

DISPENSING MEDICATION

By law parents must bring all prescriptions and over the counter medication to the school in its original container and complete the Medication Log Form so the medication may be administered to your child at the assigned time.

Please note: A doctor's signature is required for all medications both prescription and over the counter. All medications must be turned into a staff member. All medication will be stored in a locked box. If you have given your child medication before coming to school please complete a Medication Log Form at the front office desk and give it to the teacher responsible so that we can be aware in case side effects develop.

PARENTAL INVOLVEMENT

Creative Minds Primary School encourages its parents to be holistically involved with their child's school experience. Parents are granted an opportunity to meet with the Director and or their child's teacher upon scheduling an appointment with the office administrator. There will be countless opportunities for parental participation throughout the school year. Parents are permitted to visit the School at any time during hours of operation so long as the parent is not interrupting the child or the classroom. Should the parent be disruptive, they will be asked to leave.

Welcome Parents!

At Creative Minds Primary School we develop the whole child. We are committed to developing your child morally, socially, physically, emotionally and spiritually.

We expect that our students will develop into socially responsible, well-disciplined citizens.

MISSION

To create a Christ-centered community that promotes learning in a diverse environment, while challenging students to reach their fullest potential spiritually, academically, socially and physically.

ADMISSIONS

Parents should note that Creative Minds offers an academically challenging program specifically designed to ensure that our students have a smooth transition into the secondary schools of their choice.

The school is therefore, unable to accommodate students in the elementary school who demonstrates severe grade level deficiencies or behavioral/emotional problems.

CLASS SIZE

Our class sizes are small, with a maximum of 10-15 students, as we are committed to offering a nurturing environment designed to optimize the learning potential of each student.

CLOSURE DUE TO INCLEMENT WEATHER

If a weather emergency occurs, Creative Minds will be on a two hour delayed start. In extreme situations the School will close for the day. Please listen to Radio Stations for information or call the School where we will have an automated message for public consumption regarding the way forward.

DISMISSAL OF CHILDREN FROM THE SCHOOL

Creative Minds reserves the right to remove a child from the school for reasons of **delinquency in payment of fees/tuition, disrespectful behavior displayed by students or parents to any staff member, fellow students or parents of the school, consistently being absent or late or an inability to adjust to the school program or discipline policies. Which includes not wearing the complete school uniform with the logo.** Such removals are determined by the School Director and principal.

If for any given reason a child is dismissed from or willing withdraws from Creative Minds Primary School, fees that have been paid to the school will not be returned because ALL fees are non-refundable and non-transferable. Credit will not be given.

PARENT/TEACHER RELATIONSHIP

All parents are required to maintain a professional relationship with their child's teacher. Teachers are not allowed to babysit at any time out of the scholastic hours. Phone contacts are prohibited; therefore, please communicate through Gradelink (please do not attempt to

arrange the same). Teachers are not allowed to discuss or host conversations about any member of the school faculty, parents or students to another parent. Transgressions will be seen as a disruption in the order established here at the school and will be grounds for the dismissal of your child.

PARENTS BEHAVIOR

Disrespectful behavior is not tolerated by parents/guardians. Verbal, physical or any means of abuse expressed by parents/guardians to our faculty or students will result in the immediate dismissal of your child.

VACTION AND ABSENTIESM

No reimbursement will be provided for absence, vacation, dismissal or withdrawal from Creative Minds. We respect your decision to schedule vacations etc; however, please note that the school budget is created at the beginning of the school year and is based on all families paying their full monthly/term tuition. As a result, your decision to retract your child in any way does not pause or cease your regular payments as scheduled.

UNIFORM

Parents please note that Creative Minds Primary School has a very strict uniform policy. Any child not wearing the proper school uniform on any given day will **not be allowed in school**. Full Creative Minds Primary School uniforms must be worn daily without exception with logo and tie. Children arriving out of uniform except on days where the school has expressed it will be asked to leave and return in the proper uniform attire.



PARENT HANDBOOK PRIMARY SCHOOL



WINTER UNIFORMS

Navy blue sweaters or jackets should be worn. No other logo or markings should be on sweaters or jackets; it must be plain or with the school logo affixed. Long sleeve navy undergarments
Navy blue tights for girls (during winter season)
Long Navy Blue School pants for boys (during winter season) and navy blue hats or tams.

FIELD TRIPS

Creative Minds Primary School students have off campus field trips. Please be advised that students not participating in field trips will not be allowed to school on the date in question. You will be required to make necessary arrangements for your child outside of the school premises as we travel with the entire staff for safety and to provide additional help.

ABSENCES/LATENESS

Tardiness is not an acceptable practice at Creative Minds. Students must be in class by 8:15 a.m. because registration and devotions will be conducted during this time. Students arriving after 8:15 a.m. are considered late. Tardiness and absences will be recorded on report card and transcripts. Tardiness is monitored as it is a systemic contribution to personal growth and development. **When lateness and absences are consistent during the school year, students will be placed on probation. If there is no improvement, students can be dismissed from the school.** Also, children who are repeatedly late will not be granted a seat the following year.

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Please note: A doctor's signature is required for all medications both prescription and over the counter. All medications must be turned into a staff member. All medication will be stored in a locked box. If you have given your child medication before coming to school please complete a Medication Log Form at the front office desk and give it to the teacher responsible so that we can be aware in case side effects develop.

PARENTAL INVOLVEMENT

Creative Minds Pre School encourages its parents to be holistically involved with their child's school experience. Parents are granted an opportunity to meet with the Director and or their child's teacher upon scheduling an appointment with the office administrator. There will be countless opportunities for parental participation throughout the school year. We have an open door policy; therefore, parents are permitted to visit the School at any time during hours of operation so long as the parent is not interrupting the child or the classroom. Should the parent be disruptive, they will be asked to leave.

Welcome Parents!

At Creative Minds Pre-School we develop the whole child. We are committed to developing your child morally, socially, physically, emotionally and spiritually.

We expect that our students will develop into socially responsible, well-disciplined citizens.

MISSION

To create a Christ-centered community that promotes learning in a diverse environment, while challenging students to reach their fullest potential spiritually, academically, socially and physically.

ADMISSIONS

Parents should note that Creative Minds offers an academically challenging program specifically designed to ensure that our students have a smooth transition into the next grade.

The school is therefore, unable to accommodate students in the pre-school who demonstrates severe grade level deficiencies or behavioral/emotional problems.

CLASS SIZE

Our class sizes are small, with a maximum of 7-10 students and 5-7 toddlers, as we are committed to offering a nurturing environment designed to optimize the learning potential of each student.

CLOSURE DUE TO INCLEMENT WEATHER

If a weather emergency occurs, Creative Minds will be on a two hour delayed start. In extreme situations the School will close for the day. Please listen to Radio Stations for information or call the School where we will have an automated message for public consumption regarding the way forward.

DISMISSAL OF CHILDREN FROM THE SCHOOL

Creative Minds reserves the right to remove a child from the school for reasons of **delinquency in payment of fees/tuition, disrespectful behavior displayed by students or parents to any staff member, fellow students or parents of the school, consistently being absent or late or an inability to adjust to the school program or discipline policies. Which includes not wearing the complete school uniform with the logo.** Such removals are determined by the School Director and principal.

If for any given reason a child is dismissed from or willing withdraws from Creative Minds Pre- School, fees that have been paid to the school will not be returned because ALL fees are non-refundable and non-transferable. Credit will not be given.

PARENT/TEACHER RELATIONSHIP

All parents are required to maintain a professional relationship with their child's teacher. Teachers are not allowed to babysit at any time out of the scholastic hours. Phone contacts are prohibited; therefore, please communicate through Gradelink (please do not attempt to

arrange the same). Teachers are not allowed to discuss or host conversations about any member of the school faculty, parents or students to another parent. Transgressions will be seen as a disruption in the order established here at the school and will be grounds for the dismissal of your child.

PARENTS BEHAVIOR

Disrespectful behavior is not tolerated by parents/guardians. Verbal, physical or any means of abuse expressed by parents/guardians to our faculty or students will result in the immediate dismissal of your child.

VACTION AND ABSENTIESM

No reimbursement will be provided for absence, vacation, dismissal or withdrawal from Creative Minds. We respect your decision to schedule vacations etc; however, please note that the school budget is created at the beginning of the school year and is based on all families paying their full monthly/term tuition. As a result, your decision to retract your child in any way does not pause or cease your regular payments as scheduled.

UNIFORM

Parents please note that Creative Minds Pre- School has a uniform policy. **Any child not wearing the proper school uniform on any given day will not be allowed to attend school.** Full Creative Minds Pre-School uniforms must be worn daily without exception with logo on, tie and proper foot wear. However, on Fridays each child must wear P.E. uniform.



PARENT HANDBOOK PRE-SCHOOL



WINTER UNIFORMS

Navy blue sweaters or jackets should be worn. No other logo or markings should be on sweaters or jackets; it must be plain or with the school logo affixed.

Long sleeve navy undergarments

Navy blue tights for girls (during winter season)

Long Navy Blue School pants for boys (during winter season) and navy blue tams and hats.

FIELD TRIPS

Creative Minds Pre-School students have off campus field trips. Please be advised that students not participating in field trips will not be allowed to go and will stay at school.

ABSENCES/LATENESS

Tardiness is not an acceptable practice at Creative Minds. Students must be in class by 8:50 a.m. because registration and devotions will be conducted during this time.

Students arriving after 9:00 a.m. are considered late.

Tardiness and absences will be recorded on report card and transcripts. Tardiness is monitored as it is a systemic contribution to personal growth and development. **When lateness and absences are consistent during the school year, students will be placed on probation. If there is no improvement, students can be dismissed from the school.**

Also, children who are repeatedly late will not be granted a seat the following year.

