**A Mother’s Wish Child Care and Learning Center**

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**learning together laughing together growing together™**

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 **Early Childhood Education Program**

**FAMILY**

**HANDBOOK**

 **2023 to 2024**

Table of Contents

Welcome …………………………………………………………………………………………………………………………………..….. 3
Mission ………………………………………………………………………………………………………………………………….…….. 3
Enrollment/Paperwork Procedures …………………………………………………………………………………………….….. 3
Tuition and Other Fees……………………………………………………………………………………………………………….….. 4
Late Tuition Fees …………………………………………………………………………………………………………………………... 4
Tuition Rate Changes ………………………………………………………………………………………………………………….…. 4 Sibling Discount …………………………………………………………………………………………………………………………… . 4
Return Check Fee ……………………………………………………………………………………………………………………….….. 4
Attendance ………………………………………………………………………………………………………………………………..….. 5
Checking In and Out……………………………………………………………………………………………………………………….. 5
Disenrollment Policy………………………………………………………………………………………………………………………. 5
Dismissal Policy……………………………………………………………………………………………………………………………... 5
Custody Issues…………………………………………………………………………………………………………………………….…. 6
Communication……………………………………………………………………………………………………………………………... 6
Hours of Operation…………………………………………………………………………………………………………………………. 6
Drop Off Policy……………………………………………………………………………………………………………………………….. 7
Late Pick Up Policy……………………………………………………………………………………………………………………….... 7
Early Drop Off Policy…………………………………………………………………………………………………………………….... 7
Illness……………………………………………………………………………………………………………………………………..…….. 8
Allergies…………………………………………………………………………………………………………………………………..…….. 8
Returning to School …………………………………………………………………………………………………………………….….. 8
Immunization Requirements ……………………………………………………………………………………………………….….. 8
Medical Emergency……………………………………………………………………………………………………………………..….. 9
Accident Reports……………………………………………………………………………………………………………………….……. 9
Inclement Weather………………………………………………………………………………………………………………………….. 9
Gold Sneaker Enactment Policy ………………………………………………………………………………………………….. 10-11
Curriculum ……………………………………………………………………………………………………………………………….….. 11
Programs…………………………………………………………………………………………………………………………………….... 12
Toddlers to Scholars Curriculum………………………………………………………………………………………………..… 13-14
Toddler to Scholars Subjects ………………………………………………………………………………………………………. 14-16
Daily Reports and Lessons…………………………………………………………………………………………………………….... 17
Parent Teacher Conferences ……………………………………………………………………………………………………………. 17
Discipline……………………………………………………………………………………………………………………………………….. 18
Clothing………………………………………………………………………………………………………………………………………….. 18
Play Activities………………………………………………………………………………………………………………………………….. 19
Physical Activities ……………………………………………………………………………………………………………………………. 19
Outdoor Activities…………………………………………………………………………………………………………………………….. 19
Naps and/or Rest Times…………………………………………………………………………………………………………………..... 19
What Not to Bring to School……………………………………………………………………………………………………………….. 19
Nutrition………………………………………………………………………………………………………………………………………….. 20
Birthday Parties………………………………………………………………………………………………………………………………... 20
Field Trips………………………………………………………………………………………………………………………………………... 20
Safety Measures………………………………………………………………………………………………………………………………... 21
“ZERO TOLERANCEE POLICY” Child Abuse Neglect/Sexual Abuse …………………………………………………….. 21
Tobacco Policy …………………………………………………………………………………………………………………………………. 22
Policy Agreement…………………………………………………………………………………………………………………………….... 23
Child Care Policies & Procedures ………………………………………………………………………………………………………… 24

**Welcome Family**

A Mother's Wish Child Care and Learning Center is dedicated to establishing a child care environment that produces happy, well-adjusted children in a Christian environment. Our non-denominational program is designed to promote confidence, joy, and a desire for learning. We offer a nurturing environment for children ages 6 weeks to 12 years. ***We accept DHS certificates.*** Classes are kept to a low student-teacher ratio and often fill up quickly.

A Mother's Wish is family owned and operated. We offer a safe and loving educational environment for your child. We offer developmentally appropriate classes for infants, toddlers, preschoolers, as well as *Toddlers to Scholars* classes for the kids who are about to enter kindergarten. We also offer Before and After school care for school aged children. We are dedicated to setting a standard for quality education.

Our principles of child care are based on Proverbs 22:6 - *Train up a child in the way he should go: and when he is old he will not depart from it.*

*Sincerely,*

*Amelia L. Wilson*

**Mission**

We recognize that each child has unique talents, learning styles and personalities. Our highly-qualified teachers and staff are committed to working within each child's comfort zone to ensure social, emotional and educational results. All staff members are required to meet a minimum of 18 hours early childhood training annually, in addition to Infant/Child CPR & First Aid Training and continued child care educational courses to stay up-to-date on new practices, policies and procedures to implement in the classroom and within the curriculum.

We are more than just a child care facility, we are a family who wants nothing but the best for your child and our entire staff is committed to meeting those needs. As a result, a high percentage of our business is from repeat customers and referrals.

We would welcome the opportunity to earn your trust and deliver you the very best in child care services.

**Enrollment / Paperwork Procedures**

Before enrollment, you will need to complete all forms provided by A Mother’s Wish Child Care and Learning Center and pay your registration fee. The following are especially important:

* Current immunization records must be furnished before a child can attend (Please see the “Immunization Requirements” page in this handbook.) Anytime your child is given a new immunization, please bring the updated record to the school and we will make a new copy for our files.
* Anytime there is a change of address, phone number, or email address it is imperative for you to inform the Director so that your records can be updated immediately. Also inform us if there is a change in who is authorized to pick up and/or drop off your child at school.
* After a year of your child’s enrollment, A Mother’s Wish Child Care and Learning Center will require a new enrollment package to be filled out. A new enrollment package and fee ($50) may also be required if your child returns after a period of disenrollment.

**Tuition and Other Fees (Rev. 03/22/2023)**

**Enrollment Fee**

A $75.00 enrollment fee is required upon enrollment. This fee is non-refundable and will hold a space for your child for up to one week. This is a one-time registration fee and will be charged prior to enrollment. The enrollment fee is not a partial payment of your child’s tuition payment.

**Tuition Payments**

A Mother’s Wish Child Care and Learning Center requires that tuition be paid on Friday prior to the upcoming week. There are five options for payment:

Personal Money Order/ Cashier’s Check/ Cash/ Cashapp (with Mrs. Amelia only)

* Tuition may be paid weekly, bi-weekly, or monthly with the above payment options mentioned.
* Weekly and bi-weekly payments are due the Friday before the upcoming week.
* Monthly payments are due on the last day of the month for the upcoming month.

**Once your child is enrolled in a program, the tuition is due continually each week regardless of whether or not your child attends**. Tuition is charged for all weeks from the time a child starts until a proper two-week withdrawal notice is given.

Since staffing and other operational costs are incurred on the basis of fixed levels of enrollment and because few of these costs are eliminated when the child is temporarily absent, we cannot give tuition refunds or discounts for days your child is absent.

Fees are based on enrollment, not attendance. No tuition adjustments will be made due to illness, holidays, school closings, or transfers. Days cannot be exchanged or made up for other days.

**Late Tuition Fees (Rev. 11/12/2013)**

Tuition is due on the Friday before the upcoming Monday of services rendered. A late fee of $40.00 will be charged to your account on the following Monday morning that said services begin. An additional $10.00 charge will accrue daily. If the tuition has not been paid by the end of the week (Friday); your child will be denied care, for the up-coming weeks, until your account has been paid in full. If you child does not return to the center and the balance has not been paid in full, your account will be turned over to a collection agency. For example: child care fees for the week of 4/26/2010 thru 4/30/2010 are due on Fri. 4/23/2010 (unless you have previously paid for that particular week on a bi-weekly or monthly schedule). Therefore, on Mon. 5/3/2010, you are to add an additional amount of $40.00 to your day care rate. On Tues. 5/4/2010, you would add an additional $10.00 (total of $50.00) to your payment.

**Tuition Fees (Sibling Discount) (Rev. 3/22/2023)**

For each additional sibling enrolled in A Mother’s Wish Program; you will receive a ‘sibling discount’. For example: If you have a total of two children enrolled in our program; you can expect to see a $10.00 discount on your weekly bill.

**Tuition Rate Changes**

There will be periodic tuition and fee increases. Parents will have a minimum of 30 days written notice of any changes.

**Return Check Fee (Rev. 3/22/2023)**

\*\*\* Checks are no longer allowed \*\*\*

**Attendance**

If you are going on vacation, or your child is ill, please contact the school and let us know. An unexplained absence of two weeks may mean that your child will be dis-enrolled and your child(s) place will be given to another child on our waiting list. To re-enroll, the full registration fee would be required.

**Checking In and Out**

Parents must sign their children in and out each day by using the sign-in sheet located in the front of the center. This is very important, because state regulations require that we know who is in the building at all times.

If you forget to check your child in or out, please let the Director or a staff member know immediately.

Parents are welcome to visit at any time and may participate in all center activities and field trips.

When friends or family come to pick up your child(s), we will ask them to present a picture ID and compare the name to the name in the child’s file. We will then release your child to them. Please make sure that only those people whom you are comfortable with having this privilege are on that list.

**Disenrollment Policy**

Parents may withdraw their child from A Mother’s Wish Child Care and Learning Center by giving written notice of intent to withdraw at least 2 full weeks before the child’s last day. Failure to provide this two weeks’ notice prior to withdrawal will result in a charge equal to the remaining tuition due, including any late fees if applicable. Please submit the written notice to the Director. Notifying your child’s teacher does not satisfy the requirement of this policy.

If your child is absent for two weeks and we have not heard from you, we will dis-enroll your child. A letter notifying you of this dis-enrollment will be mailed to your residence. Tuition for those two weeks is charged to your account. If your child does not return to the center and the balance hasn’t been paid, your account will be turned over to a collection agency.

A Mother’s Wish Child Care and Learning Center reserves the right to discontinue enrollment of a child. Reasons include, but are not limited to:

* Parents failing to cooperate reasonably with A Mother’s Wish Child Care and Learning Center in the provision of educational services to their child, in the payment of tuition and fees, or in picking up their child promptly.
* The child representing a danger to himself or others or if the child being destructive of school property or disruptive in ways that impairs the education of other students.
* The child requiring another educational setting more appropriate to his/her needs.

**Dismissal Policy**

We work hard to fulfill the needs of every child and to provide a positive learning experience for everyone. Special needs will be accommodated whenever possible.

We reserve the right to ask parents to make alternative arrangements for care if it is determined that a child’s needs cannot be met, or the child has not adjusted to group care.

In the event that behavior becomes disruptive to the program or becomes a problem that poses an unsafe situation for the child or other children in the class, alternative arrangements will be required.

If you, as a parent, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any state or county regulation, or fail to follow any policies or procedures, it may be necessary to dismiss your child from our center. The relationship between parents and center staff is vital to the success of a child’s experience. A partnership must be formed with open communication and understanding that the development and growth of the child is our top priority.

**Custody Issues**

Please let the school know if there are custody orders concerning your children. We do not have the right to withhold a child from any parent having custody or joint custody. In order to deny a parent from picking up their child, there must be a current, signed court order stating that they should not have access to the child, and we must have a copy of the order in the child’s file. The center cannot become involved in custody disputes; we cannot mediate or keep track of which parent can pick up on which days. We would be forced to dis-enroll a child if the school has to become involved in such disputes. If the parents of a child are separated/divorced and both are authorized to pick up, each parent may add his/her own additional pick-ups and contacts if necessary.

**Communication**

 Proper communication between our parents, teachers and staff of A Mother’s Wish is extremely important. Teachers will be sending home information on a regular basis. Infant and toddler parents will receive daily reports. Concerns about any aspect of our program, or your child's care, may be expressed to the center director. If you would like to schedule a conference, please notify the Director and she will schedule the appointment with the family and the teacher. To foster communication on a regular basis, A Mother’s Wish provides a written newsletter, a digital newsletter sent by email and a parent bulletin board. Each child is provided with a mailbox and/or cubby. Please check these daily for notes, newsletters and daily reports. **Remember to communicate in writing any changes in your child's schedule. We must be informed, in writing, regarding any changes in the person picking up or dropping off your child. You may add or delete names of authorized adults allowed to pick-up your child on the Child Information Record.**

**Hours of Operation**

The school is open from 6:00 am to 11:00 pm, Monday through Friday. Morning Shift is between 6:00 a.m. and 6:00 p.m. and Evening Shift hours are between 3 p.m. and 11 p.m.

We are closed fifteen days a year in observance of the holidays listed below. The center is also closed one week per year for employee vacations. Please note that A Mother’s Wish Child Care and Learning Center may be closed (or close early) due to inclement weather or emergencies. However, parents will be notified at least two weeks in advance (when possible).

Closed the following Days:

* New Year’s Eve
* New Year’s Day
* Martin Luther King, Jr. Day
* President’s Day
* Good Friday
* Memorial Day
* 4th of July
* Labor Day
* Columbus Day
* Veterans Day
* Thanksgiving Day
* Day after Thanksgiving Day
* Christmas Eve
* Christmas Day
* Day after Christmas

 (If the holiday falls on the weekend, the center will be closed either the Friday before or the Monday after. Check with the Director for those specific holidays.)

**Drop Off Policy (Rev. 4/12/2010)**

Drop-off time for first shift is between 6:00am and 9:00am. We ask that you drop off during this time (and around the same time each day) so that your child becomes accustomed to his/her daily routine while attending A Mother’s Wish Child Care and Learning Center. It is also important that your child is a part of the daily activities, curriculum, and structure of the classroom. Please do not drop your child off after 9:00am unless you have permission from the Director or unless the time is incorporated in your contract. Dropping your child off after 9:00am may result in a major disruption of classroom activities and routines. Please note that the Director takes this policy very seriously for the well-being of the structure and routine of the classrooms. The doors will be locked at 9:00 am (unless your contract specifies that your start time is after 9:00 am) and you will not be allowed to enter.

If someone other than the people listed on your authorized pickup form will be picking up your child, please inform the Director so that she can notify your child’s teacher. You will also have to send an email and text message so that we will have this information in writing. You will need to advise the person picking up your child (ren), that we will require a copy of their driver’s license. If they cannot provide a copy of the license, we will then proceed to contact the parent to make them aware of this and ask them if they would still like for us to release the child into the care of that individual. If so, that person would have to sign a release form, removing any responsibility from A Mother’s Wish, Inc. Our first priority is the safety and well-being of the children.

Please understand that A Mother’s Wish reserves the right to refuse to release a child to a person who appears physically, emotionally, or mentally unable to provide adequate care for the child as judged by the staff member responsible for the child. We will not be able to release a child to an adult who appears intoxicated. In the event that this situation should arise, staff will release the child to an authorized individual on the child’s emergency contact list who appears able to provide appropriate care for the child.

**Late Pick Up Policy (Rev. 3/22/2023)**

Because we are licensed only for our specific hours of operation, we cannot care for children any earlier than 6:00 am or later than 11:30 pm (if second shift). If someone is not here to pick your child up by 5:00 pm or 11:30pm (2nd shift), there will be a standard late fee of $1.00 per minute. If all attempts to contact the parent or one of the emergency contacts listed on the child’s application have failed, A Mother’s Wish Child Care and Learning Center will contact Child Protective Services.

**Early Drop off Policy (Rev. 4/12/2010)**

Early drop off is, dropping your child off earlier than your contract states. If your contract agreement for care is: M-F (8:00am to 5:35pm) {the 9 ½ Hour School Rule}, and you have an issue and you need to drop your child off earlier (i.e. 7:00am). You will need to make these provisions with the Director and receive approval. You will also be responsible for an early drop off fee just as you would for a late pick up. The fee is $10.00 per 30 minutes prior to your normally scheduled time. This means, the person above is responsible for payment of $20.00 in addition to their regular fees. Fees are due with each occurrence (the same as late pick-up policy). You may still pick your child up at his/her contract pick-up time.

**Illness**

Because the health and welfare of all our children is our primary concern, we are unable to care for children who are ill. We follow the criteria from the Tennessee Department of Health and the Tennessee Department of Human Services regarding when children should be excluded from childcare.

Children with the following signs or symptoms cannot attend and if they are at the center and these symptoms arise they should be picked up promptly.

* **Fever:**
* Armpit temperature of 99.4 degrees or higher (your child’s temperature will be taken under the arm)
* Oral temperature of 101 degrees or higher
* If a child is sent home with a fever, he/she cannot return until he/she has been fever free for 24 hours (without fever reducing medication).
* **Uncontrolled diarrhea:** Three or more loose stools in one day.
* **Vomiting:** Two or more episodes in one day.
* **Pinkeye:** Conjunctivitis must be excluded from care until 24 hours after antibiotic treatment has begun.
* **Head Lice:** Excluded from care until after treatment has begun.
* **Strep Throat:** Excluded from care until 24 hours after treatment has begun.
* Other signs of possible illness include rashes, wheezing, or unusual lethargy. **MEDICATIONS WILL NOT BE ADMINISTERED**. Please understand that A Mother’s Wish Child Care and Learning Center is NOT required by law to administer medicine.

**Allergies**

If your child has any allergies or special needs, they must be noted in the enrollment package. A Mother’s Wish Child Care and Learning Center must have a doctor’s note for all allergies. This note must explain what the allergy is as well as what our response should be in the case of the child ingesting or coming in contact with that item.

**Returning to School**

Children must be symptom-free for 24 hours without the use of acetaminophen or other fever reducing medicines before returning to the center. This will allow the child to fully recover and return rested and able to participate in all activities. A physician's medical clearance to return to the center, stating your child is not contagious and able to participate in daily activities, is required if your child will be returning within 24 hours. A medical clearance also is required for all illnesses that are either communicable or contagious, regardless of the time the child is away from the center. A Mother’s Wish Child Care and Learning Center reserves the right to send a child home or not admit a child into the center based on illnesses that are not included in the list above.

**Immunization Requirements**

Each child enrolled at A Mother’s Wish Child Care and Learning Center must meet applicable immunization requirements specified by the Tennessee Department of Health and the Tennessee Department of Human Services. This applies to children in early care from birth through school age. The documentation must be validated by a physician or other health care professional and include:

* A signature or rubber stamp/ Yellow or Green card depending on your child’s age
* Child’s first and last name
* Child’s birth date
* The vaccine type and number of doses
* The month, day, and year the child received each vaccination. This documentation may be the original record or a photocopy.

Any exemptions from the immunization requirements must meet criteria specified by the Tennessee Department of Health. For more information, check out [www.health.state.tn.us](http://www.health.state.tn.us). For children enrolled in our before/ aftercare program, an immunization record does not have to be on file at A Mother‘s Wish Child Care and Learning Center. However, parents must provide the child’s school information in the enrollment package.

**Medical Emergency**

If a child becomes injured or ill while at the center or if there is a fire or natural disaster, all attempts will be made to notify the parent(s) immediately. If parent(s) cannot be reached, emergency contacts will be notified. If it is necessary to seek immediate medical attention for a child, emergency medical technicians will be called to transport an ill or injured child to an emergency medical facility. The child’s Health Record and Emergency Permission Record will accompany the child.

In the event of an occurrence of a communicable disease as defined by the Department of Health, written notification will be posted on the affected classroom door within 24 hours or the next working day.

**Accident Reports**

Even in the highest quality preschools, accidents can and do happen as children explore the world around them. Many precautions are taken to ensure a safe environment including routine staffing that exceeds the minimum state standards. If an incident or injury occurs, first aid is administered and an accident report is filled out. You will sign a copy upon pick-up. This report will describe the nature of the incident and the follow-up care that was provided. Please understand that in a group-care setting, we do witness most incidents, but occasionally, there may be an incident we do not see.

If your expectation is that your child will never have any accidents while under our care and that we will see everything, then your expectations of what can be accomplished in a group care setting may be unrealistic. One-on-one care (i.e. a nanny) may be the best for your family. Please see our Director if you have any concerns about this matter.

**Inclement Weather Policy**

We will make all efforts to stay open during inclement weather. We will follow the Memphis and Shelby County Schools closings and delayed openings. We will also use our own discretion. If we are NOT open, you can find out by:

* Going to www.amotherswishedu.com and looking at the homepage as well as the Parent Page
* Watching Channel 5 or 13
* Calling the school and listening to the voicemail
* Checking our Instagram and Facebook pages

If there are no indications in any of these places that we are closed, then we will be open. Please note that we reserve the right to open late if necessary.

If inclement weather should occur while we are in session, all parents will be notified by phone through verbal communication and a mass text message will be sent out providing details of how we will proceed regarding closings. This information will also be placed on our website and social media pages.

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**Gold Sneaker Enactment Policy (Rev. 11/17/2017)**

A Mother’s Wish is a participant of the Gold Sneaker Initiative. This initiative is voluntary and is open to any licensed child care facility in Tennessee. All policies shall be stated in the individual child care program’s policies and a copy shall be provided to the Department of Health for maintenance of the Gold Sneaker recognition. Child care programs that implement these physical activity, nutrition and tobacco policies and include staff in training will earn a “Gold Sneaker” award which designates them as a “ Gold Sneaker” child care program. Such designation can be used for marketing purposes for the child care program, and local organizations will encourage parents to select such programs.

The Tennessee Department of Health’s (TDH) “Gold Sneaker Initiative” contributes to the TDH mission to protect, promote and improve the health and prosperity of people in Tennessee.  Gold Sneaker was developed in 2008 to enhance policy related to health and wellness within licensed childcare facilities across Tennessee. The Initiative is free and voluntary to any licensed childcare provider in Tennessee that has met training and application requirements. Through Gold Sneaker, licensed Tennessee childcare providers have the opportunity to improve the health of the children in their care by adopting policies related to physical activity, healthy eating and a tobacco-free environment.

Here at A Mother’s Wish, we participate and acknowledge the Gold Sneaker Policy. By integrating nutrition, physical activity and tobacco-free information into our kid’s daily routine, children receive repeated exposure to information and principles for healthy living. It is this repeated exposure and experience with nutrition education, physical activity and tobacco-free information that will influence children in a positive way. Children will begin to understand that nutrition, activity and a tobacco-free environment are a regular and essential part of each day, thus reinforcing a lifetime of healthy habits. The Gold Sneaker policies to enact will include minimum requirements on physical activity, sedentary activities, breastfeeding, meal time, behaviors, portion sizes, and a tobacco-free facility. Please see the list below.

Physical Activity Policies

**Policy 1**: Children attending less than a full day program shall be offered a proportional amount of the physical activity time as required by TDHS licensure rules. Physical activity for children ages three years and older must be a balance of structured and unstructured play, both indoors and outdoors (weather permitting) utilizing age appropriate activities.

**Policy 2**: Providers shall provide education (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) to families twice each year that addresses the importance of limiting screen time according to current American Academy of Pediatrics policy and the development of a Family Media Plan.

**Policy 3**: Children shall not be allowed to remain sedentary or to sit passively for more than 60 minutes continuously, except for scheduled rest or naptime. Childcare director/owner shall take Go NAP SACC Self Assessments (Infant and Child Safety Physical Activity & Screen Time) to compare their physical activity practices to best practice standards.

**Policy 4**: Childcare providers must ensure physical activity is a positive experience for children and that it is never used negatively or to control behavior.

Nutrition Policies

**Policy 5**: Providers shall ensure appropriate infant and child feeding patterns, including breastfeeding. All educators shall be trained to: advocate for breastfeeding, safely prepare expressed breastmilk for feeding, feed infants according to their individual needs, and store expressed breast milk properly. Providers shall publically display their support for breastfeeding infants and mothers by posting signage or other publically facing information (i.e., participate in Breastfeeding Welcomed Here through the TN Department of Health or Team Nutrition resources for new and expectant moms about breastfeeding).

**Policy 6**: Childcare educators shall ensure appropriate infant and child feeding patterns, including adequate time for snack and meal consumption and age-appropriate portion size.

Childcare educators shall provide education to families twice each year (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) that addresses nutritional learning experiences, with a focus on adequate time for snacks and meals and age-appropriate portion size. All eating opportunities shall consist of a respect for the child and promotion of a positive attitude toward food. Childcare educators shall apply evidence-based early food preference learning strategies such as introducing healthy foods, repeatedly pairing new healthy food choices with foods children already like and modeling consumption and enjoyment of healthy foods.

Tobacco-free Campus Policy

**Policy 7**: The childcare provider campus shall be free of all tobacco and tobacco-related products, including smoking, smokeless and electronic products.  The campus is inclusive of all vehicles used to transport enrolled children, all outdoor spaces, and all indoor locations, whether or not children are present.  Childcare employees and volunteers may not use tobacco or tobacco-related products while off-campus at provider-related activities (i.e. fieldtrips, walks, and all other outdoor activities). Employees who use tobacco products while off campus are required to change clothes and wash hands thoroughly prior to interacting with children. “No Smoking” signs shall be posted conspicuously at each childcare provider entrance, as required by state law.

**Curriculum**

At the core of our curriculum is love and patience. We are very dedicated in making sure that every child succeeds and leaves the center every day feeling proud of their accomplishments.

Our unique approach towards learning is centered on using different curriculums for age appropriate learning. For our infants and toddlers we incorporate the [Your Baby Can Read](http://www.yourbabycanread.com/) learning material along with a developmentally appropriate program that guides your child through dramatic play, technology and outdoor activities.

For the preschool aged child and those entering kindergarten we utilize our self-designed Toddlers to Scholars Curriculum which is a researched-based curriculum created to implement custom designed practices and offer responsive routines and meaningful activities that nurture learning and development. We also utilize ABeka and Scholastic learning curriculums along with the 5 Montessori Curriculum Areas.

Part of our curriculum consist of both an entrance and an exit assessment. The entrance assessment is a formative assessment that allows us to gauge where the child is academically and it helps us develop the next steps in our teaching process. We have to ensure that we are structuring our methods appropriately to attune to the child’s abilities, age, interest and experiences. This will guide us in helping them attain challenging and achievable goals.

Our exit assessment is a summative which evaluates the effectiveness of our teaching methods as it pertains to that particular child. It helps us compare the child’s progress to those they conducted since the formative assessment. Not only is this exit exam for the child but it is also a way for us to grade our program. It helps us improve and build upon the important learning goals and standards emphasized within our curriculum.

Our curriculum department foresees every aspect of designing the most effective learning programs possible. These highly qualified individuals are forever expanding our curriculum to grow with your child. Children learn best through play and we make sure that the children have a chance to explore and utilize their imaginations. This hand on learning experience is incorporated for all of the kids - regardless of their age.

**Programs**

**Infants – “Baby Bugs” Six weeks through 12 months:** In the Infant and Toddler class we incorporate the Your Baby Can Read learning curriculum. Since we know how important those early months are towards building a baby's brain, your precious angel will be immersed in stimulating learning activities.  Our infant program is based on language, physical, cognitive, social and emotional development. Each activity is designed to assist your child with achieving those important developmental milestones. Your child will have lots of fun, they will feel safe, and they will discover new things on a daily basis.

**Toddlers** – **“Sneaky Peaks” 12 through 24 months**: Many young children learn better from hands-on learning. The toddler curriculum is designed to allow your child to explore the world around them by using their senses. From challenges to puzzles, personal discovery and adventure your child will blossom more and more every day. We pay close attention to each and every child in order to encourage growth, trust, and a love for learning.

**Preschool –“Ruff Riders” 2 to 4 years old:** In this curriculum we want the kids to be eager to learn. Weekly and monthly themes are designed around the kids. We want your child to learn and explore and express themselves. The schedule is also designed to support appropriate learning by blending direction from the teacher with individual and group activities. This educational environment introduces your child to language arts, science, math, music, and art.

**Kindergarten – “Junior League” 4 to 5 years old:** In this curriculum we introduce the Toddlers to Scholars program which has been designed to focus on language arts and literacy, mathematics, science, social studies, creative arts, social skills, technology, and religion.

**After School Care** - 5 **through 12 year olds:** A Mother's Wish is here to provide a comfortable and welcoming environment for your children. We encourage the kids to begin their homework while in after care because if there is anything they may need help with our staff is there to help.

**A Mother’s Wish Child Care and Learning Center**

**Toddlers to Scholars Curriculum**

A Mother’s Wish Toddlers to Scholars Curriculum was designed to prepare the kids who are in our pre-k program for that big step into kindergarten. The developmental rate of a child varies between ages, gender, and the type of learning the child has been exposed to during their infant and toddler years. Most schools have an entrance exam or what some call an entrance interview. This interview is not to determine how smart, talented, or competent your child may be in the future but how the child’s social, motor, and language skills are currently.

When a child enters kindergarten they have to be able to work well with others, follow directions, and be able to work independently in certain situations.

Although expectations may differ from school to school, there are some generally accepted guidelines for kindergarten readiness you can expect to find in any school.

**Basic Kindergarten Readiness Skills**

**Self Help skills**
Manage bathroom needs without assistance
Can button and zip own clothes
Tie shoes (or learning to)
Can wash and dry own hands

**Gross Motor Skills**
Can hop, jump, and skip
Can stand/hop on one foot
Can throw and catch a big ball
Can kick a big ball
Has a dominant hand and foot
Can climb stairs with alternating feet

**Fine Motor Skills**
Can use eating utensils without assistance
Can cut with safety scissors
Can hold and use a pencil
Can trace a line
Can draw a circle, a cross, and a square
Can draw a person with 5 body parts

**Expressive and Receptive Language**
Speaks in complete sentences
Speech is understandable to adults
Can follow two step directions
Understand relational vocabulary (over/under, up/down, first/last, before/after)
Responds to basic requests

**Cognition**
Can match two like pictures in a set of five pictures
Classifies objects by shape, color, and size
Recognizes and can repeat a simple patterning sequence
Can put three story pictures in the proper order.
Understands basic concepts of time (morning, afternoon, night time)
Can count to 10 by rote
Can identify and count groups of objects (up to 5)
Can retell a simple story
Can put together a simple 4 piece puzzle
Can identify five (5) colors
Can identify simple shapes (circle, square, triangle)
Recognizes own name in print
Can identify letters in own name
Recognizes some letters
Knows some letter sounds
Understands that letters form words and represent a story or ideas
Knows how to "read" a book (right side up, print is left to right)

If your child doesn’t know how to perform all of these tasks, working with them every day will help them become better at the task(s) they do not know and excellent at the ones they are familiar with. Our staff is dedicated in making sure that your child is ready for that big day. We want to make sure the kids are comfortable entering kindergarten and most of all we want them to be excited. The next few pages will introduce you to our curriculum. Our unique curriculum sets A Mother’s Wish apart from other centers and early childhood educators.

**A Mother’s Wish Child Care and Learning Center**

**Toddlers to Scholars Subjects**

**Language Arts**

* **Phonics and Fluency-** Understanding sounds through letter recognition, blending, and decoding
* **Grammar and Conventions-** Developing skills in spelling, punctuation, parts of speech, verb tenses and sentence types
* **Reading Comprehension Strategies-** Building critical thinking skills through pre-reading, reading comprehension, making inferences, asking questions, summarizing, comparing and contrasting, analyzing characters, and identifying cause and effect creates an understanding of literature.
* **Vocabulary -** Learning meanings, parts of speech, and context clues
* **Writing –** Understand how to hold a pencil, letter shapes, sentence structure, manuscript and cursive
* **Listening –** Learn how to stay focused on the speaker. Identify rhythms and patterns of language, including rhyme and repetition. Demonstrate an understanding of what is heard by retelling the story. Follow a set of two-or-three directions. Listen carefully to expand and enrich vocabulary.

**Literacy**

* Exposure to alphabet: letter names and sounds
* Recognize, spell, write first name
* Hold a pencil, marker, crayon correctly
* Retell familiar stories
* Draw pictures and dictate sentences about stories and experiences
* Answer questions about stories
* Repeat simple nursery rhymes and finger plays
* Concepts of print: left to right direction, holding a book right-side-up
* Build new vocabulary
* Build listening skills
* Strengthen visual discrimination
* Sequencing
* Develop fine motor skills: play dough, scissors, writing utensils, Legos, etc.

**Spelling Skills**

* Our curriculum focuses on sounds and spelling through the patterning of consonant-vowel-consonant rhymes and short vowel sounds for phonemic awareness (i.e.: hat, bat, fat, cat, sat). Also, beginning readers are exposed to high frequency words and sight words.

**Religion**

* Listen to Old and New Testament Bible stories
* Recognize that plants, animals, and human beings are God's creations
* Recognize that God created families to love and take care of one another
* Learn about God's love
* Listen to stories of the life of Jesus
* Learn Jesus' teachings to love God and love others

**Math**

* Numerals 1-100
* Counting objects in sets of 2’s, 5’s, 10’s
* Sorting by various attributes: color, shape, size
* Patterns: AB, AABB, ABC
* Sizes: small, medium, large
* Shapes: square, rectangle, circle, triangle, oval, diamond, heart, star, octagon, pentagon, hexagon, heptagon
* Matching: symbols, shapes, patterns, etc.
* Same and Different
* More, Less, Same
* Time: Day and Night
* Money: Explore through games, songs, and pretend play

**Science**

* Experience the world through nature walks, gardening, and other explorations
* Observe insect life
* Observe plant growth
* Observe weather and plant life during each season
* Measure and mix ingredients in cooking activities
* Identify basic colors and explore color mixing
* Make observational drawings and dictation
* Explore the world with the five senses
* Investigate animals, the homes they live in, the food they eat

**Social Studies**

* Students learn about human's basic needs and are introduced to map reading and historical and cultural holidays.

**Creative Arts**

* Sing traditional songs and songs that enhance the curriculum
* Explore a variety of art processes: painting, drawing, collage, etc.
* Use a variety of art materials: crayons, watercolor paint, colored pencils, markers, art chalk, clay
* Experiment with mixing paint colors
* Participate in movement songs and dances
* Use scarves, rhythm sticks, and bean bags to practice rhythms
* Use a variety of children's instruments
* Act out the movements and sounds of animals

**Social Skills**

* Take care of his/her own basic needs: clean up, roll up nap pad, fasten clothing, use tissue as needed, etc.
* State personal information: first and last name, age, school name, city, state, country
* Explore types of work and workers
* Explore modes of transportation
* Participate in projects to help others in need: Can Goods for Food Bank, Angel Tree, Ronald McDonald House
* Practice problem-solving skills in social situations
* Work in groups or with a partner on a variety of projects
* Share classroom materials with the group
* Practice using manners: yes ma’am, no ma’am, yes sir, no sir, please, thank you, excuse me, table manners
* Communicate his/her needs

**Technology**

* Use computer programs to create picture stories
* Use a computer mouse: click, click and drag
* Use the Internet to explore kid-friendly websites

**Daily Reports and Lesson Plans**

Each day in most classrooms, you will receive a Daily Report that has details about your child’s day, including how they ate, slept, played, and what they learned. For younger children, the report includes information about diaper changes. Since everything about your child’s day cannot be put on paper, we encourage you to contact your child’s teacher if you have any specific questions.

Each classroom also has specific weekly lesson plans posted for parent review. These plans detail the classroom activities for the week.

The Parent Information Board in the front of the building contains current information about the school and other topics of general interest.

**Parent Teacher Conferences (Rev. 4/12/2010)**

You can expect regular, formal conferences with your child’s teacher. In the infant and toddler rooms, conferences take place when your child moves up to the next room. In preschool rooms, expect conferences each spring and fall.

If you have any questions, concerns, or issues with anyone (child/parent/staff member) or anything; please address them with the Director, Ms. Amelia.

As a professional child care provider, we are committed to providing high quality care in a safe environment. We believe that A Mother’s Wish Child Care and Learning Center offers children the opportunity to learn and grow with siblings and children of different ages in a supportive, family-like atmosphere.

We value the opportunity to work closely with each child for several years. We sincerely believe that this practice provides continuity and stability for each child and allows us to better nurture and support each child as they grow and develop.

We take pride in our profession. Our career in child care has provided us with meaningful work and an income to support our family. Parents sometimes forget that our services are much like any other business because we work from as a family child care center. If you fail to pick up your child on time, we have less time to spend with our families. If you fail to pay your fees, we may find it impossible to pay our bills. If your family is experiencing unforeseen difficulties, please discuss it with us. We are willing to work with you. However, we do ask that you be respectful of our need so that we can continue to offer your child quality child care.

**Discipline**

We believe that most discipline problems can be avoided through a combination of:

* Knowledge of developmental growth patterns and needs of children at different ages and stages.
* Environments that facilitate emerging skills without causing frustration and competition.
* Activities that encourage and gently stimulate children’s natural curiosity.
* Routines that are consistent and give children security and stability.

All discipline used must be:

* Individualized and consistent for each child
* Appropriate to the level of the child’s understanding
* Directed toward teaching the child acceptable behavior and self-control

To manage behavior in a positive way we use:

* Positive reinforcement
* Redirection
* Praise and encouragement of good behavior instead of focusing only on unacceptable behavior
* Reminders of behavior expectations using clear, positive statements
* Time-Out
* 1-2-3 Method

Discipline techniques that are NEVER used include:

* Yelling, abusive, or demeaning language
* Shaming or humiliation
* Deprivation of food, nap or bathroom privileges
* Corporal punishment

If a child’s behavior is dangerous to himself/herself or if the child is unable to calm down, the child will be briefly separated from the group until he/she is ready to continue the class activity. While the child is briefly separated, a teacher or the Director will calmly speak with the child about their actions. The child will also do calming activities which may include a walk around the school, reading a book, or cuddling with a stuffed animal or blanket.

Continual discipline problems will be referred to the Director, who will schedule a conference with the parents. If we feel that our program is not suitable for a child, then we reserve the right to dis-enroll a child at any time.

**Clothing**

Please dress your child in comfortable, washable play clothes that are okay to get dirty. The children do lots of messy, fun activities such as gardening, painting, playing in the sand and water games and outdoor play. Clothing also needs to be easily managed by the child.

Young children are still working on large and small motor skills. Therefore, they need sturdy footwear like close toed rubber soled shoes that Velcro or zip. Sandals or flip flops expose children’s toes to injury, so we strongly advise against them.

Each child should have (2) blankets or (2) towels, a change of clothing, labeled with his/her name left at school in a zip lock bag. Please make sure this set of clothing is appropriate for the season. When a soiled set of clothing is sent home to be washed, please send a new set the following day. If for any reason your child is sent home in a spare shirt or pair of pants, please wash and return them to the center.

**Diaper and Pull-ups**

Parents are responsible for bringing an ample supply of diapers or pull-ups for their child. Each classroom has space to store extra diapers. Please check with your child’s teacher on a regular basis to ensure that your child has enough.

**Play Activities**

Children learn a great deal from our daily play activities. Playing with finger paints, chalks, singing, dancing, reading and pretending to be community helpers are typical activities that we may do. We strongly believe that children learn by doing and we try to provide activities that are appropriate for children of different ages and interest.

**Physical Activities** (Rev. 11/17/2017)

**Policy 1.1**: Children ages 12 months or older attending a full day program shall be offered at least 60 minutes of physical activity per day, either indoors or outdoors. Children attending less than a full day program shall be offered a proportional amount of such activities. For children ages three and older, this physical activity must be a balance of free play, teacher-directed activities, and music and movement. This must be documented in the daily schedule and on lesson plan forms.

**Policy 1.2**: Viewing of television, videos and other visual recordings shall be limited to no more than 60 minutes per day of educational programs or programs that actively engage child movement. Children attending less than a full day program shall be limited to a proportionate amount of such viewing. This shall be stated in the individual child care facility’s policies.

**Policy 1.3**: Children shall not be allowed to remain sedentary or to sit passively for more than 60 minutes continuously, except for scheduled rest or naptime. This shall be stated in the individual child care facility’s policies.

**Policy 1.4**: Child care facilities must ensure physical activity is a positive experience for children and is never used negatively or to control behavior. This shall be stated in the individual child care facility’s policies.

**Outdoor Activities**

We try to take the children outside when the weather permits for fresh air and exercise. When it is cooler outside, we may bundle up and go outside for a moment of fresh air. On warm and sunny days, we will spend more time outside. If you have special requirements regarding outside play, please let us know.

**Naps and /or Rest Time**

Children in the care of A Mother’s Wish Child Care and Learning Center take regular naps. Infants nap as needed and older children generally sleep in the afternoons after lunch. Even if the child(s) does not go to sleep we still will have them to lay down for a rest and maybe look at books quietly.

**What Not to Bring to School**

We have mats for nap time but if your child has a special blanket that makes them feel more comfortable they may bring it as long as it is a small one (crib size). We discourage pillows of any type but if you feel your child must have one, then the small travel-size pillows are allowed (the type used on airplanes). Everything (blanket, pillow, & change of clothes) must be able to fit inside the child’s cubby and must be labeled with the child’s first and last name.

Please do not allow your child to bring toys from home to school unless it is a specific “show and tell” day. Expensive, easily broken items or family keepsakes should never be brought to school. A Mother’s Wish Child Care and Learning Center will not be responsible for any items brought into the school.

NO ‘WEAPON TYPE’ TOYS OF ANY KIND ARE ALLOWED AT A MOTHER’S WISH CHILD CARE AND LEARNING CENTER. That includes guns, knives, swords, sabers, etc. We discourage aggressive behavior. If we feel a toy is dangerous or in some way inappropriate, it will be kept in the office for parents to collect.

Children are not allowed to have cell phones at school. If your child is part of our after school program and they have a cell phone, it will be taken if it becomes a disruption. The phone will be kept at the front desk until the parent(s) picks up the child.

**Nutrition**

A Mother’s Wish Child Care and Learning Center participates in the Adult and Child Care Food Program. This means that we plan nutritionally balanced, wholesome foods, meals, and snacks. Children are encouraged (but never forced) to eat a variety of foods. On occasion, the children may help me prepare special snacks or meals.

Breakfast will be served: 8:00 am to 9:00 am

Lunch will be served: 12:00 pm to 12:30 pm

Nap Time is: 12:45 pm to 2:45 pm

Snacks will be served: 3:00 pm to 3:30 pm and 8:30 pm to 8:45 pm

Dinner will be served: 5:30 pm to 6:30 pm

\*\*Schedule is subject to change\*\*

All lunches and snacks fulfill the Federal Nutrition Guidelines. The menu is a rotating menu and is posted in the classroom and with the sign-in sheet. Any necessary changes will be posted.

No outside food or drink is permitted inside A Mother’s Wish Child Care and Learning Center. This includes candy, gum, sodas, peanut products, etc. If your child is not going to eat breakfast at our facility, please be sure you feed them at home. We cannot have food brought into the facility. Outside food can also cause problems with other children that are present.

We cannot provide food other than the posted menus; if a child requires a special diet, parents may furnish that child’s food and we will serve it at snack or lunchtime. In this case, the parent must understand that:

* A Mother’s Wish Child Care and Learning Center must have written approval from the child’s physician or a registered/licensed dietician.
* A Mother’s Wish Child Care and Learning Center is not responsible for its nutritional value or for meeting the child’s daily food needs.

For bottle-fed children, parents must provide prepared formula. It must be placed in bottles labeled with the child’s first and last name as well as the date. Parents also provide baby food for children not yet on table food. Weekly menus for infants on table food are available for review. All infant items should be marked with the child’s name. To help us better meet infants feeding requirements, all infants should have an Infant Information Sheet filled out. These should be updated every 30 days.

**Birthday Parties**

We would be happy to acknowledge your child’s birthday in their classroom. Please let your child’s teacher know in advance if you wish to send a birthday snack for classmates. Cupcakes are best, but all food or drink must be commercially prepared, packaged and have a label that describes the nutritional content. We encourage parents not to bring peanuts or any snacks that contain peanuts because most kids are allergic to peanuts. This rule must be strictly adhered to so that we may insure that safe foods are always being served to children and children with food allergies will be protected. Snacks for birthdays will be served for afternoon snack.

**Field Trips**

You will be notified in advance of any field trips that are planned for your child’s group. A field trip permission form must be signed and dated for your child to attend the field trip.

We are not responsible for making sure your child is signed up for each trip. If you do not sign your child up, he/she will stay at the center.

We will provide name tags for the children to wear during all field trips. We will also have a roster that contains your child’s picture that the Director will keep on her possession during the field trip.

**Safety Measures (Added Insert 4/8/2011)**

I have recently received information from the Department of Human Services making us as Providers aware of an unaccompanied minor situation that has become an issue in our area. DHS would like for us, as Providers, to ensure our parents that their children are safe and accompanied by a representative at all times.

This is just a note to remind you of our safety measures here at A Mother’s Wish. Currently we have safety handles on all of our door knobs; which some of you have experienced the difficulty of opening as adults. The State of TN requires at least one representative to be present at all times with CPR/1 Aide Certification. As you all know, I require this certification from all of our representatives. In order to ensure that our children are safe at all times, we pride ourselves in making sure we are adequately staffed at all times and the children are supervised throughout the entire day. Our play area is completed fenced in with three (3) gate entrances. All gates are locked at all times and keys are available when necessary.

These safety measures are put into place in order to make sure that our little ones are not able to wonder off unattended to get lost or misplaced from us. I know that you are secure that our babies are safe and healthy at all times. If you should have any questions or concerns about our safety measures here at A Mother’s Wish, please do not hesitate to contact me at: (901) 382-0053.

**“ZERO TOLERANCE POLICY” Child Abuse Neglect/Sexual Molestation (Rev. 09/12/2022**

**A Mother’s Wish Educational Facility (a.k.a AMW) has a ZERO TOLERANCE POLICY. AMW is totally committed to providing a safe environment for the children and families that we serve. AMW will not allow any form of abusive conduct or behavior. Every staff member, volunteer, parent, and such that belongs to our organization; is responsible for protecting any children (or other persons) to ensure that they are safe at all times. ALL Persons are expected to adhere to The Zero Tolerance Policy set forth by AMW. Abuse, of any kind, will not be tolerated.**

Please follow the link below to report suspicions of abuse/neglect of children when they suspected abuse/neglect took place in Tennessee. TCA 37-1-403 and TCA 37-1-605 law requires ALL PERSONS/EMPLOYEES to make a report when they suspect abuse, neglect or exploitation of children. Any suspicion or known abuse must be reported immediately, or as soon as it is practically possible. You also have two days to submit a written report of the incident. In the State of TN, failure to report abuse is considered a misdemeanor, and is punishable with up to three months in county jail, and/or by a fine.

If you submitted a referral, please keep the **Referral ID**, you can search the referral and find out the status by visiting the following website: <https://apps.tn.gov/carat/>

The Child Abuse Hotline number is (901) 578-4184 and/or (877) 237-0004.

Staff members are required by law to report any suspected child abuse or neglect. All allegations of any sort of abuse will be investigated. Any employees accused of abuse, neglect or mistreatment will be suspended immediately pending the outcome of the investigation. If allegations are proven; employee will be terminated immediately and turned over to State Authorities for further reprimand.

A Mother’s Wish reports ALL: Accidents, Injuries, and Incidents to the Department of Human Services.

**Tobacco Policy** (Rev. 11/17/2017)

In order to ensure a healthy environment for all children the following tobacco policy must be adopted by the facility to earn a Gold Sneaker recognition:

**Policy 7**: The childcare provider campus shall be free of all tobacco and tobacco-related products, including smoking, smokeless and electronic products.  The campus is inclusive of all vehicles used to transport enrolled children, all outdoor spaces, and all indoor locations, whether or not children are present.  Childcare employees and volunteers may not use tobacco or tobacco-related products while off-campus at provider-related activities (i.e. fieldtrips, walks, and all other outdoor activities). Employees who use tobacco products while off campus are required to change clothes and wash hands thoroughly prior to interacting with children. “No Smoking” signs shall be posted conspicuously at each childcare provider entrance, as required by state law.

POLICY AGREEMENT

Please carefully read, sign and return the following form to the center director. I have read the A Mother’s Wish Parent Handbook and agree to abide by all the policies and procedures therein. I agree to pay the following tuition amount and understand that these may change depending on schedule and rate adjustments during the course of enrollment.

Starting Tuition\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I choose to pay: Weekly\_\_\_\_\_\_ Monthly \_\_\_\_\_\_

Registration Fee paid on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approved Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weekly Schedule/Days \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Hours\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child (ren)’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Discipline and Guidance Policy**

I have read and agree to the Discipline and Guidance Policy for A Mother’s Wish, Inc.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

---------------------------------------------------------------------------------------------------------------------------------- **Photography & Videography**

I understand that photographs/videos of the children in our programs may appear in newspapers, magazines,

brochures, publicity materials and/or educational trainings. Your child’s photo will also be posted on our classroom

and center-wide Instagram and Facebook sites. I understand that they are to be used without compensation.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Email Consent**

I have read and agreed to the Communication Policy. I understand the policy and I agree to receive A Mother’s Wish emails at the following email address.

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHILD CARE POLICIES & PROCEDURES (REVISED 8/1/2019)

**FEES POLICY**

**Policy:**

A Mother’s Wish agrees to provide standard child care in the amount agreed upon according to the State of TN Department of Human Services Child Care Certificate Program Provider Reimbursement Rates (Including Star-Quality Bonus Payments), Effective April 1, 2019. The rate change applies to A Mother’s Wish Center (NW) and A Mother’s Wish Home Facility (FDH): This link will direct you to the following payment chart:

https://www.tn. Gov/content/dam/tn/human-services/documents/Copy%20of%20Proposed%20Reimbursement%20Rates\_Overal%20Increase%202.6.19.pdf

Childcare Provider Reimbursement of \_\_\_\_\_\_\_ (full tuition) \_\_\_\_\_\_\_\_\_ per (circle one) month, week, day, hour. Late fee is $1.00 per minute after 6:00p.m. Standard fee payment is due on Friday (week prior to services rendered). State Assistance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per week/Parent Co-payment $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per week. **Late fee rates are due on the day the child returns back to daycare (when they arrive).** Your fees are due on Fridays prior to services rendered. On the following Monday (day services begin) you will be charged a $40.00 late fee; an additional $10.00/day late fee charge will be added to your account daily. (initial) \_\_\_\_\_\_\_\_\_

Fees are to be paid on Fridays, the week prior to services rendered. It is the parent/guardian’s responsibility to fulfill all the requirements of the Child Care Subsidy Branch to maintain the daycare subsidy. If not eligible for full subsidy, the parent/guardian is responsible for the fees (in full). Fees are based on enrollment NOT attendance (NO fee decreases for sick/missed days or statutory holidays).

**Procedure:**

* If the parent/guardian becomes ineligible for any subsidy, they will be responsible for paying the full monthly fee.
* It is the parent/guardian’s responsibility to keep all information (i.e. relationship status, work/school status, family income, reason for care, address, phone number, etc.) current with the State of TN DHS and A Mother’s Wish (AMW)
* Parents are responsible for the parent portion of fees that is not covered by subsidy and will be billed according to their individual contracts for these fees.
* Monthly fees must be paid within the first 5 business day at the beginning of each month.
* If fees are outstanding after the first 5 business days of the month the child will not be accepted at the daycare on the 6th business day or any other day until the fees are paid in full.
* If parent/guardian is eligible for subsidy they must provide AMW with copies of application and supporting documents. Subsidy acceptance letter must be received by AMW prior to attendance.