

*Magical Minds*  
*CDC*



**Parent**  
**Handbook**

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## About Magical Minds CDC

At Magical Minds, we recognize and embrace that each child is a unique individual who needs a secure, caring, and stimulating environment in which to develop their social-emotional, cognitive/academic, and gross/fine motor skills. As educators, it is our passion to help children successfully meet their developmental milestones. We believe that children's learning experiences should be child-led (based on individual needs and interests) and teacher supported, allowing their natural curiosity to direct their learning in an environment that promotes respect for all people and things. We firmly believe that every child must be provided with an engaging, exciting, and cultivating learning environment from an enthusiastic, respectful, compassionate, and nurturing teacher who is passionate about impacting the lives of children. Our program creates a lifelong foundation and love for learning, preparing children for kindergarten and paving the way for the rest of their educational experiences. With our strong focus on independence and social-emotional development, children learn to become creative, empathetic, productive, and critically thinking members within their communities.

"The secret to good teaching is to regard the child's intelligence as a fertile field in which seeds may be sown, to grow under the heat of imagination." ~ Maria Montessori

## Mission Statement

Our mission is to provide a high-quality, safe, and child-centered early learning environment that supports the diverse needs of each child and creates a lifelong foundation and love for learning.

## Certification

Magical Minds CDC is licensed and certified by the State of Oregon Early Learning Division (ELD) and is inspected annually by a licensing specialist. We comply with all ELD rules and a copy of these rules and regulations are available on file for your reference. Our license # is: CF504708.

## Operating Calendar and Hours

Our facility is open 6:00 a.m. to 6:00 p.m. We have an open-door policy, in that parents are welcome to visit at any time. Our school is open all twelve months of the year and is a full day program. Several closures are scheduled annually, based on the Beaverton School District schedule & federal holidays and the operational needs of the facility (such as facility cleaning and teacher in-services). Holiday closures include New Years Day; Dr. Martin Luther King Jr. Day; President's Day; Memorial Day; Juneteenth; Independence Day (full week for summer vacation); Labor Day; Veterans Day; Thanksgiving Day & the following day; Christmas Vacation: December 24th - January 1st.

## Holiday Celebrations

At Magical Minds, we celebrate all holidays that represent the different cultures and customs within our community. We do this through décor, stories, and/or crafts and activities related to the holidays. We also celebrate every child's birthday.

## Video Surveillance

The indoor and outdoor learning environment is under video surveillance. These cameras have been placed within the environment for added safety/security for the children, families and staff. Footage will only be viewed/reviewed by authorized Magical Minds staff.

## Standards of Conduct

It is important to our community that we provide everyone with a safe environment where they know they will be treated with respect and consideration. We believe that respectful and open communication between parents and Magical Minds staff is essential to the quality of care we provide. While on the premises, all adults are expected to conduct themselves in ways that help all children and adults feel safe.

### Please do...

- Be respectful and calm when speaking with your child, teachers, or other people's children and their families.
- Supervise your child from the car to the classroom and from the classroom to the car. If you see a child other than your own being hurtful or unsafe, inform the teacher and allow the teacher to intervene.
- Bring questions or concerns directly to the staff person who can help address the issue.

### Please do not...

- Use, or threaten to use, any form of corporal punishment at the school
- Come to the facility under the influence of alcohol or other drugs
- Raise your voice or use profanity

## Guidance and Discipline

At Magical Minds the guidance and discipline policy we use is to encourage positive behavior and to facilitate the growth of understanding emotions in oneself and others. Carefully planned environments and a strong classroom community provides support for children's success. Strategies such as redirecting children and setting clear limits are the basis for facilitating self-management when difficulties arise. These strategies also aid children in developing self-control. We have a strong focus on social-emotional development, and we will continually focus on identifying and managing our feelings, as well as reading and responding to the feelings of others. We will utilize our calming corner to give children a safe space to manage their emotions and work things out.

### *(3) The guidance and discipline policy shall:*

- (a) Provide for positive guidance, redirection, and the setting of clear boundaries; and
  - (b) Be designed to help the child develop self-control, self-esteem, and respect for others.
- (4) Only a caregiver shall provide guidance or discipline to a child.
  - (5) Guidance and discipline shall be fair, consistently applied, timely, and appropriate to the behavior and age of the child. Positive statements or redirection of behaviors shall be used.
  - (6) Prohibited punishment includes, but is not limited to:
    - (a) Hitting, slapping, shaking, striking with hand or instrument, pinching, tying or binding, or inflicting any other form of corporal punishment;
    - (b) Mental or emotional punishment including, but not limited to, name calling, ridicule, yelling, or threats;
    - (c) Non-prescription chemical restraints used for discipline or to control behavior;
    - (d) Confining a child in an enclosed area, (e.g., a locked or closed room, closet, box);
    - (e) Forcing or withholding meals, snacks, rest, or necessary toilet use; or

(f) Belittling a child for or forcing a child to clean up after toileting accidents.

(7) The provider shall not accept parental permission to use any form of punishment listed in subsection (6) of this rule.

## **Steps for Addressing Challenging Behaviors**

The behaviors of children will be addressed by classroom staff as outlined by the guidance and discipline policy. This can include positive reinforcement for appropriate behavior, redirection, offering choices, reminders of classroom rules, modifying the classroom environment and/or daily schedule, and providing a supervised quiet time for the child to gain control. Observations will be taken of these behaviors to determine possible triggers or patterns, and to determine what supports the child may need.

The first step will always be talking with parents and staying in regular communication, always ensuring we are consistent between home and school. When a child exhibits a challenging behavior on a continual basis that is not resolved through appropriate behavior management strategies, we will collaborate on the development of strategies to resolve the behavior. During this process, the classroom staff will keep the child's parent(s) informed of progress in resolving the challenging behavior.

If a child's behavior results in an injury to another child or staff member, the child's parents will be notified as soon as possible, and written documentation of the incident will be provided to the parent(s) and placed in the child's file. If the staff feels that the problem may be a result of a special need, the program may, with parental permission, refer the child for evaluation. NWRSD is an agency who would conduct evaluations, and who would be consulted for behavior support for children younger than school aged. If the parental permission is refused and the behavior continues, the continued enrollment of the child will be reconsidered. If all the above steps fail to resolve the challenging behavior, the program will consider appropriate next steps, which could include discontinuation of enrollment.

Written documentation of all the above steps will be provided to the parent(s) and placed in the child's file.

## **Naptime**

To support the diverse needs of every child, we have developed a naptime routine that would accommodate the individual needs of each child and family. Our naptime takes place between 1:00 pm and 3:00 pm each day. The expectation is for children to remain quiet for 30 minutes at the start of naptime. If they are unable to nap, they will be offered books, puzzles, and other quiet activities for them to do on their mat. Lights will be gradually turned on at 3:00 pm. Children will be gently woken up, if they do not wake up independently.

We provide a cot and sheet for each child napping or resting. Parents are welcome to send a blanket, stuffed animal, and/or a pillow to school, that their child can keep here for nap time.

## **Parent/Teacher Communication**

Communication between parents and teachers is essential to a child's success in the classroom. We value regular communication and collaborating with families to better support their child's success. We will communicate regularly with you through the Remind app and share updates about your child's learning and development, announcements about upcoming events or learning that we are doing in the classroom, as well as photos of these experiences.

While we value the importance of communication, pick-up and drop-off times can sometimes be hectic as our attention must always be on the children, and staff may not always be available to discuss specific matters. This also protects your child/family's confidentiality. I am always happy to schedule a time on the phone or in person to discuss any of your concerns or needs.

## **Classroom Information and Policies**

### **Arrival and Departure**

Children **MUST** be signed in and out each day. This is extremely important as the information is used to verify our current attendance numbers throughout the day as well as to check attendance during emergency drills and events.

When the child arrives, the person bringing the child must sign in and note the time of arrival in the classroom attendance book. Each child must be signed in properly before we assume responsibility for that child.

**Please make certain that the teacher in charge is aware of your child's arrival.**

Upon departure, teachers will release a child only to a parent or another person who has been authorized by the parent in writing. The teacher shall verify the identification of any person, other than the parent, who picks up a child. The person picking up the child must sign out and note the time of departure.

## **Parking**

You may park in the driveway or visitor parking spots directly to the left of the house during drop-off and pick-up time. Please be considerate of other families that may be dropping off at the same time and limit the time that you remain parked.

## **Late Pick Up**

We understand that unforeseen circumstances may occasionally prevent a parent from picking their child up on time. Families are expected to pick up their child by the end of their contract hours.

You will be charged additional fees for early drop off or late pick up. Fees are as follows:

- \$25 for the first 15 minutes
- \$1 per every 1-minute increment afterwards

## **Walks/Outdoor Learning**

Outdoor time is a part of the daily schedule at Magical Minds. In addition to using our outdoor fenced play space, we will go on walks to explore our private, natural, and trailed community. Teachers will take all reasonable precautions to ensure safety on these trips. Whenever we walk to Channing Heights Park, we will use a special walking rope led by the teacher (for larger groups). For all outings away from the classroom, staff will carry cell phones, as well as an emergency backpack containing a first aid kit, emergency contact information, and extra supplies.

## **Clothing**

We will play outside every day. Please be sure your child is dressed appropriately for the weather. Remember items such as boots or shoes, raincoat, sweater, jacket, hat, etc., Please label your child's clothing with first and last name. We request to keep two changes of clothing for each child at school and replenish as necessary.

## **Diapering**

Magical Minds requires parents to supply diapers, wipes, and other diapering supplies.

## **Media**

Our media use is extremely limited and will only be used for exercise, yoga, or dancing activities. A developmentally appropriate, educational video that is related to a certain project, experiment, or subject we're learning about may be viewed on occasion.

## **Screening & Assessment**

The Ages and Stages Questionnaire (ASQ) is used to screen children in a variety of developmental areas. This tool was researched and developed at the University of Oregon, and is widely used as a primary screening for children's communication, motor, cognitive, social-emotional, and problem-solving abilities.

We send these questionnaires home with you at our enrollment visit. This helps us to better support your child with their developmental needs.

## **Child Record Keeping**

We keep written records for each child enrolled at Magical Minds. A child's file will include all their emergency and contact information, immunization records and any health alerts, and injury and incident reports.

# Health and Medication Policies

To promote and protect the health of all children in care, we exclude ill children from the main classroom space in accordance with state regulations, under the following conditions:

- When the presence of the child poses risk of spread of infection to the other children;
- When the ill child requires more attention and care than is available by the regularly scheduled staff;
- Uncharacteristic lethargy, decreased alertness, increased irritability, increased confusion, or a behavior change that prevents active participation in usual school activities. A child with any of the above symptoms may return to care when symptoms resolve, return to normal behavior;
- When a child exhibits symptoms of communicable illness as defined by state guidelines.

## Guidelines For Medical Exclusion

In compliance with the State of Oregon Early Learning Division's rules, the center shall not admit or retain in care a child who has one of the following symptoms, or combination of symptoms, or illness:

1. Fever over 100.4 degrees F.
2. Diarrhea (more than one abnormally loose, runny, watery or bloody stool);
3. Vomiting;
4. Nausea;
5. Severe or persistent cough;
6. Unusual yellow color to skin or eyes;
7. Skin or eye lesions or rashes that are severe, weeping, or pus-filled;
8. Stiff neck and headache with one or more of the symptoms listed above;
9. Difficult breathing or abnormal wheezing; or
10. Complaints of severe pain.
11. Excessively runny nose with discolored mucus.

**Head Lice:** In order to minimize the spread of head lice in our program, we have a nit-free policy in place. Children who are found to have head lice (nits and/or live lice) will be sent home for treatment and will not be allowed to return until they are nit free.

A child who shows signs of illness, as defined in this rule, shall be isolated and the parent(s) notified and asked to remove the child from the classroom as soon as possible. When it has been determined that a child is too ill to remain at school, we ask that you make arrangements to pick up your child within 30 minutes. Isolation of a child away from the classroom requires extra staffing and can affect the activities of the rest of the group. Ill children may not return to school until they are free of symptoms for 24 hours without the aid of fever reducing medication.

## Medication Administration During the School Day

Medication Administration Permission forms must be completed by a parent (or an authorized adult) and approved by a staff member when a child requires medication while at school. No prescription medication or non-prescription medication, including, but not limited to, pain relievers, sunscreen, cough syrup, diapering and first aid ointments or nose drops, may be given to a child except under the following conditions:

- A signed, dated, written authorization by the parent(s) is on file
- Prescription medication is in the original container and labeled with the child's name, name of the drug, dosage, directions for administering, date, and physician's name
- Non-prescription medication is in the original container, labeled with the child's name, dosage, and directions for administering
- A written record of all medications administered listing, as a minimum, the name of the child, type of medication, the signature of the person administering the medication, date, time, and dosage given, shall be kept.
- Parent(s) shall be informed daily of medication administered to their child.
- Expired medication cannot be used and will be sent home.

If any medications are listed as part of an action plan from your child's physician in response to medical conditions or allergies, these medications must be present on site in order for your child to attend.

## Allergies

Every child with a life-threatening allergy must have an allergy plan from their doctor instructing us on how to respond when a child has an exposure to the allergen while at the center. This plan must be in place, including staff training time (on the plan and use of EPI pen if it is part of the plan) before the child begins childcare. If the child is already in our care when a life-threatening allergen is identified, a plan must be in place before the child can again be left in care. The allergy plan must include a specific definition of what the child is allergic to and in what form, what will trigger the allergic reaction, what symptoms we can expect to see if an allergic reaction is beginning, how we should respond to suspected exposure, and to a reaction in progress, and what medication we should have at school. This plan should be signed by a doctor and by the child's parent.

**While we can mitigate risks with appropriate precautions, we cannot guarantee that the entire environment will be allergen-free.**

## Sunscreen for Children

Since our facility and surrounding grounds are mostly shaded, we will only apply sunscreen when we go on walking trips exposing us to the sun (on warm, sunny days). Sunscreen is considered an over the counter, or non-prescription medication by the Oregon Early Learning Division. Staff will need signed consent from parents before using sunscreen on a child.

## Nutrition and Food Policies

We provide all snack and meals for children and serve healthy, well-balanced USDA approved meals.

## Safety and Emergency Policies and Procedures

### Accidents

We strive to prevent accidents by creating a safe environment and providing careful supervision of children. However, minor injuries are part of growing up, and in the course of development, children take some risks. There is always a staff member present who is trained in first aid. All injuries requiring first aid are recorded on an accident report form, and a copy is sent home at the end of the day. Often for injuries where the child is particularly upset or will have a visible injury, teachers will contact parents to discuss the situation.

In the case of a serious injury to a child, parents will be contacted. If emergency services are needed, we will call 911. If it is determined that it is necessary to transport a child for emergency services, we will not have the capacity to leave the school and a parent or emergency contact will have to accompany the child to the hospital.

### Building Safety

We want to always maintain the safety of our community and to do so, the front door will remain locked during business hours and opened for drop-off/pick-up times and visitors. Only people with legitimate business will be allowed into the building. Visitors are asked to sign in and out of the building. Protocols are in place for staff to respond quickly when notified of emerging situations.

### Fire and Natural Disasters

Magical Minds has an established evacuation plan for fire alarms and other potential emergencies, and safety drills are practiced monthly for fires. In addition, earthquake and lockdown drills are practiced bi-monthly. Teachers are trained in how to respond to a variety of emergency situations and will always take steps to ensure the safety of the children in their care. The assembly point for evacuation is the grass/sidewalk area to the left of the visitor parking spots. This is where we gather for practice fire drills and where we will convene if we evacuate the building.

In the event building evacuation is necessary, we would still only release your child to adults for whom we have written releases. The children will stay with staff members until they are able to be released. We will update phone messages if possible and attempt to contact parents by phone.



## **Lockdown**

In the event of a dangerous situation or threat of harm from outside of the center, we will implement the following lockdown procedures: locking all outside doors, closing blinds, and keeping children away from windows. We will be in close contact with emergency authorities, and they will assist us to take every needed precaution to ensure the safety of the children and staff. It may become necessary to prevent people from entering or exiting the building, in which case we would communicate with parents via phone and/or email.

## **Child Protection Measures**

The State of Oregon Child Abuse Reporting Law requires that staff are trained in recognizing and reporting child abuse and neglect, and all staff are mandated to report suspected cases of child abuse.

## **Confidentiality**

Information about the health or abilities of any child or a family's status is considered confidential. Such information will be shared with staff only as necessary to meet the needs of the child. Occasionally, family information may be shared with regulatory agencies, e.g., the Department of Health and the Oregon Early Learning Division, with the knowledge of the parents.

## **Staff Background Checks**

Every center employee, resident and volunteer must pass a criminal background check through the Oregon Early Learning Division.

Visitors to the center are required to sign in at the front desk and are always accompanied by a staff person.

## **Parents as Volunteers**

Parents are welcome to volunteer at Magical Minds by spending time in the classroom, helping with special projects or events, accompanying their child's class on walks, or by sharing special talents or family/cultural traditions. Teachers will communicate with parents about volunteering opportunities.

**Volunteers cannot be alone with children. Volunteers must remain within sight and sound of a teacher.**

## **Photographs and Video Tapes**

Photographs and videos of children and staff participating in our daily learning programs are taken and shared with families and may be used on our FB page and website and in the classroom, and in accordance with permissions granted by families on annual enrollment forms.

## **Inclement Weather**

Magical Minds may be closed when weather conditions are too dangerous. We may make alternative schedule decisions, including full-day closure, delayed opening, or early closure, as needed.

*No tuition refunds will be given for inclement weather closures or delays.*

We will update all families via the Remind app, phone and/or email, to reflect delays and closures. This update will be posted as soon as possible after the decision has been made.

## **Changes In Schedule**

Thirty calendar days advance written notice is required, regardless of child's attendance, for any reduction in schedule. Tuition will be charged at the rate of the original schedule for thirty calendar days after the submission of the request. Any increase in schedule will be based on space availability. To request a schedule change, please contact me, Sally Said.

## Withdrawal Policy

Withdrawal from the center requires 30 days advance written notice, regardless of child's attendance. Tuition will be charged at the rate of the original schedule for thirty days after submitting a written notice of withdrawal.

## Discontinuation of Enrollment

Magical Minds reserves the right to discontinue a child's enrollment under the circumstances listed below, or may choose to continue a child's enrollment but bar a parent, guardian, family member, or friend from the premises. Reasons for discontinuation of enrollment may include, but are not limited to:

- Non-payment of services and/or lack of adherence to tuition payment policies.
- Falsification of information on enrollment forms or childcare related forms.
- Non-compliance with expectations set forth in this handbook.
- Lack of cooperation with the program's efforts to resolve differences and/or meet the child's needs through parent/teacher meetings.
- Inappropriate, unprofessional, or abusive behavior and/or verbal abuse or threats by parents, relatives, guardians or other parties toward staff, other parents, or children.
- The continued enrollment of the child poses a risk to the health and/or safety of other children, parents, or center staff, or continued enrollment of the child constitutes an undue burden on the program's resources.

*The director maintains final discretion in matters of enrollment.*

## Immunizations

State law requires all children who are attending childcare centers and private and public schools to be fully immunized unless their parents can provide proof of a medical or non-medical exemption. Upon enrollment, each parent must complete and sign a form giving dates of immunizations, and we ask that parents provide updates as they are obtained. Per ELD requirements, children may be excluded until the appropriate paperwork is received.

## Records

All enrollment forms must be received before the first day your child attends Magical Minds CDC. It is most important that you designate a contact person that we can call to pick up your child in an emergency if we cannot reach you.

***If your address, phone number, emergency number, doctor, or any other information on your registration form changes, please notify the director, Sally Said, immediately. It is crucial we have current information.***

## Payment Policies

### Tuition

Tuition is paid in advance. Families have the option of paying the tuition monthly or bi-weekly. Tuition will not be prorated for absences, emergency closures or holidays. We accept ERDC, check, or Zelle as a payment method.

### Enrollment Fee

The enrollment fee is \$100 and most of this fee covers a personalized order (child's size and choice in color or design) for rain boots, a rainsuit and indoor house shoes that will be stored in your child's cubbie and used daily.

### Federal ID Number

Magical Mind's tax ID number is 99-1215404 for income tax purposes.

**\*\* This handbook is subject to change with 30 days' notice before any changes go into effect. \*\***

***Thank you for joining our community***