

Contact Us



HOURS OF OPERATION

Monday - Friday:
6:30AM-6:00PM

EMAIL

info@MyLittleGeniusNC.com

PHONE

336-893-5105 Main
336-893-5103 Fax

ADDRESS

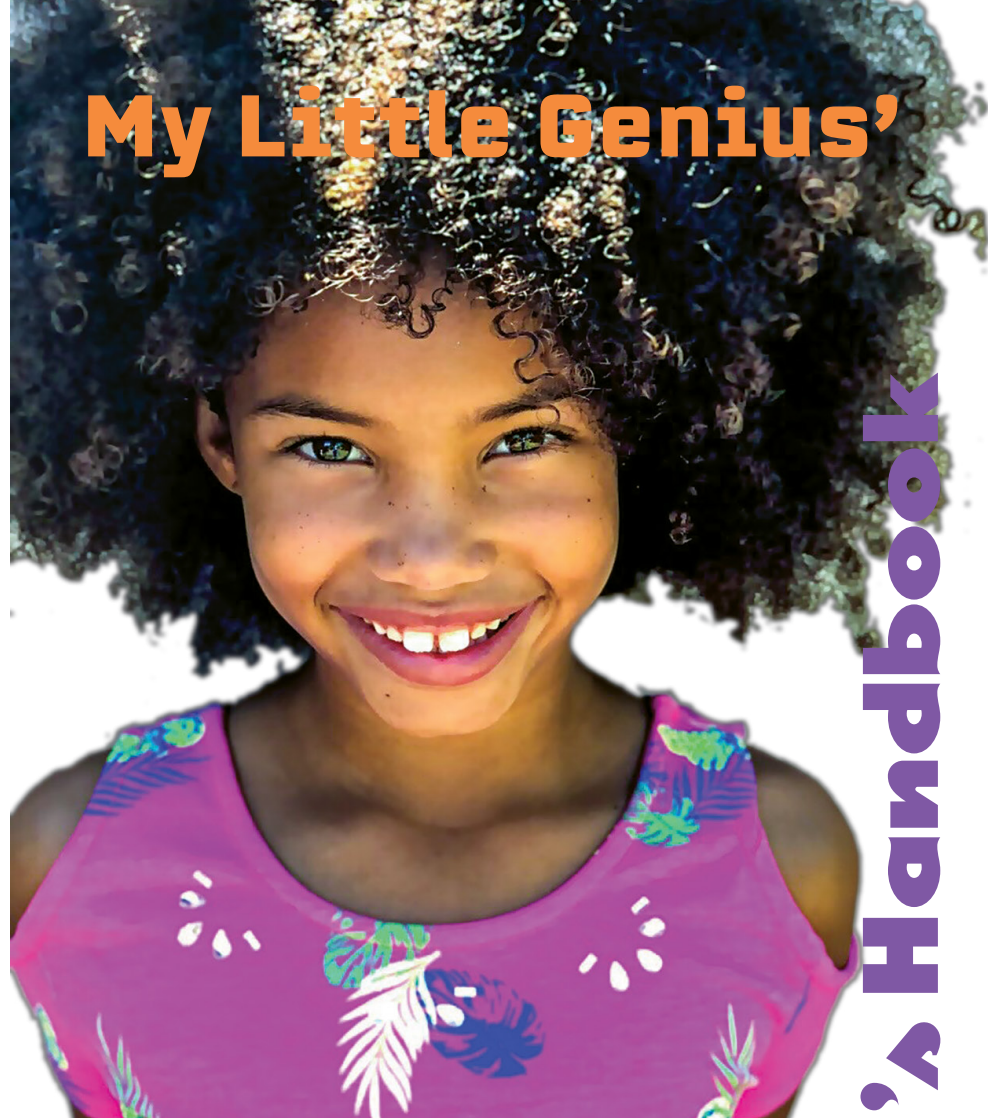
1000 East Fourth Street
Winston-Salem, NC
27101

TO CREATE
FUTURE
LEADERS



My Little Genius'

Parent's Handbook





... A COMPREHENSIVE
PROGRAM WHICH
SERVES AS A MODEL
IN OUR COMMUNITY

MY LITTLE GENIUS' CHILD DEVELOPMENT CENTER

MISSION STATEMENT

To provide high quality early childhood education and care for each child. We are passionate about enhancing the growth of young children intellectually, emotionally and socially. We will go above and beyond to provide excellent care for each child.

GOALS & OBJECTIVES

- to provide high quality early childhood education and care
- to provide support services for children and families
- to promote community awareness of family issues relative to childcare
- to develop a comprehensive program which serves as a model in our community
- to provide an appropriate curriculum that focuses on the whole child and reflects an understanding of children
- to provide an environment that celebrates diversity
- to provide a caring and nurturing environment.
- to provide opportunities for self-expression through language, dramatic play, art, and music activities.
- to foster an appreciation for music and the arts
- to provide exposure to technology for children 3 years of age and older
- to enhance each child's self-esteem
- to teach positive, non-violent means of conflict resolution
- to provide an environment that promotes successful inclusion of children for whom English is a second language

MISSION +
GOALS

ENROLLMENT & REGISTRATION

- Please complete each form in this enrollment package and return to your center director. A few forms must be completed by your child's doctor or a medical facility. Families are responsible for paying a nonrefundable initial registration fee at the time of enrollment. The information that you provide is strictly confidential and will not be released without your consent.
- If you have any questions about the forms or information included in the enrollment package, please contact the center director. We are happy to assist you with the enrollment process and package.

YOUR CHILD'S FIRST DAY

Congratulations on taking this important step! A child's first day can be full of excitement or mixed with a little anxiety. Our goal is to support you and your child in this process. Below are six important topics with specific details to help you prepare for your child's first day.

1. Dropping off your child

Congratulations on taking this important step! A child's first day can be full of excitement or mixed with a little anxiety. Our goal is to support you and your child in this process. Below are six important topics with specific details to help you prepare for your child's first day.

2. Getting acquainted with your child's classroom

Congratulations on taking this important step! A child's first day can be full of excitement or mixed with a little anxiety. Our goal is to support you and your child in this process. Below are six important topics with specific details to help you prepare for your child's first day.

3. What to wear

Please dress your child in comfortable, seasonally appropriate clothes, tennis shoes or sneakers with the skid resistance sole. Crocs, sandals, flip-flops, slippers and boots are not permitted at school. Please omit or limit jewelry such as dangling or hoop earrings, bracelets, necklaces, or similar pieces. Jewelry may get accidentally pulled or broken during play.





4. What to bring

Please bring at least one change of seasonal clothing, labeled with your child's name. For infants, please bring a family picture to hang by his or her crib. Please do not bring food for snacks to school. If your child has special dietary restrictions, please share this important information with the center director.

5. Picking up your child

At the end of the day, please pick up your child from his or her classroom. Sign out using the lobby iPad. Because our schools are open from early morning to late evening, our teachers have varying shifts. For this reason, you may see different teachers in your child classroom in the morning and/or afternoon. Additionally, when there are fewer children and teachers present, we may combine classrooms. This means you may pick your child up in a different classroom. You will be notified of this room change by your director, a teacher or through posted signs on classroom doors.

6. If you have questions or comments

We encourage you to visit at anytime! While teachers will provide daily reports and notes about your child's day, always feel free to ask questions. We welcome your input!

SCHEDULE AND PLACEMENT

Your child's enrollment is established according to the details on your enrollment application. If there are any changes, we'll do our best to meet your child's needs.

Generally, your child will be placed in a classroom with other children of the same age level. At times, we mix age groups early in the morning or late in the afternoon, before/after lead teachers have arrived/departed for the day, or to meet specific business needs during the program day.

We allow part time children, as space allows. If we have a request for a full-time space that is partially filled by a child attending part time, a family will be given the option to increase to full-time care or give up the space.

Safe Arrival and Departure

An authorized adult must sign your child in and out each day using our electric system. We require an adult to accompany each child in and out of the building, and deliver the child to their assigned room. Please ensure a classroom staff member is aware of your child's arrival. As you arrive, please communicate with the staff member present, and please share any information relevant to your child's care.

If your child is going to be absent or there is a change in their schedule, please notify the director as soon as possible. If your child is in our school at age program, please notify us of any absences in advance so we can notify the bus driver who will be waiting to provide transportation to your child from the elementary school. Prior written permission from a parent or guardian must be provided for child to be picked up by someone new or coming for the first time. The person must be a legal adult and provide a picture ID upon pickup of the child.



Departure

If you are going to be late picking up your child, please notify the director as soon as possible. Please arrange to pick up your child at the appropriate time, and prior to closing time. A late fee will be assessed when children are not picked up prior to closing time. The late fee is \$5.00 beginning at 6:01 pm, for the first 5 minutes and an additional fee of \$1.00 per minute after that, per child. Habitual late pick up may result in dismissal from the program.

If an authorized adult has not arrived to pick up a child in 10 minutes after center closing, attempts will be made to reach the family and individuals authorized to pick up the child. If an authorized adult has not arrived to pick up the child one hour after the school closes and attempts to reach and authorized contact have been unsuccessful, a member of management or a designated staff person will contact the appropriate local authorities.

Reminder

For everyone's safety, all vehicles must be turned off and locked while adults are in the center picking up children. Children under the age of 13 may not be left in the car unattended on our premises. Your child must arrive and depart in approved child safety restraints, in accordance with NC state law. Children will not be released to any person who appears to be intoxicated, in an incoherent state or under the age of 18.

OPERATIONAL POLICIES

Ages of Children Enrolled

My Little Genius' Child Development Center will provide care for children 6 weeks to 12 years of age.

Hours of Operation

We are open year-round, Monday through Friday. Our school opens at 6:30 a.m. and closes at 6:00 p.m. daily. See our holiday closing schedule below.

Holiday Observances

In order to allow our staff time with their families, we will be closed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & the day after
- Christmas Eve & Christmas day

Should a legal holiday fall on a Saturday or Sunday, we will observe either the Friday before or the Monday after the legal holiday. There is no tuition discount for the days the center is closed for holidays.

Inclement Weather & Emergencies

In the case of inclement weather or in an emergency, Center opening and closing information will be announced on local televisions, our website, our Facebook page, and via email or text. Please ensure we have your current email and cell phone number on file to be included in this important communication.

In the event of hazardous weather conditions or water/power outages beyond our control, we reserve the right to close for the safety of the children and our staff. All parties will be notified.

Americans with Disabilities Act (ADA)

My Little Genius' Child Development Center operates in compliance with the Americans With Disabilities Act (ADA).

Policies

This federal law, passed in 1990, requires that every business offering services to the public must not discriminate against persons based on a disability.

It is the policy of the My Little Genius' Child Development Center to treat the children, families, and employees without discrimination. With regard to persons with disabilities, the company strives toward inclusiveness, accommodating individuals with special needs, and admissions practices building accessibility and employment needs.

My Little Genius' Child Development Center makes enrollment decisions through an interactive process that focuses on the individual needs of children and families. We promote an inclusive environment by providing reasonable accommodations, unless doing so would require a fundamental alteration of the program or cause undue hardship. Families are encouraged to contact the corporate office if the accommodations request is not recognized and/or supported.

Equal Opportunity Provider

My Little Genius' Child Development Center is an equal opportunity and employer. We set up applications for admission and employment without regard to race, religion, gender, national origin, color, creed, physical or mental disability or any other protected status.

IMPORTANT POLICIES AND PROCEDURES

Clothing

Please dress your child in comfortable seasonally appropriate clothing that is suitable for both indoor and outdoor play. Please know that we provide children with activities designed to advanced learning, some of which may be messy! We will do our best to cover your child's clothing during these activities, but there may be times when clothing becomes dirty. Please keep this in mind and dress your child in clothing appropriate for these experiences.

For your child's safety, all mobile children are required to wear tennis shoes with the skid resistance sole. Crocs, sandals, flip-

flops, slippers, boots, etc., are not permitted at school.

Please do not send their child to school with hoop or dangle earrings due to the risk of having these items accidentally pulled or caught during play. Your child's teacher may remove jewelry that he or she feels may be unsafe to wear at school.

What to Send to School With Your Child

Please bring at least one complete change of seasonally appropriate clothing, labeled with your child's name, in outer clothes appropriate for outside physical activity. For infants, a family picture to hang by his or her career is encouraged.

At times, school age children may be allowed to bring personal electronic devices for limited use during the scheduled part of the day. Children and families must sign a waiver outlining appropriate use of these devices and releasing My Little Genius' Child Development Center from responsibility for damage to these items.

Please do not send money or valuables with your child. Toys should not be brought to school unless requested by the teacher as a part of the curriculum.



Meals

Children are served a well-balanced breakfast, lunch, and afternoon snack while at the center. We will provide a healthy and balanced diet that includes fruits, vegetables, dairy, and whole grains. We are a peanut free facility. To protect children with food allergies, please do not send any food with your child.

All meals and snacks meet the nutritional requirements for preschool children, as recommended by the US Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). Weekly menus are posted within the Center for your review, and copies are available by request.

My Little Genius' Child Development Center does not allow outside food unless we are unable to meet a child's dietary needs. Documentation from a physician may be required to support the request.

Birthdays and Celebrations

We encourage you and your family to celebrate birthdays and holidays with your child at our school. If you would like to bring refreshments for your child's class, please discuss the date and time you'd like to celebrate with the Center director. We can also provide recommendations for nutritious store-bought refreshments to help you plan a celebration. Unfortunately, we are unable to permit homemade snacks.

Rest and Nap Time

Children aged six weeks to five years old are provided with rest/naptime in a crib or mat each day. This rest/naptime is required by state licensing law. Mats, sheets, Crib sheets will be provided by the school. If you are bringing a blanket from home, please make sure the blanket is labeled with your child's full name. Blankets are not allowed in our infant classrooms due to SIDS guidelines. However, sleep sacks are permitted. If providing a sleep sack, please label it with your child's full name.



Our Curriculum

My Little Genius' Child Development Center utilizes the nationally recognized, award-winning Creative Curriculum in our classrooms. Based on 38 learning objectives Creative Curriculum teaches exploration and discovery as a way of learning-and tedious children to be creative, confident thinkers. We supplement this through our partnership with technology and the power of play. At the same time children build necessary skills needed for kindergarten while assessing their individual progress.

We believe that children learn best when they are active and engaged. My Little Genius' program is an active learning program. Our curriculum was created to provide educational activities that allow our students to move and play while they learn. We offer a carefully designed balance of quality experiences that will prepare

your child for school readiness.

My Little Genius' early education program is exceptional. My Little Genius' staff are highly qualified, credentialed teachers with teaching experience. Through the state of North Carolina we follow the Voluntary Enhanced Star rating system. My Little Genius' strives to maintain the best STAR rating which allows a smaller teacher to student ratio. This is an important to our service and success. Like many early educators, we believe that children learn about their world through play and imagination and we incorporate these important elements into our lesson plans. We believe that parents are in a beautiful position to provide children with an abundant supply of playful and imaginative experiences. We feel it is our privilege to provide educational experiences that will prepare your child school success.

PARTNERSHIP WITH OUR FAMILIES

Participation

My Little Genius' has an Open Door policy. Families are welcome and encouraged to visit the center at any time. We also encourage you to volunteer and be an active participant in your child school. There are many opportunities to get involved! You can act as a guest reader in your child's class, attend field trips and activities, speak to your child's class about your job, hobby or activity, donate materials or assist with special event planning! Just ask the center director.

Daily Reports & Parent-Teacher Conferences

Daily reports and what we did today notes are provided in the infant, toddler, and two-year old classrooms and in the preschool thru school age classes. We will provide information about your child's day, and you are also encouraged to routinely discuss your child's activities with his or her teachers.

Your child's progress is recorded in his or her development profile throughout the year. You are invited to participate in family conferences twice a year, and/or as you request. These parent-teacher conferences will provide opportunities to discuss your child's progress, to share your observations, and to determine learning goals and next steps together. If you are interested in scheduling a conference, please contact your center director or child's teacher.

Referral Program

We hope you have a fantastic experience at My Little Genius' Child Development Center. And if you do, we hope you tell your friends and family. If you refer a new family to My Little Genius' Child Development Center, we will thank you with a tuition credit if you recruit a full-time family and they stay enrolled for 60 days, we will add \$200 Credit to your account. Please see your center director for additional details.

Custody Issues

My Little Genius' Child Development Center remains neutral in custody issues. Any records, information, affidavits, and or testimony from any employees will only be released in accordance with the court order. It is your responsibility to keep us informed of any changes in a child's family situation and provides documentation, as needed.

Outside Contact with Staff

We strongly discourage staff from working with families outside of the center environment. We will not release your child/children to a staff member, and current staff may not be listed as emergency contacts or persons authorized to pick up your child. We do not authorize or



accept responsibility for services that our employees provide outside of the premises.

HEALTH AND SAFETY

Immunization, Illness and Health

Immunizations must be kept up-to-date according to your child's age. A completed health statement and immunization verification for each child must be on file with My Little Genius' Child Development Center and updated appropriately. We reserve the right to disenroll your child if you do not provide required updated immunization records within 10 days of a request. If there is a medical or religious reason why your child is not immunized, you must provide documentation from a physician or a signed affidavit to this effect.

My Little Genius' requires individual care plans for medical conditions such as allergies, asthma, seizures, diabetes and other health conditions that may require some type of accommodation. These care plans must be up-to-date by the child's doctor each year or if there is a change in accommodation. If a child comes to school with any of these symptoms or develops the symptoms while at school, we will follow the guidelines provided by the health department, the American Pediatric Academy to help determine the child's needs and course of treatment. If the child should not be in attendance, we will contact the family to pick child up.



When the child returns to school following an illness, we may require verification from a physician that the child may be return to group care. The child must be symptom-free for 24 hours without the use of medication.

Medication

We administer prescribed medications only under very strict guidelines, as dictated by the regulatory agencies. Only designated staff members distribute medicine and do so according to the center's medicine administration policies.

All prescribed medications require written authorization from your healthcare provider and written parent/guardian consent. Medication authorization forms are available from your center director. The instructions from your healthcare provider must include information regarding the medication, including the reason for the medication, specific time of the administration, means of delivery, and length of time the medication needs to be given. Emergency medicines, like EPI pens or inhalers, maybe used with proper documentation. All medications must be in the original label container and given to your center director. All medications are stored in a lot, clean container and kept under the conditions directed by the healthcare provider or pharmacist. Expired medications will not be given to a child under any circumstances. Please do not leave medicine or other products such as diaper creams, powder, etc., in a child's bag or cubby.

School Accidents

Despite our best efforts, there may be times when children are injured at the center during the normal course of play and in interactions with other children. The center will notify parents of any incidents, including illness, injuries, adverse reactions to medications, that involve your child.

In case of an injury, a qualified staff person would administer first aid to your child. All My Little Genius' Child Development Center staff

has current training in CPR and first aid. If necessary, the parent or guardian will be contacted to discuss the extent of the injury. The staff person on duty will complete an injury report at the time of incident. The report will be provided to the parent for his or her signature.

Parent/guardian will be contacted immediately in the event of a serious accident and the staff will use local emergency medical services, as needed. In case of a medical emergency, and in accordance with our medical emergency plan. A designated staff person will accompany the injured child to the hospital and will keep family members apprised of the child's condition and final medical destination. It is the family's responsibility to make sure current emergency medical information is on file.

Infant and Toddler Care

Parents of infants are responsible for supplying premixed formula, commercial baby food, and a current, accurate infant feeding plan. Feeding plans must be updated based on childcare licensing requirements.



All baby bottles must be plastic and have a bottle cap. Bottles and caps must be labeled with the child's first and last name in the current date. All bottles and open jar food must be taken home each day.

To support nursing mothers, we do the following:

- Provide a private, sanitary space where a mother can comfortably feed her baby.
- Train staff in the handling and storage of human milk.
- Create schedules that support the feeding schedules of nursing mothers and babies.

Toileting and Diapering

If your infant or toddler is not yet toilet trained, please send an adequate supply of pampers and clothing, including at least two sets of outer clothing. If your child requires an over-the-counter diapering ointment, please mark the container with your child's first and last name and complete a medication form.

While your child is toilet training, please send additional clothing. We will partner with you to determine when children are developmentally ready for the toilet training process and to plan for the transition to ensure consistency between home and school. During toilet training, we ask that you share with us any information that will help make this a successful experience for your child.

Safe Sleep Practices

We follow safe sleep practices for infants, using the guidelines published by the American Academy of Pediatrics. This includes the following:

- Infants will be put to sleep on their backs in an assigned crib. If a parent/guardian wishes the child is put to sleep in a position other than on their back, the parent must complete and submit an infant sleep position exception form that explains how they should be put to sleep, the medical reason for this position, and length of time for this position. This note must be signed by physician and approved by My Little Genius' Child Development Center Director. Once approved,

this note will be kept in the child's medical file and all staff will be notified of the infants prescribed, approved sleep position.

- No toys, stuffed animals, pillows, blankets, extra bedding, or positioning devices will be in the crib. Infants six months and under may use a sleep sack, if one is provided by the parent. Pajama sleepers are a good alternative to blankets.
- Infants may never sleep in a bouncy chair or swing. If an infant falls asleep in one of these devices, the child will immediately be moved to his/her crib.

Meals & Snacks

Each day we serve breakfast, lunch, and afternoon snack. We provide a healthy and balanced diet and limit foods high in sugar and/or fat, as recommended by the US Department of Agriculture (USDA) Child and Adult Care Food Program.

All meals and/or snacks provided by the Center will meet the child's nutritional requirements, as recommended by USDA/CACFP in proportion to the amount of time that the child is in the center. There may be less time between meals, as directed by the guidelines.

Sugar intake is limited by the following practices:

- Juice is served no more than once per week in a serving size specified by the USDA CACFP per age group.
- Sugar sweetened beverages are not served.
- Sweet food items are served no more than two times per week.

Foods and Beverages high in fat are limited by the following practices:

- High-fat meats are served no more than two times per week.
- Only skim or 1% milk is served the children age 2 years and above.
- Fried or pre-fried vegetables, including potatoes, are served no more than once a week.

Fruits, vegetables, and whole grains shall be served based on the meals/snacks provided, as follows:

- Fruit (not juice) is served at least two times per day.

- A vegetable other than white potatoes is served at least once per day.
- Whole grain foods are served at least once a day.

My Little Genius' Child Development Center does not allow outside food, unless the facility is unable to meet a child's dietary needs. Documentation from a physician may be required to support the request. Chewing gum is not allowed at the center.

Video Cameras

Please be aware that My Little Genius' Child Development Center is protected by video surveillance. Upon entering the center, you are being taped by video and audio equipment.

Visitors' Access

Our school is equipped with the secure entry system to safeguard the children in our care. This system ensures only those people with access



can enter the center. We ask that you never share your PIN code, card or access information with anyone. Also, when entering the center using your entry code or card, please do not allow anyone else to enter the building behind you without using their security access.

Prohibited Items

No smoking is allowed in the center or on My Little Genius' center property. No weapons are allowed in the center or on the property.

Emergency Preparedness

Our emergency preparedness plan is available in the Director's office. In case of inclement weather or in an emergency, opening and closing information will be announced on local television and radio stations, My Little Genius' Facebook page, and email.

We maintained state staff/child ratios, constantly monitor all exits of each classroom, supervise and observe all areas of the classroom and playground, and take attendance following the guidelines on our name to face recognition and attendance sheets.



If it were ever determined that a child was missing or lost, a member of management would immediately notify the local police, the parents of the child, and our licensing agency. Emergency drills are held on a regular basis to ensure teachers and children are familiar with the recommended procedures. A drill log is maintained in the center's office.

If an emergency requires building evacuation, the staff will take the children and visitors through the nearest exit to the designated safe area outside. Authorities may direct children and staff to a different area, if necessary.

A member of management will check classroom areas, including bathrooms and offices, for any children. The same member of management will take the authorization notebook with the children, staff, and visitors in the safe area. Name to face recognition of all children and staff will be taken to verify everyone is out of the building. No one may reenter the building until the appropriate authorities have given clearance to reenter. Staff will contact families to pick up children, if authorities feel the children would not be able to reenter the building within a reasonable amount of time. If the children need to be taken to an indoor facility due to inclement weather, all necessary arrangements will be made for management and local authorities to transfer the children to a safe shelter. A sign will be posted at the center to direct any families that the staff was unable to reach. The sign will specify the pick-up location.

Parents/guardians must sign out their child with the supervising teacher or a member of management before leaving the emergency site.

Emergency Shelter (tornado or other weather emergency)

Upon notification from authorities of a weather emergency requiring building evacuation, staff will take children and visitors to the proper location in the building. If it becomes necessary, authorities may direct the children and staff to another location. A member of management

will check the classroom areas, including the bathrooms and offices, for any children. Name to face recognition sheets for all children and staff will be completed to verify everyone is out of the unsafe area. No one may reenter the area until the appropriate authorities provide clearance to reenter. Staff will contact families to pick up the children if the authorities feel the children may be safely released and are unable to return to the building. If at any time management determines holding classes will be detrimental to the safety of the children, all families will be notified.

GENERAL POLICIES AND PROCEDURES

Licensing

We are licensed by the state in which we operate. Copy of the regulations governing childcare is available in the center office or by going online to the state website. A copy will be provided at the time of enrollment. A copy of our most recent licensing inspection is also available in the center office.

Supervision of Children

Children will be supervised at all times. Staff will monitor and track children while they are present at the center, including when they enter or exit the premises, enter or exit a vehicle or move to a new location in or around the center. We use transition sheets for tracking. The transition sheets can be electronic, paper or both. If a child arrives when their designated class is out of the building on a field trip or excursion, the child will be cared for in the closest age group until the child's group returns.

Withdrawal and Notification

Two weeks written notice is required when withdrawing your child from the center. The family is responsible for the tuition during the two-week notice, whether or not the child attends.

If a child is temporarily withdrawn from the center and payment

for the tuition has been temporarily suspended by the parent or guardian, enrollment will be terminated. Reenrollment will be based on the availability and a registration fee must be paid.

My Little Genius' Child Development Center reserves the right to terminate the enrollment of any child. The termination of a child will be based on what is in the best interest of the child or any child in the program.

Confidentiality

We believe each family has a right to have their personal information kept confidential and private. The following procedures ensure the confidentiality of each child's records:

- Original enrollment records are kept securely in the centers office. The center director is responsible for securing access to the records.
- Enrollment records will not be released to any party without court ordered authorization, with expectation of children's parents, guardians, or government agency representatives. Parents, guardians or government agency representatives must formally request original enrollment records via written, notarized letter. All of the records, information, affidavits, and/or testimony will only be released to any party as directed by a court order.
- When a child is no longer enrolled, the child's original enrollment record will be archived.
- We will not release the name of a child involved in an incident at the center to anyone other than the child's parent and/or guardian, appropriate regulatory agency, or others designated by each parent and/or guardian.

Physical Education & Outdoor Policy

We create environments for infants and toddlers that encourage movement. To this end, we restrict both the number of, and the amount of time children spend in devices that do not allow for free

movement.

We plan for a designated amount of outdoor play time each day. Children engaging in outdoor play at least two periods daily, totaling at least 60 to 90 minutes for toddlers, and 90 to 120 minutes per day for three-year-olds and older, weather permitting. Please make sure your child are properly dressed for the weather.

In the event the weather seems too hot or too cold, too rainy or too snowy to go outside, or as a result of poor air quality, we will participate in indoor activities to promote movement and large muscle development, and to provide the same amount of physical activity.

If you do not wish your child to go outside, you must keep him or her out of school or at home until you feel they may resume physical activity at school, both inside and outside. Staff members do not withhold opportunities for physical activities nor do they require physical activities for discipline.

Media and TV

To encourage and facilitate active learning, we do not allow broadcast TV in the center. Additionally, screen time is limited for all children 3 years of age or older. Children age 2 under do not



have any screen time. Video viewing for older children will only be allowed when it pertains to the current curriculum. We will only view G rated materials for children under five. School ages may watch a PG movie with a signed permission slip for the specific movie. Alternative activities are provided at all times.

Child Protection

Agencies define abuse as the mental, emotional, physical or sexual injury to a child, or the failure to prevent such injury to a child. Neglect is defined as the failure to provide a child with food, clothing, shelter or medical care, and/or leaving a child in a situation where he/she is at risk of harm. It is My Little Genius' Child Development Center policy and the law, to report suspected child-abuse and/or neglect.

Federal and state laws require My Little Genius' Child Development Center employees to report any suspected cases of child abuse or neglect by contacting the appropriate local agency. This information is confidential between the employee and that agency. This includes the reporting of parents who appears to be impaired by drugs or alcohol. If a parent or family members suspects child abuse, you may reported to: Name of Agency: Forsyth County Department of Social Services
Address: 741 North Highland Ave, Winston-Salem, NC 27101
Phone: 336-703-3800

Discipline and Behavior Management

We believe children learn to self-regulate through positive relationships and in a positive environment. Our intent is to assist children in developing positive behavior by role modeling and by providing an environment that promotes and supports each child's social-emotional development and well-being. Our discipline practices focus on promoting caring, cooperation, affection, generosity, and empathy. We use positive guidance techniques that include positive reinforcement, acknowledging children's efforts,

prompting, modeling, persuading, redirection, using consequences, encouragement, and listening. Our goal is to build self-esteem, self-confidence, and self-reliance in the children we serve.

My Little Genius' Child Development Center DOES NOT allow certain discipline practices on its premises at any time. These discipline practices include humiliation, any strategy that hurts or belittles a child, verbal or physical threats, and any strategy that threatens or forces the child, profanity, the use or withholding of physical activity as a punishment, restricting restroom privileges, the use of food as reward or punishment, or corporal punishment. Corporal punishment includes, but is not limited to, spanking, hitting, shaking, slapping, biting, pinching, and jerking.

Families will be contacted to assist in resolving consistent disruptive or destructive behavior. We reserve the right to terminate services



when a child does not respond to our guidance and discipline practices, and if their behavior is detrimental to themselves or others in the class. However, our intent is to work with families collaboratively for a successful solution.

Questions or to File a Complaint

If you have a question or concern regarding the center and its operation, we encourage you to contact your center director.

Our licensing agency is available for complaints regarding the operation of our facility and state child care licensing regulations.

Mailing Address

Division of Child Development and Early Education
2201 Mail Service Center
Raleigh, NC 27699-2200

Telephone Number

(919) 527-6335
(800) 859-0829 (In-State only)

Fax Number

(919) 715-1012

WATER ACTIVITIES AND SUNSCREEN

Water Play Activities

My Little Genius' Child Development Center offers water play activities for children. This includes sensory tubs, water table play, and sprinkler play. Water tables are located in the classroom and on playgrounds, and are used as a part of our curriculum to improve fine and gross motor skills.

Sunscreen

Please apply sunscreen to your child prior to arriving at the Center. Staff will apply additional sunscreen throughout the day when

children play outside. A completed and signed permission slip must be on file for us to apply sunscreen. Please label your child sunscreen with their first and last name.

TRANSPORTATION

Transportation Procedures and Field Trips

Field trips are part of our curriculum for children 4 years and older. Parents are notified in advance of planned field trips. In the event a child arrives late on the day a field trip is scheduled, we will do our best to accommodate a situation. However, alternate care arrangements may need to be made. Please notify management if your child will be late on a field trip day.

My Little Genius' Child Development Center will obtain the written authorization from parents before allowing children to participate in routine transportation, field trips, special activities away from the facility, and water related activities occurring in water more than 2 feet deep.

Children younger than five make take walks around the premises. If they leave My Little Genius' premises a permission slip is required in advance. When taking a walk, a notice will be posted on the classroom door with the route and a contact number for the group.

Transportation

All children riding in the My Little Genius' mini-bus must wear seat belts at all times. An employee will notify the children when it is safe to remove seatbelts. All personal belongings will be kept out of the aisle. Children will be transported in My Little Genius' Child Development Center bus only and never in a personal vehicle.

You must notify us of any changes in your child's pickup

schedule. The bus driver will take attendance at the elementary school before leaving and will not leave the school without verifying the location of a missing child. The verification process requires the bus driver to contact center management to confirm that child is not being transported from the public school. Verifying the child's location before leaving the school takes a great deal of time. This extra step may cause the bus to run behind schedule for pick up at other locations and may cause children unnecessary stress interfere.

We do not provide transportation to or from residences. We may provide transportation for school age children to and from selected elementary schools.

TUITION

Tuition Schedules

Tuition rates are generally established on a yearly basis. An itemized fee schedule is given to families prior to enrollment. Any child attending any portion of the week will pay for full week of service.



Two weeks written notice is required when withdrawing a child from center. The family is responsible for the tuition during the two week notice, whether or not the child. If it's temporarily withdrawn from the center, re-enrollment will be based on availability and the registration fee must be paid.

In cases of Tuition Rate increases, families will be given a minimum of two weeks prior written notice.

Tuition Payments

All tuition payments are due on Friday for the upcoming week. A late fee will be assessed for payments not made by the close of business on Tuesday. If payment has not been made by the end of business on Friday, your child may not attend on Monday of the next week until past and current tuition is paid. We reserve the right to cancel services to parents who have payments overdue. Parents wishing to pay biweekly or monthly must pay in advance.

We accept Visa, MasterCard, American Express, bank draft and online payments. Please ask the center director for details.

Should the parent leave the center owing a balance, we will use every legal means to collect unpaid balance. If applicable, DSS will be notified.

Tuition Discounts

A family discount of \$20 per week is available for a family with more than one child enrolled full-time at center. This fee is subtracted from the oldest child's weekly fee. The family discount is not applicable to summer camp, part-time or drop-in care.

Registration Fees, Late Fees and Other Charges

Families are responsible for nonrefundable initial registration fee at the time of enrollment. After enrollment, there is an annual registration/supplies fee, charged the first full week in September of each year. Any other charges for services must be paid as they are incurred.

Reservation Credit Policies

Any child absent from the center for a full week can secure their child's enrollment with payment of half their regular tuition, up to three times in a calendar year. This half price tuition is called a reservation credit. Reservation credits are only available to families with a zero account balance and is payable prior to the week of the child's absence.

Refunds

Refunds can be issued to families with a credit upon withdrawal and who have followed the proper withdrawal procedures. Refund request must be provided to the center director in writing and must include current mailing address. Requests will be processed within 30 days.

Staff Background Checks

Each staff member must complete the state mandated criminal background check process, receive a reply prior to being offered a position at My Little Genius' Child Development Center. We can only hire teachers who are approved by the state to work in licensed childcare facilities. Additionally, each staff person will continue to receive ongoing training annually in accordance with state licensing regulations.