and curriculum. They will correspond with the natural transitions of the school year. Full tuition is expected.

December 22, 2022, June 16, 2023, and August 25, 2023

HOLIDAYS:

Creative Explorations will be closed for the following holidays. Full tuition is expected.

Labor Day: Monday, September 5th

Indigenous Peoples' Day: Monday, October 10th

Veterans Day: Friday, November 11th

Thanksgiving Day: Thursday, November 24th

Day after Thanksgiving: Friday, November 25th

Martin Luther King Day: Monday, January 16th

Presidents' Day: Monday, February 20th

Memorial Day: Monday, May 29th

Juneteenth: Monday, June 19th

VACATIONS:

Creative Explorations will close for three vacations annually. Full tuition is expected.

December 23, 2022 through January 3, 2023

April 15, 2023 through April 23, 2023

June 30, 2023 through July 9, 2023

WEATHER:

Creative Explorations will follow the Windham School Department's (RSU 14) closing schedule in regards to snow; including late arrival and early dismissal. In the event Creative Explorations has to close early due to snow or an emergency, the director will notify families by phone as soon as the decision has been made. You are expected to pick up your child within one hour of the RSU14 closing time. If RSU 14 is closed due to vacation, the director will make the decision to close in the case of hazardous weather conditions. This decision will be emailed to all enrolled families.

NATURE WALK PERMISSION FORM

Name of child: _____

I give Creative Explorations my permission to take my child off school property to explore the premises behind Creative Explorations. I understand there are trails (both manicured and un-manicured), natural obstacles such as fallen trees and large boulders, vernal pools, ponds, lakes and rivers.

The staff have been trained in first aid and will always have a first aid kit and basic survival tools available when leaving the school property.

Parent/ Guardian

Parent/ Guardian Signature

Date

TICK REMOVAL PERMISSION FORM

Name of child: _____

_____ I give permission to Creative Explorations to remove a tick from my child's body while they are at the center. I understand it is my responsibility to do thorough tick checks daily.

_____ I deny the employees of Creative Explorations the right to remove a tick from my child. I understand I am responsible for picking up my child within one hour of being notified.

Parent/ Guardian Signature

Date

WHAT TO PACK

First Trimester

<p>September -Labeled sunscreen face stick -Crib sheet & blanket (or sleep sack) appropriate for the season. -Wet bag</p> <p>3-5 of the following: -short sleeved shirts -long sleeved shirts -pairs of long pants -pairs of shorts -pairs of underwear -pairs of socks -1 sweatshirt/ light jacket -rain gear for the entire body -safe & comfortable walking shoes</p>	<p>October & November -Crib sheet & blanket (or sleep sack) appropriate for the season. -Wet bag</p> <p>3-5 of the following: -long sleeved shirts -pairs of long pants -pairs of underwear -pairs of socks -1 sweatshirt/ light jacket -1 heavy jacket -1 hunter orange hat -light mittens or gloves -rain gear for the entire body -safe & comfortable walking shoes</p>	<p>December -Crib sheet & blanket (or sleep sack) appropriate for the season. -Wet bag</p> <p>3-5 of the following: -long sleeved shirts -pairs of long pants -pairs of underwear -pairs of socks -1 sweatshirt -1 heavy jacket -1 pair of snow pants -1 warm hat -1-2 pairs of waterproof mittens or gloves -rain gear for the entire body -safe & comfortable waterproof boots</p>
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Second Trimester

<p>January- March -Crib sheet & blanket (or sleep sack) appropriate for the season. -Wet bag</p> <p>3-5 of the following: -long sleeved shirts -pairs of long pants -pairs of underwear -pairs of socks -1 sweatshirt -1 heavy jacket -1 pair of snow pants -1 warm hat -1-2 pairs of waterproof mittens or gloves -rain gear for the entire body -safe & comfortable waterproof boots -Bike or ski helmet</p>	<p>April & May -Labeled sunscreen face stick -Crib sheet & blanket (or sleep sack) appropriate for the season. -Wet bag</p> <p>3-5 of the following: -short sleeved shirts -long sleeved shirts -pairs of long pants -pairs of shorts -pairs of underwear -pairs of socks -1 sweatshirt/ light jacket -rain gear for the entire body -safe & comfortable waterproof boots -safe & comfortable walking shoes</p>	<p>June -Labeled sunscreen face stick -Crib sheet & blanket (or sleep sack) appropriate for the season. -Wet bag</p> <p>3-5 of the following: -short sleeved shirts -pairs of shorts -pairs of underwear -pairs of socks -1 sweatshirt/ light jacket -rain gear for the entire body -safe & comfortable waterproof boots -safe & comfortable walking shoes -sun hat</p>
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Third Trimester

<p>July- August -Labeled sunscreen face stick -Crib sheet & blanket (or sleep sack) appropriate for the season. -Wet bag</p> <p>3-5 of the following: -short sleeved shirts -pairs of shorts -pairs of underwear -pairs of socks -1 light jacket -rain gear for the entire body -safe & comfortable walking shoes -bathing suit -beach towel -sun hat</p>
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ENROLLMENT & POLICY ACKNOWLEDGEMENT AGREEMENT

I have received a copy of Creative Explorations 2022-2023 Family Handbook outlining all policies and procedures.

I understand that it is my responsibility to be familiar and comply with these standards. I further understand that the policies and procedures are guidelines that can be modified by the school if necessary.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date