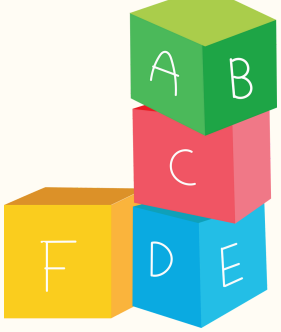

Mini Minds Academy

Tiny Steps, Giant Leaps

PARENT HANDBOOK

Mini Minds Academy Preschool Parent Handbook

Mini Minds Academy LLC

Location: 927 N Fairfax Ave, West Hollywood, CA 90046

Welcome to Mini Minds Academy!

We are thrilled to welcome you and your child to Mini Minds Academy! Thank you for choosing our program. Our dedicated staff is excited to provide your child with enriching learning experiences. We are committed to creating a safe, joyful environment that promotes the growth and development of each child in our care.

At Mini Minds Academy, our academic program emphasizes the development of the whole child, both individually and within a group setting. Our curriculum is designed to support your child's intellectual, physical, social, and emotional growth, establishing strong working and social habits during these crucial preschool years.

Our objective is to help your child build confidence, effectively communicate their needs and feelings, and develop a positive self-concept and self-esteem. We use positive reinforcement throughout our program to encourage this growth.

We focus on nurturing cognitive development, enhancing creativity, and advancing language skills, tailored to the age group and individual developmental levels of the children. Our environment is designed to support your child's full potential while encouraging freedom of choice.

The well-being of our children is our top priority. The close collaboration among administration, teachers, parents, and children is a key strength of our program. We are committed to working together as a team to address your child's needs and concerns in a respectful and ethical manner.

The staff at Mini Minds Academy is dedicated to providing the best possible education to ensure your child leads a happy and successful life. This Parent Handbook outlines our policies, procedures, and daily operations. We encourage you to review it thoroughly and keep it as a reference throughout the year.

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1. Mission Statement

At Mini Minds Academy, our mission is to create a warm and welcoming environment where children can develop socially, emotionally, intellectually, and physically. We are dedicated to fostering a love of learning through play-based, child-centered activities that encourage creativity, curiosity, and a sense of wonder.

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2. Philosophy

We believe that every child is unique and capable of great things. Our approach to early childhood education is rooted in respect for each child's individuality and a commitment to nurturing their natural curiosity. We strive to create a balanced program that offers structure and freedom, allowing children to explore, experiment, and engage with the world around them in meaningful ways.

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3. Enrollment

3.1 Eligibility - Ages of children accepted for care

Mini Minds Academy accepts children ages 6 weeks to 5 years old. We are committed to serving a diverse community of families and welcome children of all backgrounds, abilities, and needs.

MINI MINDS ACADEMY admits students of any race, color, national and ethnic origin. We do not discriminate based upon race, color, national and ethnic origin in administration of its educational policies and all preschool administered programs.

At Mini Minds Academy, we are committed to providing a nurturing and supportive environment for all children in our care. Our admission policies and procedures ensure a smooth and equitable process for all prospective families.

Categories of Children in Care

Age Groups:

- **Infants:** 6 weeks to 18 months
- **Toddlers:** 18 months to 3 years
- **Preschoolers:** 3 years to 5 years

Acceptance and Retention Limitations:

Capacity Limits: Enrollment is based on available space and staff-to-child ratios as regulated by California law.

Special Needs: While we strive to accommodate children with special needs, we may have limitations based on the specific support and resources required. Please discuss individual needs with the administration prior to enrollment.

3.2 Admission Process

- **Application:**
  - **Tour:** Prospective families are encouraged to schedule a tour of our facility and meet with our staff to learn more about our program.
  - **Submission:** Complete an application form available at our center or on our website.
- **Initial Meeting:**
  - **Parent/Guardian Interview:** Schedule a meeting with the child's parent or guardian to discuss the child's needs, any special accommodations, and to review the childcare center's policies and procedures.
  - **Child Observation:** For children 18 months and older, a brief observation period may be conducted to assess the child's comfort level and fit within the group**.**
- **Assessment of Needs:**
  - **Developmental Assessment:** If applicable, we will review the child's developmental milestones and any special needs or medical conditions.
  - **Individualized Plan:** Develop an individualized care plan based on the child's specific needs, including any necessary accommodations or modifications.
- **Enrollment Decision:**
  - **Placement Appropriateness:** Based on the information gathered, the center will determine if it can adequately meet the child's needs and if the child will benefit from the program.
  - **Notification:** Parents or guardians will be notified of the enrollment decision and, if accepted, will receive a welcome packet with additional information.

Required Paperwork

- **Health Forms:**
  - **Medical Examination:** A completed health examination form from a licensed physician.
  - **Immunization Records:** Up-to-date immunization records in accordance with state regulations.
  - **Emergency Contact Information:** Names and phone numbers of individuals authorized to pick up the child in case of an emergency.

- **Consent Forms:**
  - **Emergency Medical Treatment:** Authorization for emergency medical treatment.
  - **Activities:** Consent for participation in other center-sponsored activities.
- **Signed Admission Agreement Acknowledgment Form**
- **Signed Handbook Acknowledgement and Agreement Form :** A signed acknowledgement form confirming your receipt of the electronic or physical copy of the Parent Handbook, and verifying that you have read and understood its contents.

Additional Information/Forms:
Please refer to the forms listed below, which are for your use and reference.

- **Notification of Parents' Rights form (LIC 995)**
  [CCR, Title 22, Sections 101218.1(b) and (b)(1)]
  https://www.cdss.ca.gov/cdssweb/entres/forms/english/lic995a.pdf
- **Personal Rights form (LIC 613A)**
  [CCR, Title 22, Sections 101223 (a) and (b)]
  https://www.cdss.ca.gov/cdssweb/entres/forms/english/lic613a.pdf
- **Identification and Emergency Information (Child Care Centers)(LIC 700)**
  [CCR, Title 22, Section 101221 (b)(7)]
  https://www.cdss.ca.gov/Portals/9/Additional-Resources/Forms-and-Brochures/2019/I-L/LIC700.pdf?ver=2019-10-24-143032-763
- **Consent for Emergency Medical Treatment form (LIC 627)**
  [CCR, Title 22, Section 221(b)(8)(c)]
  https://www.cdss.ca.gov/cdssweb/entres/forms/english/lic627.pdf
- **Child's Preadmission Health History - Parents Report (LIC 702)**
  [CCR, Title 22, Section 101218.1(a)(3)]
  https://www.cdss.ca.gov/Portals/9/FMUForms/I-L/LIC702.pdf?ver=2017-07-16-155553-713
- **Physician's Report - Child Care Centers (LIC 701) (medical-assessment requirement, including TB skin testing if indicated by the child's physician)**
  [CCR, Title 22, Sections 101220, 101218.1(a)(4)]
  https://www.cdss.ca.gov/cdssweb/entres/forms/english/lic701.pdf
- **Individual Infant Sleeping Plan (Infants Only)**
  https://www.cdss.ca.gov/Portals/9/FMUForms/I-L/LIC9227.pdf
- **Infants Needs and Services Plan (Infants Only)**
- **Immunization requirements**
  [CCR, Title 22, Section 101220.1]
- **Copy of Admission Agreement**

Orientation

- **Family Orientation:**
  - **Introduction:** Families will participate in an orientation session to familiarize themselves with the center's policies, staff, and daily routines.
  - **Parent Handbook:** Review the Parent Handbook, which includes important information about center policies, procedures, and expectations.
- **Trial Period:**
  - **Adjustment Period:** A trial period may be implemented to ensure that the placement is suitable for both the child and the center. During this time, regular feedback will be provided to parents or guardians.

Admission is contingent upon receipt of the completed enrollment application, signed fee agreement, registration fee, deposit, immunization records and signed Parent Handbook receipt.

For further details or to begin the admission process, please contact our administration office. We look forward to welcoming you and your child to our center.

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4. Withdrawal

Parents or guardians must provide a written notice of withdrawal at least two weeks in advance.

A final meeting with the parent or guardian will be scheduled to discuss the transition and ensure a smooth departure for the child.

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5. Child Care Program Description

5.1 Days and Hours of Operation

At Mini Minds Academy, we strive to accommodate the diverse needs of our families. Our hours and days of operation are designed to offer flexibility and support for our enrolled families.

MINI MINDS ACADEMY is a year-round program. Our academic program runs September through June and our summer program runs July and August.

Regular Operating Hours:

- **Monday through Friday:** 7:30 AM to 6:00 PM

Occasional Early Dismissal:
On certain days, the preschool may have early dismissal times for staff training or special events. Families will be notified of these changes at least two weeks in advance.

5.2 Daily Schedule:

- Morning Drop-off: Begins at 7:30 AM
- Morning Snack: 9:00 AM -9:30 AM
- Morning Program: 9:30 AM - 11:30 AM
- Lunch: 11:30 AM - 12:30 PM
- Rest Time: 12:30 PM - 2:00 PM
- Afternoon Snack: 2:00 PM - 2:30 PM
- Afternoon Program: 2:30 PM - 5:00 PM
- Pick-up: Until 6:00 PM

Extended Care:
For families needing care outside of regular hours, extended care options may be available upon request. Please speak with the preschool administration to discuss availability and additional fees.

5.3 School Closures

Holiday Closures:
We observe the following holidays each year:

- **New Year's Eve:** All Day
- **New Year's Day**
- **Martin Luther King Jr. Day**
- **President's Day**
- **Good Friday**
- **Memorial Day**
- **Independence Day** (Fourth of July)
- **Labor Day**
- **Thanksgiving Day** and **Thanksgiving Day After:** Total of 2 Days
- **Christmas Eve** and **Christmas Day:** Total of 2 Days

Holidays that fall on a Saturday will be observed on the Friday before. Holidays that fall on a Sunday will be observed on the Monday after.

Emergency Closures:

In case of unforeseen circumstances, such as extreme weather or other emergencies, the preschool may need to close temporarily. Parents will be informed as soon as possible through our emergency notification system.

Should the school need to close in the middle of the day, the staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call; of the pickup location should the children need to be evacuated from the school. Parents or emergency contact persons should report directly to the alternate location if one is indicted.

5.4 Arrival and Departure Time

Children should arrive no earlier than 7:30 AM and must be picked up no later than 6:00 PM. Parents must sign their child in and out each day.

5.5 Food Service

We provide two snacks, including beverage Juice or milk. Please refer to the Health and Safety section for a more detailed food policy.

- Morning Snack: 9:00 AM -9:30 AM.
- Lunch Time : 11:30 AM - 12:30 PM
- Afternoon Snack : 3:00 PM - 3:30 PM

Important: Please call school office by· l0:00 AM. if your child is running late and will be at school in time for lunch.

5.6 Rest/Nap

A quiet rest/nap time is required for all children who remain at the school between 1:00 PM - 3:00 PM. Children need to stay on their own cots during rest/nap time even if they do not sleep. Teachers will play quiet time music. Trips to the bathroom are allowed at all times when needed.

5.7 Arrival and Departure Procedure

The State of California requires all children to be signed in and signed out each day. The requirement must be met with a full signature, not just initials. You must also write the times of arrival and departure by your signature.

A reliable adult must bring your child to preschool and pick up your child from preschool. A child must never be left to find his/her own way to the classroom. The adult who brings your child must stay until the teacher has determined that your child is healthy and fit for a day at school.

We cannot release your child to anyone who is under 18 years of age. We will release your child to only those persons authorized on the *Identification and Emergency Form*. Permission for someone else to pick up your child may be given by a handwritten note. Permission may be given over the phone for a person to pick up the child as long as the Director is certain who is on the phone and the pick up person has been clearly identified. A staff member will ask to see photo identification of a person who is unknown to them and will photocopy the ID and place the copy in your child's file.

5.8 Attendance

Please call the office whenever your child is absent for more than a day. We care about your child and we would appreciate knowing whether your child is out due to illness or for another reason.

5.9 Optional Services and Rates

At Mini Minds Academy, we offer a variety of **optional services** designed to meet the individual needs of families. These services are available on a voluntary basis, and rates are provided below for your convenience. If you wish to utilize any of these services, please let us know in advance so that we can make the appropriate arrangements.

Lunch Program
For families who prefer not to pack lunch, we offer an optional lunch program that provides a nutritious meal for your child. The meal consists of a hot lunch, featuring a balanced combination of protein, vegetables, and grains. All meals meet the nutrition guidelines set forth by the U.S. Department of Agriculture (USDA) and are prepared in accordance with food safety standards.

Special Events and Activities
From time to time, we host **special events** such as holiday celebrations, field trips, and guest speakers. While these activities are typically part of our curriculum, some events may have an additional cost for materials, tickets, or travel.

Late Pick
If a child is not picked up by 6:00 PM, a late fee of $2 per minute will be charged (per child). Late pick up fee is to be paid to closing staff in Cash at the time of pick up. Please call the School as soon as you realize you will be late.

5.10 Field Trip Provision

At Mini Minds Academy, we believe that carefully planned field trips enhance children's learning experiences by providing opportunities for exploration beyond the classroom. All field trips are designed to be developmentally appropriate, educational, and aligned with our curriculum goals.

Field Trip Planning and Notification

Advance Notice: Parents/guardians will receive written notice at least seven (7) days in advance of any scheduled field trip, including destination, purpose, date, time, transportation arrangements, and required items (e.g., lunch, sunscreen, walking shoes).

Permission Slips: Each child must have a signed Field Trip Permission Form on file for every off-site activity. No child will be permitted to attend without this authorization.

Adult Supervision: Field trips are supervised by qualified staff at a minimum ratio in accordance with Title 22, Section 101216.3 — generally no less than one adult for every twelve preschool children. Additional parent volunteers may be invited to ensure safety and supervision.

Safety and Emergency Protocols

- A first aid kit, child emergency forms, and any necessary medications will be brought on every field trip.
- At least one staff member certified in Pediatric CPR and First Aid will accompany the group.
- Staff will conduct head counts at regular intervals (before departure, arrival at destination, transitions, and return).
- In the event of an emergency, parents/guardians will be contacted immediately using the emergency contact information provided.

Parent/Guardian Participation

Families are encouraged to participate in field trips as volunteers. Volunteers must:

- Be at least 18 years old.
- Sign in with the school as a field trip volunteer.
- Follow all program rules and staff directions.
- Never be left alone with children other than their own unless fingerprint-cleared per **Title 22, Section 101170**.

Cancellation and Weather Considerations

Field trips may be rescheduled or canceled due to inclement weather, low enrollment, or other safety concerns. Parents will be notified of any changes as early as possible.

5.11 Transportation Arrangements

Modes of Transportation: Field trip transportation may include chartered school buses, public transportation, or staff vehicles, depending on the nature of the trip. All vehicles and drivers must comply with California Vehicle Code and CDSS regulations.

Staff Vehicles: When staff vehicles are used:

- Vehicles must be registered, insured, and in safe operating condition.
- Drivers must have a valid California driver's license, a clean driving record, and be authorized by the facility.
- Children will never be transported in the front seat of any vehicle with an active airbag.

Car Seats and Restraints:

- All children must be transported using age-appropriate car seats or booster seats in accordance with California Child Passenger Safety Law.
- Car seats must be installed securely and inspected by staff prior to departure.
- Parents may be asked to provide their child's labeled car seat on the day of the trip.

5.12 Infant Napping and Sleeping (Infants Needs and Services)

In accordance with the California Department of Social Services (CDSS) Community Care Licensing Division regulations, Mini Minds Academy maintains strict practices to ensure the safety and well-being of all infants during nap time.

A completed **Infant Sleeping Plan (LIC 9227)** for each infant under 12 months of age is required. This form includes information about the child's typical sleeping patterns, preferred sleep positions (if authorized by a physician), and any special sleep-related needs. A completed copy of LIC 9227 must be submitted before enrollment and will be reviewed and updated regularly.

Additionally, daily **Infant Napping Logs** are maintained for each infant and include:

- Time the child was placed down for a nap
- Time the child woke up
- Observations during sleep (including any changes in breathing or unusual behavior)
- Position checks every 15 minutes while the child is asleep

These logs are available for parent review upon request.

Infant Sleeping Equipment

Mini Minds Academy ensures that all infant sleeping equipment adheres to the requirements set by CDSS. The following guidelines are strictly followed:

- Each infant is provided with an individual crib or play yard that meets current safety standards and is labeled with the child's name.
- Cribs are equipped with a firm, tight-fitting mattress and a fitted sheet.
- No pillows, blankets, bumpers, or stuffed animals are permitted in cribs.
- Infants are placed on their backs to sleep, unless a physician provides written instructions stating otherwise.
- Cribs and sleeping equipment are sanitized regularly and inspected daily for safety and cleanliness.

Staff are trained in safe sleep practices and are required to monitor infants closely during sleep, adhering to the CDSS Safe Sleep regulations.

Attachment:
A copy of the **Infant Sleeping Plan (LIC 9227)** and **Infant Needs and Services Plan** is included at the end of this handbook. Parents must complete and return these two forms prior to the first day of care.

6. Court Ordered Custody Agreements

In cases where an enrolled child is the subject of a court order (ex… Custody Order, Restraining Order, or Protection from Abuse Order) Mini Minds Academy must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Mini Minds Academy administration, both parents shall be afforded equal access to their child as stipulated by law. Mini Minds Academy cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Mini Minds Academy suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Mini Minds Academy is obligated to follow the order for the entire period it is in effect. Employees of Mini Minds Academy cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated.

The teachers have been instructed to call the police if a non-custodial parent tries to pick up a child in violation of the most recent document in our files. Protect your child's rights by making sure that the preschool has current information.

7. Health and Safety

7.1 Immunization and Health Records

All children must have up-to-date immunization records on file before attending Mini Minds Academy. Health records must be maintained and updated as necessary.

7.2 Illness Policy

To ensure the health and safety of all children, we ask that parents keep their child at home if they exhibit any of the following symptoms:

- Fever of 100°F or higher
- Vomiting or diarrhea
- Unexplained rash
- Severe coughing or difficulty breathing
- Pink eye or other contagious conditions

Children must be symptom-free for at least 24 hours before returning to school.

Your child may be sent home if they appear to have any symptoms of illness during the day. We will remove any child from the classroom who becomes ill and call a parent or person designated as a contact person to come and take the child home.

When both parents work, it will be necessary to have an emergency "back-up" relative or friend who can care for your sick child at home. Mini Minds Academy provides well-childcare only. We cannot care for sick children without risking exposure to other children and to the staff. Please notify the preschool at once if your child has symptoms of communicable disease or if your child has been exposed to a communicable disease, so we can alert other parents. Contagious disease can become a real problem for any childcare facility! We must work together for the good of all. If your child is sent home with a fever, please plan to keep your child home on the following day. Your child must also remain home for the first 24 hours of treatment with antibiotics for any illness.

7.3 Incidental Medical Services

We understand that some children may have medical conditions that require additional care while at preschool. **Incidental Medical Services** may be offered based on the needs of individual children. These services may include but are not limited to:

- **Administration of EpiPen and EpiPen Junior**: For children with severe allergic reactions, our trained staff can administer an EpiPen in case of an emergency.

- **Inhaled Medications (e.g., inhalers or nebulizers)**: Our staff can administer prescribed inhaled medications for children with asthma or other respiratory conditions.
- **Blood Glucose Monitoring**: We can monitor blood glucose levels for children with diabetes.
- **Insulin Shots**: Our trained staff can administer insulin injections to children with diabetes as per the doctor's orders.
- **Gastronomy Tube and Care**: For children who require a gastrostomy tube, we will follow the care instructions provided by the child's healthcare provider.
- **Carrying Out Other Medical Orders**: We will accommodate other medical orders as prescribed by your child's physician (e.g., administering prescribed medications or specific medical treatments).

All staff members who will be administering incidental medical services are trained in the proper procedures and understand the importance of confidentiality, care, and attention in managing these services. Parents must provide written authorization for any IMS, as well as detailed instructions from the child's healthcare provider.

7.4 Medication Administration

Mini Minds Academy will only dispense un-expired, over the counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. Mini Minds Academy will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete an Authorization to Dispense Medication Form the first day that medication is to be dispensed. The medication form, doctor's notes, and medication are to be turned in to the teacher. Medications will be stored in a dedicated classroom medication box or refrigerator if necessary. Medication may not be stored in a child's cubby, lunch box or backpack.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date. Parents and teachers are not allowed to administer any kind of vitamins or medications by adding them to the child's bottle, cup, or thermos.

In case a physician orders a special medical or dental management procedure for a child in our school, an adult trained in the procedure must be onsite whenever the child is present.

7.5 Medical or Dental Emergency Plan

In the event of a medical or dental emergency, the following steps will be taken to ensure the child's safety and well-being:

1. **Immediate First Aid**: In the case of minor injuries, staff will administer basic first aid (e.g., cleaning wounds, applying bandages, etc.).
2. **Emergency Medical Assistance**: For more serious injuries or medical situations, emergency medical assistance will be sought immediately. This may include calling **911** for emergency medical transport.
3. **Parental Notification**: Parents or authorized guardians will be contacted as soon as possible following an injury or medical emergency.
4. **Emergency Contacts**: Parents must ensure that emergency contact information is kept up to date with the program. In the event that the parent cannot be reached, the child's emergency contacts will be notified.
5. **Medical Records**: A copy of the child's medical records, including any relevant health conditions, allergies, and medications, must be kept on file at the preschool.

7.6 Services Provided to Injured Children

In the case of an injury while at preschool, the following services will be provided to ensure the child's comfort and safety:

- **First Aid**: Staff will administer appropriate first aid as needed (e.g., bandaging, applying ice packs, etc.).
- **Incident Report**: An Incident Report will be completed and signed by both staff and parents, documenting the nature of the injury and the actions taken.
- **Medical Assistance**: If necessary, a child will be transported to the nearest medical facility for further care. Parents will be notified immediately if this occurs.

7.7 Transfer of Responsibility

The **transfer of responsibility** for the child between the preschool staff and the child's parent or authorized representative is an essential part of ensuring safety. The process includes:

- **Arrival**: When a child arrives at the preschool, responsibility for the child is transferred from the parent or guardian to the preschool staff. The child's attendance is recorded on the **Sign-In Sheet**.
- **Departure**: When a child is picked up, responsibility for the child is transferred back to the parent or authorized representative. The parent or representative must sign the child out on the **Sign-Out Sheet**.
- **Transition Between Staff**: If there is a change in staff, the outgoing staff member will verbally communicate with the incoming staff member regarding any specific medical needs or instructions for the child.
- **Field Trips**: During field trips, the transfer of responsibility is the same, and staff will ensure that all children are signed in and out appropriately when leaving and returning to the center.

7.8 Sign-In and Sign-Out Procedures

To ensure the safety and security of all children, we have established strict **sign-in and sign-out** procedures:

- **Sign-In**: Upon arrival, parents or authorized guardians must sign their child in on the designated **Sign-In Sheet**. This will include the time of arrival and the parent/guardian's signature.
- **Sign-Out**: Parents or authorized representatives must sign the child out when picking them up. The **Sign-Out Sheet** will include the time of pick-up and the signature of the authorized individual.
- **Authorized Representatives**: Children will only be released to parents or individuals listed on the **Authorized Pick-Up List**. If there are any changes to the list, please notify the preschool in writing.

If someone other than the parent or authorized individual is picking up the child, we require **prior written consent** from the parent. A valid ID will also be requested for verification purposes.

7.9 Children with Severe Allergies

For the safety of your child, parents are required to provide a signed copy of the "Severe Allergies" form which is in the registration link/paperwork, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every twelve months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases Mini Minds Academy from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Severe Allergies" form, provided Mini Minds Academy exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein. It is the parent's responsibility to monitor the expiration date of their child's medication and replace it with the updated medication. Preschool reserves the right to exclude any child with severe allergies who do not have up-to-date rescue medications in their classroom. Attendance can resume once the proper medications are provided and accompanying paperwork for the medication is completed.

7.10 Alternate Safe Location

Should the Administration of Mini Minds Academy or any emergency services personnel determine the building which houses the Mini Minds Academy to be too dangerous to be occupied, the staff and children will be taken to Laurel Span School. Once the children are assembled there, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

7.11 SIDS Prevention

In accordance with commonly recognized SIDS prevention techniques, we put all infants (younger than 12 months) to sleep on their backs without the use of infant sleep positioners (unless ordered by a physician). We will only make exceptions if you provide us with documentation from your pediatrician. If infants arrive to the program asleep, or fall asleep, in equipment not specifically designed for infant sleep, the infant will be removed and placed in appropriate infant sleep equipment. All of the following elements (soft blankets, pillows, quilts, comforters, sheepskins, and soft toys) are not allowed in cribs or rest equipment for infants younger than 12 months.

7.12 Incident/Accident Reports

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in the child's classroom folder. If you wish to have an in-depth discussion or meeting with your teacher regarding an Incident/Accident Report, we ask that you schedule a specific time frame with your teacher.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day of pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up.

However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Should a person other than the parent or one designated to act "in loco parentis" pick-up the child, a parent or person designated to act "in loco parentis" must sign the Incident/Accident Report and return a copy to the center director within 24 hours.

7.13 Food Policy

All meals are enjoyed family style, with the children and teachers sitting at tables to promote good manners, eating habits, and socialization skills.

All food items must be labeled with your child's name. Mini Minds Academy does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instructions for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information

Parents are required to provide written notification of any food/dietary restrictions (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets). Mini Minds Academy never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons. Food can be used by teachers for classroom lessons.

A) Peanut/Nut Free Classrooms

Due to the extreme nature of some allergic reactions to peanuts/nuts and products containing peanuts and/or nuts in some children, Mini Minds Academy may have classrooms that are peanut/nut free. Your child's teacher will notify you if the classroom is peanut/nut free. The teacher will also notify you of any other allergies in the classroom. Per our Confidentiality Policy, only the allergen will be identified, not the child.

Parents of children in an allergen aware classroom are responsible for providing foods that are free of the identified allergen for their child's lunch. The important thing to remember is to read the label of every food item you send to school with your child. Many foods which we do not think of as containing peanuts or nuts have in fact been made in the same factories as peanut/nut containing foods and are therefore considered to be contaminated. When reading the label look at not only the ingredients listed, but for statements such as, "may contain traces of peanuts." For example, Plain Chocolate M & M's have this statement on the label.

B) Infant Classrooms

Children enrolled in the infant through 1 ½ year old classrooms must have all food items for consumption prepared and labeled each day the child is in attendance. This includes formula/breast milk bottles, baby food, snacks, and juice bottles. Prepare one more bottle than you think your child will consume in a day to be sure that your child will not run out. If breastfeeding, bottles must be labeled with the child's name, date, and the time & date the milk was expressed. Prepared bottles must be stored in the designated refrigerator and will be warmed in a water bath prior to feeding. No bottles will be microwaved. All bottles must be taken home by the parents each night to be washed.

Teaching staff do not offer solid foods and fruit juices to infants younger than six months, unless that practice is recommended by the child's health care provider and approved by families. Sweetened beverages should be avoided.

Parents must provide and label all utensils and bowls necessary for feedings. Children will not be fed directly from baby food jars, nor will the staff use previously opened baby food. Teachers will mix baby cereal just prior to feedings. All unused food remaining after a feeding will be discarded.

Parents are required to complete a feeding schedule for their child on a monthly basis, or as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

C) Toddler and Preschool Classrooms

Mini Minds Academy offers children a morning snack at approximately 9:30 a.m., a half-hour lunch at approximately 12:00 noon and an afternoon snack at approximately 3:30 p.m.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks.

We are committed to teaching and fostering good nutrition as an integral part of the early childhood experience. To help promote healthy, well balanced eating habits, parents are required to provide a sensible lunch for their children each school day. Lunch should include a sandwich (or main entrée item) and healthy sides such as fruit, vegetables, and the like. Parents should limit sweets/treats. Candy bars, sodas, or candy treats are not permitted in school lunches. Please be aware of potential choking hazards with children under 4-years-old. These foods include hot dogs, whole or sliced into rounds, whole grapes, nuts, popcorn, hard pretzels, spoonfuls of peanut butter, chunks of raw carrots, or meat larger than can be swallowed whole. All uneaten food will be placed back in the child's lunch so parents can see what items and how much their child consumed during the day. Parents should limit the number of choices offered in their child's lunch, as children often become distracted by the choices. Parents should provide enough food so that their child is satiated, but not so much that food is wasted.

Mini Minds Academy prohibits any food item in glass containers (except Baby food in the infant classrooms), as well as aluminum cans. These can be safety hazards for the children and staff.

Parents may place lunches containing milk, cheese, yogurt, and/or other food items requiring refrigeration in their classroom refrigerator or include an ice pack in their child's lunchbox.

All food items provided in your child's lunch must be labeled with your child's name. Simply labeling the child's lunch box/bag is not sufficient. Children will not be permitted to consume any food item not labeled with his/her name.

Mini Minds Academy will provide a healthy morning and afternoon snack for children enrolled in extended care and full time. A list of the daily snacks available to the children will be posted in the classroom on a monthly basis

For families who prefer not to pack lunch, we offer an optional lunch program that provides a nutritious meal for your child. The meal consists of a hot lunch, featuring a balanced combination of protein, vegetables, and grains. All meals meet the nutrition guidelines set forth by the U.S. Department of Agriculture (USDA) and are prepared in accordance with food safety standards.

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8. Discipline Policies

8.1. Behavior Expectations

At Mini Minds Academy, we believe in fostering a positive and respectful environment. Children are expected to follow simple rules that ensure safety, respect for others, and care for the environment.

8.2. Positive Guidance Strategies

Our approach to discipline is based on positive guidance and redirection. We focus on helping children learn self-regulation and appropriate social behaviors through:

- **Modeling Positive Behavior:** Staff members model respectful and caring behavior.
- **Setting Clear Expectations:** Children are given clear, consistent expectations for behavior.
- **Encouraging Problem-Solving:** Children are encouraged to resolve conflicts and express their feelings appropriately.

8.3. Prohibited Practices

The following disciplinary practices are strictly prohibited regardless of parental discipline practices or parental permission.

- **Corporal Punishment:** Physical punishment of any kind is not allowed.
- **Violation of Personal Rights:** Any action that infringes on a child's dignity, privacy, or personal freedoms is strictly prohibited.
- **Verbal Abuse:** Shaming, yelling, or using derogatory language is prohibited.
- **Isolation:** Children will not be isolated or left alone as a form of punishment.

8.4. Addressing Challenging Behaviors

When challenging behaviors arise, staff will work with the child and family to develop a plan to address the behavior. This may include:

- Observing and documenting the behavior
- Collaborating with parents to identify triggers and strategies
- Implementing individualized support plans

When a child exhibits disruptive or aggressive behavior the staff will use guidance, consistency and positive reinforcement to help the child choose more appropriate behavior. Teaching children appropriate behavior is our discipline goal.

Please keep in mind that there will be disagreements between children. Young children especially, who are not adept at communication and have a hard time expressing their feelings. Sometimes children hit or throw toys, etc. When a child exhibits disruptive or aggressive behavior such as biting, use of bad words, throwing toys, hitting, etc the staff will speak with your child. If the behavior continues, the teacher will redirect your child to another activity or area or the following methods of discipline will be used:

- Intervention and discussion
- Redirection to another play area
- Encouragement for children to solve problems themselves (with little teacher direction)
- Quiet time (child sits quietly in full view of teacher. May last up to one minute of the child's age)

There may be a time when a child needs to leave the classroom for a change of environment to calm down. If that is the case the child will be brought to the office to relax and then rejoin the classroom again once calm.

If there is a chronic behavioral issue that needs attention, we will let you know so that the staff and parents work together to help the child develop positive social and behavioral skills. If a problem with behavior continues to inflict on the rights of others or prevents the staff from being able to properly care for the other children in the class, other arrangements for the care of the child will have to be made, and you will be asked to withdraw your child from our school.

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9. Parent Involvement

9.1 Communication with Parents

It is important that parents and staff work together to provide the best possible early childhood experience for the children. Anything you share with the director or teacher will be held in confidence. Each day many things affect you and your child while you are away from the school. We want to understand the reason for your child's excitement or gloom. Please let us know of

any changes in your child's life that could affect behavior here at school. Discussing particular matters in front of the children is not in their best interest. Please do not use times when the children are present to discuss specific areas of concern with the teachers. If a concern arises, speak with the director or teacher prior to picking up your child.

We believe in maintaining open and ongoing communication with parents. This includes:

- **Periodic Newsletters:** Updates on upcoming events, curriculum highlights, and important announcements.
- **Parent-Teacher Conferences:** Scheduled twice a year or as needed to discuss your child's progress and development.

9.2 Volunteering Opportunities

We welcome and encourage parent involvement in our program. There are many ways to volunteer, including:

- Assisting with classroom activities
- Sharing special skills or hobbies with the children
- Helping with special events and field trips

9.3 Open Door Policy

Parents are welcome to visit the school at any time. We encourage you to observe your child in the classroom, participate in activities, and discuss any concerns with our staff.

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10. Tuition and Fees

All academic activities, arts and crafts, two snacks, lunch, beverages are included in the tuition.

Tuition Rates : Please see the attached Admission Agreement

Parents pay an annual, non-refundable registration fee at the time of enrollment. The registration fee covers such costs as "start-up" materials and bookkeeping. Please make sure the office is informed of any changes in information that take place during the preschool year.

10.1 Payment Policies

Tuition is due on the first of each month. A late fee will be assessed for payments received after the 5th of the month.

Tuition for the two-week option is due by the Friday before the new week begins. A late fee will be charged for payments received after Tuesday of the new week.

10.2 Late Payment Penalties

A $25 late fee will be added to any tuition payment received after the 5th of the month. Continued late payments may result in termination of enrollment.

10.3 Returned Checks

There will be a $35.00 charge assessed for all returned checks. After two returned checks on an account, Mini Minds Academy will only accept tuition payment in the form of cash, money order or cashiers check.

10.4 Late Pick-up

MINI MINDS ACADEMY closes promptly at 6:00 p.m. If you are late picking up your child, forcing the school staff to remain on duty, you will be charged $2.00 for each minute you arrive late after closing (per child). Late pick up fee is to be paid to closing staff in Cash at time of pick up.

Please call MINI MINDS ACADEMY as soon as you realize you will be late.

10.5 Subsidized Care

Mini Minds Academy accepts childcare subsidies from external agencies.

10.6 No Reduction

MINI MINDS ACADEMY provides the highest quality based on the lowest possible monthly rate. In order to do this, unfortunately no reduction will be made or credit allowed for absenteeism due to illness or vacation. Just as in your household, our expenses continue even when your child is away from preschool. In order to reserve your child's-space in Mini Minds Academy, parents must continue paying tuition while you are on vacation or if your child is ill.

10.7 Refund Policy

Tuition is non-refundable. In the event of a prolonged absence, such as illness or family emergency, please speak with the Director to discuss possible arrangements.

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11. Mandated Reporting Of Suspected Child Abuse and/or Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Mini Minds Academy are considered mandated reporters, under this law. The employees of Mini Minds Academy are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Mini Minds Academy take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Mini Minds Academy cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

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12. Confidentiality

Within Mini Minds Academy, confidential and sensitive information will only be shared with employees of The Mini Minds Academy, your child's physician(s), therapist(s), and/or student interns who have a "need to know" in order to care for your child most appropriately and safely.

Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Mini Minds Academy strives to protect everyone's right of privacy. Confidential information includes, but is not limited to names, addresses, phone numbers, disability information, and other health related information of anyone associated with Mini Minds Academy.

Outside of Mini Minds Academy, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Mini Minds Academy, persons with whom the information will be shared, and the reason(s) for sharing the information.

You may observe children at our preschool who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of Mini Minds Academy are strictly prohibited from discussing anything about another child with you.

Parents are NOT allowed to discuss any child or employee through private email, social media, or group forums. This type of conversation will NOT be tolerated and could result in the family's dismissal from the school. Our confidentiality policy protects every child's and employee's privacy. If a parent or family member has a concern regarding another child or employee, they should contact a Director directly to discuss those concerns

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13. General Policies

13.1 Personal Belongings

Mini Minds Academy is not responsible for lost or damaged items.

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

The following items should be kept at school or brought in daily. All items must be labeled with the child's first name and last initial. Diapering creams/powders and sunscreen must be labeled with the child's full name.

13.2 Celebrations and Birthdays

We love to celebrate birthdays and special occasions! If you would like to bring treats for your child's birthday, please coordinate with the teacher in advance. We encourage healthy snacks and require that all treats be nut-free due to allergies.

13.3 Parking

The most congested times in our parking lot are from 8:00-9:00 AM and from 4:30-5:30 PM. Give yourself time to arrive and depart safely. Use street parking if you plan on staying more than a few minutes.

Please use extreme caution around school areas while driving. Secure all children under 6 years of age or weighing less than 60 pounds in an approved safety seat. California law dictates that all children must be secured by a seat belt. Children should ride in the back seat of your car.

Never leave a young child or infant in the car alone. Allow extra time to carry your baby with you. Children should never be sent to school alone from the parking lot or street.

Persons under 18 years of age may not pick- up children unless prior authorization/release has been given to the school office in writing.

13.4 Persons appearing to be impaired by drugs and/or alcohol

The staff of Mini Minds Academy will contact local police and/or the other custodial parent should a parent appear to the staff of Mini Minds Academy to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the Mini Minds Academy from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Mini Minds Academy staff will delay the impaired parent as long as possible, while contacting the other parent, the local police, and Child Protective Services. Any other authorized person who attempts to pick-up a child and appears to the staff of Mini Minds Academy to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Mini Minds Academy will contact the child's parents, local police, and Child Protective Services to notify them of the situation

13.5 Water Activities

During summer months, water activities will be allowed which may include sprinklers, splash tables, spray bottles, and other creative ways to stay cool. At no time do we allow wading pools that the children would be immersed in. At the beginning of each summer teachers will announce their class water day schedules via monthly classroom newsletters or additional memos in children's folders.

13.6 Summer Program

The school has a summer program during the months of July and August that includes fun weekly themes, special craft activities, and water play. Parents may be charged an additional monthly fee for July & August.

13.7 Dance/Gymnastics/Music/Soccer/Fitness and Other Classes

Mini Minds Academy may offer Dance/Movement, Music or Soccer/Fitness classes. Please know that this is a separate company/teacher and is an additional charge.

13.8 Termination

Mini Minds Academy reserves the right to terminate a child's enrollment for reasons including, but not limited to: non-payment of tuition; consistent behavioral issues that cannot be resolved; chronic absenteeism or excessive tardiness that interferes with the child's learning or classroom stability; or failure to comply with school policies.

13.9 Right to modify the Handbook

Mini Minds Academy reserves the right to modify this handbook at any time by giving the payer a written 30-day notice of the modification.

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14. Termination Rights and Right to refuse service

Upon at least 24 hours notice, Mini Minds Academy may terminate this Admission Contract in its entirety at any time, at will, with or without cause, and with or without giving any reason. In the event Mini Minds Academy elects to terminate this Admission Contract; (i) the child shall be dismissed from school: (ii) the parent and/or child shall have no further rights of any kind under this Admission Contract: and (iii) Mini Minds Academy shall refund the unused portion of the tuition . (ground for absolute termination is but not limited to; abusive behavior by parents/child(ren) toward staff or peers, Non payment of school fees, and not complying with the school's Policy and Rule).

MINI MINDS ACADEMY RESERVES THE RIGHT TO REFUSE SERVICE TO ANYONE

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15. Contact Information

Mini Minds Academy LLC
927 N Fairfax Ave,
West Hollywood, CA 90046
Phone: (747) 244 - 5237
Email: info@theminiminds.com

Thank you for choosing Mini Minds Academy. We look forward to partnering with you to provide the best possible care and education for your child.