

# MIND BUILDERS

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## **Mission Statement**

Mind Builders is dedicated to serving the needs of young children by providing a high-quality after school program within a safe, nurturing environment. This nurturing environment will allow the children to release their feelings about their day, complete their homework, get exercise, and socialize with their peers.

## **Philosophy**

We believe that children's individual interests and abilities are important. We provide a learning environment, which encourages and provides for the nurturing and growth of the whole child in the areas: cognitive, language, physical, social and emotional development. We foster each child's development of self-control and plan for increasing independence as he/she acquires skills and matures.

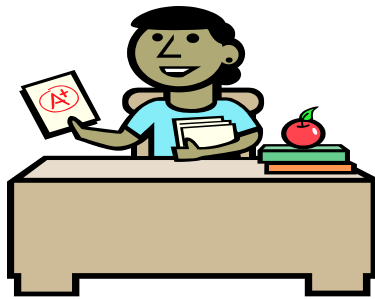
We believe that families need more time together. One of the program goals is to complete all homework before the child is picked up. Having the homework completed will allow families to spend time together to do fun things.

We believe the development of the child requires time and patience. In this endeavor, we encourage on-going parental support in providing a quality childhood experience.

# History and Purpose

The purpose of Mind Builders after school program is to serve the Winfield community by providing a nurturing environment that supports the growth and development of children and families.

Mind Builders After School Program started as a collaborative partnership between Southwestern College and The New Beginnings Class at Grace United Methodist Church. Mind Builders moved to 120 W 12<sup>th</sup> St. in November 2010 after a generous donation was made to Southwestern College by the Richardson brothers. The program will provide an afternoon snack, adult conversation, academic assistance with homework, gross motor activities, games, and social time.



## Educational Philosophy

The learning experiences we offer your child, the environment we have created, and the spirit of the classroom all evolve from the beliefs we hold about child development, children's needs and rights, and the role of the teaching staff.

The classroom is set up so that the children can select and be guided toward activities that meet their needs according to their age and developmental level. We will provide learning experiences for the children that enhance or promote the development of their personal intelligences, so that the children will feel and be successful. Children who are allowed to manipulate and play with many different materials and who are provided with varied experiences will be successful and productive members of the community and will become life-long learners.



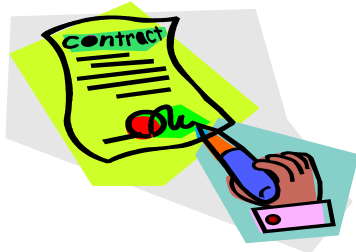
The general goals of guidance and discipline at Mind Builders After School Program are to help the individual child to become increasingly responsible for his or her own behavior.

We believe that children learn best within a safe and nurturing environment. The staff will provide positive support and reinforcement for appropriate behaviors, as well as any necessary guidance toward inappropriate behaviors. We encourage children to develop and use potentialities as fully as possible and to manage his or her own affairs with due consideration for others. We want children to solve problems intelligently and think for him or her self. We will help children manage feelings and emotions in an appropriate, constructive manner and will provide developmentally appropriate consequences when inappropriate, hurtful, or harmful behaviors occur.

## **Discipline**

The classroom rules at Mind Builders After School Program are generated from student input along with teacher guidance. When children choose inappropriate behavior the following actions will be taken by the staff members:

- ♥ The problem will be discussed in a quiet voice.
- ♥ The child will be given an opportunity to come up with a solution to resolve the problem thus preventing a recurrence of behavior.
- ♥ Parents will be called to discuss further disciplinary actions if needed.
- ♥ Termination of class membership -See termination policy.

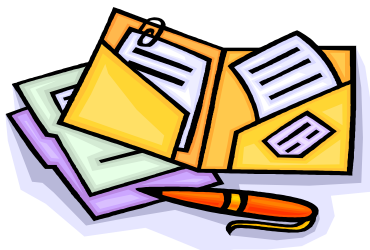


## Termination Policy

It is part of our job to teach your children to participate, cooperate, and be a responsible member of the group. On occasion, a child's behavior may place the child and/or other children in danger, or interfere with the focus of the program. In the event of inappropriate behaviors, our policy is as follows:

1. Staff will document/keep a record of behaviors.
2. Staff will notify parents/guardians by notes sent home on the days as needed and/or by phone call if needed.
3. If the inappropriate/dangerous behavior continues, the Program reserves the right to place that child on a probationary period. This period will be no longer than two weeks.
4. Termination will be at the discretion of the Director of the Program in collaboration with the Education Director of Southwestern College and program staff.
5. Written notice two weeks prior to termination of a child's enrollment will be given UNLESS the behavior warrants immediate termination.

**\*It is extremely important that the Mind Builders staff and the parents (guardians) work together to help the child learn to control his/her behavior. We all want your child to be a successful and responsible person.**



## Enrollment

Mind Builders After School Program has space for 24 children, 5 to 10 years of age. Enrollment in the program is open to children in the Winfield Community.

Non-discrimination: In accordance with Federal law and USDA policy, this institution is prohibited from discriminating on the basis of race, gender, color, national origin, religion, age, or disability. Any person who believes that he or she has been discriminated against in any USDA related activity should write immediately to the USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave., S.W., Washington, D.C., 20250-9410 or call (202)720-5974 (voice and TDD).

## Enrollment Procedures

A health history form, permission form, notarized emergency authorization form and enrollment record must be returned to the Director before the child may begin attending. Parents are asked to inform the Director of any address changes or home/work phone number changes as they occur.

Children may continue in the program each year that they are eligible by age. Parents of eligible children are given an opportunity each spring to indicate interest in continued enrollment for the following year. The slot will be secured with a \$15.00 registration fee. If a family wishes to terminate enrollment, a **two-week written notice** is required.



## Tuition and Fees (2017-2018)

Tuition is \$55 per week. In the summer tuition raises to \$120.00 a week for full time because kids are here all day for the summer program. The summer tuition includes Breakfast, Lunch, and Snack. Every family **MUST** fill out the payment schedule contract. This form informs the program what type of payment will be received for services and when the payment will be made. Tuition is due on Friday evening for the following week when paid on a weekly basis. A **late fee** of \$10.00 will be charged if

payment is not received by 6:00 Friday evening. Tuition that is due on a scheduled payment date must be made by 6:00 PM. If payment is not made, a **late fee** of \$10.00 will be charged.

**Weekly rates will be \$10.00 less for a second child enrolled full-time from the same family and \$5.00 less for a second child enrolled part-time from the same family in either the Mind Builder after school program or Little Builders Preschool.**

A \$15.00 nonrefundable enrollment fee is required to hold your child's place in the program.

## **CONFIDENTIALITY POLICY**

Records and observations of all children are confidential and only staff and referral agencies may have access. A file may not leave the program site without approval. A staff member may be dismissed for discussing children outside of the program, with other staff members, or with referral agencies. We ask that families do not discuss the children with staff members in front of other children in the program.

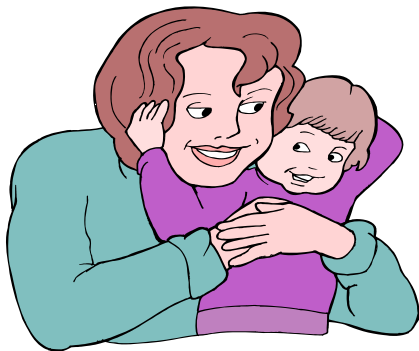


## **Yearly Schedule**

Mind Builders After School Program will be open during the school year and will operate full-time during the Summer. Mind Builders will attempt to operate during the dates that USD 465 is closed. The director will have the final decision and parents will be notified. All national holidays will be considered paid holidays and your tuition will remain the same for that week.

## **Program Description**

Mind Builders is open 3:30-6:00 PM Monday through Friday. Each day is planned to provide activities and opportunities for emotional, social, cognitive, language, and physical development. Monthly newsletters are developed for parents that describe the planned activities and unique opportunities for the month. In social development, interaction will occur with peers while working in centers together. Working on projects to practice teamwork concepts and interacting with peers in outdoor activities. For educational development, the academic assistance will be provided by all staff members. For physical development, the program will participate in gross motor activities.



## **Arrival and Departure**

Upon arrival, children **MUST WASH THEIR HANDS** immediately before participating in any activities. Children will be met at the bus stop and signed in by the staff members at arrival time, and parents must come into the building to get their child at the end of the day.

Each day, parents **MUST** sign out their child on the "Sign Out Sheet". This form is required by licensing and allows us to stay informed as well as monitor pick-up. For the children's safety, when arriving to pick up your child, please park in the parking lot off of College next to Nichols Framing. This will bring you to the hallway entrance located immediately next to the rooms used for the program.

Children will only be released to those adults who are on the Enrollment Record. If the person is not known by the staff, that individual will need to show drivers' license as proof of identification. If a parent wishes to have the child picked up by someone other than individuals listed on the form, permission must be given in writing including the date of pick up and a parent/guardian signature as proof of permission.



Children should depart no later than 6:00 p.m. to allow the teachers to straighten the room, have meetings, or make preparations for the next day before going home. In the event of a late departure (past 6:05), an extra \$5.00 for each 10 minute block (or any portion thereof) will be billed. We developed this policy to serve as a deterrent to lateness and we hope to avoid the necessity of charging the fee.

## Absence Policy

If a child will be absent, please call the SC Learning Center at 620.402.6470 before 3:00 PM. This will limit phone calls to a parent if their child is not on the bus.

*Unless your child is absent for an extended period of time due to illness, the policy of Mind Builders is to not reduce the weekly tuition for missed days.*



## Vacations

Each child is entitled to (10) days vacation time yearly on a no charge basis. To insure your child's position is reserved during your child's absence, we ask that you inform us of your family's upcoming vacation plans. If your child is absent for more than (5) days without notice, it will be assumed your child no longer needs our services and has withdrawn from our program. A parent currently on the waiting list will be notified of the vacated position.



## Distribution of Medication

Medication shall be administered at the facility by the Director/Lead Teacher under the following conditions:

- The parent has provided the medication.
- A medication permission form has been completed and signed by the parent.
- Prescribed medication must be prescribed for the child by a physician. It must be in original container provided by the pharmacy. The label must state the child's name, the name of the medication, dosage and dosage interval requirements, the name of the physician, and the date the prescription was filled.
- Medication given as samples must have a physician's approval slip.
- Medication must be taken home at the end of each day.



## Child Illness

Parents are asked to keep their children home and to notify the program if the child shows signs of illness such as:

- a temperature of 100° or higher (must have a normal temperature for 24 hours before returning to the program)
- diarrhea (defined as more than one abnormally loose stool per day)
- vomiting
- red, watery or draining eye(s)

- lice
- skin lesions, i.e., impetigo, ringworm and scabies

If a child develops these symptoms or other indications of illness while at the program, he or she will be kept as comfortable as possible until the parent can pick them up.

## Communicable Diseases

When a child has been exposed to a communicable disease, parents are asked to report this to the child's teachers. It is very important that you keep your child home if he or she is contagious. Therefore, if your child develops a communicable disease or condition such as chicken pox, conjunctivitis (pink eye), or head lice, please do the following:

- Keep your child home the recommended number of days\*\*
- Notify the program\*

\*We are required to notify the Health Department if a child in our school gets chicken pox, etc.

### **\*\*Requirements**

**Fever** - free of fever for 24 hours

**Vomiting, diarrhea** - free of vomiting and diarrhea for 24 hours

**Chicken pox or Shingles**- May return (6) days after onset of symptoms

**Pink eye** - Excluded until all discharge has ceased and/or keep home for 24 hours after onset of medication

**Skin lesions, i.e., Impetigo and Ringworm** - May return when skin sores are healed and/or note from physician or nurse practitioner stating that the child is not communicable

**Measles**- May return (4) four days after onset of rash.

**Head Lice**- May return after hair has been treated with proper shampoo and there are no signs of lice eggs clinging to hair shafts.

**Mumps**- Excluded for (10) ten days after the onset of the rash.

**Rubella (German Measles)**- May return (7) seven days after the onset of the rash.

**Streptococcal Disease, including Strep Throat**- Excluded for (24) hours after appropriate antibiotic therapy has begun or for (10) ten days, if antibiotics are not administered. Antibiotics must be continued for a complete course of therapy. Inadequate therapy could cause rheumatic fever.

**Scabies**- Excluded until adequately treated with scabicide.

**Whooping Cough, Diphtheria, Meningitis, Typhoid Fever, or Tuberculosis**- Excluded until a release is obtained from the local health department.

*Written permission from a doctor may be required before a child will be allowed to return to the center following an illness.*



## Field Trips and Transportation

Walking field trips enable children to see and experience things outside the program. Field trips will be taken to places within walking distance of the program. Notice of walking field trips will be in the newsletter to inform parents of place and approximate time of return.

Transportation to the program is provided by the school district bus system. Upon enrollment, it is the parent's responsibility to contact the bus barn at 620-221-5145 to inform them that they need to be dropped off at the SC Learning Center.



## Meals and Snacks

Since our facility receives federal funds for food expenditures under the Child and Adult Care Food Program, we are required to keep documented family income information in our files. This form is included in your enrollment packet and must be updated once a year. The form will be redistributed every August for the following school year. These forms will be kept strictly confidential and will in no way affect your child's ability to receive meals at the center.

Menus for snacks are sent home for the whole month. The food has been planned by the SC Learning Center staff to ensure that it is nutritionally adequate and appropriate for young children. Each snack includes food representing two different food groups. Because of this careful planning and for sanitation reasons, parents are asked not to bring food or candy to the center.

Snack times are used to encourage self-help and conversation. A pleasant and child-paced atmosphere is maintained. Teachers eat with the children and model good eating behaviors and table manners. Before each snack the children will say a blessing.

If your child has food allergies or other medical stipulations, a form must be filled out to keep in their file. For example, if the parents provide milk for their child to drink, we must fill out the form.



## **Clothing**

Children should be dressed for active play. While at the SC Learning Center, they explore the environment both indoors and outdoors and experiment with a variety of materials. Comfortable, sturdy, washable clothing is essential, as it permits children the freedom to participate in all activities without undue concern for spills, spots, rips, and tears.

Outdoor play is very important for a child's growth and development. The children will play outdoors unless there is a severe weather advisory issued. They should be dressed for comfort and activity.



## **Parent Participation**

Parents are welcome at the SC Learning Center at any time. It is not necessary to make an appointment to visit or observe. We do ask that your arrival be as unobtrusive as possible.

Daily, informal conversations between parents and teachers are encouraged. Such exchanges help the teachers be more familiar with the children's development, needs, characteristics, and interests. It also will help the parents know more about how the children spend the day. We hope to establish informal and friendly relationships between teachers and parents.



## **Injuries or Emergencies**

In case of serious illness or injury, emergency care will likely be warranted. The administrative director, the child's parents, and the child's physician should be notified immediately. The child and the child's emergency release and health records should be taken to the emergency center. Information you have provided will be used if emergency treatment is necessary. Parents will receive an accident report form, completed by the teacher or staff member supervising your child, for all accidents at the SC Learning Center. This will provide details on the incident and any first aid given.

Procedures for following medical emergencies are as follows:

- The Lead Teacher shall assume responsibility for care in any emergency that occurs.
- Assistant Teachers or volunteers should contact the Director in the case of emergency. If the Director is not available, contact should be made with the Director of Teacher Education (620.229.6253).
- If, in the judgment of the Director, the injury needs medical attention, the Director will call the parent. If the parent cannot be reached, the Director will call the emergency number provided by the parent.
- If the injury requires immediate emergency treatment, CALL 911. The Lead Teacher will stay with the child and the Director will notify the parents.



## Fire Drill Policies

A fire drill shall be conducted monthly. Dates and times are to be recorded. Emergency escape routes will be posted in the classroom at all times.

In case of a fire, the staff and children will exit the east door and stage the group at the entrance of the east parking lot. If it is safe, we will relocate to the play ground. At that time, the staff will contact parents to come and pick up their child. Any pertinent information will be passed to the parents when they arrive.



## **Tornado Drill Policies**

A tornado drill shall be conducted monthly from April through September. Dates and times are to be recorded. Emergency escape routes will be posted in the classroom at all times.

In the case of a tornado, the staff and children will exit to the main hallway and assume a protective body position with their hands over their head. Everyone will stay in this location until it is safe to come out or until help arrives. After assessing the damage, it will be determined if it is safe for students to stay at the preschool. If the surroundings are deemed unsafe, parents will be notified to come and pick up their child. Upon pick up, all information will be passed to the parents about reopening.

## **INCLEMENT WEATHER PROCEDURES**

In the case of inclement weather, please listen to KSOK FM 107.9 weather radio or watch KSN news for closings. Mind Builders will be closed when USD 465 is closed.

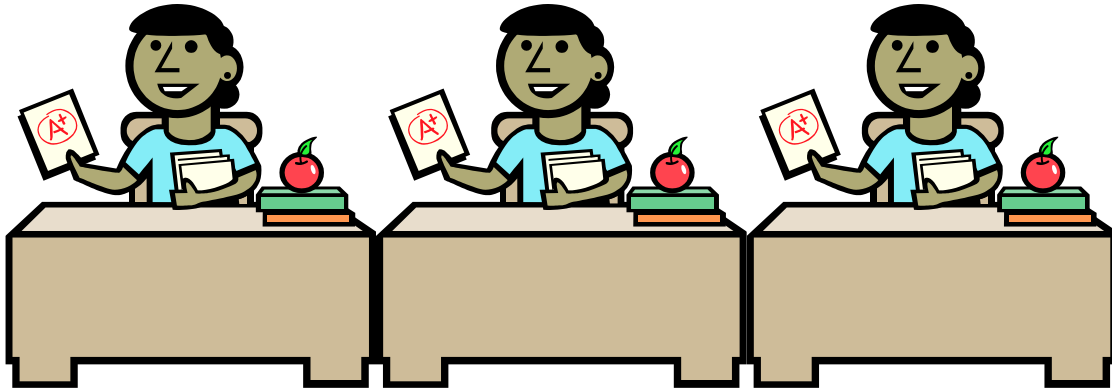
## **MISCELLANEOUS INFORMATION**

### **BABYSITTING**

It is not the mission of the program to provide childcare for its clients in any location other than at the program during regular operating hours. Any arrangement for childcare which does not take place at the program is strictly a private arrangement between the parents and the individual staff member. No such private arrangements shall be made for childcare during the work shift of the individual staff member, and no such arrangements



may interfere with the operation of the Center or the individual staff member's job performance. Parents and staff should understand that such arrangements are not within the course and scope of the staff member's job duties and that staff members are free to either accept or reject such requests from parents.



## Staff

**Alexis Miers** - Director/Lead Teacher of SC Learning Center

- She can be reached by calling the SC Learning Center at (620) 402-6470. Her e-mail is [alexis.miers@sckans.edu](mailto:alexis.miers@sckans.edu).

## Supporting Staff

Mind Builders is also staffed by Southwestern College student interns completing their degrees, student work-study aides and students enrolled in Education courses.

SC Learning Center  
120 W 12<sup>th</sup> St.  
Winfield, KS 67156  
620.402.6470

I have read and understand the contents of the parent handbook. I understand that if I have any questions I may ask the director to explain. I also understand that after signing this form a copy will be put in my child's file.

Signature \_\_\_\_\_ Date \_\_\_\_\_