



MISSION STATEMENT

Mighty Movers Learning Center is a state licensed childcare facility serving children 6 weeks through 5th grade. We provide high-quality phonics-based curriculum that is taught through developmentally appropriate play, and a structured after school and summer program that provides tutoring and homework assistance as well as a state-of-the-art facility for recreation. Our desire is that our children leave our facility fully ready for school with a love and hunger for more education and that our families are strengthened and stronger in their faith.

PHILOSOPHY STATEMENT

At Mighty Movers Learning Center, we love kids because Jesus loved them first. We believe that the love of Jesus gives us a passion and calling to love kids and teach them to love, play and learn. Jesus always taught people by using something they were familiar with. Following His example, we believe kids learn best by doing what they are most familiar with—playing. We want kids to love, play, and learn

Love-to love God, to love themselves, to love others, and to love school and learning.

Play-to play with all their energy, to imagine, to create, to grow

Learn-to take all their imagination and playtime to learn about classic phonics-based skills, to learn how to socialize and share, to learn teamwork, to learn about the Word of God, and family.

CURRICULUM STATEMENT

We believe that play is the best mode of learning. Our teachers work hard to create engaging learning centers that teach phonics-based early reading skills, classic math and science, as well as social, cognitive, physical, spiritual and emotional skills that spark the imagination and thinking process. Through modeling and developmentally appropriate play, our children will love, play and learn.

FEATURES & BENEFITS

1. State of the art facility with 3 developmentally appropriate playgrounds, a basketball court and a sand volleyball court to increase gross motor skills and social development.
2. Well-trained and oriented staff that have a love and passion for teaching and developing children
3. Phonics-based curriculum taught through developmentally appropriate play
4. Faith-based and family oriented to help your entire family grow with parenting classes, parent resource library, and engaging activities like Family Fun Nights.
5. Commercial kitchen for hot nutritional meals and reasonably priced take home dinners to help promote family dinner time. **COMING SOON**
6. A structured after-school & summer program for elementary age children with quality tutors for homework assistance and a state-of-the-art facility for age appropriate recreation.

MEET THE DIRECTOR

Lisa Reeves
MMLC Director

Lisa and her husband, Mick have been married since 1998. They have four children; Justin, Trey, Kayli and Jordan, God-son Exzavier, and are expecting their first grandchild summer of 2020. Lisa has been involved in children's ministry since she was 12 years old. She received her BA in education from Oral Roberts University in 1993 and is NAC certified administrator. In addition to 10 years of teaching experience, Lisa has served as the Pre-school Director at Church on the Move since Spring of 2001. Teaching children is her life-long passion and helping strengthen the family unit through reaching out to each family member to encourage them physically, spiritually, and emotionally is a God-given desire. Lisa has an open door policy to all parents and children and can be reached daily at MMLC

ADMINISTRATIVE POLICIES

Hours & Days of Operation

- Learning Center: M-F from 7:30 AM-6:00PM
- After School Program: M-F from school dismissal until 6:00PM
- Holiday Hours: M-F 7:30AM-6:00PM

Yearly Calendar

January 1- Closed
Martin Luther King Day-Open
President's Day- Open
RISD Spring Break- Open
Memorial Day-Closed
July 4-Closed
Labor Day-Closed
Thanksgiving & the day after- Closed
Christmas Eve & Christmas-Closed

Children's Enrollment Records

Mighty Mover's Learning Center will maintain complete records for each child to be completed before the child is admitted. Records will be kept at the program for 12 months after the child's last day of attendance. Records will include all information required by licensing to include the following.

- Registration Form and Enrollment Agreement (personal information, authorized pick -up form, parent password, emergency information including transport permission, signed payment contract)
- Any legal documentation if applicable (restraining orders, custody, other court orders)
- Date of first and last date of attendance
- Copy of up to date immunization record

- Written authorization for field trips
- Permission to transport child in the event of an emergency
- Names of 2 emergency contacts other than parents
- Written authorization for MMLC staff member to apply sunscreen or diaper rash cream if appropriate
- Enrollment agreement
- Signed signature by parent acknowledging they were given and agreed to the parent handbook
- On-Site Accident Reports signed by parent and staff member
- Medication Records including dosage, date, time of medication with signature of the staff that administered it and a signed letter by parent with detailed prescription information
- Confidentiality Policy & Procedures regarding access to children's records
 - Registration form and payment contract will be readily accessible to licensing officials.
 - Any parent or legal guardian may request to inspect any formal documents in their children's records at any time with an appointment
 - Mighty Movers will not release private personal information to outside parties without the informed, written authorization of the parent or guardian on record. A copy of the signed Authorization to Release Confidential Information form will be kept in the child's file and a copy will be given to the parent if desired
 - Mighty Movers will maintain confidentiality of information unless the child's welfare is at risk. When there is reason to believe that a child's welfare is at risk, Mighty Movers may deem the request is valid and decide to share confidential information with agencies and individuals who may be able to intervene in the child's interest

BEHAVIOR OF CHILDREN

Rights of Child

- Every child at MMLC has the right to be safe
- Every child at MMLC has the right to be treated with respect and kindness
- Every child at MMLC has the right to have and share their opinions and desires
- Every child at MMLC has the right to participate in all activities if they have met their responsibilities

Responsibility of Child

- Children are responsible for following the instructions of the staff the first time given
- Children are responsible for remaining in the supervised program space
- Children are responsible to show respect to their classmates and staff
- Children are responsible for treating supplies and equipment with care and respect

Standards of Behavior

We believe in a positive form of guidance and behavior management. The word "discipline" comes from the Latin word *discipulus*, meaning "a learner." Our role in guidance is to teach children how to make good choices and help them develop self-discipline, a sense of caring, a sense of fair play, and maturity. Our discipline procedures for inappropriate behavior of minor infractions will follow these steps:

1. Warning- Child will know specifically what he/she is doing that we want to stop and we will let them know what action will take place if they do not stop
2. Follow through on Warning

- a. **Removal of privileges** including not getting to use certain equipment or toys or not getting to participate in certain events
 - b. **Reparations**- Clean up, fix, apologize
 - c. **Logical consequences**-clean tables or chairs, pick up, go back and follow instructions properly
 - d. **Parent Notification**
3. Parent Conference-During the conference the problem and possible solutions will be discussed. We will make every effort to partner with the parent to assist us in resolving the issue
 4. Follow-Up-A follow up meeting will be scheduled to review the child's progress
 5. Suspension-In the event that the child's behavior does not improve, a weeklong suspension will be invoked
 6. Dismissal- If the child's behavior does not improve after the suspension, the child will be dismissed from MMLC. We will make every effort to positively work with the child and parents to prevent this

THERE WILL BE NO TOLERANCE FOR MAJOR INFRACTIONS THAT BRING HARM TO OTHER CLASSMATES OR STAFF. A PARENT WILL BE CALLED AND ASKED TO IMMEDIATELY PICK UP THEIR CHILD.

Check In/Out Policies

- Parents must check in their child at the front desk on arrival to MMLC & then drop off in their classroom
- Parents or authorized persons only can pick up a child. We will only release a child to someone we do not know if we see identification that matches the verified pick up list. We will set up a code word with parents that properly identifies them to confirm pick up if not sure. We must have confirmed parent or guardian permission to release a child to someone we do not recognize. Assure parents this is for the safety of the child.

Health and Hygiene Policy

All staff & children are encouraged to wash hands often and will be required to wash hands always for the following activities

- After using the restroom
- Before and after changing each child's diaper
- Before and after caring for a sick child
- Before any food service activity including setting the table
- Before and after feeding a child
- Before and after eating
- After handling pets or animals

Food Services

All snacks and meals provided will conform to the weekly schedule for supplemental feeding of the USDA's Child Care Food Program.

Fire and Emergency Safety

- A fire evacuation plan is posted in every classroom
- An annual fire inspection will be completed each year by the fire authority and will be posted
- A fire drill will be completed once a month
 - Held at different times of the day
 - Use the firm alarm system
 - Emphasize an orderly rather than speedy method of evacuation
 - Keep a record of all drill and emergency preparedness practice
- All phones will have emergency #'s posted for easy access

Evacuation Procedures when students must be removed from the building (fire, gas leak, etc.)

- If fire, smoke, or an explosion occurs, activate the fire alarm
- Classroom teacher will gather the following items (class I-pad & First Aid Kit)
- Director on duty will grab registration folder
- Take kids out of the building by the route posted in each classroom
- Take attendance
- Once all kids are safe, begin contacting parents in your class until all parents have been reached. Use I-pad to check out kids as normal or handwritten if i-pad not assessable

Evacuation inside building (tornado, windstorm, etc.)

- A tornado evacuation plan is posted in each classroom
- Classroom teachers will gather the following items (Class I-pad & First Aid Kit)
- Take kids to the designated site posted in each classroom
- Take attendance
- Once kids are safe, begin contacting parents in your class until all parents have been reached. Use I-pad to check out kids as normal

Lock-Down (ordered by law-enforcement or security)

- Close and lock any openings to the outside
- Close all blinds. Leave lights on
- Move children away from windows and doors
- Take attendance
- Remain calm and quiet and engage kids in quiet activities
- Do not answer or open door
- Someone with a key will inform you when lock down is over

Missing Child

Once in the care of MMLC, if a child becomes missing and cannot be located within a 10-minute search by the staff; the parent, the police, and the director will be notified

Student Accident Procedures/Medical Emergency

If a child is injured, a staff member certified in first aid will administer appropriate first aid. MMLC will provide an accident report to the parents and will file a copy of the signed report (by staff member and parent) in the child's file, which will include a description of the accident, any treatment given, or action taken. In case of serious injury requiring emergency medical attention, MMLC will notify the parents and call for emergency transport immediately.

Medical Emergency Procedures

The best way to effectively handle an emergency is to prevent it before it happens. Through our behavior management plan, quality supervision, safety checks, drills, increased supervision and clear and consistently enforced limits we can prevent many accidents from happening.

Medicine Policy

- MMLC will keep all medication in a locked and identified container in the office
- MMLC will only give medication with written permission from at least one parent, to be administered according to written directions from the prescribing physician. In the case of non-prescribed medication, the parent must provide written instructions.
- A designated staff member will be responsible for giving medication to the children. All dispensed medication will be logged with dosage and time given with the signature of the staff that administered it. This log will be initialed by parents weekly
- When medication is no longer needed, it will be returned to the parents. The program will not administer medication that is expired.

Sick Child Policy

- Children absent due to any communicable disease will not return without a signed statement from a physician.
- When a child becomes ill while at MMLC, the child's parents will be promptly notified and asked to pick up the child. MMLC will then separate the child from the rest of the children and make her comfortable until parent arrives.
- MMLC will send a child home
 - If the child's temperature is over 100.4 F
 - A staff member observes signs of a contagious disease or illness
 - A child has thick colored mucous
 - A child has symptoms of a stomach bug

Chronic Health Conditions

Staff is responsible for being familiar with any allergies or health conditions of the children in their classroom. It is important to be aware of any food allergies, asthma conditions. ADHD or other information that is listed on the child's registration form

Child Abuse Identification and Reporting Policy

Anyone who has knowledge or a reasonable suspicion that a child is an abused or neglected child must report it immediately. The prevention, identification, treatment and reporting of child abuse and neglect is mandatory. All program staff must be made aware of the following procedures and reporting guidelines.

Child Abuse Reporting Procedures

- Notify the director immediately and ask for assistance
- Complete a Child Abuse or Neglect Report form, providing all information requested
- Section 32A-4-3 of New Mexico Children's Code mandates that anyone who has knowledge or a reasonable suspicion that a child is an abused or neglected child must report it immediately
- To file the report call #SAFE from a cell phone or 1-855-333-SAFE, and use this written report to provide a verbal report over the phone
- You can identify yourself to the caseworker, and still ask the report to be kept anonymous if you prefer
- Give written report to director to file

Contraband Policy

MMLC prohibits smoking in all areas and will not allow any alcoholic beverages or non-prescribed controlled substances on the premises or in vehicles

Special Needs Policy

MMLC will make reasonable accommodations to provide fully inclusive childcare for any children with special needs. We provide service to children, without regard to disability providing that the child will not

- Constitute a direct threat to the health or safety of himself or others in a group childcare setting
- Require supervision, educational services, and /or personal services beyond that reasonably expected of the existing staff
- Require specialized equipment not present or available to the center

Initial enrollment decisions will be based on reasonable judgment that the child's participation in a group childcare setting can provide adequate educational, physical, and social/emotional adjustment, given the nature and extent of the disability. Initial enrollment may be provisional or a period to be stated by the director. Continued enrollment may be reconsidered at any time, for any child, based on the above provisions. Parents must provide all pertinent information regarding the child's special needs and any educational plans that would assist the staff in the care of the child.

FAMILY AND COMMUNITY POLICIES

Family Orientation, Information, and Parent Involvement:

- Mighty Movers Learning Center provides a parent manual as a written orientation to all new families
- MMLC will also provide a physical or online orientation to new families
- MMLC uses a variety of mean to keep families informed about the center including, but not limited to: newsletters, daily informal contact, activity calendars, Family corner board, mass mailings, website, Facebook, Twitter and phone calls
- Staff will communicate with individual families about their children through daily informal contact, phone calls, weekly reports, and parent conferences, including step 3 of the standards of behavior for children
- MMLC will periodically host family events
- MMLC has an open-door policy, which encourages family members to visit the center at any time
- MMLC recognizes and respects parents as the most important influence in the lives of their children. We feel parents have both the right and the responsibility to share in decisions about their children's care and development. We understand that parents need to be happy with the center in order to meet MMLC 's goals
- We strive to involve parents through a variety of activities. Families may choose to volunteer in one or more of many different areas that are designed to use their own individual strengths or specialties.
 - Parent Involvement Committee- Help plan and execute special events
 - Classroom Programing- Are in you interested in arts & crafts, singing, dance, teaching any type of activity or tutoring? Talk to the director about your desire to help in any of these areas
 - Resource Development- Will you collect dramatic play items, or thematic items for the classroom? Can you ask the community for donations or raffle prizes? Talk to your director about signing up

Rights and Responsibilities of Parents and Guardians

Rights:

- Parents have the right to be treated with respect and have the same services that are available to others
- Parents have the right to visit the facility at any time. Any custodial parent or guardian of a child enrolled at MMLC is permitted access to the facilities during operational hours. Upon entering, the parent or guardian will notify the staff of their presence.
- Parents have the right to expect their personal information to be maintained in a confidential manner
- Parents have the right to file a grievance without interferences or retaliation
- Parents have the right to a written notification of the resolution and an explanation of any further appeal, rights, or recourse

Responsibilities:

- Parents are responsible for signing their child in and out of the center
- Parents are responsible for paying for services in advance of services. Payment is due on Monday morning of each week. Payment schedules can be made upon approval of the director
- Parents are responsible for notifying us in advance about changes in attendance
- Parents are financially responsible for any medical attention or treatment provided

- Parents are responsible for picking up their child from the center immediately if their child is suspended for a major behavioral infraction or if child is sick and removed from the classroom
- Parents are responsible for knowing and following the policies and procedures of MMLC and the Parents Code of Conduct as outlined in the Parent Manual

Parent Code of Conduct

Parents and staff are role models for children and must therefore act accordingly. Parents are responsible for behaving appropriately and working respectfully and cordially with the staff to resolve any problems. Failure to do so may result in loss of child's services. Parents must refrain from

- Verbal abuse, yelling, and cursing
- Threatening staff, other parents, or children
- Smoking or drinking on the premises
- Quarreling with other parents or staff
- Disciplining other people's children

Inebriated Parents Policy

A child will not be released to a parent that appears to be under the influence of any substance that might impair judgement or driving. If a parent of a child arrives at the center in this condition, the director on duty must ask the parent to arrange for an alternative form of transportation. The child will be held until an alternative pick up person arrives. In the event a parent under the influence insists on removing their child from the center, the director on duty will notify that parent/guardian that she will immediately report the situation to the appropriate law enforcement authority

Grievance and Complaints Policy

- Any parent or guardian has the right to file a grievance about any program incident or decision without interference or retaliation. For purposes of the policy, a grievance is an official statement of a complaint or conflict over an alleged violation of a policy, procedure, or practice.
- STEP 1: Parent/guardian is encouraged to discuss the issue with the person involved, and to have a witness present if desired. Complaints or grievances, which are not adequately resolved with the person directly, may be referred to the Director
- STEP 2: If the issue is not resolved, the parent/guardian can take a written grievance or complaint to the Director. That parent/guardian can expect a timely notification based on how much time is needed to investigate and discuss the issue- typically 24-48 hours
- STEP 3: In the exceptional case, where a solution cannot be reached or the grievance or complaint is against the Director, the parent/guardian can submit a written complaint to the Board of Directors to determine a resolution

Sexual Harassment Policy

It is the policy of Mighty Movers Learning Center to expressly forbid any forms of harassment of employees. The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical contact which relate to an individual's race, color, sex, religion, nation origin, citizenship, age or handicap. Harassment also includes sexual advances, requests for sexual favors, unwelcome or offensive touching or other verbal, graphic, or physical conduct of a sexual nature. Violation of this policy will subject an employee to disciplinary action, up to and including discharge. Employees who feel they are being harassed in any way by another employee or parent should inform their Director. It is the employee's responsibility to bring such concerns immediately. Any concerns will be investigated immediately and kept confidential. The conclusion of the investigation will include a written recommendation as to the appropriate disciplinary action, if any, which will take place. A copy of the investigation and its conclusion will be maintained in the personnel file of the complainant and the alleged perpetrator.

Dress Code

- All children enrolled at MMLC should wear comfortable, weather appropriate play clothes
- All children under the age of 4 should have a weather appropriate change of clothes left at the center for any needed use. If potty training, please consider having additional items.
- All children in diapers need to provide their own diapers. At least 1 diaper per hour of attendance is needed. The child's teacher will let parents know if their supply is running low
- All children need a pillow, pillowcase, and blanket with their name clearly labeled. Blankets and pillowcases will be sent home weekly to be washed and returned the following week
- All bottles, pacifiers, diaper bags, diaper cream, sunscreen, and bug spray should be labeled. Teachers will inform parents when these items need to be replenished

Absence Policy

MMLC will allow each family a week of vacation tuition free. Any time that exceeds this amount unpaid would require withdrawal of the child from the program and could forfeit the child's spot in the classroom.