

The Learning Center



In Partnership with
Wright City School District,
Afterschool Network, and
21st Century Learning Centers

PARENT/ STUDENT HANDBOOK

The Learning Center

WELCOME

Welcome to The Learning Center. You have chosen a program that is striving to become accredited by Missouri Accreditation. We are, also, a licensed childcare facility with the state of Missouri. We are pleased to be able to serve you and your student. We use this handbook to help you get to know our program and to inform you about many of the policies that we consider most important. If you have any questions or concerns as a result of reading this handbook, please direct them to the directors of the program.

OUR HOURS OF OPERATION

The program will operate before and after school, 6:00 am until the start of school, and then after school until 6:00 pm. The elementary sites will house the morning program. We are available at the school Monday through Friday. On "no school" days, our program will be available off campus, with an additional charge.

OUR MISSION

We are committed to providing a safe and nurturing environment in which students become creative lifelong learners, as well as responsible and productive members of society. The knowledgeable and caring staff will provide an atmosphere, which encourages all students to grow and develop emotionally, socially, physically and academically.

OUR PHILOSOPHY

The business philosophy of The Learning center is to create a lasting relationship not only with parents and students, but also the school family and the community.

The Learning Center believes that students need an opportunity to explore and experience a variety of activities to become active learners. Students will be free to select materials and activities that are designed by knowledgeable and skilled teachers within an environment that encourages discovery and problem solving. Each student will be viewed as a unique individual and experiences will be planned to meet each child's needs. We believe students have different learning styles and strive to accommodate them.

OUR GOALS

- ❖ To create strong working relationships with families, communicating the value of the student's work.
- ❖ To provide students with the opportunity to make rewarding choices.
- ❖ To foster positive self-identity in all students.
- ❖ To facilitate the development of social skills and knowledge through cooperative play.
- ❖ To respect and respond to cultural diversity.
- ❖ To encourage students to think, reason, question and experiment (as used in mathematics, science and social studies) through engagement with the environment.
- ❖ To encourage language (speaking and listening) and literacy development (emerging reading and writing awareness and skills) through engagement with the environment.
- ❖ To enhance physical well being by encouraging and demonstrating sound health, safety and nutritional practices.

OUR PROGRAM

Our intention is to provide a developmentally appropriate experience for your student. We have a curriculum that recognizes the equal importance and critical interrelationships of social, emotional, intellectual, and physical growth. We will be enhancing the student's school learning programs, and give helpful assistance to those needing more direct direction.

TUITION

Tuition is due every Monday for the week in attendance. Tuition will be paid through an automatic payment system. In the circumstance in which this is not possible, a check will be deposited in the mailbox at each site. Tuition will be on a sliding scale according to income. Fee schedule is available at all sites and by phone.

If payment has not been received for two weeks, dismissal from the program will be effective immediately. If re-enrollment is desired, the child's account must be current and any fee paid. Re-enrollment is not a guarantee. Tuition is subject to change in order to continue to provide exceptional services.

YEAR-END BALANCES

Year-End Balance: We require all accounts to be current on the last day of the regular school year.

PUBLIC SCHOOL CLOSINGS

Public School Closings will be an additional \$15.00 a day for school age children. We reserve the right to limit the children in attendance on these days to stay within the state guidelines.

EMRGENCY SCHOOL CLOSINGS

Emergency School closings will be an additional \$15.00 a day for school-age children. Early release days will result in an additional \$10.00 a day for school-age children. We reserve the right to limit the children in attendance on these days to stay within the state guidelines.

RETURNED CHECK FEES

Returned check fees will be \$35.00. Excessive (three or more) returned checks can result into a cash or cashier's check policy. Returned checks must be paid immediately. Accounts must remain current or dismissal from the program is a possibility.

HOLIDAYS

Holidays: Full tuition is due for weeks with holidays. Holidays falling on Saturdays will result in the center being closed on the Friday before and holidays falling on Sunday will result in the center being closed on the Monday after. Holidays observed are:

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|---------------------|--------------------|-----------------------------|
| * New Year's Day | * Memorial Day | * Independence Day |
| * Labor Day | * Thanksgiving Day | * Friday after Thanksgiving |
| * Christmas Eve Day | * Christmas Day | * Day after Christmas |

COMPLAINT PROCEDURE

The staff and administration at The Learning Center appreciate hearing your positive and negative feedback. If you have a complaint about our program, you can talk with that person directly or talk the director. We ask however, that these discussions do not disrupt or take attention away from the students in attendance.

If you are still dissatisfied with the way a problem has been handled, you should direct your complaints, in writing, to Magical Adventures Learning Center.

We understand you may not always agree with our program's policies, but you acknowledge that you have read this Parent Handbook and understand and agree to our policies. No one, including family physicians, can change any of our program policies, unless it is of a medical nature.

Occasionally our staff will have questions or concerns and wish to communicate with parents or school representatives. Sometimes parents or guardians will have similar questions or concerns. Should these arise we will try to arrange a conference to best address each students needs.

CONFIDENTIALITY

Some of the information shared between families, teachers, and administrators are of a personal and private nature. We will share this information only with those employees and professionals who we believe have a "need to know." We will not share this information with other parents, employees who do not have direct contact with the student or others who have no professional need to have such information.

AGGRESSION POLICY

We have the following policy regarding all forms of aggression manifested by students:

If your student is involved in an incident, or other form of serious aggression, we will:

1. Comfort the victim.
2. Remind the aggressor that their behavior is unacceptable.
3. Notify the victim's parents and recommend action taken at home
4. Notify the aggressor's parents.
5. Alert all regularly scheduled staff that such an incident has occurred.

If the behavior persists and we can find no effective way to reduce or eliminate this form of aggression we will:

1. Require a conference with the parent(s) of the aggressor.
2. Recommend conferences with the parent(s) of the victim.
3. Consult with mental health professionals if necessary.
4. Consider the environment's impact on the situation.
5. Consider alternative responses to problematic behavior.
6. Consider recommending some form of outside consultation.

Parents should be aware that we will only consider involuntary disenrollment of a child if one or more of the following conditions are present:

On the recommendation of two mental health professionals of our choosing.

If parents/legal guardians fail to attend scheduled conferences and/or are resistant to implementing suggestions that have been made by the teacher and/or director.

DISENROLLMENT POLICY

Termination of a child in the program will be at the discretion of the program administrators. Every aspect to work with a student and the parent/legal guardian to rectify any issues will have been exhausted before termination within the program. Some reasons for termination may include, but not limited to; lack of cooperation by the parent/legal guardian, late payments of tuition and/or fees, student's inability to adapt to the program, excessive discipline problems, etc.

DISCIPLINE POLICY

The goal of discipline is to maintain a safe and fair environment that encourages growth and development of the student's self-esteem. This type of environment encourages the building of interpersonal competence and fosters self-discipline.

1. Rules shall be clear, understandable to the student, explained before and at the time of disciplinary action, and consistently applied.
2. Discipline shall include positive guidance, redirection, modeling of constructive handling of feelings and the resolution of interpersonal conflict, setting of clear cut limits, and use of logical non-punitive consequences.
3. Discipline may include non-punitive restraint to insure safety and to prevent destruction of property. It may include brief, supervised separation from the group and withdrawal of special privileges.

Please note, we do not allow parents to physically discipline their students within our program housing.

POLICIES AND PROCEDURES FOR REPORTING CHILD ABUSE OR NEGLECT

The staff in our program is steadfastly committed to protecting the students and helping them to grow. It is our legal obligation to report unusual physical marks or inexplicable behavior to the Department of Children, Youth, and Families. It is not our responsibility or intention to offer interpretation or explanation of our observations.

1. Staff members will be familiar with the signs of abuse/neglect as given in the description provided by the Department of Children, Youth, and Families.
2. As required by Missouri Law (the Children's Code), staff members will report any known or suspected cases of child abuse or neglect.
3. Any of the following information may be requested:
 - a. Child's name, address and age
 - b. Location
 - c. Nature and extent of injuries and previous injuries
 - d. The name and address of the parent or caretaker of the child
 - e. The name of the person we suspect is abusing or neglecting
 - f. Why we suspect the child is being abused or neglected
4. The above report may be made by telephone, in person, or in writing to the local Social Services Division office. The children's abuse hotline number is:

1-800-392-3738

5. Other state agencies to which reports may be made are:

Juvenile Probation Office

Local District Attorney's Office

6. Failure of educators to report is a misdemeanor. Missouri law establishes immunity for any person reporting in good faith. State law assures confidentiality of reports and reporting persons. The law provides that an anonymous report may be made and the case will be investigated.

ARRIVAL AND DEPARTURE POLICIES

Arrival policy states that the parent/legal guardian must sign in or out daily, escorting them from district property.

No child will be released by a staff member to a parent/guardian who appears to be under the influence of drugs or alcohol.

Authorized Pick-Up: Names of all adults authorized to pick up a child must be on file with our administrators. A picture ID must be presented to the staff member before any child will be allowed to leave.

VACATIONS

Vacation policy: Each child is entitled to receive one week of vacation a year after being enrolled for six months. Tuition for the vacation week will be at a rate of 50% which will be pre-paid. Two weeks notice in writing is required for any student going on vacation. Vacation days must be days that are consecutive. Single days not in attendance will result in full tuition payments.

SICK DAYS

Sick Days: Full tuition is charged for students that are sick. If the child will be out for an extended period of time (longer than one week), tuition may be paid at a rate of 50%.

ABSENTEEISM

Absenteeism: If the child will be absent for the day, a call by 2:00 pm to a Learning Center contact will be required. There will be no reduced fee for absenteeism. If the child is absent for an entire week without notification, it will be assumed the child no longer will be attending our program. If re-enrollment is desired, the account must be current.

HEALTH EVALUATIONS

In order to comply with accreditation requirements, we must obtain complete health evaluations (physicals) for each student attending The Learning Center. This health evaluation must be done by an approved health care resource, i.e., child's pediatrician or primary physician (cannot be a parent physician). If your child has had a complete health evaluation done within the past six months, you may bring a copy of this for his/her file.

ILLNESS

We are a program that cares for well students. While we know how inconvenient it can be for a parent to have to stay at home with a sick child instead of being at work or school, we have a responsibility to all the students and their parents. Consequently, our policies will be reflected by the Wright City District policies.

A child will not be admitted and/or parents will be notified immediately when a child has a sign or symptom requiring exclusion from the center if:

- ❖ The illness prevents the child from participating comfortably in activities.
- ❖ The illness results in more care than staff can provide without compromising the health and safety of the other children or;
- ❖ The child has any of the following conditions:
 1. A temperature of 100.5 degrees or more accompanied by a behavior change; child may return to the program 24 hours after fever has broken or a physician has determined that there are no other signs of illness.
 2. Signs and symptoms of illness such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or loss of appetite.
 3. Uncontrolled diarrhea or change in bowel movement pattern; child may return 24 hours after diarrhea has ceased.
 4. Upset stomach or vomiting; child may return 24 hours after vomiting has ceased.
 5. Mouth sores with drooling; child may return when a physician determines the condition is non-infectious.
 6. Rash with fever or behavior changes; rash with weepy blistering; and or rash with change in breathing pattern. Child may return when physician has determined that the symptoms do not indicate a communicable disease.
 7. Any kind of earache or ear pain.
 8. A stiff neck or severe headache.

9. Purulent conjunctivitis (with white or yellow discharge); child may return 24 hours after treatment starts.
10. Scabies, head lice, or other infestation; child may return 24 hours after treatment has started.
11. Impetigo; child may return 24 hours after treatment has started.
12. Strep throat or other streptococcal infection; child may return 24 hours after initial antibiotic treatment and fever has broken.
13. Chicken pox; child may return after all sores have dried and crusted (between 6-10 days).
14. Pertussis; child may return 5 days after antibiotic treatment.
15. Mumps; child may return 9 days after onset of swelling.
16. Measles or Rubella; child may return 6 days after onset of rash.

Children exhibiting signs of sore throat should be kept at home and checked by a physician.

Children should remain at home for at least 24 hours once an antibiotic has been prescribed and administered.

If your school-age child is not well enough to attend school, he/she is not well enough to be at our program activities.

Parents should make every possible effort to pick up the child upon notification. If we are unable to reach you, your emergency contacts will be called. Be sure those you list as emergency contacts understand their responsibility. Please be sure to update all phone numbers on your contract when changes occur.

MEDICATION

We will not give medication without a prescription or note from the child's doctor. The medication must be brought in its original container, which shall include the name of the child, the dosage, and the hours when the medication is to be given. A doctor's note will be required for us to administer over the counter medications such as Tylenol, Benedryl, Tums, or even throat lozenges. If we do not

have a doctor's note and your child is in need of such medicines, a call will be made for them to be picked up.

In the event a medication is needed for the short time a student is in our care, a Medication Authorization form is available at each site. They must be completely filled out by the parent, signed and dated. The Director will store the medication, administer it as directed and initial and date the dosage given. Remember you must take the medication home at the end of each day. Some children are taking prescription medication on a long-term basis. Prescriptions for these medications must be renewed every 3 months. Authorization for long-term medications must be filled out weekly. We reserve the right to require additional information and/or prescriptions on over-the-counter drugs.

ACCIDENTS

Our staff tries very hard through their arrangement of play and learning environments and through their supervision of students to prevent accidents. Nevertheless there are certain risks and hazards that may arise in the course of your students' activities.

If your child has a minor accident, the adult in charge will administer the proper First Aid treatment and complete an Accident Report, to be signed by a parent/guardian.

If your child has a serious accident we will assess the situation, determine whether to call 911, or call you to pick them up.

INCIDENTS

Occasionally your student may experience or witness an event that leaves no physical signs but may have a considerable psychological impact on him/her. In this you will be notified at pick as if your child had actually sustained a physical injury, however an Accident Report will not be filed.

IMMUNIZATION RECORDS

Medical and Immunization Forms will be required for enrollment. Any changes within these forms must be kept current and on file with the Learning Center.

ALLERGIES

Allergies: a child allergy action plan form must be on file for any child with known allergies. The action plan will list the allergies, potential reactions and supply administrators with the course of action if such a reaction should occur.

Parents/Legal Guardians are responsible for updating the student's information and/or plan of action as often as necessary.

FIELD TRIPS

We require an individual permission slip for each trip. You will be notified at least 48 hours prior to any fieldtrip so please make sure you sign a new permission slip. If for some reason you do not want your student to participate in a particular fieldtrip, or you anticipate driving your child to the field trip on your own, you will need to notify an administrator so that alternate care arrangements can be made.

WITHDRAWAL

To withdraw from Magical Adventures Learning Center, a written notification must be submitted to the Director, two weeks in advance. The family is responsible for the fee from the date of the written letter to exactly two weeks later. If you do not give us two weeks notice, you will be responsible for any tuition due.

LOST AND FOUND

If your child has lost something (ie. Shoes, backpack, coat, etc), please check with the school office. Any left items unidentified will be brought there. If your child has lost something breakable or have value, please check with a staff member.

LICENSING RULES FOR CHILD CARE

A copy of the Licensing Rules for Child Care in Missouri will be available for review upon request.

CONCLUSION

In conclusion, again, welcome to the Learning Center. We hope that this document has been useful to you in getting acquainted with our program. If you have questions or concerns, please share them with us. It is our goal to provide a caring and nurturing environment for your student and family.