

Magnanimous Kids **EXPLORATORY Learning Center!!**



Policy Handbook

PARTNERSHIP

*They bring their child to us
and hope we'll come to know.
How much their offspring means to
them, their trust in us bestowed.*

*They bring their child to us
with love, hope and pride,
looking for a helping hand,
a teacher who will guide.*

*They bring their child to us,
and our partnership is clear:
To nurture and allow to bloom
a life we all hold dear.*

*They bring their child to us, a step toward letting go
and trusting in our special plan
to help their little person grow.*

~~~By Gloria Weber Senbesst~~~

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Our goal is to provide your child with a **clean, safe, and nurturing environment** where they can play, learn, and grow under the guidance of caring and attentive staff. To ensure a positive and respectful partnership between the Center and families, the following policies outline **mutually beneficial expectations** designed to promote clear communication and prevent misunderstandings.

These requirements ensure that all parties understand their responsibilities and that all policies are implemented in a **professional and businesslike manner**. The policies outlined below are established by the Director and are in full compliance with applicable **Child Care regulations**.

All policies and accompanying agreements become effective upon acceptance by the parent or legal guardian and the Director. **Enrollment of a child, along with the signing and/or initialing of the Policy Handbook and Registration Form, constitutes acknowledgment, acceptance, and agreement by the parent or legal guardian to adhere to all Center policies and procedures.**

Business Hours/Overtime: Services are provided Weekdays 7:00 am – 6:00 pm Learning Center hours, during your contracted hours that payment is provided for- anything over that is considered overtime and additional fees will be charged to your account. Your hours plus fair commute time will become your "scheduled hours." Any changes to your schedule must be discussed and re-scheduled based on the ability of the center to meet your new needs. **If you arrive late without notification you run the risk of your child not being accepted after 9am.** It will then be the parent's responsibility to find and finance an alternate for their child for the day. Late arrival does not allow late pick-up beyond scheduled time unless discussed prior.



Child Release Policy



To ensure the safety of every child, Magnanimous Kids Exploratory Learning Center follows strict procedures regarding the release of children:

1. Authorized Pick-Up:

- Only parents or individuals listed on the child's authorized pick-up form may pick up a child.
- If someone other than a parent or authorized person will be picking up your child, staff must be notified in advance.

2. Identification:

- Anyone picking up a child will be asked to provide **photo identification** if staff are not familiar with the individual.
- Parents should also be prepared to show identification when necessary.

3. Discretion & Safety:

- Staff may refuse to release a child if they believe the adult poses a safety risk.
- In such cases, the **Center Director** will make the final decision regarding release.
- If a parent or guardian appears **intoxicated or otherwise unable to safely transport the child**, or if a **non-custodial parent attempts to claim the child without consent**, the local **police will be contacted immediately**.

4. Legal Custody Verification:

- A copy of any court order establishing legal custody and visitation schedules must be provided for the child's file.
- Without legal documentation, the Center must release the child to the parent with physical custody unless otherwise instructed by a court order.

5. Communication:

- The Center reserves the right to release a child at staff discretion while keeping parents informed.

These procedures are in place to ensure the **safety and well-being of every child** in our care

Weather

If we are under severe or threatening weather conditions, we are closed: tornadoes, blizzards, and severe wind chills and/or temperatures. Typically if the schools are closed then we are closed. Every effort will be made to open for business; however safety is our main priority.

Admission Paperwork Advisory

Before we will assume responsibility of caring for your child I MUST have the following:

- Registration forms 2900
- Signed Financial Agreement
- Immunization Form (DHEC 2740)

*It's the parent's responsibility to obtain necessary immunizations for their child.

Proof will be required to be submitted in your child's file at the time of enrollment.

Certificate must be in accordance with state regulations. All forms are subject to a yearly renewal and must be kept up to date.

Child Care Enrollment and Holding Fees

Enrollment/Registration Fee:

To reserve your child's place in the program, a **non-refundable enrollment/registration fee of \$100**, plus the **first week's tuition**, must be paid within one week of the enrollment date listed on the Enrollment Acceptance Form. **This payment is non-refundable** and will be forfeited if the child does not begin care.

Holding Fees:

Magnanimous Kids may honor holding fees for a child's enrollment slot when requested. Holding fees are **non-refundable** because the Center is reserving a space that could otherwise be filled by another child paying full tuition. The **holding fee equals one week's full tuition** and is due on the Friday preceding each week the opening is held. If payment is not received by **close of business on the following Monday**, the reserved space will no longer be held.

Registration, Supply, and Technology Fees

Registration Fee:

A **one-time, non-refundable registration fee of \$100** is required per child **at each enrollment**. For families with multiple children enrolled, the fee is **\$75 per additional child** residing in the household.

Supply Fee:

A **yearly, non-refundable supply fee of \$65 per child** is required from the date of enrollment. This fee covers general classroom supplies such as paper, pencils, crayons, markers, paint, print cartridges, workbooks, and other materials used throughout the year.

Technology Fee:

A **yearly, non-refundable \$25 technology fee per child** is required to assist with computer accessories, including mouse pads, mice, keyboards, and related equipment.

Usage of Fees:

Registration, supply, and technology fees support classroom materials, educational software and games, website memberships, computer updates and repairs, and other learning resources.

Important Note:

All registration, supply, and technology fees, as well as advance tuition payments, are **non-refundable**. In certain circumstances, courtesy credit may be applied toward future childcare or preschool services.

Payment and Late Fees : Tuition is due **in advance** to ensure the continued operation of the center. Payments are expected on time, with a **2-day grace period** from the due date (Friday). If payment is not received by the end of the grace period (Monday), a **\$30 late fee** will be applied. On the **3rd day of non-payment (Tuesday)**, Magnanimous Kids reserves the right to **suspend services** until the account is paid in full. Continued non-payment may result in **termination of services** and your child's spot being filled by another family.

Tuition is **non-refundable**, including absences due to illness or other reasons.

Accepted Payment Methods: Cashier's check, personal check, money order, cash, and credit/debit card (via Square). Card payments incur additional processing fees (2.75% + \$0.15 or 3.5% + \$0.30, depending on method). Magnanimous Kids does **not cover Square fees**.

Returned checks are subject to a **\$35 fee**, plus late fees and any bank charges. Subsequent returned checks require payment of tuition **by cash, money order, or certified check**. Unpaid returned checks may be referred to the **State's Attorney's Office**.

Parent's please NOTE: Due to cost of living increases, tuition fees may increase in the near future. All fees established in the Financial Agreement will be in effect until notice of change provided.

Learning Center Legal Fees – Magnanimous

Kids reserves the right to take

ANY OUTSTANDING ACCOUNTS TO COLLECTIONS/SMALL CLAIMS COURT.

Parent/Guardian will be held liable for all costs and expenses, including attorney's fees, incurred in the collection of any fees due from their account, and/or defending any lawsuit brought by the family in which Magnanimous Kids prevails. Such costs and expenses also include but are not limited to court costs, bank charges.

Third Party Tuition Payments

Third party payments are accepted when prior arrangements are made. A special payment schedule must be agreed upon and a payment contract signed and submitted by parents before third party payments are accepted. Parents are responsible for co-payments and any unpaid amounts. At this time Magnanimous Kids doesn't participate in any third party payment options. However, notification will be provided when the process to accept third party payments has completed.

Holidays & Closures The center is closed with pay on all Federal holidays, including scheduled holiday closures and short weeks such as Thanksgiving, Christmas, and New Year’s holiday breaks. When a holiday falls on a Saturday or Sunday, it will be observed on the preceding Friday or following Monday.	HOLIDAY	
	*Attention: Half Days Hours: 7am-1pm	
	<i>New Year’s Eve- Half</i>	Juneteenth
	<i>New Year’s Day</i>	Independence Day
	Martin Luther King Jr. Day	Labor Day
	President’s Day	Columbus Day
	Good Friday	Non-Holiday Closed (Election Day)
	Memorial Day	Veterans Day
	<i>Thanksgiving Day</i> ((Wednesday, Thursday and Friday-Closed))	
	<i>Christmas Holiday-Day before, Day of and Day after</i>	
Per YEAR: ((Closure dates will be Announced if it falls on Weekends))		
Emergency Closures due to weather or circumstances beyond our		

Absentee/Vacation Policy

2 weeks notification is required in advance for all vacations un-paid. Full payment is expected for all days and hours your child is normally scheduled, this applies to Full/Part Time/Seasonal Services-if vacation period is prior to 6 months of service, **Payment is on time regardless of vacation**. Unused vacation weeks do not carry over to the next year. 1-week un-paid vacation time is granted per new enrollment ONLY as a courtesy after 6 months of service provided. If the 1-week unpaid vacation is not

used after 6 months of service, it must be taken before 12 months of service are completed; otherwise, it will be forfeited. Vacation weeks must be taken 5 consecutive weekdays within the same week. If your child is withdrawn and you decide to bring them back for re-enrollment all prior fees paid are void. Other vacation weeks are granted within every 12 months service but not prior to 6 months of service provided-1 week is granted at ½ the tuition weekly rate (and must be paid timely) Children are not expected to be at daycare during your vacation time.



Magnanimous Kids Provisional Employment Notification

SC Statute 63-13-40 A., B., D., E., F.

A person may be provisionally employed or may provisionally provide caregiver services after the favorable completion of the State Law Enforcement Division name and date of birth-based background check until such time as the SLED and Federal Bureau of Investigation fingerprint-based background checks, and the Central Registry check are completed if the person executes a sworn statement on a form provided by the department that he or she has not been convicted of any crime enumerated in this section and that he or she is not on the Central Registry for having perpetrated abuse or neglect upon a child. A person provisionally employed must be directly supervised by a non-provisionally employed person at all times when providing direct care to children. A notice/statement will be posted/provided to parents indicating a staff is provisionally employed.

Arrival and Departures

Children are to arrive clean and fed (unless arriving before a meal time). I prefer that there are no pick-ups or drop-offs during the designated daily quiet time.

- If your child will not be showing up, or arriving late, I would appreciate a phone call no later than 9:00 am. This is to be sure we don't miss each other. Full charges would still apply for absent days, late days, and half days.
- **Early arrivals/drop offs and late departures/pickups are and will be subjected to a \$20.00 fee billed in 10-minute increments that will begin the minute before/after childcare scheduled business hours. **Absolutely no exceptions will be made. ****



Attendance & Child Tracking Policy

The Center is required to maintain **accurate daily attendance and child tracking records**. **Tracking Sheets are mandatory** and play a critical role in ensuring child safety, maintaining required **staff-to-child ratios**, and completing **name-to-face accountability checks** throughout the day. **Absolutely no exceptions will be made.**

Tracking Procedures (Indoors & Outdoors):

- Each classroom must maintain a daily Tracking Sheet that accurately reflects the location and status of every child at all times.
- Teachers are required to complete **name-to-face checks** and update the Tracking Sheet when:
 - Children arrive or depart
 - Transitioning between classrooms or activity areas
 - Moving from indoors to outdoors and back indoors
 - During playground use, walks, or any outdoor activities
- The Tracking Sheet must be taken **with the class** at all times, including outdoor play, transitions, and emergency evacuations.

Outdoor Tracking Requirements: Teachers must conduct a **name-to-face headcount** before exiting the classroom, upon arrival to the outdoor area, periodically while outdoors, and before returning indoors.

Adjustment Period & Termination Policy

The first **two weeks of preschool/childcare** serve as an adjustment period. . It is our responsibility and the parents to communicate openly of any concerns/questions. This would be in hopes of us working together to come with a plan/solution that may be best fitting for the child's adjustment to the Program. If after the 14day allotted time, appears to be more of a disruption, please know Magnanimous Kids reserves the right to **"TERMINATE or TEMPORARILY SUSPEND SERVICES (W/PAY) FOR CHILDCARE/PRESCHOOL SERVICES AT WILL"** and IMMEDIATELY for any of the following reasons (but not solely limited to):

Magnanimous Kids reserves **the right to temporarily suspend or terminate services at any time** for reasons including, but not limited to:

- Failure to follow **DSS, DHEC, or center policies** or the enrollment contract.
- Persistent **destructive, unsafe, or aggressive behavior** of the child.
- **Inappropriate language, disrespect, or false information** from child or parent.
- **Non-payment of tuition** or repeated late payments.
- **Repeated tardy pickups, unexcused absences, or failure to complete forms.**
- **Bringing a child to the center while knowingly ill.**
- **Inability to meet a child's needs without additional staff**, or ongoing disagreement with center policies.

Behavior Protocol: If unsafe behavior occurs **twice in one day**, the child must be picked up immediately. A third occurrence in the same week requires immediate pickup and a **one-day absence**. Repeated or unresolvable behavior may result in **immediate termination** at the center's discretion.

Withdrawal & Termination Policy

Parents must provide **two weeks' written notice** to the Director before withdrawing a child. Fees are due during the notice period, or **two weeks' fees may be paid in lieu of notice**.

Magnanimous Kids reserves the right to **terminate a contract immediately** or provide **courtesy two weeks' written notice** if services can no longer be provided. Fees remain due if the child attends during the notice period.

Meals & Snacks

Snacks and meals which meet the USDA Child Care Food Program guidelines for your child's daily nutritional meals will be provided, including whole (vitamin D) milk (12-24months) & 1% milk (ages 2 & up) 100% fruit juice/water depending on the hours your child is attending, serving is for children ages 24 months and up. Children who choose not to eat will not be served again until the next scheduled Meal or Snack. **If the child will be arriving after mealtime please feed them before they arrive.** The menu plan will be posted in a common area. If your child requires a special diet due to allergies, medications, age and/or cultural or religious beliefs it will be the responsibility of the parent to provide a well-balanced lunch and snacks for their child. Sugar sweetened beverages shall not be served; No junk food, pop, gum etc.

Cleanliness & Hygiene: The center maintains strict hygiene standards. Children's hands are washed before/after meals, after outdoor play, and after toileting. Please send children bathed and dressed for play. **Manipulatives and Electronics are sanitized daily or as needed with Bleach Solution.** and sanitizers are used under staff supervision only. A clean child is a healthy child.

Baby Wipes scented/unscented are provided throughout center and bathrooms for free usage for kids-faces, hands, toileting. Sanitizing sprays are utilized throughout the center-Staff ONLY will provide and monitor usage of sanitizers for children.

TRANSPORTATION/FIELD TRIPS:

Transportation Policy: Transporting children is considered a high-risk activity. **Magnanimous Kids Exploratory Learning Center does not provide transportation** for children to or from the center, including before or after school pickup. The Center also **does not participate in field trips** that require transportation.

Parents and guardians are responsible for arranging safe transportation for their children to and from the Center

Supplies- Parents are responsible for supplying:

- A full change of clothing labeled with child's name.
- Any other supplies your child may need. (Pull-ups/wipes weekly based on age group/class) **THIS IS MANDATORY AS ITS NOT PROVIDED BY THE CENTER**-should supplies be needed for your child either a fee will be charged or equivalent supply value needs to be replaced. **ASAP.**

- Wipes are requested according to your child's age and toiletry needs, if the required amount of wipes are not supplied a fee of \$5 per pack will be charged to your account.

Ages: 2.6 (3packs Monthly), 3ys. (2 packs Monthly), 4-5yrs. (1pack Monthly)-Baby wipes are distributed throughout the center and bathrooms (utilize for your child's face and hygiene cleanse in the toilet area, they are also used to wipe clean erase boards as well. Unless otherwise stated this is acknowledged as accepted once policy handbook signed and dated on registration form.

All personal belongings should be labeled. The center is not responsible for your child's clothing or personal items brought from home. Parents will be notified when supplies are needed.

A toilet trained child is a child who can do the following:

- 1) Be able to pull down their underwear and pants and get them back up without assistance.
- 2) Be able to wipe themselves after using the **toilet**.
- 3) Be able to get off the toilet by themselves.
- 4) Be able to wash and dry hands.

- Pull-ups w/side openings or tabs are required to assist with potty-training this helps minimize the risk of children being in contact with another's bodily fluids.
- Please keep in mind that the high activity level here at the Center may distract your child from responding to the urge to use the toilet more so than at home.
- Staff will never put a child on the toilet unless the child is willing.
- Staff cannot wash out soiled clothing per regulations set by the Center for Disease Control. They are required to put soiled clothing in a plastic bag for you to take home and wash.
- Please send them to the center with loose fitting clothing that your child can manage independently. Try to avoid tight clothing, pants with snaps or buttons, overalls, and tight leggings.
- The child will be encouraged to use the toilet within 30min-hourly intervals.
- Parents are required to supply the diaper/pull-up or vinyl training pants and extra clothing (including socks) daily.
- Children must be toilet trained before transitioning into the preschool room.

Mildly Ill Children:

We ask that you please **do not** bring a mildly ill child to the Child Care Center. A child who is experiencing minor cold symptoms, but who is not exhibiting any symptoms listed on the communicable disease chart and/or who is not feeling well enough to participate in activities should not come to the Center. We suggest that you have a backup plan to use when your child is too ill to be in the Center.



Weather Policy: Children must be **dressed appropriately for outdoor activities:**

- **50–60°F:** long sleeves
- **40–50°F:** jacket
- **30–40°F:** winter jacket, hat, mittens
- **Below 30°F or snow:** full snow gear (jacket, snowpants, hat, mittens, boots)

We recommend **layering**: base layer to wick moisture, middle layer for warmth, and outer layer for wind/rain/snow protection. Children without appropriate clothing **cannot remain outdoors**.

Child Illness Policy: Children **should not be brought to care sick**, including fever (100°F+), vomiting, diarrhea, colored runny nose, unexplained rash, lice, eye/ear discharge, or communicable diseases. Children must be **symptom-free for 24 hours without medication** before returning.

Mild colds (slight cough, clear runny nose, sneezing) are acceptable, but children **must feel well enough to participate**. Staff will call parents if a child becomes too uncomfortable during the day.

Parents are responsible for **arranging care for sick children**, and regular fees still apply. If a child becomes ill at the center, parents/designated alternates must **pick up immediately**, and the child may return 24 hours after symptoms end.

Please **notify the center immediately** if your child has a contagious illness. Parents will also be informed if their child is exposed to a contagious disease.

- **Clear Runny Nose Policy:** Children with a **constant, clear runny nose** but no other symptoms (fever, cough, sneezing, or behavioral changes) may attend care if they can participate in activities and the condition is manageable.

Parents must provide a **note from a medical professional** stating the child is not contagious, updated if the condition lasts more than two weeks, and supply tissues or other necessary items. Staff will support proper hygiene, including handwashing and nose wiping. We ask parents to **communicate daily about your child's condition** and follow exclusion guidelines if symptoms worsen, helping us maintain a safe, healthy environment for all children.



Medication

Only medicine prescribed by the child's General Practitioner will be given to the child. Medicines must be labeled with the following details:-

- The child's name
- The exact dosage required.
- Time or times of day it is to be given.

The Parent must complete a consent form with all the relevant details. Medicines will always be given by a qualified member of staff. The Director will ensure that this record is kept up to date.

All medicines will be kept away from the children and stored safely and appropriately.

Once the medication is no longer needed or has run out the bottle or container will be returned to the parent. Non-prescription medication ex. pain and fever relief medication may be administered, but only with the prior written consent of the parent and only when there is a health reason to do so.

****In the event the wrong medication is provided – Director/Caregivers will contact the parent immediately and will monitor the child for any adverse effects. DSS will also be contacted.**

Daily Rest & Quiet Activity Policy

Our program does **not** include a scheduled nap time as part of the daily routine. We recognize that children have varying sleep needs, and many families prefer rest to occur at home. To support comfort and regulation during the day, we provide **brief quiet activity periods** rather than sleep time.

During quiet activity periods, children may engage in:

- **Soft music** is played to create a relaxed atmosphere
- **Mindfulness activities** if preferred include
 - Quiet Reading
 - Independent tabletop activities
 - Calm play options
- **Head Rest**-Children may rest their heads at their tables/desks for a few minutes.
- Staff maintain active supervision and ensure all children remain awake and safe

Although cots remain on-site from our previous nap-time policy, they are not used as part of our current daily routine. Staff do not facilitate or encourage sleep. This quiet moment is designed strictly for relaxation, not napping. If a child becomes tired, they may rest comfortably in a seated position while remaining awake and supervised.

Computer, Internet & Media: Children may use the internet **only for monitored, educational purposes**. Computers are **not used by children under 2 years**. Educational software and media, including TV, videos, and DVDs, are incorporated into the curriculum to **enhance learning through songs, movement, and interactive activities**.

Damages: Children are expected to **treat the Center's property with respect**. Normal wear and tear is expected, but if a child **intentionally damages property**, parents will be responsible for **repair or replacement costs**.

Exposure Control Plan: Magnanimous Kids Exploratory Learning Center maintains a Bloodborne Pathogen Exposure Control Plan (ECP) in compliance with OSHA, South Carolina Health Department, and DSS regulations to ensure a safe environment for children and staff. A copy of the plan is posted in the center and available for parent review at the Welcome Desk.

COVID-19 Policy: The health and safety of children, families, and staff is our top priority. We follow guidance from the **CDC, state, and local health authorities** and have updated our practices to maintain a safe environment.

Daily Health Screening:

- All staff, children, and household members must **conduct a daily health check** before coming to the center.
- Children or staff with **fever (100.4°F/38°C or higher), cough, sore throat, muscle aches, difficulty breathing, or new loss of taste or smell** must stay home and notify the center.

Return After Absence: Any child absent for **one week or more** (including vacation or travel) must provide a **COVID-19 test** before returning.

In-Center Practices:

- Children are visually screened for illness upon arrival.
- **Hand hygiene** is required: hands are washed with soap and water for 20 seconds, or supervised alcohol-based sanitizer is used when appropriate.
- Children must be well enough to participate in daily activities.

Exclusion for Symptoms:

- Children or staff with COVID-19 symptoms, even without known exposure, may be **excluded** until symptom-free or cleared by a healthcare professional.
- Exceptions may be made for underlying conditions (e.g., asthma).



Photographs and videos are taken on different occasions such as birthdays, holidays, outings and special occasions. We use these pictures/videos in our child care for folder presentations during conference, arts & crafts, albums and may be posted on (daycare) website & used in conjunction with promotion & advertising. A child's photograph may not be copied, posted on a web site or disclosed to unauthorized persons, without written consent from the child's parent.



Reporting Child Abuse/Neglect is the Law

It is required by law to report suspected cases of child abuse or neglect to the proper authorities. Department's Office of Child Protective and Preventive Services or to local law enforcement agency in the county where the child resides or is found in accordance with South Carolina Code Annotated Section 20-7-510. The Director and each employee are trained to never ignore the possibility that a child is being abused or neglected. Our policy is in accordance with the States' regulations for reporting suspected child abuse or neglect. Therefore, we will IMMEDIATELY notify Child Protective and Preventive Services or to local law enforcement agency in the county where the child resides when it appears that a child in the center is being physically, sexually, or emotionally abused, neglected, or exploited.



Discipline & Behavior Management Policy:

Behavioral Goals

At **Magnanimous Kids**, we prioritize **positive encouragement** in all interactions with children. Under no circumstances will children be subjected to **spanking, hitting, kicking, restraint, or verbal, emotional, or physical punishment**.

We believe the most effective ways to encourage positive behavior include:

- **Praise** – recognizing and celebrating positive actions
- **Respect** – valuing each child's feelings and individuality
- **Re-direction** – guiding children toward appropriate choices
- **Positive Reinforcement** – rewarding desired behaviors to strengthen them

Our approach emphasizes **communication, problem-solving, and empathy**. We listen to children's feelings, discuss concerns calmly, and help them explore alternatives to negative behaviors.

Coaching for Life Skills:

- Children are encouraged to **negotiate, brainstorm, and resolve conflicts** among themselves whenever possible.
- If a child needs time to reflect on their actions, they may sit in the **"thinking chair"** for an age-appropriate period (1 minute per year of age). Afterward, staff will discuss the situation with the child to reinforce positive choices.
- If a child displays behavior that **threatens the safety of themselves or others**, they may temporarily

lose participation in a fun activity.

- For **persistent or serious concerns**, parents will be notified, and staff and parents will collaborate on a consistent approach both at home and in the center.
- If the behavior cannot be resolved through these measures, **dismissal from the program may be recommended.**

Parents are required to initial acknowledgment of the Discipline & Behavior Management Policy.

Discipline Policy

Corporal punishment is strictly prohibited at Magnanimous Kids and will **never** be used, regardless of parental authorization. This includes spanking, slapping, pinching, shaking, biting, or jerking/popping hands.

All discipline focuses on **teaching and reinforcing life skills**. The phrase “**Think about it...**” provides a designated reflection time (1 minute per year of age) for children to consider their choices, after which staff guide them toward positive alternatives. Our approach emphasizes **self-reflection, life skills reinforcement, respect for the child’s dignity, and promoting long-term positive behavior.**



Free & Full Access Policy

Magnanimous Kids Exploratory Learning Center maintains an **Open Door Policy** and grants parents or legal guardians of enrolled children **free and full access** to the Center during regular business hours, **unless otherwise restricted by court order, and provided the visit does not pose a risk to the safety or well-being of any child..**

To ensure the safety, comfort, and learning experience of all children, visits must be conducted in a manner that **does not disrupt instructional activities, classroom routines, or staff supervision responsibilities.** We ask that parents be mindful of classroom schedules and maintain minimal disruption during visits or phone communications.

If a child becomes upset or overstimulated during a visit, parents may be asked to leave with their child to help restore a calm and secure environment. Children may react more energetically than usual when visitors are present, which can affect the classroom dynamic.

There may be times when staff are unable to answer phone calls immediately due to supervision responsibilities. Please leave a voicemail, and a staff member will return your call as soon as possible. We appreciate your cooperation and partnership in maintaining a **consistent, calm, and nurturing learning environment** for all children.

Policy Revisions: Revisions to policies and procedures, contracts and forms will be done with a minimum of 1 weeks’ notice UNLESS it is a new regulation – these changes will take place immediately. Policies, contracts, and forms will be reviewed periodically and updated, if necessary (usually every January). I will notify parents in writing of any changes. All previous forms will become obsolete.

Communication: is very important. When a new family is accepted at our Center, it’s important that we share openly any concerns or questions that may arise. Questions, feedback, or discussions of any kind that affect a positive outcome for the child are welcomed. Sensitive issues will be discussed outside of regular hours either by letter, phone or a scheduled conference. You may call between 1:00 p.m. – 3:00 p.m. or email; if time allows we’ll be more than happy to speak with you.



Evacuation & Emergency Preparedness Notice

In accordance with **South Carolina DSS Regulation 114-505**, our facility maintains a current, written **Evacuation and Emergency Preparedness Plan** outlining procedures for safely removing children from the building in the event of a fire, natural disaster, or any threatening situation that may pose a health or safety risk.

This plan includes procedures for **staff training** on emergency response and evacuation. **Emergency drills are practiced monthly** to help children and staff become familiar with procedures and to help reduce anxiety should an actual emergency occur.

The Emergency Preparedness and Evacuation Plan is **available for parent review at the Welcome Desk located at the front of the facility.**

IN CASE OF EVACUATION OR NATURAL DISASTER. We will remove the children to the following location until safe to return to the center or your child is picked up.

**Ridge View High School
4801 Hard Scrabble Rd.
Columbia, SC 29229
(803) 699-2999**



Fire Drills : Fire evacuation plans are posted in each room and at every exit. Fire drills are practiced monthly. The children are only expected to leave the building for a fire drill if the weather is good. If you arrive with your child during a fire drill, please stay with your child until the drill is completed and the children return to their programs.



Emergency Medical Plan: The center maintains a written Emergency Medical Plan to ensure prompt medical care and safe transportation for children in the event of illness or injury, in compliance with South Carolina DSS Regulation 114-505. This Emergency Medical Plan is included in the center's **Emergency Preparedness Booklet** and is available for parent review within the center.

Medical Emergency Procedures

Health & Safety Policy: Minor bumps and scrapes are a normal part of childhood. We take every precaution to ensure children's safety through supervision and childproofing. Minor injuries will receive appropriate first aid. Certain medical conditions require immediate emergency care, including but not limited to: **loss of consciousness, broken bones, head injuries, seizures, or other serious health concerns.** In the event of a serious injury or medical emergency, **911 will be called immediately**, Parents will be contacted first; if unavailable, emergency contacts on file will be notified. If necessary, your child may be transported by ambulance to the nearest hospital. It is imperative that all contact information on file is kept current. Parents are responsible for any costs associated with emergency medical care or transportation.

Children will be transported by **emergency medical services (EMS)** to our designated medical facility:

- **Emergency medical services (EMS/ambulance)** are the **primary and preferred method of transportation** for all medical emergencies.
- Children **will not** be transported by center staff under normal circumstances.
- A designated staff member will accompany the child and remain with them until a parent or guardian arrives, while the Director ensures appropriate supervision of remaining children.
- The full Emergency Medical and Emergency Preparedness Plan is available for parent review in the **Emergency Preparedness Booklet located at the Welcome Desk.**



No Swimming Policy

For the safety and well-being of all children at Magnanimous Kids Exploratory Learning Center:

- **Swimming or wading pools** are **not available** on the premises.
- **No water-based activities** involving swimming, wading, or immersion will take place at the Center.



****SC Code of Laws (Section 20-7-723) Insurance Parental Notice****

- **Release of Liability:** In consideration of the benefits of participation in the activities conducted and offered at Magnanimous Kids EXPLORATORY Learning Center, I, individually and as parent and/or guardian of, the minor child identified on my registration form hereby acknowledge the following notices and grant to Magnanimous Kids EXPLORATORY Learning Center the following release from liability: I acknowledge and fully understand that my child will be engaging in physical activities inside/outside the facility grounds that may involve some risk of injury and hereby release, hold harmless and agrees to indemnify/discharge the above referenced preschool, teachers, directors, owners of the property-up to and including leasing gents/landlords and affiliates from any and all liability, claims, demands, actions and causes of action whatsoever, including reasonable attorney fees, arising out of or related to any loss, damage or injury (whether direct, indirect, consequential or otherwise), including death, that my/our minor child and/or I/we might sustain or that any of my/our minor child's and/or my/our property might sustain while participating in any Pick up/Drop off Services at the Center's location. According to the written code above Magnanimous Kids EXPLORATORY Learning Center must inform Parent's that we will not be purchasing any additional liability insurance besides what is insured on the building.



Statement of Confidentiality



At **Magnanimous Kids Exploratory Learning Center**, we respect the **confidentiality of all children and families**. Children's records, emergency information, photographs, and any identifying information are **private** and will **not be shared, copied, or posted** without written parental consent.

The **Director and DSS specialists** have immediate access to files as required. All staff are trained to follow confidentiality policies and act professionally. Records are securely stored in a **locked cabinet in the office**.