



DESIGNS PROPERTY OF VENNEFRON SIGNS

PARENT HANDBOOK

2023-2024

THE HUNDRED LANGUAGES OF CHILDREN

No way.
The hundred is there.
The child is made of one hundred.
The child has a hundred languages
a hundred hands
a hundred thoughts
a hundred ways of thinking
of playing, of speaking.
a hundred, always a hundred
ways of listening
of marveling, of loving
a hundred joys
for singing and understanding
a hundred worlds to discover
a hundred worlds to invent
a hundred worlds to dream.
The child has a hundred languages
(and a hundred hundred hundred more)
but they steal ninety-nine.
The school and the culture
separate the head from the body.
They tell the child to think without hands

to do without head
to listen and not to speak
to understand without joy
to love and to marvel
only at Easter and Christmas.
They tell the child
to discover the world already there
and of the hundred
they steal ninety-nine.
They tell the child
that work and play
reality and fantasy
science and imagination
sky and earth
reason and dream
are things
that do not belong together.
And thus they tell the child
that the hundred is not there.
The child says
“No way – The hundred is there.”

-Loris Malaguzzi

TABLE OF CONTENTS

PHILOSOPHY
LESSON PLANS
CLASSROOM RATIOS
FIELD TRIPS
ADMISSION CRITERIA
HEALTH EXAMS/MEDICAL RECORDS
SUPPLIES
SIGN IN/SIGN OUT
ABSENCES
TUITION AND REGISTRATION
LATE FEES
DAILY SCHEDULE
SERVICES OFFERED
NAPTIME
PARENT INVOLVEMENT
GUIDANCE AND DISCIPLINE POLICY
CONFERENCES
CONFIDENTIALITY OF RECORDS
INCLEMENT WEATHER/EMERGENCY CLOSURES
EVACUATION PROCEDURES
URGENT MEDICAL CARE
CLOTHING AND OUTDOOR PLAY
SIGNIFICANT OCCURRENCES OR CONCERNS
ILLNESS
HANDWASHING
DIAPER/TOILET TRAINING
MEDICATION POLICY
HOLIDAYS
VACATION REQUEST
DAILY REPORTS
INCLUSION
PARKING
REPORTING SUSPECTED CHILD ABUSE
PROHIBITED ITEMS
RELEASE OF CHILDREN
PETS

Philosophy

At Magnolia Kids Academy, we believe that children should be free to discover and explore their world in a safe, nurturing and engaging environment. Children are capable individuals that should not be confined to a single standard form of learning. We strive to provide a space that gives every child the opportunity to form meaningful relationships, learn individually and grow healthy bodies.

Lesson Plans

Magnolia Kids Academy teachers are required to create and implement weekly (indoor and outdoor) lesson plans that are in accordance with the state of Kentucky guidelines. The director monitors on a weekly basis that lesson plans for each classroom are being written, followed and are age appropriate.

Classroom Ratios (State of Kentucky)

Toddlers	(6 Students for every 1 Teacher maximum group size 12)
2 - 3 years	(10 Students for every 1 Teacher maximum group size 20)
3 - 4 years	(12 Students for every 1 Teacher maximum group size 24)
4 - 5 years	(14 Students for every 1 Teacher maximum group size 28)

If a situation arises when a classroom is out of ratio, the Director will rearrange students and/or staff to ensure that each classroom satisfies the above State of Kentucky Classroom Ratios.

Volunteers and/or aides to caregivers will NOT be counted as a “teacher” in our Classroom Ratio numbers.

Field Trips

Throughout the year, trips are planned to Friendship Park (located behind our building). A notice will be posted in advance of an excursion to inform you of the date and time, which will also include a permission form to be signed.

Admission Criteria

Magnolia Kids Academy accepts all children regardless of race, color, national, or ethnic origin, sex, religion, disability, ancestry, or economic background. Magnolia Kids Academy will modify programs/services to reasonably accommodate accessibility needs of any child with individual needs. However, Magnolia Kids Academy has the right to deny admittance to any child whose needs cannot be met by the existing program or whose behavior is such that it creates a danger to oneself, other children, and/or staff. Magnolia Kids Academy is not part of any public school system.

Magnolia Kids Academy does not provide one-on-one care.

All paperwork including the fee agreement and your child(ren)’s birth certificate must be submitted before your child may attend. A copy of your child’s birth certificate and health medical (immunization) forms must be submitted within the first 30 days of your child’s first day of enrollment.

A child may be dismissed for including but not limited to:

- Parent’s failure to pay fees including private fees and co-payments on funded programs.
- A child’s behavior which is injurious (or potentially injurious) to oneself or others and which persists over time and/or harassment or other threatening behavior by a child and/or the child’s parent or other family member toward children, staff or other individuals in our facility.
- Failure to provide diapers.
- Failure to provided required paperwork as stated above

HEALTH EXAMINATION / MEDICAL RECORD

A health examination, including immunizations, is required for each child. The Health Medical Form must be completed by your child's physician within one (1) month of enrollment. The family must provide updated immunization records immediately after an immunization has been given.

SUPPLIES

Each child will need to bring the following items the first day he/she attends.

- Backpack for your child's belongings (labeled with their name)
- A full change of clothes
- Bag of unopened diapers or pull-ups (if needed)
- Diaper ointment (if needed)
- Blanket and/or small pillow (optional)
- Photo collage (optional)

A labeled water bottle for your child(ren) is required daily.

All bedding must be taken home on Friday to be washed and returned. Each child must have two (2) complete changes of clothing including socks, underwear, jeans, shirt, or dress. This allows us to change your child's clothing if it becomes wet or dirty. It is your responsibility to send another change of clothing with your child the next day when soiled or wet clothing goes home or as seasons/temperatures change.

Please label supplies brought to the center with your child's name.

*You must send additional or replacement items when notified by your child's teacher. Repeated failure to bring in necessary items will result in your child not being allowed to attend childcare until the requested items are received.

SIGN IN / SIGN OUT

Parents are required to sign their child(ren) in and out daily. Please use complete names on the classroom log sheets. Parents are responsible for notifying their child's teacher upon arrival and departure. Children must be accompanied by (in sight of) their parents or responsible caregiver when entering or leaving the childcare area or building. Please do not permit your child to run ahead of you and out of sight.

We will release children only to those individuals authorized on the Enrollment Form or by a signed, written statement given by the parent in person to a Magnolia Kids Academy staff member. Authorizations by phone, or delivered by persons other than the parents are NOT acceptable. Individuals listed in your child's file may be asked for photograph identification to confirm their identity. Under NO circumstances will children be released without these conditions being met.

ABSENCES

Please email or call and leave a message for your child's teacher whenever your child is going to be absent. If you know about an absence a day or two in advance, please let your child's teacher know. Failure to notify the center of an absence lasting more than 5 days will forfeit classroom placement and require re-enrollment including registration fees.

TUITION AND REGISTRATION

Tuition is due and payable on or before Monday of each week. This means that tuition is due in advance of services rendered. The full weekly tuition is due each week including those weeks with holidays or days the child is absent. Tuition must be determined and fee agreement signed prior to attendance. Fees are non-refundable. Written notice of withdrawal from childcare must be given two (2) weeks in advance. A thirty (30) day notice of changes in tuition will be given.

Magnolia Kids Academy Tuition Chart

	Full Time	Monday/Wednesday/Friday	Tuesday/Thursday
One's	\$240 weekly	\$150 weekly	\$100 weekly
Two's	\$235 weekly	\$147 weekly	\$98 weekly
Three's	\$230 weekly	\$145 weekly	\$96 weekly
Four/Five's	\$225 weekly	\$143 weekly	\$94 weekly

REGISTRATION FEE

There is a separate registration fee of \$50.00 per child per year. This fee is due upon enrollment and during registration each August. (Maximum of \$70.00 per family)

Only refundable if the school does not have an opening for your child.

LATE FEES

A late fee will be charged if you, or your designated caregiver, do not pick up your child by 5:30 p.m. This fee is \$1.00 for every minute past 5:35 p.m.. Consistent late pick-ups may result in termination of services. Late fees are due immediately following the day after a late pick up.

Magnolia Kids Academy Tuition Policy and Fee Agreement

1. Childcare tuition, including co-payments on funded programs, is due on Monday of each week by 5:30 p.m. There is a \$5.00 late payment fee per child per day if payment is not received by Tuesday 7:00 a.m. of that week. If the tuition is not paid in full by noon on Friday of that week, the child will not be allowed to return to Magnolia Kids Academy. Late payment fee applies to all families.
2. The full weekly tuition is due each week including those weeks with holidays or days the child is absent. Tuition is based on the amount of services/days scheduled.
3. The weekly tuition may be waived for one (1) vacation week per program year (September 1 through August 31). A vacation week must be a full Monday through Friday week when the child does not attend. The child must attend for (3) months before a vacation week may be taken. Written notice must be given one (1) week in advance.
4. Tuition must be determined and the fee agreement signed prior to attendance. Fees are not refundable. Written notice of withdrawal from Childcare must be given two (2) weeks in advance. Thirty (30) days notice of changes in tuition will be given.
5. Tuition benefits provided to employees will become ineffective immediately on the date an employee is no longer employed at our facility.
6. Late pick-up fees are charged at the rate of \$1.00 per minute after 5:35pm. Late pick-up fees are due immediately. Frequent late pick-up may result in a suspension or termination of service.

DAILY SCHEDULE

Magnolia Kids Academy is open from 7:00 a.m. – 5:30 p.m., Monday through Friday.

Each classroom has a daily schedule and prepares daily lesson plans, so we require that all children be in their classrooms NO LATER THAN 10:00 a.m. In the event that your child will be arriving after 10:00 a.m. due to a doctor's appointment, you must bring a doctor's note/statement. Children will not be admitted after 12:00 p.m. with or without a doctor's note/statement.

Children and parents may experience separation anxiety when a child begins a new program. It is our practice to have a set routine for your daily departure. Please speak with your child's teacher to develop a plan that you and your child will be happy with.

Meal and Snack schedules are as follows:

Breakfast.....7:00 a.m. – 7:30 a.m.

Morning Snack.....9:30 a.m. – 9:45 a.m.

Lunch.....12:00 p.m. – 12:30 p.m.

Afternoon Snack.....2:45 p.m. – 3:00 p.m.

Meal menus are available in each individual classroom.

Times may slightly vary from classroom to classroom, please check with your child's teacher for meal and snack schedule variations.

Naptime is scheduled between 12:00 p.m. and 2:30 p.m. for all age groups.

NUTRITION

Magnolia Kids Academy provides Breakfast, Morning snack and Afternoon snack daily. Parents are required to send a packed lunch with their child daily. This lunch must include all nutritional components. Staff are not able to prep, or change the temperature of any food. On the occasion that a classroom celebrates a birthday or celebrates any other holiday where parents bring in food, the food must be store bought and individually wrapped. **Please no peanuts!!** Please ask your classroom teacher of any other allergies that exist in your child's room.

NAPTIME

Children who are of age twelve months to five years of age will be provided a safe and clean cot for nap time that is off the floor (not touching the floor). Each child will have an opportunity to nap, for those that choose not to nap, we will provide a quiet activity that will not disrupt the other children's naptime.

PARENT INVOLVEMENT

Magnolia Kids Academy has adopted an "Open Door Policy" for all parents/guardians of children served with the purpose of encouraging open communication, feedback and discussion about any matter of importance with each parent/guardian regarding their child(ren) at any time. If you have a concern regarding any area of Magnolia Kids Academy you have the responsibility to address your concern with the appropriate staff.

Whether you have a concern, a complaint, a suggestion or an observation, the Magnolia Kids Academy Director and staff members want to hear from you. By listening to you, Magnolia Kids Academy is able to improve, address concerns and foster understanding of the rationale for practices, processes, and decisions. By helping to solve your concerns or addressing your suggestions, Magnolia Kids Academy will directly benefit by gaining valuable insight into possible issues with existing methods, procedures, and approaches. While there may not be an easy answer or solution to every concern, you have the opportunity at all times, through our open door policy, to be heard.

We value your feedback and the relationships we develop with all of our families at Magnolia Kids Academy.

GUIDANCE AND DISCIPLINE POLICY

We want Magnolia Kids Academy to be a safe environment for all children. Indecent language and physical aggressiveness cannot be tolerated. Magnolia Kids Academy will use redirection and utilize time for calming down when a situation with a child arises. We will never use physical punishment to discipline a child.

In the event that a child is repeatedly not responding to our redirecting efforts, that child may be asked to leave Magnolia Kids Academy.

A child may be dismissed from the center for injurious behavior that persists over time and causes a safety concern to the children and/or staff. Unfortunately, it is necessary to exclude children for disciplinary reasons when their actions become uncontrollable and persist over time.

While our staff makes every effort to reduce, redirect and manage behavior through a variety of methods, we cannot provide one-on-one care when a situation requires it.

Disciplinary incidents may include the following:

- 1) Physical Aggression, which includes hitting, kicking, biting and throwing classroom items at staff or children.
- 2) Willful destruction of property including tearing, breaking, or throwing items.
- 3) Defiant/disrespectful behaviors including spitting on/at staff/children or running from teachers.
- 4) Other inappropriate behaviors as determined by staff.

Disciplinary incidents must be frequent and persistent to warrant the following actions: (parent will not be called unless behavior cannot be controlled)

- First Incident: parent is called to pick up child
- Second Incident: parent is called to pick up child and child may not return the following day
- Third Incident: parent is called to pick up child and child may not return for one week (may use vacation week if available but parent responsible for tuition if not available)
- Fourth Incident: Child is dismissed from center (requests for re-enrollment are handled on a case-by-case basis)

CONFERENCES

Parents are encouraged to contact their child's teacher or the Magnolia Kids Academy Director to discuss concerns or questions about their child, child-rearing practices, or our childcare program. We will schedule a conference with you at a time that is as convenient as possible to parents and staff members. Your child's teacher will request a parent-teacher conference twice a year to discuss goals and progress towards previously set goals for your child.

DONATIONS

We greatly appreciate your donations. If you or an organization you know would like to make a donation to Magnolia Kids Academy, please contact the Magnolia Kids Academy Administrator.

We are always in need of the following items:

Toys	Small Blankets	Puzzles
Bibs	Books	Clear Contact Paper
Clothes for extra clothes bin	Paint	Batteries: C, D, and AA
Games	Smocks	Towels
Washcloths	Crib Sheets (portable crib size)	Paper – any size, any color

CONFIDENTIALITY OF RECORDS

Magnolia Kids Academy strives to maintain the confidentiality of all children and their families. Our staff members receive training in confidentiality as new employees and review the confidentiality policy annually. To assure confidentiality for all children served, we request that you not ask specific questions regarding other children or families.

INCLEMENT WEATHER AND EMERGENCY CLOSURES

In the event the center needs to close or delay due to inclement weather you will be notified via email and a note/alert will be sent out on via Bright wheel.

EVACUATION PROCEDURES and ALTERNATE SHELTER

Magnolia Kids Academy conducts monthly fire drills. Listed in each classroom is the approved route for exiting the building during a fire drill. Magnolia Kids Academy conducts monthly tornado drills during the months that are designated by the State of Kentucky as “tornado season” which falls between April and July of each year.

In the event that we need to evacuate our alternative shelter is at the city works building located between our playground and Friendship Park.

URGENT MEDICAL CARE

In the event that a child in Magnolia Kids Academy has an injury that will require immediate medical attention beyond the basic first aid that can be applied by the staff, our staff will call 911 immediately for further assistance. A phone call will be made to the parent(s) of the child after the call to 911 has been made. All Magnolia Kids Academy Staff Members have been trained in basic First Aid and CPR.

CLOTHING AND OUTDOOR PLAY

Magnolia Kids Academy provides an active, physically challenging day for all children. Activities may include outdoor play, painting, playing with clay, etc. To ensure that your child may participate in all activities, we encourage you to dress your child in clothing that is durable and washable. We will make every attempt to protect your child’s clothing but we cannot be responsible for normal wear and tear.

During cold weather periods, please prepare your child for outdoor play with hats, mittens, boots, coats, etc.

Children will play outside each day unless a weather emergency exists so please dress them accordingly. If the temperature (including wind chill) is lower than 32°F, children will not be taken outdoors for play.

During extremely hot weather, outdoor play periods will be scheduled earlier in the day and may be shortened. Sun block may be applied to your child’s skin when you provide a written request and a container of sun block.

SIGNIFICANT OCCURRENCES OR CONCERNS

You will be notified of any significant occurrence or problem, which may affect your child, including exposure to contagious diseases (such as chicken pox), accidents/injuries or health concerns.

ILLNESS

Magnolia Kids Academy is not legally responsible for any child's illness and/or any financial responsibility accrued due to an illness. Our goal is to maintain a healthy and safe environment for all children and adults at Magnolia Kids Academy. We request that any child exhibiting the following symptoms during the 24 hour period prior to attendance at Magnolia Kids Academy should be kept at home until symptom free for 24 hours.

If a child becomes ill or has a condition that warrants attention from a medical professional, the parent, legal guardian, or a person authorized by the parent on the child's "Enrollment Form" shall be notified immediately when the condition requires exclusion from the facility. It is the sole responsibility of the parent/legal guardian to pick up the child as quickly as possible.

If parents or designated emergency caregivers cannot be reached and the child's symptoms are deemed severe, the child's physician, program supervising physician and/or our local EMT service will be called for consultation.

Exclusion is necessary when:

- a) The illness prevents the child from participating comfortably in the program activities;
- b) The illness results in a greater care need than the childcare staff can provide without compromising the health and safety of the staff and other children;
- c) One-on-one care is needed;
- d) The child has any of the following conditions:
 - Fever of 101°F or higher: Children will be excluded from our facility who exhibit a temperature of 101°F or higher. (100°F or higher during flu season which can change annually. Please see the director for specific dates of our current flu season)
 - Runny nose: Children will be excluded from our facility if they exhibit symptoms of a habitual runny nose with discharge that is yellow or green in color and not allergy related.
 - Cough: Children will be excluded from our facility for a cough that is not allergy related and is accompanied with a discharge or phlegm that is yellow or green in color. In some cases, a physician's written clearance is required to be readmitted into our facility.
 - Rashes: Children with a rash will be excluded from our facility until a health care provider determines that the symptoms do not indicate a communicable disease. A rash accompanied by either fever, diarrhea, and/or vomiting will require immediate exclusion. (Exception: diaper rash, heat rash, or rash due to poison ivy)
 - Diarrhea: After three (3) diarrhea stools (loose, watery bowel movements) children will be excluded from our facility for a minimum of 24 hours and until symptom free. A single occurrence of diarrhea when accompanied by either vomiting and/or fever will result in immediate exclusion from our facility.
 - Vomiting: Children will be excluded from our facility after two (2) or more episodes of vomiting. Children may be readmitted after 24 hours of being symptom free, or in some cases until a health care provider determines the illness to be non-communicable. Any single occurrence of the combination of vomiting, diarrhea, and/or temperature of 100°F or higher will result in immediate exclusion from our facility.
 - Conjunctivitis (pink eye): Children will be excluded from our facility that have an infected eye (excess dried buildup of discharge) or an eye with an active discharge. Children will be excluded from our facility until the child has been medically treated for 24 hours. Returning children will need a physician's written clearance stating that the child may be readmitted into our facility.
 - Strep Throat: Children who have been diagnosed with "Strep Throat" by a physician will be excluded from our facility until 24 hours after treatment has started and the child temperature is below 100°F.
 - Head Lice: Children who have been diagnosed with "Head Lice" by a trained professional will be excluded from our facility. Children may return after treatment has been initiated and an examination is completed to ensure that the child does not exhibit symptoms of head lice.
 - Chicken Pox: Children who have been diagnosed with "Chicken Pox" will be excluded from our facility. Returning children will need a physician's written clearance stating that the child may be readmitted into our facility.
 - Ringworm: Children who have been diagnosed with "Ringworm" can attend our facility (see below for more information). Children who have been diagnosed with "Ringworm" of the scalp will be excluded from our facility. Returning children will need a physician's written clearance stating that the child may be readmitted into our facility. Children with ringworm located on their body may attend our facility if:
 - a. The ringworm remains covered at all times while in our facility.
 - b. Treatment with an antifungal (over the counter is acceptable) solution has been initiated. If the child's condition does not improve, you may be required to produce a physician's written clearance stating that the child may attend our facility .

HANDWASHING

In order to create a safe and healthy environment, we ask that all children and parents wash their hands as they enter the building. Each child will wash his/her hands between all transitions from one activity to the next and before and after breakfast, lunch and snacks.

DIAPERING / TOILET TRAINING

Children that require diaper changing will have their diaper changed every two hours or on an as needed basis if it more frequently than every two hours. Toilet training will be offered for each child with each parent's knowledge and consent.

No child will be forced to use the toilet, and proper toilet training techniques will be used when the child is ready for toilet training.

MEDICATION POLICY

Due to the responsibility placed upon our staff for administering medication, you must comply with the following guidelines for prescription and over the counter medications.

1. Administering medication to a child is the primary responsibility of their parent/guardian, and should be given before and/or after a child attends our facility if possible. If a child's medication is required to be given while the child is in attendance in our facility, childcare staff will assist you only after the "Waiver and Release of Liability for Administration of Medication" form has been signed by a parent/guardian. Our staff members do not accept responsibility of administering missed or late home doses of medicine. No medication will be administered after 4:00 p.m. unless otherwise discussed with the director of Magnolia Kids Academy

2. All medication must be immediately brought to a member of our childcare staff when your child arrives to our facility. DO NOT leave medication in your child's cubby, backpack, or any other unattended location.

3. PRESCRIPTION MEDICATION will only be given when all of the following conditions are met:

- a) Magnolia Kids Academy has received the "Waiver and Release of Liability for Administration of Medication" form completed and signed by the child's parent/guardian.
- b) Magnolia Kids Academy has received an order to give medication that includes the child's name, dosage, an administration schedule, and is signed by the child's physician.
- c) The child's medication is in the original container from the pharmacy with a copy of the physician's order or the over-the-counter original container.
- d) Only 30 days worth of medication can be stored in our facility at one time. e. If your child's medication, dosage, or administration schedule changes, you must complete a new request form, which is available from the director of Magnolia Kids Academy

4. NON-PRESCRIPTION MEDICATION

- a) Nonprescription medications follow the same guidelines as prescription medications stated above with the exception of a physician's signatures.

5. DO NOT:

- a) Do not send medication with your child in boxes, baggies or envelopes. We will not give any medication that is not in the original container and labeled. You must give your child's medication to a Children's Learning Center by Goodwill staff member.

- b) Do not send or bring any medication unless there is a completed request and a physician's order. This includes but not limited to: Tylenol, cough drops, nose sprays, cold medication, skin creams, sore throat gum, drops and sprays.

6. SPECIAL SITUATIONS

- a) Inhaled medications will be treated as other prescription medication.
- b) Injectable medications will be treated as other prescription medications. At least one single dose must remain at the center at all times for injectable medications required for allergic reactions.
- c) Original physician's orders may be kept at home, however a copy of the physician's orders are required at Magnolia Kids Academy
- d) Magnolia Kids Academy accepts no responsibility for accidental or unexplained "self-medication" by a child.
- e) Parents are responsible for providing medication when our supply expires.

HOLIDAYS

Magnolia Kids Academy will be closed on New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day.

Our program also closes for the last 2 days of July for staff training days.

Holidays that fall on Saturday are observed on the preceding Friday; holidays that fall on Sunday are observed on the following Monday.

The regular weekly fee applies to the week that includes holidays and staff training days.

VACATION REQUEST

The weekly tuition may be waived for one (1) vacation week per program year (August 1 – July 31). A vacation week consists of Monday through Friday when the child does not attend.

The child must attend for three (3) months before a vacation week may be taken. Written notice must be given one (1) week in advance for vacation credit.

Please see The Magnolia Kids Academy Administrator, The Magnolia Kids Academy Director, or your child's teacher for a vacation request form.

DAILY REPORTS

Daily reports will be sent via a parent communication app Brightwheel. Upon enrollment we will add your child to Brightwheel and reports will be sent daily through email.

INCLUSION

Magnolia Kids Academy will include children of all varying ability levels in all appropriate activities in each classroom. We feel all children can learn and grow in our environment.

Image of the Child

- Children are seen as strong, rich, powerful and capable.
- This is seen in our rich fully developed investigations which are drawn from the interests of the children.
- Children make thinking visible to us in many ways including, words, drawing, numbers, dance, painting, building, sculptures, shadow and light play, collage, drama, music and storytelling. Children use many kinds of materials to discover and express what they know, understand and wonder about. This is evident in their work in their portfolios and in our documentation. Their expression is evident in the work throughout the school.
- Children are seen as capable as they learn for example, when they are a toddler they learn to scrape their own plates after lunch, tidy up their spot at snack times and help their friends to pour their own milk at lunch and snack times in preschool.
- Children are respectfully treated in their growth and development, for example children who outgrow sleep times are able to enjoy an afternoon of play with other children, as toddlers become more capable they are given a “big glass” to drink their milk from, when children are ready for toilet training they can be encouraged and supported, children take care of their own clothing in their cubbies, they also learn to take care of their own toileting needs as they grow at Magnolia Kids Academy, they are encouraged to greet the teachers and other children every day, we listen to each other in our meeting times and finally our children feel comfortable at Magnolia Kids Academy knowing that the adults they interact with care and respect them. Their well-being is our most important work.

PARKING

Our parking lot is available for drop off and pick up only. All families must park in designated areas only. Parking is NOT permitted in the unmarked space by the entrance of the building, as this is a fire lane and must remain clear at all times.

REPORTING SUSPECTED CHILD ABUSE

Magnolia Kids Academy is required by law to report suspected child abuse to “Child Protective Services.” This requirement includes but is not limited to reporting abuse and neglect of a child.

PROHIBITED ITEMS

The following are NOT permitted in the building at any time:

- Firearms/Weapons
- Smoking/Tobacco
- Alcohol
- Illegal Substances

RELEASE OF CHILDREN

Children will be released to only authorized individuals with a photo identification, who are able to provide safe travel including but not limited to a functional car seat, seat belt, etc. Parents/guardians who may appear to be “under the influence” will be asked to seek other transportation for the safety of their child(ren). If an authorized person that the staff suspect to be intoxicated or impaired insists on removing a child from the center, the staff will immediately report the incident to the local police department.

PETS

Only service animals are allowed on our property. According to state regulations, classrooms may be allowed to house insects and/or small animals in an enclosed aquarium type structure.

ENROLLMENT CONTRACT

It is my/our desire to have my/our child/children enrolled in the Childcare program at **Magnolia Kids Academy**.

I/we have received a copy of the **Magnolia Kids Academy** parent handbook. I/we have read, understand and agree to abide by the policies contained therein. I/we further understand that if the policies outlined in this handbook were not adhered to, it would be sufficient cause for the removal of the child/children from the childcare program.

I/we also agree to give a minimum of two weeks written notice (ten full child care days) of my/our intent to withdraw my/our child/children from the daycare program. If two weeks notice is not given, I/we agree to make full tuition payment for the final two weeks. Unpaid vacation/sick days cannot be applied to the final two-week period.

Please **initial** next to each item. We want to be sure you **understand and agree** to these policies.

_____ I/we understand that I/we must provide a completed medical form to the daycare.

_____ I/we understand the daycare fees are _____.

_____ I/we understand daycare payment is due Monday. Late fees are \$5.00 per day.

_____ I/we understand the late pickup/early drop off fee is \$1.00 per minute.

_____ I/we understand the pick up policy for other than parental pick up.

_____ I/we understand the illness policy.

_____ I/we understand the meal policy.

_____ I/we understand the behavior policy and I/we have read and shared the centers rules with my/our child/children.

_____ I/we understand the returned check policy.

_____ I/we understand that I/we will make all payments during the first two months of child care as none of the 5 non payment days may be used during this time.

Magnolia Kids Academy Director

Parent

Date