



PARENT/CHILD HANDBOOK

Magical Adventures Learning Center

WELCOME

Welcome to Magical Adventures Learning Center, LLC. You have chosen a program that is striving to become accredited by the National Academy for Early Childhood Programs and The Child Welfare League. We are, also, a licensed child care facility with the state of Missouri. We are pleased to be able to serve you and your child(ren). We use this handbook to help you get to know our Center 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 either your child's teacher or to the director.

OUR HOURS OF OPERATION

The child center will be open to children 6 weeks - 14 years of age. Enrollment will be on a first-come first-served basis. We will accept all children on a non-discriminatory basis - that is without regard to race, color, creed or sex.

Our hours of operation will be between 5:00 AM until 7:00 PM Monday through Friday.

OUR MISSION

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

OUR PHILOSOPHY

The business philosophy of Magical Adventures is to create a lasting relationship not only with parents, but more importantly, the children. We believe treating staff fairly and generous, always. Our industry is one of service and we will strive to provide the best service possible.

Magical Adventures Learning Center believes that children need an opportunity to explore and experience a variety of activities; to discover the joy of I am; I can. Children 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 child will be viewed as a unique individual and experiences will be planned to meet each child's needs.

We believe children at Magical Adventures Learning Center learn best through:

- ❖ hands-on activities and play-inside and outside
- ❖ music, movement and fantasy play
- ❖ real life experiences such as field-trips, walks and visitors
- ❖ an environment that offers opportunities and choices that build independence
- ❖ a child-centered environment in which the children have ownership of, and responsibility for, constructive, guiding and trustful interactions with their teachers
- ❖ open-ended questions
- ❖ a safe environment provided by consistency and predictability of routines and boundaries
- ❖ teacher/family collaboration and communication
- ❖ a staff that respects and understands the different ways in which children develop
- ❖ family-style dining, which encourages language, social awareness and fine motor skills
- ❖ teachers who facilitate their engagement, expand their experiences and who challenge and stimulate them

OUR GOALS

- ❖ To support the recruitment and retention of Magical Adventures Learning Center Staff.
- ❖ To create strong working relationships with families, communicating the value of the children's work and the staff's strong commitment to excellent early childhood education practice.
- ❖ To provide children with the opportunity to make rewarding choices.
- ❖ To foster positive self-identity and sense of emotional well-being in children.
- ❖ To facilitate the development of social skills and knowledge through cooperative play.
- ❖ To respect and respond to cultural diversity.
- ❖ To encourage children 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 child. We have a curriculum that recognizes the equal importance and critical interrelationships of social, emotional, intellectual, and physical growth.

Magical Adventures has a learning strategy of "Begin a new adventure... everyday". We will incorporate this into the different age appropriate curriculums for each room. Our curriculum program enhances the knowledge our children will need to know to move up to the local Elementary Schools. These days, children need to be prepared for Kindergarten. They must know their ABC's, numbers, count, write, know colors, and they must have the ability to adjust to a structured setting. With our program, our children will

have the necessary skills to succeed in Elementary School and in their daily life as a whole.

Along side this theme, technology will be introduced through different computer programs and hand held "toys". Leap pad products have proven beneficial for beginning readers and letter decoding. Gears and other Brainiac educational enrichment items have caught our focus and will, also, be utilized to enhance hands-on learning. Understanding that all children learn at different paces and different ways, we will use a variety of "hands on exploration" as well as structured sit down at a table and write methods. There will also be plenty of story time and a large library of books in each room to encourage creativity and imagination.

Since children learn through play, we plan our indoor and outdoor time to encourage constructive play activities. Through play children re-enact experiences, try out different roles, express ideas, develop vocabulary, process information, widen their world view and relate to one another. Since children learn by doing, we provide first-hand experiences as a basis for expanding knowledge about our world. Magical Adventures Learning Center curriculum is designed to enhance children's natural curiosities and to foster a life-long love of learning. It is child-centered, starting with what interests the children and expanded through teacher-directed activities. We believe that adults need to facilitate learning by discussing with the children what they see, hear, smell, taste, touch and feel, helping them to increase understanding. Knowing that children learn from what adults do, we model the behavior we want to encourage. We strive to show understanding and respect for each person and to use words to express needs and feelings. We try to learn from mistakes instead of labeling them as failures. We believe that growth and development happen best in a supportive, safe and orderly environment where rules, limits, expectations and plans are known. We strive to be clear, consistent and firm in these areas. Our staff uses lesson plans that are centered around a focus area. The focus area can be a pre-determined topic, but the teachers should be able to easily change topics if the children are showing an interest in other things. Teachers will use their own judgment in determining the length of time to focus on an area depending on the interest level of the children. Flexibility is crucial for following the interests of the children. If a teacher has planned to focus on, for example, an aspect of weather, but the children have become very excited about sharks; it is the responsibility of the

teacher to adjust the activities accordingly. The value of a learning experience when it comes from the mind of the children themselves is considerably strengthened and is a priority. Our staff believes that young children learn best through a curriculum that begins with an understanding of their play. Children learn through doing - active play rather than passive learning. Children also understand things that are real and concrete rather than abstract. We emphasize the process of learning rather than the product. Our program addresses the needs of the whole child, taking into account all of their developmental needs: physical, motor, social, emotional, language and cognitive. Our program is based on the belief that not all children share the same interests. We allow children to make many choices throughout the day, especially regarding the activities in which they wish to participate. Our goal is to shape the program around the children rather than fitting the children into the program. Our curriculum is integrated throughout the classroom. Our focus areas are introduced through one format (i.e. stories) and then carried into other formats (i.e. art projects, games, songs, discussions, play, etc.)

Play is an activity-oriented medium. Because we know that children learn best through play, we can build upon what children are already engaging in on their own. During play, children need adults to help them verbalize their experiences to find ways to express their ideas and feelings, and support and encourage them while they face new challenges.

LEARNING THROUGH PLAY

Activity areas will be in each classroom with emphasis on sensory motor skills, small muscle development, language and literature, art, music, dramatic play, block play, outdoor fun, mathematics, science, social studies, cooking, and field trips.

Often a parent or visitor to Magical Adventures Learning Center may feel that the children are "just playing." They may question where the learning is occurring. The way children learn best is through play. As the children are examining and exploring all of the different areas, they may acquire some of the following skills:

Language Arts Center:

- Increases vocabulary growth.
- Develops listening skills.
- Develops reading readiness skills.
- Develops oral language skills.
- Encourages an interest in and respect for books.
- Develops an appreciation of good literature.
- Develops imagination.
- Increases attention span.

Science Center:

- Develops observation and discrimination skills.
- Develops respect for the environment.
- Encourages a child's curiosity.
- Facilitates the development of a natural curiosity about living things

Blocks and Building Materials Center:

- Provides practice with social skills.
- Develops gross and fine motor skills.
- Teaches mathematical concepts such as shape, size, balance and counting.
- Increases creativity and decision-making skills.
- Develops visual discrimination skills.
- Provides an opportunity for role-play.

Develops eye-hand coordination.

Increases communication skills and oral vocabulary.

Sociodramatic Play Center:

Provides an opportunity to role-play home, work and life experiences.

Increases social development and communication skills.

Develops small and large muscle coordination.

Develops self-awareness.

Develops visual discrimination skills.

Enhances peer interactions.

Art Center:

Provides opportunities for creativity, imagination and self-expression.

Develops small and large muscle skills.

Develops color, shape and texture concepts.

Provides a release of positive and negative feelings.

Develops reading readiness skills.

Develops pre-writing skills.

Encourages an appreciation for the arts.

Sand and Water Play Center:

Develops sensory awareness.

Develops concepts involving space, measurement and volume.

Increases fine and gross motor skills.

Provides opportunities for problem solving and creative thinking.

Encourages children to think, reason, question and experiment.

Manipulatives and Puzzles Center:

Develops small muscle coordination.

Develops eye-hand coordination.

Increases social development and communication skills.

Fosters imagination.

Teaches mathematical concepts such as shapes, sizes, space relationships and counting.

Provides opportunities for problem solving.

Large Muscle and Outdoor Play Center:

Develops large muscle coordination.

Increases social development and communication skills.

Provides opportunities for sharing.

Provides opportunities for role play.

Fosters safety awareness.

Develops balance and coordination.

Music and Movement Center:

Develops an awareness of different sounds and rhythms.

Develops an appreciation for songs, vocabulary and speech.

Develops body awareness.

Develops large muscles.

TUITION

Tuition is due every Monday for the week in attendance. We have enacted a policy to charge debit or credit cards automatically every Monday for the tuition for the week. Families will fill out the authorization form for the automatic debit every Monday. If payment is denied then there will be a fee of \$10.00 added to the tuition. The automatic debit will be charged every day until payment is accepted. Each day of the card is declined will result in the late fees of \$10.00 each day. 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 registration fees must be 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 December 31st each year. We will not give out year-end statements for taxes until the balance is current.

PUBLIC SCHOOL CLOSINGS

Public School Closings will be an additional \$15.00 a day for school age children and an additional \$10.00 a day for Kindergarten children who spend the entire day at the center due to scheduled school closings. 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 and an additional \$10.00 a day for Kindergarten children who spend the entire day at the center. Early release days will result in an additional \$10.00 a day for school-age children and an additional \$7.00 a day for Kindergarten children. We reserve the right to limit the children in attendance on these day 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.

OUR STAFF

At our Center we have a variety of different staff. Our Teachers are a very stable group usually characterized by having several years of experience. All of our Lead Teachers have earned at least a Bachelor's Degree. It is their role to develop and implement their classroom's curriculum and to supervise and train their Assistant Teachers and student staff. Lead Teachers are usually the best authorities on your child's daily experience. Our Assistant Teachers are strongly encouraged to complete their Child Development Associate credential, a competency-based credential issued by the National Academy of Early Childhood Programs or a degree. Our Assistant Teachers are as competent as our Lead Teachers. It is their function to implement the classroom's curriculum with the Lead Teacher.

We may employ many student staff for work in our classrooms. They usually have had some contact with children and are enthusiastic about working with children as they pursue their course of studies at a local college or University. We hire energetic, intelligent people from diverse backgrounds. We are particularly demanding that they practice good work habits. All of our staff is required to go through a lengthy interview process which includes reference checks and a criminal records check. New and existing staff are required to attend regularly scheduled training classes.

The kitchen staff will prepare tasty and nutritious food that conforms to U.S. Department of Agriculture guidelines and the CACFP. Medical Substitutions are allowed and a monthly menu is posted in every classroom and in the reception area. If you have a question or concern about your child's diet you can speak with the kitchen staff directly or with their teacher.

PARENT/CHILD ORIENTATION

All children enrolled in our infant/toddler programs can follow a transition schedule. All older children can visit at least once with their parents or guardian for a minimum of a one-hour visits before they attend. Orientation Sessions will assist in making a child's entrance to child care easier. The child sees their classroom and meets their teacher/caregiver. This helps the child adjust to the program. A well-planned orientation program will assist the child in making a comfortable adjustment to a new place. The orientation will help the parent/legal guardian to understand the expectations and their responsibilities.

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:

- * 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 Magical Adventures Learning Center appreciate hearing your positive and negative feedback. If you have a complaint about anyone at the Center, 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 children.

If you are still dissatisfied with the way a problem has been handled, you should direct your complaints, in writing, to the owners of the facility.

We understand you may not always agree with our program's policies, but in signing your contract 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 that they wish to communicate with parents. Sometimes parents or guardians will have similar questions or concerns. Should these arise we will try to arrange parent/teacher conferences to best address each child's needs. Parent/teacher conferences are least disruptive to children's care when they are held between 1:30 and 2:30 p.m. Monday through Friday.

CONFIDENTIALITY

Some of the information shared between families, teachers, and administrators is of a personal and private nature. We will share this information only with those employees and professional consultants 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 family or others who have no professional need to have such information.

OBSERVATION

The Magical Adventures Learning Center supports various colleges and universities in its efforts to conduct research, train students, and provide services. As childcare providers, we wish to facilitate research and training in ways that are least disruptive to children's experience in our program. Observers usually meet with the Program Manager prior to entering a classroom. All observers are asked to "log in" at the office and are given a badge identifying them as a "Visitor." They are also asked to fill out an application detailing the nature and purpose of their observation and they're given a set of guidelines. If your child is enrolled in our Center, they will be observed. If an individual child or group of children is singled out for a project or research, you will be asked to sign a separate agreement for this event.

AGGRESSION POLICY

We have the following policy regarding biting and other physical forms of aggression manifested by children:

If your child is involved in a biting 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 medical consultation if the child's skin is broken.
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 parent/teacher conference with the parent(s) of the aggressor.
2. Recommend parent/teacher conferences with the parent(s) of the victim.
3. Consult with mental health professionals.
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:

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

2. 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 center. Every aspect to work with a child 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, child'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 child'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 child, 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 child(ren) while on Magical Adventures Learning Center property.

POLICIES AND PROCEDURES FOR REPORTING CHILD ABUSE OR NEGLECT

The staff at our Center is steadfastly committed to protecting children 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 daily, escort their child/children to the classroom, releasing custody to a staff member.

Departure policy states that the parent/legal guardian must regain custody from a staff member from the child's classroom and sign the child out on a daily basis. No child will be released by the 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 the center. A picture ID must be presented to the staff member before any child will be allowed to leave. The adult must be escorted to the child's classroom by a staff member. Pass codes are only given to the authorized parent/legal guardian.

VISITORS

Visitors will be required to register at the check-in area. And receive permission to be in the building from a designated representative. This request is for the safety of our students and serves to provide minimal disruption in the classrooms. A visitor will be escorted throughout the building.

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 child 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 children 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%. A written note from the doctor must be included.

ABSENTEEISM

Absenteeism: If the child will be absent for the day, a call into the center by 10:00 AM 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 the center. If re-enrollment is desired, the account must be current and re-registration fees will apply.

NAPPING

Napping: will be set in each classroom. If a child does not nap, they will be provided a quiet time. Quiet times may include story-time, listening to relaxing music or playing quiet games. We will provide a crib (for infants) or cots for older children.

PARENT PARTICIPATION

The time you are able to spend in the classroom reading or having lunch with your children is invaluable. We would also encourage parents to join us when we go on fieldtrips or to share your talents or skills in the classroom. Also, we appreciate if you remember us when you are recycling plastic bags, yogurt containers Campbell's soup labels, Box Top for Education and any other items that appear on the wish list of the classrooms.

HEALTH EVALUATIONS

In order to comply with accreditation requirements, we must obtain complete health evaluations (physicals) for each child attending Magical Adventures 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 facility that cares for well children. 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 children and their parents. Consequently, we have developed the following 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 center 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 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 or physician has determined illness is not contagious.
 4. Upset stomach or vomiting; child may return 24 hours after vomiting has ceased or physician has determined that the illness is not contagious.
 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 child is not well enough to be outdoors, he/she is not well enough to be at Magical Adventures Learning Center. If your school-age child is not well enough to attend school, he/she is not well enough to be at the center.

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.

If your child is going to be absent from the center, please telephone the front office so that your child's teacher can be notified.

Note: ANY illness with recurring symptoms, i.e. vomiting, fever, etc. will require a physician's release.

MEDICATION

We will not give medication without a prescription or note from the child's doctor. Parents who are physicians cannot prescribe or immunize their own child. Parents can authorize over the counter drugs such as a Tylenol, Benadryl, hydrocortisone creams, and antibiotic ointments to be administered as needed. 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.

Medication Authorization forms are available in each room. 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.

Missouri State Licensing requires parents to acknowledge daily any sunscreen, diaper cream, or other medications that were given to their child while they were at the child care center.

ACCIDENTS

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

If your child has a minor accident, the adult in charge will administer the proper First Aid treatment and complete an Accident Report. One copy will be attached to the parent bulletin board with your child's name and one will be filed in the Accident Report file. If your child arrives at the center with an injury that happened at home or away from the Center, please inform us or we will be contacting you to inquire. If there are any questions, please do not hesitate to ask.

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

INCIDENTS

Occasionally your child 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 through an Incident Report form as if your child had actually sustained a physical injury.

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 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 the center with the course of action if such a reaction should occur. Parents/Legal Guardians are responsible for updating the child's information and/or plan of action as often as necessary.

WAITING LISTS

It is the responsibility of parents who have children on the waiting list to make sure the administrative offices have current address and phone numbers on file. There are mailings every April and November verifying that you still have a need for childcare. If you do not return these mailings by the specified date, your child will be removed from the waiting list. There will not be any exceptions to this policy.

FIELD TRIPS

When you enroll your child, you sign a permission slip allowing your child to participate in field trips. We do 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 child 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. All fieldtrips have been approved by the Director.

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.

CLOTHING

Clothing and other personal items: Children should dress in comfortable play clothes. The children will work hard at their play. They will get dirty. If the children are dressed in fancy clothes, it prevents them from active participation in the program. An extra set of clothes (marked with child's name) will be required in the event of an accident. A storage locker will be provided for every child enrolled with their names clearly marked. A parent may wish to bring other personal items, such as a hat, toothbrush, sunscreen or special diapering rash medicines. Toys and stuffed animals are not allowed with the exception of show-and-tell or other days the caregiver designates.

INFANT/TODDLER ROOMS

Infant/Toddler Rooms: A parent/legal guardian will be responsible for bringing diapers and ointments with their child's name clearly written on the items. Formula, cereal, and baby food will be the responsibility of the parent/legal guardian and must be in unopened containers. A parent/legal guardian will be responsible for bringing plenty of extra clothes, crib sheets, and blankets.

TOILET TRAINING

Toilet-Training: We will work with each family to determine when the child should be trained and assist the child in the process. We will provide a place to change pull-ups (the requested training material during training), but it will be the parents/ legal guardians responsibility to provide plenty of changes of clothes (marked with he child's name).

LOST AND FOUND

Lost & Found will be located in the check-in area. If your child has lost something (ie. Shoes, backpack, coat, etc), please check in the Lost & Found Box. If your child has lost something breakable or of value, please check with the staff member at the check-in desk. Items which remain unclaimed at the end of the current program will be donated to a charity organization or distributed as appropriate.

CELEBRATIONS

We will have four scheduled parties during the year with parental assistance. These parties include Spring, Summer, Fall and Winter. Teachers are in charge of the classrooms at all times. To volunteer for these parties or make a contribution to their success, please talk to each teacher individually.

Children love to celebrate during birthdays. As of January 1, 2013 we will be changing our birthday procedures. Birthdays will be celebrated at snack time on the second Friday of each month. A sweet snack will be provided by Magical Adventures during our regular snack period. Games and small celebration toys can be provided by parents.

LICENSING RULES FOR CHILD CARE

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

CONCLUSION

In conclusion, again, welcome to the Magical Adventures 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 child and family.