



Parent Handbook

520-989-0297

2099 E. River Rd. BLDG 1.
Tucson, AZ 85718

Monday – Friday 7:00am – 6:00pm

We are licensed and regulated by; **Arizona Department of Health Services, 400 W. Congress, Suite 100 Tucson, Arizona 85701 (520)628-6541**. All inspection reports are available in the office for viewing.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability (not all prohibited bases apply to all programs).

I. ABOUT US

Name of facility director: **Nicole Allman**

Hours of operation are: **7:00 AM to 6:00 PM**

Name of the individual designated to act in the director's absence:

Inspection reports for the child care center are available for review at the child care facility office:

**2099 E. River Rd., Building 1
Tucson, AZ 85718.**

Business Phone **520-989-0297**

Emergency Phone **520-668-2838**

Email: **nicole@nurturingmindslearningcenter.com**

The office of Child Care Licensing is located at:

**150 North 18th Avenue
Phoenix, AZ 85007
602-364-2539**

Mission Statement

Our mission is to make a positive difference in the lives of our children, their families, and the community we serve. Nurturing Minds Learning Center is committed to providing your child with **quality care** by encouraging each child to express themselves through language, art, music, and physical activity. With the emphasis on learning through play, they are building socialization and self-help skills that build up their self-esteem and confidence to **succeed in all areas of life.**

Philosophy and Goals

The philosophy of Nurturing Minds Learning Center is to provide a developmentally appropriate program for young children that fosters the whole child concept, respects each child as an individual and stimulates a child's natural interest in, and enjoyment of learning.

Our long-term program goals include helping children:

- To become creative, independent thinkers;
- To feel competent, productive, and self-reliant, as well as fostering good self-esteem and a sense of self-worth;
- To develop a sense of responsibility for their own mental and physical health;
- To foster the value that many kinds of intelligence – linguistic, logical/mathematical, musical, physical, –
- Nurturing Mind Learning Center's daily classroom practice and programming objectives will be designed to support the program's philosophy and the established long-term goals. A program's educational philosophy is supported not only through its curriculum, but also by the care givers, and families involved in the program that provides role models for children. We respect and believe in each child as a unique individual with the ability to construct knowledge about themselves, others, and the world around them through active learning.

We are committed to lower child-to-caregiver ratios and smaller class sizes to enable teachers to:

- Spend more time with each child, developing closer bonds of affection, trust and respect;
- Assess carefully each child's social, emotional, cognitive, and physical growth and progress to individualize the program accordingly;
- Work with children in small groups.

II. INSTRUCTIONS AND POLICIES

Service Classifications

Child care services offered at Nurturing Minds Learning Center are:

1. Full day care
2. Part time care
3. Infant Care. (Birth-12 months)
4. One-Year-Old Care
5. Two-Year-Old Care
6. Three-, Four-, and Five-year-old Care
7. Before and After school program available when school is out (upon demand).
8. Summer Program – School Ageds

This facility is licensed to provide care for all service classifications listed above. Classifications listed with (*upon demand*) must have a minimum enrollment of 10 children, before we can provide that service.

Child Enrollment Procedures

All forms must be completed, signed, and returned with the first week tuition and registration fee. No child will be admitted without current documentation of immunizations and completed Emergency, Information, and Immunization Record Card. All court orders/custody agreements must be in children's file at the time of enrollment.

Disenrollment Procedures

We require a minimum of a 14-day written notice before you disenroll your child from Nurturing Minds Learning Center. If you disenroll your child without providing a 14-day written notice, you will remain responsible for your child's tuition for 14 days following your child's departure. If you intend to disenroll, please email the site director. Verbal disenrollment will not be honored, and you will be required to pay for 14 days from the date of your written notice.

Nurturing Minds Learning Center reserves the right to disenroll your child without prior notice if the following situation arises:

- Failure to pay tuition in full or on time
- Noncompliance with immunization requirements or exclusion due to a contagious illness.
- Repeated late pickups and/or drop offs
- Verbal or physical abuse by child or parent/guardian to other children or staff such as; language and behavior that is harmful, sexual language or profanity, throwing items, kicking, or hitting.
- Continued violation of policies by child or parent/guardian.

Open Door Policy

We carry an open-door policy – you may stop by to observe your child at our facility at any time, but only in the area where your child is receiving child care services. Unless there is a court order in place, then access would be restricted. Because of state regulations an employee must accompany you during your visit in any other area of the facility.

Child Admission & Release

Authorized individuals must sign in and sign out children using the designated Clock In computer and their registered fingerprint. Nurturing Minds Learning Center will only release your child/ren to authorized individuals listed on the Emergency Card. If an individual is unknown to the staff, they will be required to present picture identification (ID or Driver's License). If a person not listed on the Emergency Card will remove your child from the facility, we require **written permission from the child/ren's parent or guardian indicating the person's first and last name before the time of pick up.**

Please send your child clean, weather appropriate clothes and proper play shoes (no pajamas or slippers).

We ask that parents stay no longer than 10 minutes at drop off. (In our experience, lingering can make drop off a lot harder on your child.)

Note: Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. **Please help show your child that you respect us, the rules of our center, and our property by reminding them that the rules still apply when you are around.** We will also remind them of the rules and correct them if needed.

Behavior Management & Discipline

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try and teach the children in our care manners, kindness, and respect for others. One of the ways in which we do this is by the example we as providers set. We understand that our actions and reactions speak much louder than our words. The ongoing process of helping a child develop self-control and assume responsibility for the child's own actions will be:

1. **Positive Reinforcements:** The child will be encouraged when he or she is demonstrating acceptable behavior.
2. **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.
3. **Cool Down:** This technique is used when a child exhibits unsafe behavior, hurting themselves, others, or equipment. A child will be removed from the unsafe situation and taken to our cozy corner. Teachers will get down to the child's eye level and explain how their behavior is unsafe, and how to identify and better handle their emotions. Once a child has cooled down, they will rejoin the group.
4. **Last Resort:** When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

Transportation/Field Trips

Nurturing Minds Learning Center does not provide transportation or field trips.

Insurance Requirements

Documentation of the insurance coverage is on the facilities premises and is available for review at any time.

Diaper Policy

It is the parent's responsibility to provide diapers and wipes for your child. **When your child is low on diapers/wipes, you will be notified. Your child will not be able to attend if they do not have enough diapers/wipes for the day.**

Each child has his or her own clearly labeled diaper bin. Diapers are checked frequently and changed at least every two hours or as necessary. The diaper changing table is cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change.

We are more than happy to encourage potty training as long as the child is ready (typically between 18 months and 2 1/2 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. Parents will be required to supply pull-ups and wipes. **Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups.** Please make sure they have enough changes of clothing during this time. Please make sure they are wearing clothes that are easily pulled up and down (no overalls, jumpsuits, onesies, etc.) An elastic waist is the best for kids and gives them a feeling of self-accomplishment when they can pull them up or down by themselves. Communication between parents and the childcare provider is imperative for a successful transition from diapers to toilet.

Illness

Please keep your child at home if any of the following symptoms are exhibited:

- a. A fever over 100.4 degrees
- b. An undiagnosed rash or blisters
- c. Discharge from the eyes or ears
- d. Vomiting or diarrhea
- e. Any symptoms of a communicable disease

For the health and safety of the children at Nurturing Minds Learning Center, please notify the Director immediately if your child is diagnosed with a communicable disease. If your child develops any of the above symptoms while at Nurturing Minds Learning Center, you will be immediately contacted and asked to pick him/her up as soon as possible. No longer than one hour will be allowed for an ill child to be picked up by an authorized adult; if not, a \$50.00 penalty will be applied. Your child must be symptom-free without the use of medication for 24 hours or have a doctor's note stating that the child is "not contagious" before returning.

Medication

In the event your child needs to receive prescribed medication it may be administered by a designated staff member. A Medication Administration Form must be properly filled out in order for the medication to be administered. The medication must be in the original bottle with the label stating the first and last name of the child, the name of the medication, prescription number, dosage and route of administration, the Doctor's name, and the reason for the medication and date of authorization. We will only administer over the counter medication if we have written permission from the child's physician.

Accident and Emergency Procedures

In case of a **serious** accident or sudden illness requiring immediate medical attention, the following procedures will be followed:

1. A phone call to 911 is made.
2. Child's parents (or emergency contacts) are called.
3. Child is separated from the other children and appropriately cared for.

Parent or ambulance takes the child and health records to the doctor or hospital.

Holidays and School Closure

Nurturing Minds Learning Center is open each day of the year, Monday-Friday, excluding the following:

New Years Eve
New Years Day
Martin Luther King Day
Rodeo Days
Good Friday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
The Day after Thanksgiving
Christmas Eve
Christmas Day

If the holiday falls on a Saturday or Sunday a Friday or Monday will be chosen in observance of that holiday. Nurturing Minds Learning Center reserves the right to be closed for 3 days for staff professional development. These training sessions have proven to better enrich our childcare program. In the event we are closed for professional development, notice will be given 30 days in advance

Child's Absences and/or Vacations

One vacation week is awarded per school year meaning; a full week with no attendance at no charge to be used at the family's discretion. This vacation week will not roll over to the following year and will renew yearly in January.

Reporting Child Abuse

We are required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

Evacuation Procedures

Nurturing Minds Learning Center has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the daycare. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible.

Cleanliness

We take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping our center and the children in it as clean as possible, in order to help minimize and/or prevent the spread of germs. Our center is kept clean and disinfected regularly. We thoroughly clean surfaces that children come in close contact with using soap and water, or Lysol, etc. The high chairs are cleaned between each use, and the diaper changing tables are cleaned and disinfected between each diaper change. Toys are cleaned and disinfected regularly, and water-play tables are cleaned and disinfected before being filled with water and carefully supervised when in use. Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities.

Meals/Snacks

We provide breakfast, am snack, lunch, and pm snack (children will not be served breakfast after 8:30 am.) Milk is served with all meals. Water is encouraged throughout the day. The meals and snacks for each week constantly vary in order to ensure the children receive a well-balanced diet. A weekly menu is always accessible on the parent board.

It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health. Children need to eat well-balanced meals in order to meet his or her daily energy needs and to help them build a strong body and mind. We know that the good food habits a child develops will help them prevent cavities, iron deficiency anemia, and obesity, etc. - all common nutritional problems in young children.

It is our hope that both you and your child will be as enthusiastic as we are about our nutrition program.

Responsibilities and Participation of Parents in Facility Activities We encourage center parents to participate in parent involvement activities. We will notify parents of all activities involving their children for participation.

Pesticide Procedures Our facility will be sprayed for pesticides each month by a certified company. We will give you at least 48 hours' notice before a pesticide is applied.

Inspection Reports All inspections reports are available on-site for viewing.

Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child safe, smiling, and thriving.

Payment Policy: A nonrefundable deposit of \$100.00 per child or \$150 per family is due at time of enrollment. Your child's spot is secured when we have received the deposit, 1st week dues and the signed Parent-Provider Contract/Enrollment application. Note: Deposit helps cover the cost of a new sleeping mat with slip cover, personal cubbies, and materials.

Tuition is based on contract schedule, not on attendance

Option One - Weekly: Payment is due on Friday before the week of service. If payment is not received before Monday morning drop off, a \$20.00 late fee will be charged

Option Two - Monthly (5% discount): Payment is due on or before the first business day of each month. If received after the second business day of the month a \$20 late fee will be charged. **If the payment is not received by the 5th of the month, the 5% discount will not be honored.**

Nurturing Minds Learning Center will review our fees annually and parents will receive at least two weeks' notice in writing of any payment adjustments. Due to the inconvenience of NSF checks, a \$25 fee will be charged for NSF checks. We accept VISA and MasterCard. Our rates are based on fulltime, part time weekly rates and also daily rates. We do not prorate for absences or holidays. Staff weekly scheduling is determined by the childcare hourly contracts. In your file we will keep your scheduled drop off and pick up time. Children that are dropped off before they are scheduled, or picked up late will incur additional charges that are due immediately upon pickup.

Late Pick Up Policy

If your child is picked up after 6:00 pm there will be a late charge assessed of \$10.00 for every 15 minutes per child or \$1.00 per minute per child. **Please be courteous and arrive on time.**

IMPORTANT NOTE: Please be advised that if listed emergency contacts cannot be reached after half an hour, Child Protective Services will be notified.

Weekly Tuition



(Meals and snacks included in tuition.)

*****We DO NOT give credit or prorate for absences.**

	Two Days	Three Days	Four-Five Days
Infants (0-12 mo.) <i>Or up to 18 mo. if not walking</i>			
Full Day	\$160	\$200	\$300
Toddler			
School Day	\$100	\$145	\$200
Full Day	\$125	\$175	\$230
Threes, Fours, and Fives			
School Day	\$85	\$120	\$175
Full Day	\$105	\$150	\$205
Six Years+			
Half Day	\$70	\$115	\$155
Full Day	\$85	\$125	\$175

Ask about our sibling discount!

School Day	8am-3pm
Full Day	7am-6pm

School day children must be picked up by 3pm. If multiple late pick-ups occur, tuition will be changed to the Full Day rates.

Nurturing Minds Learning Center

Schedule – Infants/Toddlers

Schedule subject to change based upon children's interest and individual needs.

7:00-7:30 – Welcome In, Morning Meet and Greet /Diapering and Hand Washing *Open Centers

7:30-8:30 – Breakfast and Handwashing/ *Open Centers

8:30-9:00 – Outdoor Play

9:00-9:30 – Diapering and Hand Washing / *Open Centers

9:30-10:00 – AM Snack and Handwashing/ *Open Centers

10:00-10:30 – Story Time and Circle Time

10:30-11:00 – Sensory and Music Movement / *Open Centers

11:00-11:30 – Teacher Initiated Centers / *Open Centers

11:30-12:30 – Meal Time (lunch) / *Open Centers / Clean Up and Hand Washing

12:30-2:30 –Diapering and Handwashing/ Rest Time *Open Centers

2:30-3:00 – Rise and Shine / Diapering and Hand Washing / *Open Centers

3:00-3:30 – Snack Time / Wash Hands / *Open Centers

3:30-4:00 – Sand and Water Play / *Open Centers

4:00-4:30 – Diapering and Hand Washing / Afternoon Circle Time

4:30-5:00 – Outdoor Play

5:00-6:00 – Table Top Play / *Open Centers / Cleanup and Departure

Open Centers Include

Art, Writing, Music and Movement, Sand and Water, Block Play, Dramatic Play, Manipulative and Math, Reading, Quiet Time, and Nature and Science.

***Diapering will vary based upon child's needs.**

Nurturing Minds Learning Center

Schedule

Schedule subject to change based upon children's interest and needs

7:00 – 7:30– Welcome Morning Meet and Greet/ Individual Skill Time *Open Centers

7:30 – 8:30 – Clean Up / Wash Hands / Meal Time (Breakfast)

8:30 – 9:00 – *Open Centers

9:00 – 9:30 – Morning Circle Time / *Open Centers

9:30 – 10:00 – Clean Up / Wash Hand / Snack /*Open Centers

10:00 – 10:30 – Child Initiated Art /*Open Centers

10:30 – 11:00 – Clean Up / Outdoor Play

11:00 – 11:30 – Wash Hands / Teacher Initiated Group / *Open Centers

11:30 – 12:30 – Cleanup / Wash Hands / Meal Time (Lunch) / *Open Centers

12:30 – 2:30 – Wash Hands / Rest Time / Wake up / *Open Centers

2:30 – 3:00 pm – Wash Hands / Snack Time

3:00 – 3:30 – Teacher Initiated Math and Science / *Open centers

3:30 – 4:30 – Music and Movement /*Open Centers

4:30 – 5:15 – Outdoor Play

5:15 – 6:00- Wash Hands / Children Initiated Activities /*Open Centers / Departure

**Open Centers Include:*

Art, Writing, Music & Movement, Sand & Water, Block Play, Dramatic Play, Manipulatives and Math, Reading and Quiet Time, Nature & Science

Parent Handbook Signature Page

By signing this page, I acknowledge to have read and agree to the following rules and regulations at Nurturing Minds Learning Center stated in the Parent Handbook.

Parent/Guardian Name (Print) _____ Date _____

Parent/Guardian
Signature _____ Date _____

My child's schedule will be as follows:

Child/ren's Name _____

Drop off time _____ Pick up time _____

Days of the Week: **Monday Tuesday Wednesday Thursday Friday**

Additional Requested days when available _____

FIRST DAY CHECKLIST



- Small blanket
- Crib sheet (not applicable to infants)

****Sheets and blanket will be sent home at the end of the week. Please launder and bring back on Monday**

- An outfit change with underwear and socks in a Ziploc bag, labeled with your child's first and last name
- Reusable water bottle labeled with the child's first and last name
- Diapers and wipes (if applicable)
- Pre-made bottles of formula/breast milk (infants)

(Cubbies will be provided, please remember to check them daily.)

Furthermore, as the weather changes throughout the year, so do your child's items needed at daycare. **We greatly appreciate your adherence to this subject, as it helps ours and the children's day run more smoothly to have all his or her necessary belongings with them at daycare. We are always appreciative of any facial tissue and baby wipe donations.**