



Master Mind Parent Handbook



Table of Contents

| | |
|--|----|
| Introduction | 4 |
| Reservation of Right to Change Policies and or Procedures..... | 4 |
| Our Mission..... | 4 |
| Our Philosophy:..... | 4 |
| Our Customer Service Commitment..... | 5 |
| Admission Requirements | 5 |
| Curriculum..... | 5 |
| Lesson Planning..... | 6 |
| Program Improvement Plan..... | 7 |
| Qualifications | 7 |
| Hours of Operation | 8 |
| Holiday Closings | 9 |
| Vacations..... | 9 |
| Inclement Weather Closings | 9 |
| Confidential Information..... | 10 |
| Master Mind Tuition and Enrollment: | 10 |
| Change in Fees: | 11 |
| Payment: | 11 |
| Late Fees: | 11 |
| Returned Check Policy: | 11 |
| Drop Off/Pick Up..... | 12 |
| Late Pick Up Fees: | 12 |
| Absences | 12 |
| Vacation Policy..... | 12 |
| Court Order | 12 |
| Sick/Vacation Days..... | 13 |
| Notice of Termination:..... | 13 |
| Emergency Termination Situations..... | 13 |
| Inclusion Policy and Transition Plan..... | 14 |
| Program Pre-Visit | 14 |
| Pets..... | 15 |
| Emergencies..... | 15 |
| Positive Guidance..... | 15 |
| Biting Policy..... | 16 |

Meals..... 17

Special Diet Requests..... 18

Birthday Celebrations 18

Sample Master Mind Daily Menu 19

Diapering and Toilet Training..... 20

Field Trips..... 20

Community Resources 21

Outdoor Play 21

Rest Periods 22

Possessions From Home 22

Clothing 22

Supplies 23

Activities..... 23

Daily Activity Schedule 24

Water Play..... 25

Health and Safety:..... 26

Pandemics And Other Viruses..... 27

Medications: 28

Medical Emergencies 28

Screen Time..... 28

No Soliciting of Employees..... 29

Master Nannies 29

Parent Engagement..... 29

Parent-Teacher Conferences 30

Parent Code of Conduct..... 30

What is needed for your 1st Day 32

Procare 33

Admission of Care Agreement 34

Introduction

Master Mind is a privately owned and operated childcare program dedicated to providing quality care. Our goal is to provide care that parents can trust in an age appropriate and supportive environment. At Master Mind we believe that each child is a unique individual. Our programs and curriculum are designed to meet the developmental level of each child, encouraging individuality, and promoting confidence. This parent handbook is the property of Master Mind and is intended for the exclusive use by the parents of enrolled children. This handbook may not be copied or distributed to any third party without permission from the Owner.

Reservation of Right to Change Policies and or Procedures

Master Mind reserves the unilateral right to add, delete, modify, or amend the policies and procedures provided for the program, or program handbook, upon a ten-day written notice to the parents.

Our Mission

Our mission here at Master Mind is to empower the minds of young children so that they can grow and develop positively while exploring the world around them. This exploration is encouraged through the lessons taught in Science, Technology, Engineering, Art, and Math (S.T.E.A.M.). S.T.E.A.M. Curriculum is geared towards each particular age group allowing your child to learn at their own pace. The young minds of children are like sponges, and they are easily able to absorb this information which ultimately prepares them for a well-rounded future.

Our Philosophy:

At Master Mind Daycare we believe that children learn and perform their best when they are having fun and engaging in playful yet stimulating educational activities. A balance of child initiated, and teacher directed activities allows our children to stay engaged. We welcome children of all abilities and cater to the needs of each child ensuring that our environment is developmentally appropriate. Our family environment is warm, welcoming, nurturing, and secure. We are your home away from home and you will feel that way when leaving your little ones in our care. Communication with your family allows us to get to know you and your little one in order to ensure that your primary language and cultural background are reflected in our classroom environment and learning materials. Our loving atmosphere encourages children to

perform to their optimal potential. We instill life skills that will allow your child to thrive inside of the classroom and beyond. We are a family, and we cater to each child to fulfill their individual needs.

Our Customer Service Commitment

We are committed to providing you with the best experience. Our goal is to serve you well in every area. We Value You. To keep and measure this commitment we go through ongoing training. This training includes recording random calls to our business line as well as live interactions at the center. These recordings are used for training purposes & quality assurance only. You may receive a survey on occasion, and we want to thank you in advance for providing timely feedback, which helps us improve.

Admission Requirements

Master Mind Daycare accepts children from ages 8 weeks to 5 years, on a full-time basis. Placement is based on availability.

Curriculum

Our curriculum is geared to encourage children to further develop their inner Master Mind. Learning and growth occur through play, exploration, and discovery. The Master Mind program caters to the physical, cognitive, and social and emotional development of our little ones. Confidence and a sense of self is key in life and we ensure that our children engage in activities and lessons that promote high self-esteem and emotional awareness. Every day is filled with both child directed, and teacher directed activities which promote leadership skills, teamwork, and individuality. These concepts allow children to flourish in their lives and future careers. Discovery and exploration provide the foundation for a fun learning experience. We know that learning starts at a young age and the concepts that we grasp early in life have the ability to impact our development in a positive way and stay with us for a lifetime. We are dedicated to the growth of your child and committed to your family. Communication with you ensures a successful transition from your home to our program. We will also aid in supporting you to carefully transition from an outside daycare program to Master Mind. Finally our program aids your child in transitioning from Master Mind to school. You are always welcome to stop in and talk to our children about your career, culture, or a fun topic associated with our lesson plan. We encourage parent involvement and would like to work as a team. We

welcome you with open arms and are excited that you have made the decision to join The Master Mind Family. Our goal is to nurture your child and encourage them to discover their hidden potential and talents.

The children at Master Mind enjoy a curriculum based on developmental appropriateness. This means:

- As your child grows and changes, we use curriculum guidelines for what activities are appropriate for each age and stage of development.
- Children are observed during one-on-one interactions, small group activities, along with child directed and teacher directed learning and or play. Observations based on developmental checklists aligned with Master Mind curriculum are recorded for each student. Ongoing assessments including observations and anecdotal records are filed in each child's individual portfolio.
- Children will experience multiple modes of exploration and learning that are reflective of their interests and engage their curiosities in a fun yet stimulating way.
- Knowledge of typical development of children within each age span provides a framework from which Master Mind selects and prepares the learning materials, the classroom environment and specific experiences.
- Children's play is a primary vehicle for and an indicator of their development. Therefore, child initiated, child directed, and teacher supported play is an essential component of our program.
- Academics are presented in a relaxed and enriching manner. From math to language arts, wide ranges of subjects are presented. Learning activities and materials are rotated on a daily basis.
- Multi-cultural/anti-bias awareness is part of our curriculum and instilled in each child.
- A child's primary language is also incorporated into our curriculum.
- Curriculum is geared toward each individual child and is supportive of children with all abilities.

The curriculum at Master Mind addresses the needs of the "whole child".

Lesson Planning

Master Mind incorporates curriculum into the lesson planning process that is age appropriate and targets each of the 5 domains including language, social, emotional, physical, and cognitive learning. We cater to the needs of each child in order to ensure that they are able to grasp skills that are developmentally appropriate for their age group. Through the planning process we are able to create lessons that are culturally competent instilling values in our little

ones and encouraging a positive self-concept. Lesson planning allows us to keep children engaged by selecting activities that reflect our little one's interest and skills. Utilizing information that is provided by our families about our little ones ensures that we are working together for the betterment of each child. Informed observations and assessments contribute to lesson plans to ensure that we are catering to the needs of each individual child. We address the developmental needs of each child while including information from Individualized Education Programs, and or Individualized Family Service programs.

Program Improvement Plan

We strive to have the top-rated quality program for your little ones. Reading is a fundamental part of our program. Reading is exciting and opens up a whole new world inside of our classroom. At Master Mind we read 1 new board book per day for our infants and toddlers and 1 new paperback book per day for our pre-school age students. Our students are evaluated for school readiness to ensure that we are meeting their needs and assessing all opportunities for growth. Our goal is to prepare our little ones for kindergarten and life beyond the classroom. We cater to the whole child and encourage parent engagement to ensure success. Children thrive when parents take part in their learning process. Our parents continuously provide evaluations of our program so that we can implement changes and improvements while catering to the needs of each child and their family. Staff receive professional development and coaching to ensure that we are equipped with the knowledge to teach young minds while providing them with a positive environment where they will thrive.

Qualifications

April Ryans is a mom and the founder and creator of Master Mind. She received her Bachelor of Arts in Psychology from Rutgers University in New Brunswick, NJ where she studied subjects relating to infant and child development, adolescent development, conditioning and learning, and motivation and emotion. She then received her Master's in Business Administration from the University of Phoenix and ventured into the corporate world. Before founding Master Mind, April worked as a Project Manager for 15 years. Although she enjoyed the work and was skilled at her job, she longed to be a part of something meaningful and fulfilling. She wanted to make a difference in the lives of others and know deep down inside that she was positively impacting them. She knew that she was being called to do something more with her life. Through Master Mind, April can live out her lifelong dream of providing an enriching and educational environment that will positively impact students encouraging them to live up to their optimal potential. She is currently pursuing a Master's in Clinical Mental Health

Counseling where she has studied Child and Adolescent Counseling along with cognitive behavioral therapy and mindfulness techniques that aid in developing the curriculum at Master Mind Daycare. She uses her background and education to encourage positive interactions in our little ones and to foster further development of cognitive, social, and emotional skills.

April is certified in CPR and 1st Aid along with Basic Health and Safety.

All Daycare employees receive criminal background and fingerprinting clearance from the state of Maryland as well as any other state they have lived in for the past 5 years.

Hours of Operation

Master Mind is open from 7:30am to 5:30pm Monday through Friday.

We ask that children are dropped off no later than 9am so that each child is able to give their undivided attention and completely focus on the activities and the lesson plan for the day. Please be sure to call ahead before 9:00am if you should have a doctor's appointment so that we can make proper staffing and classroom arrangements. Entry after 9am requires a doctor's note. Please keep in mind that late arrivals can cause disruption and negatively impact the established flow for the day. By 9:00 a.m. all counts have been taken for the day and staffing is adjusted accordingly. Nap time is from 1pm to 3pm and we ask that children are not picked up during this time to ensure that all children are able to recharge and refresh their minds for the day ahead.

Each day's routine promises activities that allow your child/ren time to grow, room to explore, experiment, discover, and play.

Master Mind Daycare provides a program of daily activities and relationships that offer opportunities for the developmental growth of each child in each of the following areas:

- Language and language concepts
- Physical development, including physical fitness, fine and gross motor.
- Social development, including communication skills.
- Emotional development, including positive self-concept.
- Cognitive, including Intellectual development.

Each team member, utilizing Master Mind's curriculum, implements weekly lesson plans based on the language, cognitive, emotional, social, physical, and developmental goals set by Master Mind and recommendations of various credible early childhood development agencies and resources.

No childcare will be provided on the following holidays and vacation days:

Holiday Closings

New Year's Day
Martin Luther King Day
President's Day
Easter
Memorial Day
Juneteenth
Yom Kippur
Independence Day
Labor Day
Rosh Hashanah
Indigenous People's Day
Election Day
Veterans Day
Thanksgiving Holiday (Day before and Day after)
Winter Break

Holiday Calendar (with actual dates) is handed out annually.

Vacations

2 weeks' vacation
Vacation calendar (with actual dates) is handed out annually.

All holidays and vacations are included in weekly tuition in order to hold child's spot. There are no refunds or make-up days given for holidays or vacations and full tuition is required. Please note that Master Mind reserves the right to add and make changes to the holiday and vacation calendar and will give 1 month written notice in the event of any changes.

Inclement Weather Closings

If the governor declares a state of emergency Master Mind will be closed. If a state of emergency is declared during normal operations families will be called to pick up their children as soon as possible to ensure that children, parents, and staff can make it home safely. When other types of inclement weather occur, it is always up to Master Mind's discretion if the daycare will remain open, have an early dismissal, or close for the day. We always make

decisions considering the safety of our children, parents, and staff. Full tuition is still due during any closures.

Confidential Information

To protect the rights of your child and your family, children's records are only available to the administrators, authorized staff of Master Mind, and authorized employees of the Department of Social Services/Child Day Care Licensing, and the child's parent or legal guardian.

Confidential and sensitive information will only be shared with employees of Master Mind who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about staff, other parents and/or children will not be shared with parents, as Master Mind strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and health related information of anyone associated with Master Mind.

You may observe children in our program 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 Master Mind are strictly prohibited from discussing anything about another child with non-parents or guardians.

Information concerning any child will not be released, whether written or orally, to any individual or agency without the approval of the parent, unless such disclosure is mandated by childcare licensing rules, other statutes, or by a court of law.

Master Mind Tuition and Enrollment:

Annual Enrollment Fee: \$155 per child

Weekly Rate Infants through 5 years old: \$309 per week

Enrollment fee is paid upon initial enrollment and annually in May to hold your child's spot. Enrollment fees are non-refundable and cannot be used to pay for childcare tuition.

Change in Fees:

Master Mind reserves the right to adjust all fees, including tuition and enrollment, with a thirty-day advance written notice to parents.

Payment:

Monthly or weekly auto pay via credit card or ACH is required on our Pro Care Application. Families have the option of making monthly or weekly payments. Weekly tuition payments should be paid on or before the Friday preceding childcare by 5pm. Monthly tuition should be paid on or before the last day of the month preceding childcare.

Please remember that weekly and or monthly payments reserve your child's spot. A reduction in payment will not be made for absences, illness, holidays, vacations (with the exception of 1 free week of vacation after 1 year of care at Master Mind), or unforeseen emergencies.

Late Fees:

Tuition must be paid to date and current in order for your child to receive childcare services. Tuition is prepaid every Friday to cover the following week. If tuition is not paid by 7:30am the following Monday there will be a \$25 late fee for each day that tuition is late. If there is no payment by Tuesday, your child's enrollment will be suspended, and he or she may not attend the program until payment is made. If the tuition and any late fees are not paid within a two-week period, your child's enrollment will terminate. If at a later date you bring the tuition account current and are approved to re-enroll you will be required to pay the re-enrollment fee (Not valid after 30 days of non-payment). Tuition that is paid consistently late will result in your child/ren being terminated from the program. If you foresee a problem with tuition, please contact the Director immediately for possible resolution. Communication is key!

All Payments are Non-Refundable

Returned Check Policy:

Payment via credit card or ACH is preferred however if making a payment via check there will be a \$35.00 charge for any returned checks. If there are two returned checks within a 6-month period a different form of payment will be required moving forward.

Drop Off/Pick Up

Each child must exit the home with the authorized pickup person. Playing near the street or near vehicles is not allowed at any time. Master Mind assumes responsibility for each child only while the child is on Master Mind property at 161 Powhatan Street Havre De Grace, MD 21078. No child will be allowed to leave with anyone except the authorized individuals on the pickup list. Proof of identification is required if a staff member is unfamiliar with the child's authorized pick-up person. Please make the alternate pick-up person aware of these requirements.

Late Pick Up Fees:

Late pick up fees will be applied after 5:30pm and will be assessed at \$25.00 for every 15-minute increment. This fee will be billed via the Procure application and is due by the due date on the invoice. A five-minute grace period is provided to all families during pick up time. Please have consideration and call ahead if lateness is expected. After three late charges are applied, a conference will be held to review contract times.

Absences

If your child will be absent from Master Mind, we would appreciate a courtesy call. If your child has not arrived by 9:00 a.m. he or she will be marked as absent (unless scheduled in advance with a doctor's note) and you will receive a Care Call from one of our staff members. There are no refunds or make-up days for absences.

Vacation Policy

Master Mind offers families who are enrolled continuously for one year one tuition-free vacation week. The vacation days must be taken for five consecutive days. You may not bank and or roll-over unused vacation weeks for the next year. A two-weeks written notice is required to use your free vacation week. You will not be able to use a tuition-free vacation week if you have an outstanding balance.

Court Order

If there is a court order keeping one parent or guardian away from the child, a copy of that order from the custodial parent or guardian must be provided. Otherwise, Master Mind cannot prevent the non-custodial parent from picking up the child.

Sick/Vacation Days

In the event that your child is ill and needs to miss a day, please call as soon as possible. If I am not able to care for the children for an unexpected reason a qualified substitute will care for the children in my place. All employees receive fingerprinting and background checks and are approved by the Maryland State Department of Education (MSDE) ensuring high quality care for your child. I take 2 weeks' vacation each year and will inform you a month in advance so you may find alternate arrangements for your child. After being enrolled with us for one year each family may also take one week of vacation each year without paying weekly fees.

Notice of Termination:

Master Mind and a parent/guardian have the right to terminate the childcare agreement upon written (not verbal) notice to the other party. Parents are required to give two (2) weeks written notice when deciding to terminate childcare. Notices are honored from Monday to Friday. (Ex. If the notice is submitted on a Tuesday the two-week notice will go into effect the following Monday). The two (2) weeks must be paid in full, regardless of whether the child is in attendance. The two weeks' notice termination fee is collected upon enrollment and can be paid in full in 1 payment or split up into a payment plan. Please note that there will be a \$10 fee per payment if a payment plan is chosen. Master Mind reserves the right to choose the length of the payment plan.

Emergency Termination Situations

Master Mind reserves the right to terminate services with no notice if any of the following circumstances have occurred:

- Tuition is over two-weeks past due.
- Habitual returned checks.
- Habitual late pick-up (after 5:30 p.m.) or Emergency Pick-up
- If your child's continued participation in the program creates a direct threat to other children, teachers, Administrators or to the child's safety (examples: excessive biting and aggressive behavior).
- If your child's behavior causes ongoing disruptions in the classroom. Dismissal under these circumstances would be a last option.

Inclusion Policy and Transition Plan

Our desire is to provide a safe and secure environment which encourages all children to develop to their full potential. There will be no discriminatory practice or attitude on the grounds of race, ethnic and national origin, sex, marital status, domestic circumstances, disability, sexual orientation, class, religion, or political beliefs. We welcome any child as far as our staffing and physical setting allows. This includes children with special needs as well as children with special healthcare needs. We also welcome specialist such as OT and PT to work with children while they are in our care. If providing care is not within our means (care would require a burden of cost that is not within Master Mind's best interest or ability), we may decline service. We welcome all children and are committed to providing a fully inclusive setting.

We will work with children who have Individualized Education Plans or Individualized Family Service Plans. We ask that your family provide us with a copy of this plan so that we can work together for the benefit of the child. We communicate every step of the way and ask that you do the same to ensure that each child is able to progress in their own way.

We will work with your family to encourage your child to transition from home into our daycare in the most positive way. We will also aid in supporting you to carefully transition from an outside daycare program to Master Mind. Finally our program aids your child in transitioning from Master Mind to school. A program pre-visit allows for your child to become acquainted with our staff and our classroom environment. Exposure to fun, stimulating, and educational environments is something that we encourage here at Master Mind. We also know how important it is for our little ones to socialize with one another and make lifelong friends. We welcome scheduled appointments where your child can meet our staff members, tour our classroom, and even play to ensure that they feel comfortable on their first day.

Program Pre-Visit

Parents are encouraged to visit Master Mind with their child before the child's first day. This helps to make the child's first experience a pleasant one. This orientation is designed to acquaint both you and your child with his/her new environment. While your child familiarizes themselves with new classmates and surroundings, we encourage you to spend time talking with our staff about your feelings and your child's individual needs.

This is also the time to ensure that we have all of the required paperwork. It is a perfect time to ask any other questions you may have.

Pre-visits are done Monday through Friday and must be scheduled in advance.

Pets

We have two cats, Pinky and Pepper, who are twin girls. They stay upstairs in their bedroom but are kid friendly lovable creatures.

Emergencies

Fire Drills are practiced on a monthly basis. Emergency Disaster Drills are practiced twice per year.

Positive Guidance

Our discipline policy is encouraged through positive guidance. We are dedicated to cultivating the Mind, Body, and Playful Spirit of each child through enriching experiences. Positive behavior is encouraged through redirection in order to quickly change focus and garner a young child's attention. Rewards are provided daily to praise and reinforce positive behavior. Rewards that are used can include coin systems, sticker charts and selecting an item out of our treasure box in order to encourage and reinforce positive behavior. We work together with our little ones to develop clear rules and to set guidelines and expectations ensuring that our children's input is always included.

Our curriculum instills social and emotional skills which assist children in identifying and expressing their feelings in a positive way. Children want to feel independent and in control. We cater to this need by providing our little ones with choices. A simple choice like "would like to play with the blocks or with the Legos", "would you like to play with friends or play alone", "would you like milk or water" allows children to feel both in charge and in control. If undesirable behavior occurs redirection is always key. Modeling is also taught in an effort to consistently show children the desirable behavior. If the undesirable behavior continues, we provide 3 positive prompts and then encourage reflection time in a calm soothing area where children can identify the emotion that they are feeling, practice taking deep breaths, and take the necessary time to calm down by sitting quietly, meditating, playing with play dough, blocks or blowing bubbles. Children receive rewards when they are successfully able to practice positive mindfulness techniques during challenging emotional times which ultimately reinforces behavioral management along with a positive self-concept.

When the child is calm we problem solve by talking about the behavior and the emotions that caused it. We also discuss healthy techniques that we can use moving forward to manage our emotions and bring about a more desirable behavior. Communication and positive interactions are empowering and aid in building social and emotional lifelong skills while managing positive behavior.

In the case of continued discipline challenges, staff will communicate with the parents to discuss possible solutions and/or recommendations. Written confirmations of these discussions will be available to the parents and kept on file.

Our goal is to be proactive as opposed to reactive regarding challenging behaviors. Our program's Behavior Management System provides our staff with best practice tools and techniques to maintain an environment that is conducive to learning for all children. In many cases, negative behavior is a cry for attention and should be handled with care. When challenging behaviors escalate beyond our control, the child(ren) involved may be suspended and the parent will be called for Emergency Pickup. Parents will be expected to follow the suspension guidelines.

In a case where a child's behavior or actions have resulted in the destruction of Master Mind's property, the parents/guardian will be responsible for the repair or replacement of the property.

In extreme cases it may be in the best interest of the child and the program for the parents to seek alternative care. Aggressive behavior, biting, hitting, etc. that causes ongoing disruptions and/or confusion in a classroom may result in the child being terminated from the program. Termination is always a last option and a rare occurrence at Master Mind Daycare.

Biting Policy

Master Mind Daycare recognizes that biting is never pleasant or acceptable however children in the infant through 3-year-old age range often experiment with biting for a number of reasons. Parents with children in this age range should expect that their children may be involved in a biting incident. We understand that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember that this is a developmentally appropriate behavior, and that we are working to identify situations, which, provoke, or elicit this behavior so it can be prevented in the future. Young children have not

fully mastered the skill of communication. They are unable to tell you how they feel and get really frustrated.

We will not harshly discipline children for biting behavior; we will simply redirect the children to different activities in separate areas. Parents are expected to work with staff to identify methods and strategies to curb this behavior. If excessive biting incidents occur in one day or skin is broken during a bite, the biter's parent will be called to pick up their child to be excluded from Master Mind Daycare for the remainder of the day. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, we will use the discipline procedures outlined in the positive guidance section of this handbook, as well as observe the child to determine what provokes or triggers this inappropriate behavior.

Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. If a child bites who is over the age of 3, the biter's parent will be called to pick up their child to be excluded from Master Mind Daycare for the remainder of the day.

Furthermore, children, in the older age groups, who bite 3 times in a school year, will have their services terminated. The safety of all the children in the program is of the utmost concern of Master Mind Daycare.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident.

This information is confidential and cannot be disclosed. Master Mind Daycare cannot discuss the medical history of any child involved in a biting incident with the other party.

Meals

Morning and afternoon snacks are served daily by Master Mind and families are responsible for providing a lunch for their child. Please remember to label all food products, drinks, and containers with your child's first and last name. Morning snacks are served from 8:00am to 8:30am. If arriving after 8:30am please ensure that your child has eaten breakfast or a morning snack. Children arriving after 8:30 will not be served a morning snack. Lunch is served at 11:00am. An afternoon snack is served at 3:00pm each day. We encourage healthy eating habits and ask our families to refrain from packing sugary soft drinks and snacks in your child's lunch. We are required to send all sugary soft drinks and snacks home with your child

and replace them with healthier options. Sugary snacks are only allowed during special events. To ensure space for each child, lunches should be brought in brown paper bags, clear zip lock bags or disposable shopping bags. Lunches will not be heated up and should be ready made in order to be easily served to our children. Please visit the link below for some no heat lunch examples that are kid friendly and healthy.

<https://www.yummytoddlerfood.com/toddler-lunch-ideas-for-daycare/>

Bottles and breast milk will be heated. Children are encouraged to use lunch time to practice table etiquette and manners while sharing their experiences with one another. Any food allergies must be listed on your child's medical report. Any special diet must be furnished by the parents.

Special Diet Requests

If a child requires special food accommodations due to documented medical reasons, parents may be asked to provide the meals. We ask that parents please arrange to meet with our staff to review the child's needs and determine whether an accommodation is possible. Master Mind cannot guarantee the ability to meet every special request.

Birthday Celebrations

Birthdays can play an important role in the life of a child. Parents are welcome to celebrate their child's birthday in our program. Please submit food and favor ideas for your child at least one week in advance. Birthday celebrations should be at or directly after snack time and of short (1/2 hour) duration. To protect children with allergies you may not bring in homemade, unwrapped or unlabeled items.



Sample Master Mind Daily Menu

| Week 1 | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------------|--------------------------------|------------------------------------|--|--|--|
| Morning Snack | Graham Cracker Milk | Animal Crackers Yogurt Water | Ritz Crackers Cheese Water | Hummus Carrot Sticks Milk | Wheat Thins Cheese Water |
| Afternoon Snack | Yogurt Mixed Fruit Water | Fresh Fruit Milk | Sunflower Seed Butter Sliced Bread Milk | Mixed Raw Vegetables Wheat Thins Milk | Celery Sunflower Seed Butter Milk |
| Week 2 | Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning Snack | Graham Cracker Milk | Animal Crackers Yogurt Water | Ritz Crackers Cheese Water | Hummus Carrot Sticks Milk | Wheat Thins Cheese Water |
| Afternoon Snack | Yogurt Mixed Fruit Water | Fresh Fruit Milk | Sunflower Seed Butter Sliced Bread Milk | Mixed Raw Vegetables Wheat Thins Milk | Celery Sunflower Seed Butter Milk |
| Week 3 | Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning Snack | Graham Cracker Milk | Animal Crackers Yogurt Water | Ritz Crackers Cheese Water | Hummus Carrot Sticks Milk | Wheat Thins Cheese Water |
| Afternoon Snack | Yogurt Mixed Fruit Water | Fresh Fruit Milk | Sunflower Seed Butter Sliced Bread Milk | Mixed Raw Vegetables Wheat Thins Milk | Celery Sunflower Seed Butter Milk |
| Week 4 | Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning Snack | Graham Cracker Milk | Animal Crackers Yogurt Water | Ritz Crackers Cheese Water | Hummus Carrot Sticks Milk | Wheat Thins Cheese Water |
| Afternoon Snack | Yogurt Mixed Fruit Water | Fresh Fruit Milk | Sunflower Seed Butter Sliced Bread Milk | Mixed Raw Vegetables Wheat Thins Milk | Celery Sunflower Seed Butter Milk |

Diapering and Toilet Training

Master Mind is proud to offer a Potty-Training system to the families we serve.

Parents shall provide disposable diapers and wipes. If a child's health condition necessitates that disposable diapers cannot be used, then an alternative arrangement may be made according to the parent's or licensed physician's instructions. Parents are expected to provide enough diapers so that a child can be changed when soiled or wet.

Diapering shall be done in a designated area. Master Mind shall maintain a diapering area and all supplies and equipment in a safe and sanitary manner.

Toilet training is planned cooperatively between Master Mind and parent so that the toilet routine is consistent between our program and home. Parents are expected to bring a minimum of 3 sets of extra clothes for a child who is toilet training and provide at least 6 pairs of training pants.

Children show a few signs when they are ready to begin potty training such as staying dry longer, asking to use the toilet, and hiding when going in their diaper. We do not attempt to train if a child does not exhibit these signs or has no interest. We will only use appropriate methods that build on the child's self-worth.

Staff shall thoroughly wash his or her hands after each diapering and after cleaning up bodily fluids, using soap and running water. Staff must also assist children with handwashing after toileting.

Field Trips

It is our philosophy to provide children with hands on learning experiences where they have the opportunity to see the curriculum that is taught daily in the classroom come to life. Field trips also provide an opportunity to learn about our community and the places around us. Children are invited to participate in field trips away from Master Mind. Your signature on a permission slip form permits your child to attend and participate in our field trips. Information about upcoming trips will be sent home and communicated via the Procure application. Although we are able to assist with providing transportation, we ask that parents volunteer to

accompany us on field trips by transporting your child and assisting with this process. On days of field trips, we leave promptly at 9:00am. If you choose to follow us, you must arrive before 9:00am. You are also welcome to bring your child and meet us at the specific destination. Parents are responsible for paying for all field trip tickets for your child and for yourselves. If you decide that you do not want your child to participate in a specific field trip you will need to make alternate care arrangements for that day as we will not be present in the classroom. Master Mind is not responsible for providing alternate care for your child during scheduled field trips. If you arrive after 9:00am you will have to meet us at the specific destination or make alternate care arrangements for that day. Tuition is still due whether your child attends a field trip or stays home. There is no tuition refund or adjustment if your child does not attend the field trip.

Community Resources

Our goal is to ensure that your child becomes familiar with the resources in our community. Some of these resources include the library, the fire department, and the police department. We incorporate reading materials from the Havre De Grace Public Library that create excitement and stimulate our children's cognitive development. We schedule visits with the Havre De Grace Fire Department so that our children can meet a fireman, see a real fire truck, and make our little ones aware of fire safety. Visits with the Havre De Grace Police Department ensure that our children feel safe and secure with the police in our area. They also get to see and hear about the day in the life of a real police officer. Interaction with these resources allow our children to feel connected to our community.

Outdoor Play

Outdoor play is an integral part of our curriculum. Our daily schedule allows time for physical fitness including outdoor play daily, weather permitting.

To always ensure proper staff/child ratios, we cannot keep a child indoors. If a documented medical reason stipulating restrictions is provided, we will try to accommodate the request.

Under certain weather conditions, if a child is dropped off and is not dressed appropriately for outdoor play, the parents/guardians will be contacted and asked to bring the appropriate articles of clothing. We frequently take walks around our community and you will need to sign a permission slip providing your approval for community walks.

Rest Periods

At Master Mind a peaceful rest period is essential in order to relax the body and mind. There can be no drop offs or pick-ups during rest time unless this is scheduled in advance.

- Master Mind shall provide each child an opportunity to rest.
- Play Pens are provided for infants.
- Sleeping Bags are provided for children 2 through 5 years of age.
- Nap items are laundered by Master Mind at the end of each week.
- Quiet activities are provided for children who awake during nap time.
- Children are not allowed to share sleep materials, including siblings.

Possessions From Home

Master Mind is not responsible for any lost or damaged items. It is in your child's best interest to leave toys and personal items at home, except for naptime buddies and "show and tell" days.

In keeping in line with the curriculum and goals of our program, toys in the form of weapons, guns, warriors, action figures, etc. should be kept at home at all times.

We also ask that any cell phones, electronic games, trading cards, videos and CD's not be sent with your children. Again we cannot be held responsible for anything that is lost or damaged.

Clothing

Parents are advised to dress your child/ren appropriately, in play clothing. Please do not send your child in "good" clothes, as they are apt to get soiled, stained or damaged. Parents should send 3 additional outfits for their child. Please make sure all clothing items are labeled.

If your child is toilet training, we ask that you send at least three sets of extra clothing and sufficient training pants so that we can keep your child comfortable at all times.

Children are taken outside daily, weather permitting, and should be dressed accordingly. Fall and spring require light jackets, hats, and rain gear. Winter dictates heavy jackets, boots, snow

pants, gloves, and hats. In the summer we ask that you send a swimsuit, t-shirt, water shoes, and towel. Sunscreen is also a good idea.

Sandals, flip flops, and jelly shoes do not provide the best support for a child during outdoor play; gym shoes will provide the most safety for your child. Shoes and sneakers with shoestrings are a safety hazard with young children and are not permitted.

Supplies

Parents are asked to provide an adequate supply of diapers, wipes and 3 additional outfits. If at any time your child needs a specific item as mentioned above, the parent will be contacted to bring it in.

Activities

Age-appropriate activities are scheduled with flexibility allowing teachers to respond to the individual needs of each child. Activities such as outdoor play, stories, instruction, and naps are offered according to each child's age, interest, and ability. Your child is given tender loving care, understanding, patience and guidance in a happy family setting. Chores, such as cleaning up and putting toys away will be part of each day. Free play is offered daily and is an important part of a child's early years. During free play children learn social skills that will last a lifetime.

Daily Activity Schedule

| Activity | Child/Teacher Directed | Start | End | Infant | Preschool |
|---|------------------------|----------|----------|--|---|
| Arrival/Free Play / AM Snack | Child Directed | 7:30 AM | 8:30 AM | Centers, Fine motor skills, communication, cognitive skills social and emotional development | Centers, Fine motor skills, communication, cognitive skills, social and emotional development |
| Clean Up/ Bathroom Break | Teacher Directed | 8:30 AM | 8:45 AM | Responsibility, appreciation, fine and gross motor skills | Responsibility, appreciation, fine and gross motor skills |
| Yoga/Movement | Child Directed | 8:45 AM | 9:00 AM | Gross Motor Skills | Gross Motor Skills |
| Circle Time/ Music Movement | Teacher Directed | 9:00 AM | 9:15 AM | Songs, music, movement, Gratitude, meditation, Calendar & Weather | Songs, music, movement, Gratitude, meditation, Calendar & Weather |
| Story Time | Teacher Directed | 9:15 AM | 9:30 AM | Reading Comprehension, Literacy Development | Reading Comprehension, Literacy Development |
| Free Play/ Letter of the Day (small groups) | Child Directed | 9:30 AM | 10:00 AM | Letter Recognition, Letter Sounds, Reading Development | Letter Recognition, Letter Sounds, Reading Development |
| Free Play/Journal (small groups) | Child Directed | 10:00 AM | 10:45 AM | Coloring a picture that correlates with lesson plan. | Writing per daily lesson plan, Drawing a picture that correlates with writing. |
| Lunch Prep/Hand Washing | Teacher Directed | 10:45 AM | 11:00 AM | Singing, Handwashing | Singing, Handwashing |
| Lunch | Teacher Directed | 11:00 AM | 11:30 AM | Fine motor skills, communication, cognitive skills social and emotional development | Fine motor skills, communication, cognitive skills, social and emotional development |
| Bathroom Break | Teacher Directed | 11:30 AM | 11:45 AM | Singing, Gross Motor, Handwashing | Singing, Gross Motor, Handwashing |
| Outdoor/Indoor Play (weather permitting) | Child Directed | 11:45 AM | 12:15 PM | | Gross Motor |

| | | | | | |
|--|------------------|----------|----------|--|---|
| | | | | Gross Motor | |
| Math Readiness / STEAM | Teacher Directed | 12:15 PM | 12:45 PM | Shapes, Shape Recognition, Number Recognition, Number Concepts, Number Sequence, Sorting, | Shapes, Shape Recognition, Number Recognition, Number Concepts, Number Sequence, Patterns, Sorting, Basic Addition, Basic Subtraction |
| Bathroom Break | Teacher Directed | 12:45 PM | 1:00 PM | Singing, Gross Motor, Handwashing | Singing, Gross Motor, Handwashing |
| Nap | Teacher Directed | 1:00 AM | 3:00 PM | Rest, Relaxing Music | Rest, Relaxing Music |
| Bathroom Break | Teacher Directed | 3:00 PM | 3:15 PM | Singing, Gross Motor, Handwashing | Singing, Gross Motor, Handwashing |
| Snack/ Free Play | Child Directed | 3:00 PM | 3:30 PM | Centers, Fine motor skills, communication, cognitive skills social and emotional development | Centers, Fine motor skills, communication, cognitive skills social and emotional development |
| Closing Circle Time | Teacher Directed | 3:30 PM | 4:00 PM | Songs, music, movement, Story, Review | Songs, music, movement, Story, Review |
| Outdoor/Indoor Play (weather permitting) | Child Directed | 4:00 PM | 4:30 PM | Gross Motor | Gross Motor |
| Bathroom Break | Teacher Directed | 4:30 PM | 4:45 PM | Singing, Gross Motor, Handwashing | Singing, Gross Motor, Handwashing |
| Free Play | Child Directed | 4:45 PM | 5:30 PM | Centers | Centers |

*This schedule is subject to change based on the needs of children in care as well as if a child in care has an IEP or IFSP *

Water Play

We encourage water play when the weather is warm and have a blast doing so. We will notify our families ahead of time so that your little one can arrive ready in their water shoes, and bathing suits and or swimming trunks. An additional set of clothes, and a towel will be needed on water days.

Health and Safety:

In an effort to keep all children safe and healthy any sick child must stay home. A child with a temperature of 100 Fahrenheit or above must stay home. Children should be allowed to recover fully from an illness in the comfort of their own home. Parents are responsible for making alternate childcare arrangements when a child is sick. Minimizing exposure and providing good hygienic practices keep all children healthy and safe. Accordingly, for the benefit of all involved, the following policies will be strictly enforced:

Children who have exhibited ANY symptoms of infectious illness within the proceeding 24-hour period are likely to be contagious and should remain at home. If a child is sick throughout the night, the child CANNOT attend daycare the following day. Master Mind reserves the right to determine whether a child should remain in the home when illness is a consideration. Parents of children who become ill during the day will be promptly notified and are expected to arrange to pick up their child within 1 hour. The sick child will, if possible, be isolated from the other children to minimize exposure. If the parent cannot be reached, the person designated as the emergency contact will be notified.

Parents will be notified if their child has any of the following conditions:

| Child can attend | Child must be picked up |
|---|--|
| <ul style="list-style-type: none">• Low-grade fever (above normal, below 100 F) | <ul style="list-style-type: none">• Fever 100 F and higher |
| <ul style="list-style-type: none">• Rash (undiagnosed) | <ul style="list-style-type: none">• Rash bleeding, oozing or spreading |
| <ul style="list-style-type: none">• Diarrhea; one watery content of stool | <ul style="list-style-type: none">• Diarrhea; two watery stools |

Exclusion criteria must meet the needs and limitations of Master Mind. As adapted from the Academy of Pediatrician's report of the Committee on Infectious Diseases, children with any of the conditions below must be excluded until the symptoms/conditions have been resolved and the child has been symptom free for at least 24 hours or have been on medication for 24 hours.

- Herpes gingivostomatitis, thrush, mouth sores, or ulcers
- Conjunctivitis (pink eye)
- Fever of 100 F or more
- Vomiting
- Children with specific infections such as but not limited to: Pertussis, Whooping Cough, Strep Throat, head lice and scabies, Coxsackie disease, Hand, Foot and Mouth disease, Chicken Pox, impetigo, mumps, measles, Rubella, Hepatitis A

- Influenza
- Discolored eye, ear, or nose discharge
- Evidence of severe illness: lethargy, unusual sleepiness, irritability, prolonged crying, inconsolability, obvious discomfort, and labored, difficult or rapid breathing, extreme or uncontrollable coughing, wheezing, poor appetite

A child may be excluded from Master Mind when illness and/or symptoms prevent the child from participating in activities, when the illness/symptoms result in greater care than the childcare staff can provide without compromising the health and safety of other children, or when staff is not trained in specific methods of care.

Parents will be called for Emergency Pickup of a child too ill to remain in care. Ill children must be picked up within 1 hour of the call to avoid a late pickup fee (*see Late Pick Up Fees). Children absent due to a contagious (or suspected contagious) disease may not return to Master Mind without a written clearance from a physician. Once a child returns to Master Mind after being absent from an illness, they must be well enough to be able to participate in all activities.

In the case of a medical emergency, Master Mind has permission to administer first aid or obtain emergency medical treatment in child/ren's best interest.

Pandemics And Other Viruses

As a result of Coronavirus (COVID-19) which caused a global impact, Master Mind has found it necessary to create a policy addressing such occurrences. In the event of a pandemic or other serious outbreaks, we will adhere to the recommendations and requirements of the State of Maryland, DSS, and health officials. Tuition payments are still required as outlined in the Child Care Contract whether your child attends or not. Tuition payments are still due during any closures due to pandemics and other viruses in order to hold your child's spot. Since such occurrences are unpredictable, we are unable to give dates, times frames, actions, and other considerations within this general policy. Childcare clients, families, staff, and community will receive timely communication throughout the process during the pandemic or outbreak. As always, ensure that you have updated your contact information so that you can receive updates on closures, requirements, or other changes in the event of a pandemic or outbreak.

Medications:

No child will be given any medication, prescription or over the counter, unless written permission is given by the parent via the medication administration form. Prescription medication shall have the child's name, name of medication, Doctor's name, name of pharmacy, prescription number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy. Administration of any medication will be logged on a Medication Administration Record.

Medical Emergencies:

Constant supervision is given however if a minor injury occurs first aid will be provided. If the injury is more serious, the parent will be notified so that the child can be transported to the hospital or doctor's office. All costs associated with injuries to the child will be the responsibility of the parent. In case of a medical emergency, I will attempt to contact you immediately. If I am unable to reach you, I will start calling the people designated as your emergency contacts. If I am unable to reach you or your emergency contacts, your child will be transported to his/her doctor or to the hospital, if necessary. If immediate intervention is required, I will take appropriate action including calling 911 and having your child transported to the Hospital. You or your family insurance is/are responsible for the cost of medical help, medical transportation, 911 calls, or treatment due to accidents or illness while in childcare.

Screen Time

Children under the age of 2 will not view any passive screen time. Children 2 years of age and older will receive no more than 30 minutes of age-appropriate educational passive screen time during a 1-week period. An occasional exception to the weekly passive technology may be made for a special event or project, including a holiday, or birthday celebration, or for educational content that is related to the family childcare home's curriculum. Children develop in different ways and have different learning styles including visual, auditory, physical, solitary, social, logical, and verbal. We try to incorporate different lessons that adhere to each individual learning style. A short 2-to-5-minute educational video is shown to students 2 years and older in order to reinforce the curriculum for that day. An example of this may be watching a pride of lions interacting with one another to emphasize that a group of lions is called a pride and lions live in a pride and work together to help one another.

No Soliciting of Employees

Private Duty by Employees

Master Mind does not refer or recommend any Master Mind employee for private duty. If a parent contracts an employee for private duty, Master Mind assumes no responsibility for any physical or emotional injury or harm to the child and who is being cared for by an employee on off-duty hours and/or off premises. Master Mind assumes no responsibility for any physical or emotional injury or harm to family members and other individuals in the household who interact with an employee on off-duty hours and/or off premises.

Master Nannies

Master Mind staff members employed through our sister agency “Master Nannies” can only be hired by families who are VIP members of “Master Nannies”, and can only work nanny shifts that are outside of their scheduled Master Mind hours .

Parent Engagement

Field Trips

We encourage our parents to become an active part of our classroom in order to create the best learning experience for our little ones. During the warm months we plan fieldtrips and welcome all of our families to accompany us to places like the Baltimore National Aquarium, the Maryland Science Center, and the Baltimore Zoo.

Muffins with Mom / Doughnuts with Dad

We celebrate our parents all year round however we plan a special Muffins with Moms and Doughnuts with Dad as we get closer to Mother’s Day and Father’s Day. We open 30 minutes earlier in order to allow our families to enjoy that special one on one time with their child before the workday begins.

Composting

Composting is a green initiative that helps our fruits and vegetables thrive. At Master Mind we have an area set aside in the backyard next to our garden for composting. Children learn about items containing carbon that contribute to the compost such as hay, fall leaves, sawdust, cardboard, brown paper bags, and paper. Children also learn that nitrogen plays an integral role in composting and includes items such as grass clippings, fruit scraps, vegetable scraps, coffee grounds, plant trimmings, and tea bags. During certain times of the year, we invite our families to put aside items at home that may contain carbon or nitrogen in order to contribute to our classroom composting initiative.

Cooking with Kids

We would love for you to share your favorite kid inspired “no cook” recipes with us. Examples include rice crispy treats, fruit and cheese kabobs, or Chex Party Mix. Parents can lead our class in cooking up their favorite recipes in person or via zoom.

Story Time

Everyone loves a good story time! Parents are welcomed to share their favorite story with our class in person or via zoom. You can even get creative with it and provide props that will entertain our little ones and keep them engaged as they listen to your favorite kid’s story book.

Parent-Teacher Conferences

Parent conferences are scheduled in advance and held twice per year. Children are screened per CDC Developmental Milestones and during conferences we will discuss your child’s progress along with any skills that we can work together to enhance. Families will be notified in advance of the conference date and times via the Procure application. A sign-up sheet will be available to parents during drop off and or pick up. If you wish to speak with us outside of this time, we can always schedule a convenient time to talk and discuss your family’s needs.

Parent Code of Conduct

Master Mind requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect at all times. One of the goals of Master Mind is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Master Mind but, is the responsibility of each and every parent or adult who enters our program. Parents are required to behave in a manner that fosters this ideal environment.

Parents who violate the Parent Code of Conduct will not be permitted on the property thereafter.

Swearing and Cursing:

No parent or adult is permitted to curse or use other inappropriate language on Master Mind property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or

angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

Threatening of Employees, Children, Other Parents, or Adults Associated with Master Mind:

Threats of any kind will not be tolerated. While apologies for such behavior are appreciated, we will not assume the risk of a second chance. Parents must be responsible for and in control of their behavior at all times.

Addressing Other Children At Master Mind:

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to a staff member.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's behavior that took place during care in our program. All behavior concerns should be brought to the attention of a staff member. At that point, we will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, we are strictly prohibited from discussing anything about another child with you. All children enrolled in our program have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult.

Smoking:

For the health of all Master Mind employees, children and associates, smoking is prohibited on our property. Parents and employees are prohibited from smoking in the home and on the grounds of Master Mind. Parents who are smoking in their vehicles must dispose of the cigarette prior to stepping on our property.

Confrontational Interactions:

While it is understood that parents will not always agree with the employees of Master Mind, it is expected that all disagreements be handled in a calm and respectful manner.

Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

Violations of the Confidentiality Policy:

Master Mind takes our confidentiality policy very seriously. It is our responsibility to maintain the confidentiality of all persons associated with our program. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Master Mind. Any parent who shares any information considered to be confidential whether verbally or on social media outlets, or pressures employees or other parents for information which is not necessary for them to know; will be considered to be in violation of the Confidentiality Policy.

What is needed for your 1st Day

Your child's first day of care will be a very exciting time. Please remember to bring diapers, pull-ups, and wipes if your child is not potty trained. As a safety precaution your child's shoes should not have shoestrings that are required to be tied. Each child will need 3 outfits that are weather appropriate at the daycare at all times. An outfit includes a shirt, pants, underwear and or diapers, and socks. All clothing should be labeled with the child's first and last name. We advise that you bring these outfits in a clear Ziplock bag that is also labeled with your child's first and last name. Parents should also provide lunch labeled with your child's first and last name. All items for your child should be stored in a sealed ziplock bag and or disposable shopping bag. Diaper bags, book bags, and lunch boxes are not allowed at this time.

The forms required for your child's first day at Master Mind include the following:

- Emergency Contact Form
- Health Inventory
- Immunization Records
- Lead Blood Test
- Master Mind Signed Contract
- Master Mind Signed Family Handbook
- Child All About Me Form
- Family All About Me Form

- Media Release Form
- Daily Routine Field Trip Form (This is needed for walks around our community)

Procare

At Master Mind, we are aware that communication between parents and staff is of the utmost importance. Master Mind uses a communication platform called Procare to maintain daily updates and communication with our families which includes everything from pictures, daily activities, reminders, snacks, meals, reading, learning, and play. Upon enrollment parents will receive an invitation to join and download the procare application. Joining Procare is an important part of your enrollment and will enable you to feel as though you are here with your child experiencing the joy of learning with them. Our goal is to communicate with you on an ongoing basis about your child's development and our program as a whole. We love feedback and encourage you to let us know how we are doing. If you do have a concern, we ask that you notify us so that we can efficiently resolve it together.

Please note: Diaper bags, Book bags and Lunch boxes are prohibited at this time

Admission of Care Agreement

By signing below I/We agree that I/We have received a copy, carefully read, and agree to all terms and conditions set forth in the Master Mind parent handbook.

I/We hereby express agreement with all information stated in the parent handbook and accept them as conditions for enrolling our child(ren) in Master Mind. A 2-week notice is required before terminating our child's enrollment at Master Mind. Should I/We fail to provide a 2-week notice, I/We will be responsible to pay 2 weeks of tuition.

In the event of an accident or injury it is understood that Master Mind and Master Mind staff will not be held responsible. I/We have received a copy of "A Parent's Guide to Regulated Childcare".

This signed admission agreement must be accompanied by a non-refundable enrollment fee and 1 week of tuition. All tuition is to be paid in advance before service is rendered. No refunds will be made due to absences, illnesses, holidays, field trips, vacations, unforeseen emergencies, or inclement weather closings. Should legal action be required due to non-payment of tuition, the responsible parents/guardians will be responsible for all legal fees incurred by Master Mind.

By signing you agree to Master Mind Terms and Conditions and you are consenting to the use of your electronic signature. Your agreement to use an electronic signature with us for all documents will continue until such time as you notify us in writing that you no longer wish to use an electronic signature. There is no penalty for withdrawing your consent. You should always ensure that we have a current email address in order to contact you regarding any changes if necessary.

Child's Name _____

Child's Date of Birth: _____

Child's Start Date _____

Parent /Guardian Name _____

Parent/Guardian Signature _____ Signature Date _____

Parent/Guardian Email _____ Contact Number _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Signature Date _____

Parent/Guardian Email _____ Contact Number _____