



## Parent Handbook

At Minds in Motion Learning Center, our goal is to lay a strong educational foundation as well as offering a nurturing environment that meets the needs of your child.

We pay close attention to each child's needs and nurture their interest by offering an environment that gives your child unlimited opportunities for self-expression through music, art, dramatic play, games, sports indoor/outdoor recreation, community involvement, cultural appreciation, science and technology.

We assist with preparing children for primary and secondary schooling by providing programs that not only build academic and social skills but also feeling of achievement and confidence through a combination of structured activities. Through this approach, we hope to broaden their interest level and help them become independent and inquisitive learners. We are totally dedicated to helping every child achieve his or her full potential.

### **Mission**

Our mission is to foster and motivate your child to higher a standard of learning by exposing and engaging them in age appropriate experiences that will assist in shaping who they are and who they will become as adults. We are committed to working closely with parents, guardians and family members to insure that they receive a balanced as well as educational and fun environment.

### **Vision**

Our vision is to provide a safe, nurturing environment where learning is a never ending process for every family we serve.

### **Goals and Objectives**

- To equip each child with the necessary tools to be successful in their school environment
- To create an environment that is tailored to meet each child's unique and individual needs
- To promote parental and community involvement so we are all a part of this wonderful process
- To provide stimulating and nurturing experiences that supports growth and learning during each phase of development

Our staff is committed to meeting each child's individual needs. We hope this handbook provides valuable information and serve as a useful guide. It is important that you are aware of all the policies and procedures outlined in the handbook. The lines of communication are always open and we welcome you to partner with us in making your child's learning experience the best it can be.

We thank you for considering us at Minds in Motion Learning Center and look forward to providing your family with the best care possible.

Sincerely,

Melissa Eubanks | Owner/ Co-Director

### Admissions

Minds in Motion Learning Center (Formally Blossom CDC) is a high quality child development center. We offer child care from the ages of 6 weeks-12 years. We do not discriminate on the basis of race, color, religion or national origin.

We require all children upon starting to have a SC DHEC immunization form and the General Application completed.

### Hours of Operation

Minds in Motion Learning Center is open from 7:00am-6:00pm Monday through Friday. Late fee pick up is \$2.00 every minute after 6:00pm

If you encounter an emergency situation please call otherwise the late fee will apply.

We observe the following holidays:

New Years Day  
Martin Luther King  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving (Thurs. and Fri.)  
Christmas Day

***In case of inclement weather, we will most likely follow Greenville County School System. Tune to Channel 7 for information.***

### Withdrawals

A two week written notice is asked to be given when removing a child from the Center.

### Tuition and Fees

Registration Fee- \$100.00 / Annual Registration Fee

Infants	full-time \$145.00	part-time \$115.00
Toddlers	full-time \$135.00	part-time \$115.00
Two yr	full-time \$125.00	part-time \$100.00
Three yr	full-time \$120.00	part-time \$100.00
Four yr	full-time \$115.00	part-time \$85.00
Five yr	full-time \$110.00	part-time \$85.00

Afterschoolers 1st grade and up- \$80.00 (school in) All-day \$ 95.00

Daily rate - \$35.00 2 day maximum

Part-time hours are- 7am-11:30am or 2pm-6pm | 3 days a week

Part- time and daily rates are in effect only if there is space in that class

Payment is due the Friday before the week begins. There is a \$10.00 late fee if payment is not received by 6pm the following Monday. Your child may not be able to attend the Center if fees are not paid in full by Friday. There is a \$35.00 return check fee.

### Vacation

Each child is given 50% off 1 week and 1 free week for vacation time after attending the Center for 1 year. (example- your going on a one week trip and will not be attending the Center. You may use your 50% off or you your one week free for that week. If you do not have vacation time, you will be responsible for payment of those weeks. This does not apply to part-time students or daily rate students.

**Referral Program**

Refer a family to the Center. If they enroll their child(ren) , you will receive a \$50.00 credit towards your tuition.

**Grants and Vouchers**

The Center does take the ABC Voucher Grant and the NACCRRA Military Grant. If you have other organizations that assist in child care tuition please let us know in advance. We will try to accommodate your needs.

**Visitation**

Our "Open Door" Policy lends itself to parent visitation any time. However, we do ask for your cooperation during naptime and to be considerate during learning time.

**Transportation**

Safety is our number one goal when transporting children to and from school or on field trips. Authorization forms for transportation must be signed by the parent or guardian and on file at the Center at all times.

**Drop off/ Pick up**

Please accompany your child into and out of the Center. We will release the child only to those that are on the child's pick up list unless the code word is given or written permission is given by parents or guardian. If persons other than the parent picks child up a driver license will be required for I.D.

**Menus**

Menus are posted each week. Please notify us if your child is allergic to specific foods. We will post all allergies in the kitchen and in your child's room so that personnel will be aware. A morning snack, lunch and two afternoon snacks will be provided. Our menus meet state and federal guidelines for nutritional requirements by age. If your child will be late arriving please call us by 9am so that we can count your child for lunch.

**Illness**

The Center has limited provisions for caring for children that are ill. We follow the South Carolina licensing requirements. If your child becomes ill during the day, you may be called to pick your child up immediately. We are very concerned about the health and safety of our children. Please let us know if your child is out due any to contagious diseases other than the common cold. (ex chicken pox, mumps, etc.)

**Health Exclusion Guidelines**

Minds in Motion d.b.a. Blossom CDC will follow health exclusion guidelines as required by South Carolina Licensing. The following are some of the most common exclusions. In all cases please contact your family physician.

<b>Fever</b>	Child may return after 24 hours of being free from fever (children are sent home with fever of 101 degrees or higher)
<b>Diarrhea</b>	Child may return after 24 hours of being free from diarrhea. Children 3 and under are sent home when 3 bouts of diarrhea occur within 4 hours. Children over 3 are sent home after 2 bouts of diarrhea in a day
<b>Vomiting</b>	Child may return after 24 hours of vomiting

<b>Pinkeye</b>	Child may return 24 hours after treatment has started
<b>Chickenpox</b>	Child may return after all blisters have dried in to scabs. Usually 6 days after onset of rash
<b>Ringworm</b>	Child may return 24 hours after treatment has started
<b>Lice</b>	Child may return after treatment and no live lice or eggs are evident
<b>Impetigo</b>	Child may return after treatment with antibiotics for at least 24 hours
<b>Hand, Foot &amp; Mouth Disease</b>	Child may return when fever is gone
<b>Strep Throat</b>	Child may return 24 hours after treatment begins
<b>Scarlett Fever</b>	Child may return if fever free for 24 hours
<b>Thrush</b>	No exclusion necessary
<b>Fifth Disease</b>	No exclusion necessary
<b>Rosella</b>	Child may return after 24 hours of being fever free

### Medications

In order to administer medication to your child, we must have a medicine form filled out with the name of medicine, proper dosage of the medicine, day and time medication should be given and parent or doctor signature.

### Emergency

In emergency situations, Minds in Motion Learning Center staff will give first aid. There is always at least one staff member on site that is CPR and First Aid Certified. For incidents requiring first aid the parent or guardian will be informed. In cases of further medical attention, the parent will be contacted immediately. If necessary the child will be transported to the hospital.

### Discipline Policy

At Minds in Motion Learning Center, our goal is to help cultivate the positive qualities in which your child possesses. We also want to foster ways of helping children learn self control, self confidence and to respect others.

If a child is having problems in the areas mentioned above, the teacher will calmly ask the child questions about this behavior.. (ex. Are you making good choices) The teacher will also reinforce our motto - " Think before we speak and before we act". This will allow the child to use their own thought process in a calm manner to make good decisions. The teacher will also encourage the child to use their words when expressing themselves to their classmates. (ex. I didn't like that when you took my toy, may I have it back please). We will redirect, use conflict resolution, and the thinking area as disciplinary measures. We do not in no way use or advocate corporal punishment. If a child bites, uses profanity, or tries to cause bodily harm to another child or staff member the parents will be contact for a parent conference to possibly see if are problem areas we can work on as a team. If the behavior continues, we will have no choice but to terminate child care services.



### **Confidentiality Agreement**

Minds in Motion Learning Center d.b.a. Blossom CDC understands and respects the privacy of each family and child. We agree to keep all confidential information private. We agree not to disclose any personal information to others except for the necessary authorities when it affects the child in a negative or harmful manner. In turn we expect for you to have the same respect for the Center, Center Staff and other children that attend the Center.

Once again we hope this handbook has been a helpful guide to what we are about here at Minds in Motion Learning Center. Please feel free to stop by the office if you have questions, concerns or suggestions!

Thank you in advance for your support!

**I have read, understand and will adhere to the policies and procedures of Minds and Motion d.b.a. Blossom Child Development Center.**

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Director Signature \_\_\_\_\_

Date \_\_\_\_\_

