

# 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~~~*

*Director: Jessica Jones  
Assistant Director: Deyzha Bates*

Magnanimous Kids **EXPLORATORY** Learning Center  
209 Rice Creek Farms Rd.  
Columbia, SC 29229  
Phone: (803) 786-4948  
Fax: (803) 786-4946

Email: [magnanimouskids@gmail.com](mailto:magnanimouskids@gmail.com)  
Website: [www.magnanimouskids.com](http://www.magnanimouskids.com)

Our goal is to provide your child with a clean, safe, comfortable environment where they can play and learn with guidance and loving care. In order to make our relationship as enjoyable as possible the following are some mutual beneficial requirements that are necessary to assure that there are no misunderstandings between either party, that each party is aware of the requirements, and that these requirements are carried out in a businesslike manner. The policies listed below are set forth by the Director and are in accordance with the Child Care regulations. These policies and accompanying contracts become effective upon acceptance by the parent/guardian and the Director.

### **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.



### **Release of Children**

In order to prevent inappropriate release of a child to an unauthorized person procedures and safeguards are followed to ensure the safety of your child, only you or your designate(s) may pick up your child. Phoning in advance to let staff know someone other than you will be picking up your child is allowable as long as they are listed on the authorized pick up sheet. Anyone picking up the child will be asked to provide photographic identification if the staff is not familiar with the individual; this may include parents, so please come prepared with identification. We reserve the right to release your child at our discretion with your knowledge of course. Staff are instructed to not release a child to the care of an adult whom they may feel, there's a safety issue; the director must also be notified to make the final decision. Verification of legal custody: A copy of the court order recognizing the parent who has legal custody of the child, as well as visitation schedules will be requested for the child's file. Otherwise I have no choice except to release the child to his/her parent. \*\* If a Parent/Guardian appears to be intoxicated or otherwise incapable of taking the child home safely or- if a non-custodial parent attempts to claim the child without the consent of the custodial parent, if an altercation verbal, physical any type of opposition to adhering to this policy the local police department will be contacted immediately. \*\*

### **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 Reserve/Enrollment Fees**

In order to reserve your child's place in the program, the first week's tuition plus a non-refundable enrollment/registration fee of \$100.00 must be made within one week of the child's enrollment date as listed on the Enrollment Acceptance form. This payment is non-refundable and will be forfeited if the child does not come for care. Holding fees may apply if you are requesting a holding period of more than one week.

### **Purpose of Child Care Holding Fee**

We reserve the right to honor holding fees based on your child's enrollment group. Please understand that we are giving up the right to fill that position with another child who would be paying full tuition. For this reason a non-refundable holding fee (Full tuition amount) is required to hold an opening, beginning on the date that the opening becomes available, and due for each week that the opening is to be held. This fee will consist of one week's full tuition, and will be due on the Friday proceeding each week that the opening is to be held. If payment is not received by close of business day the following Monday at the latest-the opening will no longer be held.

### **Registration Fee & Supply Fee**

I will require a one-time **registration fee of \$100.00** per child if there's a sibling attending care the fee is (\$75.00) per each additional child residing in your household.

**The supply fee is \$65.00** yearly from the date of enrollment. This fee is for general supplies utilized throughout the year paper, pencils, print cartridges, crayons, markers, pencils, paint, etc...

The registration/supply fee: applies towards website membership fees for children, educational software/games, computer update/repairs, workbooks. General everyday supplies utilized throughout the year also applies within this fee paper, pencils, print cartridges, crayons, markers, pencils, paint, etc...

**\*\*Please Note:** These fees are non-refundable-Also Daycare tuition advance paid is non-refundable-customer will be given a courtesy credit for the amount towards childcare/preschool services.

### **Payment and Late Fees**

Prompt payment of tuition is necessary to ensure that the center can continue to function.

**Payment is paid on a pre-payment basis and is expected on time. There's a 2-day grace period which starts from the payment due date (Friday), if payment is not received by the end of the 2<sup>nd</sup> day (Monday); a \$30.00 late fee will be charged to the account. ON TUESDAY, 3<sup>rd</sup> day of non-payment Magnanimous Kids' reserves the right to suspend services until full payment is received. It will be at this time you run the risk of services terminated and your childcare/preschool spot being filled by another family. There are no refunds in fees for absences due to a child's illness or any other reason. Full fees are required regardless if child attends daycare. Payments are accepted as Cashier's check, personal check, money order, cash and/or credit/debit card payments accepted with Square. Parents will be charged a fee of 2.75% (with card) +.15cents or 3.5% +.30cents (w/out card) in addition to the normal tuition payment; **Magnanimous Kids WILL NOT PAY Square fees for payments processed online or square machine.****

Local check payments may be accepted at the discretion of the Director; if accepted Please make checks payable to Magnanimous Kids. There will be a \$35.00 charge for all checks returned N.S.F. plus late fees up to and including any other additional charges incurred to myself and/or by the bank. Payments on returned checks may be paid by cash or money order or certified check, **immediately**. If the client has written 2 or more checks that are returned to us for NSF (insufficient funds) you **MUST** pay all remaining tuition fees by cash or money order. **There will be no exceptions to this policy.** Returned checks that are not paid in full will be turned over 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.

<p><b>Observed Holidays</b></p> <ul style="list-style-type: none"> <li>We will be closed on ALL Federal Holidays with pay, including early closures for (Day before and after Thanksgiving &amp; Christmas Eve, and New Year's Eve). If any of these days fall on a Saturday/Sunday we observe the holiday on Friday/Monday. Fees are not reduced during daycare closure.</li> </ul>	<b>HOLIDAY</b>	
	<b>*Attention: Half Days Hours: 7am-1pm</b>	
	<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	<b>Non-Holiday Closed</b> (Election Day)
	Memorial Day	Veterans Day
	<i>Thanksgiving Day ((Wednesday, Thursday and Friday-Closed))</i>	
	<i>Christmas Holiday-Day before, Day of and Day after</i>	
<p><b>Per YEAR: ((Closure dates will be Announced if falls on Weekends))</b>  <b>Emergency Closures due to weather or circumstances beyond our control are not listed and will be determined.</b></p>		

**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 you do not take your 6 month vacation week you have until 12 months of service to take if not the 1-week unpaid vacation is voided. Vacation weeks must be taken 5 consecutive week days within the same week. If you 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 12months service but not prior to 6months of service provided-1 week is granted at 1/2 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. \*\***

The Center is required to maintain daily attendance records. Our Center uses a time clock program that lets parents, and pickup persons sign in and out by using the child's designated id number (5 digits, 1+last four of social security number) this is assigned during the registration process. These 'Sign-In & Sign-Out Attendance Sheets' are extremely important to ensure that all children are present and safe throughout the day and during evacuation drills as well.



- **Tracking children Indoor/Outdoor of Center**

- Parents are required to sign children in and out daily.

We also track the children's' movements daily throughout the facility. Children are signed in/out of class logs, movements to different classrooms or areas throughout the center up to and including playground area are monitored and tracked until departing for home. Verification method practiced to maintain accurate attendance in our classrooms, is to do a NAME to FACE check followed by a paper and physical body count before transitioning from one location to the next.

## Termination

The first two weeks of childcare are to be an adjustment period. It is our responsibility to let the parent know if the child seems unhappy or the arrangement is unsatisfactory for any other reason. It is the parent's responsibility to let me know the same. The parent or the facility can terminate the contract anytime during the adjustment period in writing on or before the 14<sup>th</sup> day after care starts. Magnanimous Kids reserve 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):

- Failure to comply with the DSS, DHEC & Magnanimous Kids Center policies set forth in the Parent handbook.
- Failure to comply with the contract.
- Destructive or hurtful behavior of child that persists even with parent cooperation in stopping the behavior.
- Inappropriate and/or abusive language/profanity utilized in the facility.
- Non-Payment of childcare/preschool tuition or late and/or recurring late payment of fees.
- Repeated failure to pick up child at scheduled times.
- Failure to show up for 5 days consecutive days without any communication.
- Failure to complete required forms.
- Inability to meet the child's needs without additional staff.
- If a parent knowingly brings their child ill
- Consistent child-rearing style differences/consistent center policy disagreements between parent and Center employees/director.
- Blatant disrespect towards staff members.
- False information given by parent either verbally or in writing.
- Harmful behavior towards other children up to and including aggressive behavior which becomes a safety hazard for themselves, other children and Caregivers in facility (including but not limited to: injury causing behaviors such as repeated intentional kicking/hitting of students or staff, repeated flipping/throwing of items intended to harm such as toy buckets, large gross motor toys or chairs, tantrums that cannot be deterred within 5 minutes) occurs two times in the same day the child must be picked up from the center immediately. The child will be removed from the classroom while waiting to be picked up. If intolerable behavior occurs a third

time in the same week, the child must be picked up immediately and take the following day off. If repeated actions regardless of parent meetings and redirection Child will be **terminated immediately from facility "at will" and without notice.**

**If for any reason legal services are needed, Magnanimous Kids EXPLORATORY Learning Center, Director/Administrator, Owner nor staff will not be responsible for any legal or court costs incurred.**

**2 weeks written notice** is required by the parent to the director. Fees will still be due if the parent withdraws the child before notice is given, or at any given time during the notice. Two weeks fees may be paid in lieu of two weeks' notice. Termination notice will NOT be accepted while Director or parents are on vacation. Magnanimous Kids' reserves the right to either immediately terminate a contract or provide Parents with a two weeks written notice if services for your child can no longer be provided. You are still responsible for paying the weekly fees during this notice if your child remains in attendance throughout notice.

### **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, and 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**

We do our best to maintain strict cleanliness and hygiene standards. Children's hands should be washed before and after meals, coming in from outside and after toileting. If these skills are stressed at home also your child may remain a good hand-washer when he/she gets older. Please have your child bathed and dressed for play. A clean child is a healthy child. Manipulatives are sanitized daily or as needed with bleach solution.

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

## **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.



## Medical Emergencies

Minor bumps and scrapes are inevitable. We make every effort to keep your children safe through supervision and child proofing. Minor injuries will receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted immediately. Updated contact phone numbers is required. Its imperative contact information on file is kept current in the event an emergency. Parents are first contacted on the list, if unable then emergency contact numbers provided will be called for medical decisions for the child. If necessary your child will be transported by ambulance to the nearest hospital. Parents are responsible for costs involved in emergency medical treatment and/or transportation if required.

## 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.

**PLEASE NOTE: THE CENTER IS NOT SOLELY RESPONSIBLE FOR POTTY TRAINING YOUR CHILD. THIS MUST BE A JOINT EFFORT ONLY.**

## 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.





## TRANSPORTATION/FIELD TRIPS:

Transporting children in child care is a high risk activity. Magnanimous Kids' chooses **not to participate** in transporting to and from learning center, before/after school pickup nor do we participate in field trips.

### Weather Policy

**50-60 degrees: Child must wear long sleeves. 40-50 degrees: Child must wear a jacket. 30-40 degrees: Child must wear a winter jacket, hat and mittens. Below 30 and if snowy: Full set of snow gear (winter jacket, snowpants, hat, mittens, and boots) It is advised that for children to participate in outdoor activities they are dressed appropriately for the weather cold/hot. We do not have staff to remain indoors with children without proper attire or layers for outside.**

### Dress Your Kids in Layers-If no Jacket is present.

- Wear a base layer. This is your underwear layer that wicks sweat off of skin. ...
- Wear a middle layer. This layer retains body heat to protect against cold. ...
- Wear an outer layer. This is the layer that provides a shield against wind, rain and snow.

### Child Illness

Under no circumstances should you bring your child to care sick (fever of 100°f or higher, vomiting, diarrhea not contained in a diaper, sore throat, continuous coughing, and runny nose other than clear, draining eyes or ears, unexplained rash, lice, etc.)

If you are unable to stay home with your sick child it will be necessary for you to make arrangements at your own expense. If your child is out ill regular fees still apply.

Your child may be brought to care if they have a common cold (which means a slight cough, clear runny nose, sneezing); however I will call you if your child is just plain miserable (whining, crying, repeatedly asking for you). Your child should not attend if they are not feeling well enough to participate in our daily activities.

The Health Department regulations prohibit the admittance of any child into a center that exhibits any of the following symptoms:

- Fever (100°f or higher) – child needs to be fever free for 24 hours without the aid of medication
- Diarrhea – child must be symptom free for 24 hours without the aid of medication
- Vomiting – child must be symptom free for 24 hours without the aid of medication
- Runny nose with colored discharge –check with doctor
- Rash – check with doctor
- Discharge from eyes or ears
- Lice – child needs to be treated and nits removed before return
- Communicable diseases – chicken pox, measles, mumps, conjunctivitis (pink eye), influenza etc. The child may return when the incubation and contagious period is passed and the child is well enough to resume normal childcare activities.

We have the right to refuse to care for a sick child. If your child develops any of the above symptoms while at the facility parent/designated alternate will be required to pick up your child immediately. If we have to call a parent to pick up a child that has been dropped off for care **too ill to participate in the day the child will also be required to stay at home the following day.** Your child may return to care 24 hours AFTER symptoms of illness end.

\*\*Please, notify the center at once of you find out that your child has a contagious disease, so that my staff and the parents of the other day care children may respond appropriately. Notification will also be given to you if your child has been exposed to any contagious illness.





## 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.

## Nap/Quiet Time

We do not have nap schedules-All children in care for more than 4 hours, shall if needed have a nap or rest period. A child who doesn't choose to sleep and a child who awakens early shall have quiet time.

## Computer Internet/Software/Media

As part of our curriculum, children are allowed to utilize the internet for strictly learning websites only. This will be on a monitored. Children ages 2 years and younger are not permitted on computers. Educational software is available and used as an incentive or part of a learning activity made fun to enhance skills. TV, video and DVD viewing is permitted and used as part of our curriculum Morning Show-songs and dance.

## Exposure Control Plan

This facility is committed to providing a safe and healthful learning and work environment for our children and staff. In pursuing this endeavor, Magnanimous Kids EXPLORATORY Learning Center is providing a Blood borne pathogen Exposure Control Plan (ECP) that meets the requirements of Occupational Health and Safety Organization (OSHA)'s Blood borne Pathogen Standard and South Carolina State Department of Health's Universal Precautions regulation, and the South Carolina Department of Social Services Child Care regulations. A copy of this plan will be posted in a conspicuous area in the center and will be identified by the Operations Director.

## **Covid-19 Policy Update:**

Ensuring the health, safety and well-being of our children, families and team members remains our highest priority. We have strengthened our health and safety practices based on current guidance and recommendations from the Centers for Disease Control (CDC), state and local officials and departments of health to ensure we maintain a safe and healthy environment.

- Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- This Center is choosing to require any return of a child absent from the facility at the minimum of 1 week be required to test for Covid-19. This decision would be to ensure the health and safety of both the Center's children and employees. This to include, vacation, visits in or out of state and any other possible exposure or symptoms of the virus prior to facility entrance.

### **Childcare Screening Arrivals & throughout the day!**

- Persons who have a fever of 100.4<sup>0</sup> (38.0<sup>0</sup>C) or above or other signs of illness should not be admitted to the facility.
- Parents are encouraged to on the alert for signs of illness in their children and to keep them home when they are sick.
- Our screening will also include hand sanitizing upon entering the building, children wash their hands immediately. Throughout the day we will have increments of hand washing. Washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

**\*Staff ONLY will provide hand sanitizer to children-they will be supervised with usage. (Parents' please note agreeance of Handbook policy is agreeance to Sanitizing policy).**

### **ALL STAFF, FAMILIES, CHILDREN AND THEIR HOUSEHOLD MEMBERS MUST CONDUCT A DAILY HEALTH CHECK BEFORE COMING TO THE CENTER.**

- Should you or any household member have any of the following symptoms, we ask you to remain out that day and notify the center.
- Fever of 100.4 F or higher, now or in the preceding 72 hours (or would have, but have used fever reducing medicine)
- Cough
- Sore Throat
- Muscle Aches
- Difficulty Breathing
- New Loss of Taste or Smell

### **CHILDREN/STAFF with symptoms of COVID-19 (BUT NO KNOWN EXPOSURES TO SOMEONE CONTAGIOUS with COVID-19) Children and staff should be excluded from the facility if they have: Any of the**

following with or without fever:

- Shortness of breath or difficulty breathing –or-
- Loss of taste or smell –or-
- New or worsening cough

If these symptoms are explainable by an underlying condition (such as shortness of breath for an individual with asthma) exclusion may not be necessary.



**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.

### **Damages**

It is expected that your child be respectful of the Center's property and furnishings. Certain amount of —wear and tear is expected and normal, but if your child intentionally damages property through destructive behavior or roughness, you will be required to replace any object or its value.

### **Behavioral Goals**

While in care only positive encouragement is enforced. Children will NOT be subject to spanking, hitting, kicking, restraint, or to, verbal, emotional, or physical punishment. We believe the most effective ways of enforcing positive behaviors are Praise, Respect, Re-Direction, and Positive Re-Enforcement. We enjoy talking with kids, we enjoy problem solving and listening to their feelings before making a judgment, and we believe if negative behavior is/was displayed discussing with children an alternative.

Our goal is to coach the children so they can negotiate compromise, brainstorm and work it out amongst themselves. Children are placed to sit in thinking mode (a.k.a. —the thinking chair), this gives them time based on their age to think about their actions and then we discuss it together. If they display a threat to the safety and well-being of themselves or others they will not be able to participate in a fun activity. If something of a more serious nature or a persistent behavior should occur that is of concern or a threat to the safety of others, parents will then be notified so we can jointly decide on a course of action that is followed at home and in the center. If the problem cannot be resolved dismissal will be recommended.

### **\*\*Parents are required to Initial Acknowledgement of Discipline & Behavior Management Policy\*\***



#### **Discipline Policy**

Here at Magnanimous Kids CORPORAL PUNISHMENT IS PROHIBITED AND SHALL NEVER BE USED, Regardless of verbal/written authorization form parent(s)/guardian(s). (SPANKING, SLAPPING, PINCHING, SHAKING, BITING, JERKING OR POPPING

HANDS under no circumstances are allowed on the Center's Premises at any time or by anyone. The use of the term "Think about it..." is used for a specified period of time (1 minute per age) with the purpose of allowing the child an opportunity after discussion to think about positive vs. negative choices. Life Skills are reiterated and briefly discussed at the time of discipline while reinforcing their Life Skills.



#### **Open Door Policy**

Parents of currently enrolled children are welcome to visit the center anytime during regular hours of operation. Please keep into consideration our schedule when dropping in or calling. Your visit must not disrupt instructional activities or classroom routines. If your child becomes upset as a result of your visit you will be required to depart with your child. Remember that visitors usually cause children to react in an excited manner that does not normally occur when we're alone with the children. Please keep in mind there may be times when it is not possible for us to answer the phone. If the phone goes unanswered, do not become alarmed, simply leave a voice mail and someone will return your call.

## **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**

These are emergency medical conditions under which emergency care and treatment is warranted: etc. Including but not limited to the following conditions: (examples: child passing out, broken bones, busted head, and seizures). We will access the problem, call 911 for help and then call parents. If the child needs emergency care one of our staff will go with the child to the closest hospital for help.

**We will use MUSC Health Medical University of SC  
120 Gateway Corporate Blvd, Columbia, SC 29203  
(803) 865-4500  
Emergency (803) 865-4530**

**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.**

**Open Door Christian Ministries  
300 Lee Rd.  
Columbia, SC 29229  
(803) 736-9114  
(CONTACT PERSON: Any)**

## **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**

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.

All parents should check Sign In/Out Computer and Parent Board for important information, special announcements, etc.



**"A Magnanimous Thank you!"**

### **Statement of Confidentiality**

Here at Magnanimous Kids EXPLORATORY Learning Center, we understand that some of our work will involve access to information/records that are considered confidential. We acknowledge our responsibility to respect the confidentiality of our clients. A child's record, emergency information, photograph and other information about the child or family and information that may identify a child by name or address is confidential and may not be copied, posted on a web site or disclosed to unauthorized persons, without written consent from the child's parent. Director, DSS Specialist are entitled immediate access to files, Employees are trained to adhere to policy in order to protect privacy, and to act in a professional manner. These files are located in the Office in a locked cabinet.

