

## *Welcome to Magnolia Blossoms Daycare and Preschool*

Magnolia Blossoms is delighted that you have chosen us for your childcare provider.

We believe all children have special areas of ability in their mental and physical make up. It has been demonstrated that when children do well and are praised for their competence in one area they tend to do better in other areas. It is our goal to find and enhance those special abilities as well as encouraging and motivating overall mental, physical and spiritual development.

This family handbook has been prepared to provide you with information concerning the policies and procedures of our program.

### **Address and Telephone Number Changes**

Please report any change of address or contact information to the office. Changes cannot be made over the phone. Parents must come in to change contact information with the director or a director designee.

### **Admission Information**

Magnolia Blossoms does not discriminate against race, creed, religion, and/or sex. This applies to the hiring of our staff and applications of our students.

Magnolia Blossoms accepts children from six weeks to five years old, if they are not eligible for kindergarten, and before and after school care for up to thirteen years of age. An application of Enrollment must be completed and a copy of the child's updated immunization records on Form 121 must be provided to the Center prior to enrollment.

Each child will be accepted into a specific program. Any change in the assigned program must be approved by the parents and the director.

### **Arrival and Departure Procedures**

The Center opens at 6:00 a.m. and closes at 6:00 p.m. Monday through Friday. (The maximum number of hours a child can be left at the daycare is ten hours a day.) Breakfast is served from 6:00 a.m. until 6:30 a.m. for daycare children only. Breakfast will not be served to children who arrive after 6:30 a.m.

Children must arrive prior to 8:30 a.m. Late arrivals are extremely disruptive to class schedules. If your child has a medical appointment, please notify the director or the child's teacher the day before to inform them your child will be late. Please bring a medical excuse upon arriving.

Preschool hours are 8:15 a.m. – 11:15 a.m. Preschool children are to be brought in to the child's classroom. Please do not leave preschool children in the gym.

If your child will be absent, please call the center prior to 8:30 a.m. to inform the staff.

All children must be signed in and out of the facility by an authorized individual. In the event that the person picking up the child is not known by the staff, a valid Picture ID will be required.

Authorized individual forms can only be changed in house by the director or director designees. **Phone calls will not be accepted to allow a child to be picked up by an unauthorized person. There can be no exceptions.**

Each child must be picked up promptly at the end of his/her program, **this includes after your child has been at the center for 10 hours.** A fee of \$1.00 per minute, per child, per day will be charged for the first offense and \$5.00 per minute, per child, per day for the second offense. After the third offense a report will be made to the Department of Human Resources. After a child has not been picked up for thirty minutes and all efforts have been made to contact the parents and/or all other emergency contacts, the child will be taken to the police department.

### **Behavior Management Policy**

Magnolia Blossoms views discipline as a process of developing appropriate behaviors. We begin our behavior management by providing an interesting learning environment for our students, with plenty of opportunities for the child to choose what they would like to do. A challenging environment that allows experimenting, learning, physical activity, and quiet times prevents boredom and promotes good behavior.

We use indirect techniques such as these:

We give advance warnings: "It's almost time to clean up."

We give choices: "You may paint with the other children or you may read a book in a quiet corner."

We have regular routine: "We always wash our hands before lunch. After lunch is a story time."

We avoid nagging: We tell the child what we expect just once, follow it by asking the child if he/she remembers what we asked, and then offer to help the child do what was asked.

We're consistent: We do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.

We also use **direct** guidance techniques:

We redirect: "Let's go play in another area."

We use affirmative: "We use walking feet indoors" rather than "Don't run!" or "Use your words to tell us you're angry" rather than "Don't hit!"

We get the child's attention by crouching down to his/her level, making eye contact, speaking quietly, and asking the child to repeat the directions.

We acknowledge and validate the child's feelings (because all feelings are ok) and explain a possible alternate action: "You seem angry because he took your toy. It's ok to be angry but it's not ok to hit. Use words to tell him that you want your toy back."

We avoid arguments by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the problem: “You can choose a quiet place to calm down or I can choose one for you.”

If a child is unable to demonstrate self-controlling behavior, a brief “time away” may be given for the child to regain control. Time away occurs only when other measures fail, and is used as an opportunity for the child to re-group and regain self control, not as a punishment.

At Magnolia Blossoms, the discipline goal is educating and redirecting children. It emphasizes cooperation. In contrast, punishment has as its goal hurting, shaming, or scaring children. Punishment is an inappropriate form of discipline and has no place in our center.

Through these disciplinary procedures it is hoped that we can help to encourage independence and self control while promoting the development of a child’s positive self image.

If a child presents behavior that hurts others or themselves and is not responding to redirective strategies, the parent will be called to come and pick the child up. The child must be picked up within one hour or sooner.

In the event such behavior continues and redirective strategies are not working, the child may be dismissed from the program.

## **Medicine**

All Prescribed medications left at the center must be in its’ Original Container labeled with the Prescription Label that includes child’s name and dosage.

All Medications must be signed in.

Medication Log In should be completely filled out by the parent. Any information left off the form will void the permission to give medications.

Medications that state the child is to have three times a day, will only be given once at Daycare. The times that medication is only given will be 11:30 AM and 2:00 PM. UNLESS of an emergency and a conference has been completed.

All Medications will be placed out of reach of children.

No Medications should be left in backpacks, diaper bags, or the child’s cubbie. When Medications are signed in, they are to be given to a staff to be placed in a safe area.

A conference must be completed prior to the child’s first day – If your child has asthma or is allergic to foods, insects, bees, grass, etc. Please call the center to schedule an appointment time that is best for you.

## **Child Abuse and Neglect**

Magnolia Blossoms considers child abuse and neglect very serious matters. We are trained on these issues and are required by law to report any suspicion of child abuse or neglect. Staff members are not permitted to discuss their suspicions with family members or to disclose that a report was made. Strict confidentiality is maintained concerning these reports. Staff members who fail to report suspected abuse or neglect are subject to disciplinary action, including termination, and may also be subject to criminal prosecution.

Primary types of abuse include physical, sexual, psychological, and emotional abuse, dental, medical, educational and physical neglect. Physical abuse includes any type of physical mark, not limited to, burns, bruises, fractures, sprains, belt whelps, cord marks, and other types of lacerations or marks on a child. Child neglect is considered, but not limited to, lack of food, supervision, adequate shelter, appropriate clothing for the weather, and also lack of medical or dental care and attention. Such abuse will immediately be reported to supervisors or authorities and proper measures will be taken for the protection of the child. Reports of suspected child abuse or neglect are made to the Mississippi Department of Human Services (DHS), Child Abuse Hotline at 1-800-222-8000. If you have any questions or concerns about this policy, please contact the Program director.

## **Child Nutrition Information**

Magnolia Blossoms Daycare Program provides its children with breakfast, a morning snack, lunch and an afternoon snack daily. (Preschool children will receive a snack daily.) Weekly menus are posted in advance in the Center and parents may refer to these at any time. If your child has any dietary restrictions due to religious practice or food allergies, please inform the director. A doctor's statement stating what the child can or cannot eat must be provided.

Magnolia Blossoms follows the standards of nutrition set by the United States Department of Agriculture (USDA). Meals and snacks provided through our program are low in sugar, fat and salt and are well balanced to encourage children to try foods from all major food groups.

No outside food is allowed, with the exception of special dietary needs. In the case of an exception, a written statement from a physician is required. Parents are responsible for supplying special foods in case of allergies and shall meet the Office of Healthy School and MSDH Nutrition guidelines. Milk must be served with meals as stated in the State Regulations, unless a written statement from your child's physician is on file.

Parents of infants (not on table food) will provide formula and baby food. However, the baby food brought to the center should not be open. Formula has to be premade and the bottles should be labeled with the child's name. Any formula remaining in a bottle that the infant has been drinking out of will be discarded. Any bottles not used will be sent home with the infant every day. It is recommended that smaller amounts of formula be put in the bottles in order to avoid waste.

## Child to Staff Ratios

At Magnolia Blossoms we believe strongly that the ratio of children to adults directly affect the quality of the early learning experience. Due to this belief we follow the standard listed below:

Infants:	5 children to 1 adult
Toddlers:	9 children to 1 adult
2 year olds:	12 children to 1 adult
3 year olds:	14 children to 1 adult
4 year olds:	16 children to one adult

## Confidentiality Information

The individual dignity of children, families, and staff members will be respected and protected at all times in accordance with state law. Information about children, families and staff members will not be divulged to anyone other than the persons who are authorized to receive such information. This policy extends to both internal and external disclosure.

Staff members are not permitted to give information about another child or family in the program. This includes situations that appear evident. This also includes situations in which your child was involved, such as a biting incident. Please do not put the staff in the position where they violate policy or be subject to disciplinary action by asking for any information about another child. Staff members are also prohibited from discussing confidential information about other staff members. If you have questions or concerns about a staff member you are encouraged to speak with the Program Director.

## Curriculum

### Infants and toddlers:

The curriculum of our infant and toddler programs is based on providing the child with a large variety of activities and experiences to enable him to grow and learn. This Curriculum is developed around themes which provide opportunities for the infants and toddlers to learn. It provides guidance and activities to help the child develop their verbal and social skills, appropriate for this stage of development. Also inclusive are the spiritual, physical, mental and emotional areas which provide a balanced program of early childhood education for the youngest children in our program.

### Preschool Program:

Magnolia Blossoms Preschool program utilizes a Christian curriculum known as “ABEKA” curriculum. The “ABEKA” curriculum is strong in Phonics, Math and Bible. The “ABEKA” curriculum is a stepping stone to prepare a child for success in his/her upcoming elementary school years. Additional to the ABEKA

curriculum, the children are involved in many hands-on activities, center play, outdoor play, and social interaction throughout the day. They enjoy times of “music and movement”, choosing their play/learning center, each activity in its own way giving the children a chance to interact with others, learn how to work through conflict in a positive manner, and to express their own interests and personalities, developing the whole child.

### **Daily Schedule of Activities**

Magnolia Blossoms believes that each infant has his/her own schedule. Their day will include napping, eating, quiet play, activity room, and outside time.

Daily schedules are posted in each classroom for all children.

### **Dress Code Information**

Our curriculum includes outdoor play, music and movement and art activities, so we strongly encourage you to dress your child in comfortable play clothes. It is also important that they are dressed in clothes that they can manage on their own in the restroom once potty trained. Children should also be dressed appropriately for the weather conditions. Warm clothing is mandatory in cool weather.

Children should not wear clothing that has stringed hoods, necklaces, bracelets, and chains, which can be strangling and choking hazard. Other jewelry items such as rings, beads, and earrings that can also fall off can be choking hazards. **All shoes are required to have a back on them.** Flip flop or thong style shoes can be tripping hazards and are not considered appropriate attire for outdoor/exercise playtime.

**Each child must have a change of clothing that is left at the Center to be used for emergencies.** All clothing must be marked with your child’s name. The Center cannot be responsible for unmarked clothing.

In the event your child does not have a change of clothing, the parents will be called and a change of clothing must be brought to the center as soon as possible.

### **Emergency Procedures**

Emergency Procedures and all Emergency telephone numbers are posted in all classrooms. In an emergency situation there are three working telephones at Magnolia Blossoms. There is a phone in the kitchen, a phone in the office, and a phone in the infant room. A staff certified in CPR and First Aid is present at all times during business hours. The staff trained in first aid will be listed next to the phone and on the bulletin board. There is a first aid kit located in the kitchen.

An Emergency transportation authorization form will be filled out upon enrollment for transportation of the child to the necessary medical care source. If a parent or other persons listed on the medical information form cannot be reached, then 911 will be called in the event of a severe emergency.

In case of Emergencies and the center has to relocate; locations are:

- Hurley Community Center, Hwy 614, Hurley, Mississippi 39555
- East Central Public Library, Slider Road, Hurley, Mississippi 39555
- Evangel Temple Assembly of God Church, Hwy 612, Lucedale, Mississippi 39452  
(Junction of 612 and 613, first church on the left)  
Pastor Freddy Carter

A monthly Fire Drill and Tornado Drill will be completed. Upon exiting the classroom, the staff will remove with them the Daily Attendance Form /Emergency Procedure Book which is posted at the door of each classroom. The Emergency procedure Book will contain a list of the children's contacts and shall be kept current. A record of the fire drills is located in the director's office. Fire extinguishers are located in the hallway, kitchen and gym for adult use. Doors are clearly marked for fire exit.

During Tornado Drills, the children will move to the hall way of the buildings. In case of tornados or severe storm weather, the children will be taken to the church. The children will lie flat against the floor near the tornado sign location in the hallway. A staff member will contact the weather center. If the public schools close because of hurricane or storm conditions, Magnolia Blossoms will close at the same time. Parents may pick up their child/children from the choir room.

In the event there is a BOMB threat, staff and children will relocate to the above stated locations. Parents will be called once arrival has been made to the stated location.

In the event there is a HOSTILE person/persons OR an INTRUDER, there will be a LOCK DOWN in each classroom. Magnolia Blossoms will have a secret code word to use during this drill.

In the event immediate care is needed, certified CPR / First Aid Staff will give care until the rescue team arrives.

### **Emergency and Hospital Phone Numbers**

Fire / Life Squad:	588-3800
Poison Control:	800-222-1222
Police:	762-1117
Child Protective Services:	800-222-8000
Singing River Hospital:	809-5000
Ocean Springs Hospital:	818-1111

## Family Code of Conduct

It is the role of every person to treat staff members, children and family members with dignity and respect. We also expect that all adults in our program setting conduct themselves in the following manner:

- With courtesy and respect
- With patience
- By treating people the way that you want to be treated
- By modeling how we want our children to treat others

Under no circumstances will the following behaviors be allowed:

- Physical or verbal abuse of children, staff members, and other family members
- Use of threats, profane and/or vulgar language, quarreling and raising voices with children, staff members and other family members
- Violating safety practices
- Bringing tobacco products, drugs, alcohol or weapons to the center
- Violating program policies and procedures
- Humiliating staff or children

## Field Trips

Field Trips are special occurrences and parents will be informed about any planned trips well in advance. Parents are required to sign permission slips and return them to school or the child will not be allowed to participate.

All bus drivers will follow regulations and have current license. Magnolia Blossoms Daycare and Preschool will have current insurance and current inspection stickers on all vehicles used during field trips.

Children will be seated in seat restraints according to their age and weight. Parents will be required to leave car seats as needed and as requested by Magnolia Blossoms for scheduled field trips. No vehicle used will have more occupants than it can contain. One child per seat belt will be maintained at all times. Children will not be transported in the front seat of any vehicle. Children will exit the vehicle on the curb side of the street.

Child / Teacher ratio will be maintained at all times during field trips. Roll Call will be called prior to departure and arrival from all sites. A roster of all children attending the field trip will be kept at the center during field trips. Each child will have identification attached to them containing the child's name and the Center's name, address and telephone number. A First Aid Kit will be taken on all field trips and there will be appropriate fire extinguishers on all vehicles.

## **Potty Training**

Children will begin Potty Training when they reach the Two Year Old Classroom. A Potty Training Conference is required and will be conducted by the staff at this time.

Magnolia Blossoms Daycare is not equipped for non potty trained children in the Three Year Old Classrooms. Children who are not fully Potty Trained cannot transition into the Three Year Old Classroom. Pull ups cannot be worn to daycare or used at rest time once a child has transitioned into the Three Year Old Classroom.

Preschool Children who have been enrolled and are not fully potty trained will be dismissed from the program and placed back on the wait list until they become potty trained.

## **Health and Communicable Disease Management**

Please give us your child's complete health history to the best of your knowledge. We work with your child on a daily basis and it is important that we have a thorough knowledge of your child's health history.

When a child is involved in an accident, injury occurs, syrup of ipecac is administered, or emergency transportation is necessary, our Center will fill out an incident report form. The report will be given to the parent or guardian on the day of the incident. Copies of the report will be retained on file at our Center for one year.

We feel that it is our duty to inform parents of the following precautions we take to prevent the spread of communicable disease. Your cooperation in carrying these policies through is particularly appreciated.

1. A staff member trained in First Aid to recognize the common sign of communicable disease observes each child daily before he/she enters a group. All staff are trained in hand washing and disinfection procedures through orientation and posted bathroom signs. The following are signs the staff member will recognize as signals of a possible illness.
  - A fever of 100 degrees F. taken by auxiliary method
  - Skin rash other than a localized diaper rash
  - Diarrhea and/or vomiting
  - Evidence of lice infestation
  - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
  - Difficult or rapid breathing
  - Yellowish skin or eyes
  - Conjunctivitis (pink eye)
  - Unusually dark urine and /or gray or white stool
  - Stiff neck

➤ Untreated infected skin patches

2. A chart listing communicable diseases is available from the front office.
3. We will not administer any medication or vitamins without the parents' permission in writing.
4. Any child who is suspected of having a communicable disease is isolated immediately in a room or portion of a room not being used for childcare but within sight and hearing of an adult. The child is given a cot / blanket to use. (When the child is discharged, these are sanitized.) The parents or emergency contact are telephoned to pick the child up from the Center and must be picked up no later than one hour after being contacted. If no signs of disease are present for twenty-four hours, the child will be re-admitted to the Center.
5. Any child who is suspected of being mildly ill, (a child experiencing minor cold symptoms or does not feel well enough to participate in activities, but does not exhibit any of the symptoms stated above, will be cared for within the child's group. The child will be observed carefully for signs and symptoms of worsening condition. The parent or guardian will be called and informed about this illness in case the child does become worse.
6. When a staff member exhibits any sign of communicable disease, he/she leaves the Center and a substitute is called to replace the ill staff member.
7. Parents will be notified by staff if a child is exposed to communicable disease on sign in and sign out sheets. It will also be posted on the parent bulletin board as the Center is notified by parents or physicians of current exposure.

## Holidays

Magnolia Blossoms Daycare is open year round, Monday through Friday, from 6:00 a.m. to 6:00 p.m. Magnolia Blossoms Preschool will observe the same holidays as the Jackson County School District for Christmas. We will be closed for Good Friday and the Monday after Easter, July 4<sup>th</sup> or if falls on the weekend – Friday or Monday, Memorial Day, Labor Day & November – Wednesday, Thursday, and Friday for Thanksgiving.

These days may change as needed by Magnolia Blossoms Daycare. If so, parents will be notified in writing.

Preschool observes the same Holidays as the Jackson County School District.

<http://jcsd.k12.ms.us/calendar>. This is posted on the Parent Board at the Daycare

Preschool Parents continue to pay \$165 monthly. Your fee is \$1,650.00 per school year and is divided into monthly payments. See **Tuition & Fees** in Parent Handbook.

Daycare Parents do not pay for the three days off during Thanksgiving Holidays or the two weeks off during the Christmas Holidays.

## **Liability Insurance Coverage**

Magnolia Blossoms maintains general liability insurance covering all enrolled children on our property during business hours.

## **Licensing Agent and Parent Agency**

Magnolia Blossoms Daycare and Preschool Program is licensed by the Mississippi State department of Health in accordance with the Mississippi Childcare Regulations established by the state. The number of children we are authorized to serve is stated on the license. A copy of current license and/or certificate of compliance are posted in the cafeteria. The laws and rules governing child day care are available at the Center.

Magnolia Blossoms promises to follow the rules and laws that have been written by the Mississippi State Department of Health. We feel that these laws have been written to insure that children are cared for in a safe environment. We hope to go far beyond these standards to provide you and your child with the best quality child care. If you have any complaints you may contact the Mississippi State Department of Health's toll free Child Care Complaints Hotline at 866-489-8739.

## **Parent Involvement**

Parents are always welcome to join us in our program at the Center. If the Center and parents are mutually able to work together to provide a setting that best meets the child's growth needs, then the child will most surely benefit. For this reason we have included this section so that parents can fully understand our expectations.

1. Home / School: We need for parents to realize that their home and our program should be continuous with each other. This means that parents must openly communicate with staff pertinent information about the child on a daily basis. This should include such things as illnesses, change in sleeping, eating or elimination habits, teething, and so forth.
2. Center as a Resource: Parents should use the center as a resource. Staff members are trained professionals in the area of child development and can provide families with invaluable information about children.
3. Parents are Welcome: Parents are welcome to come to the Center at any time during program hours. Parental involvement is valued and therefore encouraged.
4. Donations: Donations to the Center are tax deductible. As your child develops mentally and physically, please consider whether books, puzzles or toys may be appropriate for use in our Center.
5. Procedures for Resolving Parent Complaints:

- (a) Complaints and problems must be resolved directly with the person(s) involved;
- (b) If the issue is not resolved, complaints or problems must be explained to the director.

### **Safety Information**

A top priority of our Center is to provide a safe place to leave your child. In order to assure that our Center is a safe place we have adopted the following policies:

1. A child care staff member in charge of a child or group of children is responsible for their safety.
2. When a parent or guardian brings a child to the Center, they must tell the staff member that the child is present at the Center. A sign in sheet will be posted at the door of your child's classroom for the parent to sign. All children must be signed in and out daily.
3. No child is ever left alone or unsupervised.

### **Staff Development**

Mississippi Department of Health requires that all Staff have 15 Contact Hours of training each year. It is possible that the daycare will close (1) day during the year to allow staff to attend a workshop, training, or seminar. In the event this happens, parents will be notified well in advance and will not be charged for this day.

### **Tuition and Fees**

**Pick Ups:** A late pick-up fee will be charged per minute if children are in left daycare after 6:00. This late charge also applies to preschoolers left after 11:15 a.m.

First Late Pick Up Offense-	\$ 1.00 per minute, per child
Second Late Pick Up Offense-	\$ 5.00 per minute, per child
Third Late Pick Up Offense-	\$10.00 per minute, per child

There will be a late fee of \$25.00 per week if tuition is not kept current.

There will be a \$30.00 service fee for any returned check (NSF).

### Daycare and Preschool Registration Fees

**All Registration and Book Fees are non-refundable and due upon enrollment.**

Registration Fee	\$ 75.00- 1 <sup>st</sup> Child	\$ 65.00-2 <sup>nd</sup> Child	\$ 55.00-3 <sup>rd</sup> Child
Book Fee	One Year Old - \$10.00	Two Year Old - \$30.00	Three Year Old Preschool - \$35.00
	Four Year Old Preschool - \$75.00		

### Daycare Tuition Fees

Tuition is due on Friday of each week for daycare. If you are paid every other week, after arrangements are made with the bookkeeper, payments would be due every other Friday. If you are paid once a month and can only make payments once a month, the tuition must be paid in advance. There are no exceptions.

Any and all daycare children registered for the fall semester, but do not attend daycare during the summer months, will be charged half of their weekly tuition in order to hold their position for the fall. Payments are due according to the current payment policy.

Doctor's excuses must be turned in the day upon return to the director. We do not accept past doctor's excuses.

### Daycare Weekly Tuition

Infant – Age 3 (September – when they enter the Three Year Old Program)	\$ 110.00 per week
3 – 4 years	\$ 100.00 per week
*Before School Care	\$ 30.00 per week
*After School Care	\$ 40.00 per week
*Before and After School Care	\$ 60.00 per week

\*An additional \$9.00 per day, per child will be added for before and after school care children who stay all day (when EC schools are closed).

Families with more than one daycare child will receive a \$5.00 discount for each additional child.

Please note that your child MUST BE FULLY Potty trained to transition to the Three Year Old classroom.

### Preschool Tuition Fees

Preschool tuition is due on the first of each month. A late fee of \$20.00 will be added after the tenth. The total cost of preschool is \$1,650.00 per school year and is divided into monthly payments.

3 and 4 year old Preschool

\$165.00 per month (August – May)

In the event your child exits the program and their belongings are left at the center, the center will house their belongings for up to **two weeks**. During this time, please make all efforts to pick up their belongings.

**For Daycare ONLY**

**Doctors excuses may be submitted the day upon return for a credit on balance owed. There is a limit to (5) doctor excuses per calendar year (August – August).** (revised – effective September 8<sup>th</sup>, 2015)

## **Magnolia Blossoms Daycare and Preschool**

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Hurley, MS 39555

Telephone: (228) 588-3913

Pastor: Keith Kirkwood