



# Parent Handbook 2023-2024

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# Blooming Minds Montessori Preschool

Blooming Minds Montessori Preschool (BMM) was opened in October 2013 by Lynda Rushton and Maegan Brems with just one classroom, one teacher, and six students. We have since grown and expanded into a school with five classrooms, a staff of 30, and about one hundred students.

It is important that parents read and understand this handbook before registering their child at BMM. The policies stated in the handbook serve as a policy of operation for parents, students, and staff members of BMM. Parents are expected to know and uphold the policies and procedures established in this handbook. BMM has the right to withdraw a student at any time for any reason they see fit.

## *Our Goal*

BMM's primary goal is to prepare each child for all walks of life. We provide interactive environments in which hands-on exploration engages the mind; interactive environments where learning becomes a process of self-motivated curiosity and discovery; interactive environments where children cultivate a lifelong love of learning along with the higher-cognitive brain functions critical for advanced problem solving and lifetime success.

## *Our Curriculum*

Blooming Minds Montessori approaches education from the premise that children thrive when they become the lead participant in their acquisition of knowledge. When children can explore, they become interested, when they are interested, they become engaged, and when they are engaged the true learning happens. Fueled by their inner desire to discover, they become active participants in their education, and they take themselves further than any teacher could take them alone. Engaged children are self-motivated, joyful, excited, curious, capable, responsible, independent, confident children who learn that learning is fun and develop the skills to become life-long learners.

Children are exposed to many complex concepts at an early age through the use of the specially designed Montessori materials. These hands-on learning materials enable the child to literally see and explore abstract concepts. Freedom and spontaneity are a large part of the classroom, and it is productive because peace, order, and respect are upheld in the classroom community. Materials teaching art, science, language, math, practical life skills, music, movement, geography are offered throughout the classroom, and these materials are related and have thematic connections.

## *Our Mission*

Blooming Minds Montessori will provide a safe, nurturing, and stimulating environment where children will be educated through enriching activities that prepare, embrace, and promote learning. Our preschool will help your child achieve their learning potential, while enabling their mind to bloom with socialization, knowledge, creativity, imagination, and the necessary skills needed for the foundation and success in future years of schooling.

As educators, we are here to provide a rich environment and to guide each child through this environment along his or her unique path of exploration, interest, engagement, discovery, and self-development.

# 1. Health & Safety Policies

## Illness

Our first priority at BMM is providing a healthy, safe learning environment for all children. A child will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- Fever of 100.4 or greater- must stay out of school until 24 hours symptom-free without fever-reducing medication
- Signs/symptoms of severe illness, including lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing- must stay out of school until symptom(s) stops for 24 hours or the continued symptom(s) is deemed not be infectious by a licensed health care professional
- Diarrhea (not associated with diet changes or medications) (3 instances)- must stay out of school until diarrhea stops for 24 hours or the continued diarrhea is deemed not be infectious by a licensed health care professional
- Blood in stools not explainable by dietary change, medication, or hard stools
- Vomiting (2 instances) the child can return after vomiting has been resolved for 12 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration.
- Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness
- Mouth sores with drooling, unless a health care provider determines the sores are not contagious
- Rash until a physician determines that these symptoms do not indicate a communicable disease
- Pink eye (conjunctivitis)- must stay out of school for 24 hours after treatment has been initiated
- Scabies- must stay out of school for 24 hours after treatment has been completed
- Tuberculosis- must stay out of school until a licensed health care provider states that the child is on appropriate therapy and can attend child care
- Impetigo- must stay out of school for 24 hours after treatment has been initiated
- Strep throat- must stay out of school until 24 hours after initial antibiotic treatment and cessation of fever
- Chickenpox- must stay out of school until all sores have dried and crusted (usually 6 days)
- Hand Foot and Mouth- must stay out of school until fever free for 24 hours and majority of sores have dried and crusted (usually 6 days)
- Pertussis- must stay out of school until 5 days of appropriate antibiotic treatment has been completed
- Mumps- must stay out of school until 9 days after onset of symptoms
- Hepatitis A- must stay out of school until 1 week after onset of illness
- Measles- must stay out of school until 4 days after onset of rash
- Rubella- must stay out of school until 6 days after onset of rash

A child who becomes ill while at school will be isolated in their classroom or front office while waiting for his/her parent to arrive. For this reason, we ask families to make every effort to pick up a sick child as soon as possible.

BMM reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

\*Parents will be notified by telephone or Brightwheel.

#### Notice of Exposure & Reporting Disease

If your child is exposed to a communicable disease, a notice will be shared by a posting in the school. Additionally, families who are signed up for Brightwheel will receive email notification of the illness. If your child or anyone in your household becomes ill with a communicable disease, please notify the administration immediately.

In the event a child is reported to have a communicable disease, the administration will notify the health department.

#### Hand Washing

Frequent hand washing with soap and warm, running water is the most effective way to reduce and prevent the spread of illnesses commonly found in childcares such as the flu, diarrhea, and pink eye.

Times your child (and staff members) will be expected to wash their hands:

- Upon arriving at the center or when changing classrooms
- After each diaper change or using the toilet
- Before and after meal times
- Before and after administering medication
- After handling bodily fluids (mucus, blood vomit)
- Before and after using the sensory table
- After coming indoors from the playground
- After handling pets and other animals
- After cleaning or handling garbage

Warm, running water (no colder than 60 degrees F) and soap must be used. Hands must be rubbed vigorously for at least 20 seconds, including the backs of hands, between fingers, under nails, and under any jewelry. A disposable paper towel should be used to dry hands and turn off the faucet. Help reinforce the importance of hand washing by encouraging frequent hand washing at home as well.

### Medications

Prescription and over-the-counter medications must be given to a staff member in the original container, clearly labeled with the child's full name and birth date. Staff will not administer any medication without a verbal or written authorization from a parent. We will not administer pain reliver medication to control fevers.

### Immunizations

Each child must have a current immunization record on file at BMM to attend. You will need to provide a copy of your child's immunization record at the time of enrollment. Administration will monitor immunization records throughout the school year and notify parents if a child is out of immunization compliance. If your child is out of compliance, you will then have 30 days to get the missing immunization in order for your child to stay enrolled at BMM.

### Documentation of Accidents/Incidents

Staff members shall document accidents and incidents that occur at BMM using an Incident Report on Brightwheel.

### Documents of Allergies

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom. If the allergy is food-related, an Allergy Action Plan must also be posted in the kitchen area. All staff working in the classroom of a child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. Certain food items may not be allowed in classrooms if there is a child with a severe allergy enrolled.

### Sunscreen

All families will be required to supply sunscreen for their child/ren for outdoor activities. Sunscreen will be applied by classroom teachers regularly throughout the day. Sending your child to school with sunscreen already applied in the summer months is very helpful for the teachers.

### Mandatory Child Abuse Reporters

As childcare professionals who interact with children on a daily basis, each staff member of BMM is a mandatory child abuse and neglect reporter and must contact the Utah Department of Human Services whenever abuse or neglect is suspected.

### Tobacco Use

Cigarettes/ Vapes and smokeless tobacco products are prohibited on premises, including parking lots and outdoor play areas.

### Access Policy

If a parent would like to restrict access from a legal parent or guardian, court approved documents such as a restraining order that pertains to the child must be provided to administration. Without signed court documents, BMM cannot refuse to release a child to their parent or legal guardian. If an unknown person tries to pick up a child, they are required to show ID that must match approved pickup list in order for the child to be released to the individual.

## 2. Covid-19 and Influenza

The school health policy will be evaluated regularly to reflect Covid-19 symptoms and new guidelines.

A temperature of 100° or above is considered a fever. A feverish student or teacher will not be admitted to the school. If a fever occurs while a student is at school, they will need to be picked up within one hour. Do not send your child to school on days when any one of the following symptoms are present, or if they have had any of these symptoms within a 24-hour period:

- Fever (temperature 100° and above) or chills\*
- Congestion or runny nose\*
- Diarrhea\*
- Nausea or vomiting\*
- Sore throat\*
- Cough\*
- Shortness of breath or difficulty breathing\*
- Fatigue\*
- Muscle or body aches\*
- Headache\*
- New loss of taste or smell\*
- Rash
- Discharge of discolored or profuse mucus from the nose
- Any contagious disease

\*Covid-19 symptom

The Covid-19 pandemic has impacted the operations of students and staff of BMM. As the pandemic continues and circumstances with covid-19 change, BMM will work with local health department & state recommendations to ensure the safest and best decisions are made to keep students and staff as healthy as possible.

### Sanitation and Cleaning Policies

BMM strives to keep the school clean and sanitary. We have heightened cleaning procedures since the Covid-19 pandemic. Each classroom is cleaned and sanitized daily & highly touched surfaces are sanitized multiple times throughout the day. A deep clean and sanitation is done at least twice a week, and sometimes more often if there is an outbreak of an illness.

### Personal Hygiene Items

We do not allow personal hygiene items, such as combs, hair accessories, and toothbrushes to be shared between children unless sanitized between each use. On occasion, teachers will do student's hair but will sanitize the item used after the use.

### Personal Items

All personal items must be labeled with the student's name. Staff will send blankets & sheets used for nap & cups/bottles used for water home weekly to be machine washed by parents. It is required that parents machine wash these items and return them to school the next school day. If placemats, bibs, and any other items used weekly will also be sent home to be machine washed every week. Cups and bottles that are used for milk will be sent home daily to be machine washed. Children should bring only one sheet and one blanket for nap time. Pillows & stuffed animals are not allowed. Please be sure that your child is prepared at the beginning of each week with their clean personal items needed for a successful week at school.

## 3. Clothing

Every student must always have a change of weather appropriate clothing kept at school. If a child goes home in their spare change of clothes, a new spare set must be sent back the following school day. Children must come to school in clothing that is okay to get messy in- BMM allows children to play outside, play on the floor, work with water freely, and use a variety of art materials. It is encouraged that students wear clothing that they can manage on their own (elastic waist bands and Velcro shoes are great). Please avoid buttons, zippers, ties and belts that they cannot manage independently.

Parents should label all clothing to avoid stockpiling lost clothing, particularly sweaters and jackets. If items are left in a lost and found area for longer than 14 days, they may be donated to a local charity.

## 4. Discipline

Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledge the child's efforts and progress, no matter how slow or small, are likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation, and a good understanding of the child. BMM staff will use only positive guidance techniques.

### Misbehavior Policy

Our goal is to act quickly, thoughtfully, and thoroughly to communicate, address, and resolve concerns relating to students. Teachers and administration will attempt to work in a constructive manner to resolve problems before disenrollment. When a child's behavior poses an injury or threat of injury to self, other children, teachers, or staff members, parents may be called to pick up their child immediately, and disenrollment may be executed the same day.

Examples of misbehaviors include but are not limited to: Excessive and injurious biting; uncontrollable outbursts; excessive difficulty in adjusting to the classroom structure after a reasonable period of time, which may include an inability to independently work with Montessori materials and participate in circle times; unable to handle transition times without an emotional fit; eloping from the classroom; physical or verbal abuse inflicted on peers, teachers, or staff; ongoing refusal to comply with teacher directives.

The following process will be followed after the teacher has implemented all standard methods to stop the disruptive behavior and the child's behavior continuously takes away from the care or safety of others.

- Administration will conduct a meeting with parents and teachers to come up with a plan to improve the behaviors. A behavior plan will be clearly created with goals for both parties to begin implementing with the child. Administration, teachers & parents will sign the document.
- If necessary, an evaluation will be recommended for the child and the parent will be supplied contact information for the evaluation. If an evaluation is recommended, the parent will have 5 days to make the appropriate connection and 30 days for the evaluation to take place. All evaluation documentation must be provided to the administration. Failure to respond in a timely manner may result in the child's expulsion from the program.
- The behavior plan will include Behavior Incident Reports for the days that the agreed upon plan was not successful. Behavior Incident Reports are a detailed report of the behavior that disrupted the classroom to a point that the class was no longer able to operate in a positive way.
- If 5 BIR's are sent home a second meeting will be conducted to discuss the failure of the behavior plan. A timeline will be put into play for when improvement needs to be seen before disenrollment is considered.
- If at any time the behavior becomes too extreme, BMM reserves the right to terminate enrollment immediately.

#### Added Support

In the situation where teachers and administration feel that a student would be better served in a different educational environment or with added support from an aide, outside of what BMM can provide, the parents will be notified. We reserve the right to request additional support or an aide who is not a relative and is provided by the parents.

#### Biting Program

Before age three, biting can be common. When a child repeatedly bites:

1. Identify stressors—not enough structure, too much structure, not enough rest, eating, bowel habits, connection, attunement, etc.
2. Start a stress reduction program at home and school.
  - Make sure the child is seen, heard and feels loved
  - Ask open ended questions to understand what is causing stress
  - More schedules and routines
  - Be sure boundaries are clear and followed through with
  - Communication needs to be relayed simply and consistently at home and at school
  - Find ways to reduce overstimulation to avoid fits of emotion



3. Shadow the child and use a teething necklace. There is nothing you can do to help a child learn other ways of getting needs met after the bite has occurred. You must catch the child before the bite. Most bites occur during transitions and unstructured time. Have a person shadow the child who is biting. When the child begins to bite:
- Toss the teething cloth into the child's open mouth to bite instead
  - Firmly say, "STOP. No bite! Ouch! (make pained face) Biting hurts."
  - Say, "You wanted \_\_\_\_ (take an educated guess as to what the child wanted). Say \_\_\_\_ (acceptable words) or do \_\_\_\_ (acceptable action)!"
  - Have a consistent plan of action, for example: Read a no biting book, use the same phases whenever the child bites, provide an alternative item to bite on.
  - Remove the child from the situation
  - Log all biting incidents in Brightwheel so parents are aware

### Severe Biting Policy

The following process will be followed if a child's behavior continuously takes away from the care or safety of others.

- Meeting with parent, teacher, administration to discuss a plan of action to increase positive behavior at school and home. If necessary, an evaluation will be recommended for the child and the parent will be supplied contact information for the evaluation. If an evaluation is recommended, the parent will have 5 days to make the appropriate connection and 30 days for the evaluation to take place. All evaluation documentation must be provided to the administration. Failure to respond in a timely manner may result in the child's expulsion from the program.
- Logged biting incidents in Brightwheel must be reviewed by parents and staff to seek out triggers and patterns for repeated undesired behavior. It is imperative for parents and teachers to communicate any no to be on the same page about any noticed patterns or triggers. Working together consistently to help the child stop the behavior.
- If aggressive behavior/ biting occurs two times in the same day the child must be picked up immediately. The child will be removed from the classroom while waiting to be picked up. If the behavior occurs a third time in the same week, the child must be picked up immediately and take the following day off.
- If aggressive behavior and biting continues and the above methods fail, administration will be forced to consider disenrollment of the student.

## 5. Home & School Partnership

It is important to have a strong home & school partnership. Please be diligent about checking your emails and Brightwheel messages from us- these will be the main form of communication between us.

## Brightwheel & Daily Communication

Brightwheel is an app to help parents stay connected with their child and teacher during school hours. This is where you can communicate directly with your child's teachers throughout the day. It can also be used to pay your tuition bill. We also use Brightwheel to communicate, share photos, notes and incidents. Parents are expected to check their Brightwheel account daily to stay informed about their student.

## Weekly Class Emails & Class Monthly Calendars

Teachers will send a weekly class newsletter (via Brightwheel) every Friday to give an inside glance of what the week looked like in your student's classroom. The newsletter will also include class reminders & updates, upcoming events, and any class assignments. Teachers will also send home a class calendar every month. This includes the monthly curriculum details, music and art activities, birthdays, class parties, & school closures.

## 6. Termination of Enrollment

A 30-day paid notice is required to withdraw your child from Blooming Minds Montessori.

In the occasion that a student is due to miss a long period of time, the parent can choose to:

1. Forfeit the child's spot and re-enroll when the child is able to attend if there is an opening.
2. Continue to pay tuition while the child is not in attendance.

Enrollment may also be terminated if in BMM's sole judgment a parent or guardian behaves in a negative manner causing stress to the Blooming Minds community, fails to support BMM's program in its entirety, behaves in a manner that is uncooperative, or is in any way abusive to staff or administration. BMM reserves the right to terminate a child's enrollment if at any time BMM determines that a child's best interest is not served or the child in some way hinders the best interest of another child or children in the school.

## 7. Check in/out & Releasing Students Policy

Students must be checked in and out daily by an authorized adult. Only individuals who are identified in the enrollment paperwork may pick up students; BMM will not release students to anyone who is not a parent/legal guardian or not on the pickup list. To pick up a student, the individual must, check in at the front desk, and present picture ID (name must be on the authorized pickup list of that child). Verbal authorization may be used in an emergency if the verbal authorization can be confirmed by photo ID.

Drop offs must be a quick and easy routine, prolonged drop offs can be more difficult for the student. Students must be dropped off by 9am (unless the parent notifies BMM of a late drop off). Please avoid entering the classroom after 8:30am as class is already in session. Entering after class has begun can disrupt the other students, if you wish to speak with the teacher, please make an appointment at the front desk.

Parents &/or other authorized individuals picking up or dropping off **must** sign their child in and out through the Brightwheel app.

## 8. Toilet Training

BMM supports, encourages, and helps with potty training. When your child becomes 2 years old (or showing signs of readiness) the teacher will begin working on potty training with your child. We support the Montessori Method of toilet learning- this includes stand up diapering, changing from diapers to cotton training pants, and teaching the child to become independent when using the toilet. Please see the “Potty Training Flyer” you can pick up from your child’s teacher or administration. If your child is potty training, you are required to provide BMM with 5 changes of cotton pants, 5 plastic underwear covers, and 5 changes of clothes.

The state of Utah Health Department does not allow centers to rinse or wash soiled clothes due to accidents. The following is the rationale behind this rule- “Containing and minimizing the handling of soiled clothing so they do not contaminate other surfaces is essential to prevent the spread of infectious disease. Rinsing soiled clothing and placing stool in the toilet from the clothing increases the likelihood that other surfaces will become contaminated.” For this reason, your child’s soiled clothing will be sent home in a doubled plastic bag for washing. Students who are potty training are encouraged to only wear their cotton underwear, their plastic covering, and a shirt when potty training.

If your student becomes ready to move into our Blossom Program and is not yet potty trained, they will have a 60 day period to become potty trained. If this does not happen within 60 days, the child may be disenrolled from the school.

## 9. Pick up and Drop off Policy

*For the safety of our students, the doors always remain locked.*

**DROP OFF-** We are **not** a drop-in center and follow a strict policy when it comes to drop off. Parents are expected to drop their child off in the 30-minute allotted drop-off period (8:30am-9am). The school day begins promptly at 9am and children who come later than 9am tend to feel like they missed out and can disrupt the rest of the class. We also have scheduled an employee to answer the door and help you during drop-off from 7am-9am; if you come later than this, someone may not always be there to help you. Our teachers are also there to welcome parents during the drop-off time and will not always be able to greet you when you drop your child off later than 9am. We follow this procedure because it is best for each child to be here on time to have consistency in their routines within their classrooms. *It is also required to check your child in/out through the Brightwheel app.*

We understand that sometimes parents run late or have appointments—with this in mind, we have allotted 3 (unexcused) tardy drop-offs for each family every 6 months. For a tardy drop-off to be excused, we will require a doctor’s note or a note of legitimacy as per the reason why their child was late. If a family exceeds the 3 allotted tardies in a 6-month period, a fee of \$10 per tardy after that will be added to their tuition account. Chronic or habitual late drop-offs will lead to the disenrollment of your child.

**PICK UP-** Pick up is also carefully designed around what is best for the child. Children at this young age need routines and schedules- it is important for the child to know what is coming next. Our school day is scheduled to end at 3:30pm, there is a 5 minutes grace period to pick up before late charges are added. Student’s must be picked up by 3:30pm unless your child is enrolled in the aftercare program. If they are in our aftercare program- you will need to pick them up at the time you have listed on the enrollment paperwork. Chronic or habitual late pickups may result in disenrollment of your child.

## 10. Parent Visits and Camera Access

Parents are welcome to visit their student's class at any time. We ask that parents make arrangements with administration or the classroom teacher(s) so we can prepare the students for a visitor in the classroom. We also offer access to classroom cameras to parents through an app available on any smartphone. Camera access is \$60/month (and must be signed up with a 6-month subscription), this can be set up with an administrator.

## 11. Conferences

BMM offers one Parent-Teacher Conference per school year. Parents are required to attend as we like to keep parents as up-to-date as possible with their child's progress. A parent can also request a private meeting to discuss a student's progress or other information with the classroom teacher(s) and/or Administration whenever they feel necessary. A year end progress report will be sent home on the last day of the school year.

## 12. School Shutdowns

Blooming Minds may be forced to shut down for the following reason(s)

1. Severe weather or natural disasters
2. Power outages (more than 2 hours without power)
3. School threat (in a lockdown case, students will not be released until lockdown is lifted)
4. Flood (in or outside of the school)
5. Fire (in or outside of the school)
6. Other disasters (including health related pandemics)

If this happens, an email and text will be sent to all parents on the master email list. Parents should make sure that their email addresses and phone numbers (along with cell phone provider) are listed correctly on their student's paperwork. BMM has the right to shutdown school for any reason they see necessary.

## 13. Naptime

BMM requires a 2-hour nap or rest time for all classrooms except Blossoms. Our Sprouts Program has 2 scheduled naps per day. With soft music or white noise in the background, children will rest or sleep on their cots during naptime. Teachers may rub children's backs or rock them to help them fall asleep.

## 14. Evacuations, Lockdowns, and Drills

If Blooming Minds is required to evacuate, the entire school will evacuate to open field behind our parking lot BMM. Parents should have a plan in place for emergencies.

If BMM is placed in lockdown, we will send an email to all parents on the master email list. Parents will NOT be allowed to pick up their child until the lockdown has been lifted.

There will be monthly school-wide fire drills ran and a disaster drill ran every 6 months

## 15. Birthdays and Holidays

BMM recognizes and celebrates birthdays, Martin Luther King Jr. Day, President's Day, Valentine's Day, St. Patrick's Day, Easter, Earth Day, Mother's Day, Father's Day, Independence Day, Pioneer Day, International Day of Peace, Halloween, Thanksgiving, Christmas, & New Year's. For birthdays, parents may bring a treat to school if desired, but it is not necessary. Preferred treats are items such as fresh fruit, yogurt, fruit snacks, pencils, and erasers.

## 16. Lunch and Snacks

Parents/guardians are required to bring a packed lunch for their students to school every day. BMM will provide a morning, afternoon, and aftercare snack. If a parent forgets their student's lunch, BMM will put together a lunch for the student and charge the parent a \$5 "forgotten lunch fee". A reminder will be sent home for a lunch to be brought the next day. If your child requires milk, formula, or any other type of liquid besides water, you are required to provide it daily for your child.

## 17. Outdoor Play

All students will have, at least, a 30-minute outdoor play period daily. Please make sure your child is dressed in clothing appropriate for outdoor play. We will check weather quality on a regular basis to avoid children's exposure to poor air quality. When weather temperatures are extreme, outside time is limited but students will still go outside. Teacher's will also take students on nature walks around the school grounds.

## 20. Items Needed

Please bring the following items for your child every week:

### Infants:

- BMM backpack
- Lunch in BMM Lunchbox (if eating solids)
- Bottle and Milk (breast milk or formula)
- 2 Extra changes of clothes (weather appropriate)
- Outside shoes for recess and Inside shoes for classroom (something with a soft sole to be kept at school)
- Crib sheet and blanket (anything they are used to sleeping with- sleep sack/snuggly/etc.)
- 3 ring binder, 2 pocket folder (kept in backpack), and framed family picture
- Binky, bibs, burp cloths
- Snowsuit, boots, hat, gloves, and coat
- Diapers and wipes (bum cream if needed)

### Toddlers:

- BMM backpack
- Lunch in BMM Lunchbox
- Bottle and Milk (if necessary)
- 2 Extra changes of clothes (weather appropriate)
- Outside shoes for recess and Inside shoes for classroom (something with a soft sole to be kept at school)
- Crib sheet and blanket (anything they are used to sleeping with- sleep sack/snuggly/etc.)
- Water Bottle or sippy cup
- 3 ring binder, 2 pocket folder (kept in backpack), and framed family picture
- Silicone placemat for lunch
- Snowsuit, boots, hat, gloves, and coat
- Diapers and wipes (bum cream if needed)

### Preschool:

- BMM backpack
- Lunch in BMM Lunchbox
- 2 Extra changes of clothes (weather appropriate)
- Outside shoes for recess and Inside shoes for classroom (something with a soft sole to be kept at school)
- Water Bottle
- 3 ring binder, 2 pocket folder (kept in backpack), and framed family picture
- Snowsuit, boots, hat, gloves, and coat

\*All clothing should be labeled and then placed in a ziplock bag that is also labeled with the child's name. It will be kept in the child's cubby. All of the child's belongings should be labeled.

**Items not to bring:** Children should not bring pillows, electronics, toys, or diaper bags to school.

## 19. School Closed Days & Childcare Days

BMM is completely closed for 18 days throughout the 12-month year (listed in red on the annual calendar) and 3 teacher workdays (listed in green on annual calendar). We are also closed for but offer childcare (listed in yellow on the annual calendar) for 6 days. Childcare days cost \$65 per day per child and parents must sign up in advanced for this service. There will be a deadline to sign up, parents must remove their child from this list on that deadline if they wish to cancel the childcare day. Students may not attend childcare days unless they are signed up in advanced, if a parent tries to drop off and the child is not signed up, they will be turned away. If a parent signs their child up for a childcare day but does not use it or cancel by the deadline, they are still responsible for paying for the childcare day they signed up for. Hours may differ from regular business hours & available spots to sign up for may be limited. Both closed and childcare days are subtracted out of the monthly tuition, so you are not charged for the days Blooming Minds is closed.

## 20. Billing Information

Tuition payments are due on the 1st of each month. A late fee of \$40 and \$10 per day until paid in full will be added to the account if tuition is not paid by the 1st of the month- if the payment isn't submitted in full by the 1st of the following month, your child's enrollment will be terminated. If accounts are not current when your child leaves or is disenrolled from our program, we will give you a 30-day period to pay your balance in full or communicate with us to create a payment plan. If payment is not made in 30 days, BMM will send you to collections or small claims court. You will be responsible to pay all attorney fees if your account is sent to collections or small claims court.

Blooming Minds conducts school year-round, the annual tuition amount is divided into twelve equal installments with school closures already subtracted, which means a full monthly payment is due regardless of holidays that occur during a given month or children's absences due to illness, vacation, etc. Payments can be made at through the Brightwheel app with a credit or debit card or auto drafted from a bank account. Payments are also accepted through Venmo with a fee of 1.9% of the total. If you wish to pay with cash or check, please give payments to the receptionist or someone from the admin team.

## 21. 2023/2024 Tuition

Please see 2023-2024 tuition sheet. These rates go into effect on August 1, 2023.

## 22. Extended Care

Extended care is available from 7:30am to 8:30am and from 3:30pm to 5:30pm. Please see the 2023-2024 tuition sheet for rates. Parents need to enroll for this service in their student's enrollment packet. In order to plan for teacher ratios and create a quality program, parents must choose a consistent schedule.



## 23. Fee's & Discounts

*\*All fees are non-refundable. If you register before January 1<sup>st</sup>, 2024 you must pay activity and material fee in full, between January-May 2024 fees are ½ off.*

**One-Time Registration fee** (due upon enrollment):

\$150 per student

**Annual Commitment fee** (due upon acceptance into the program):

Sprouts: \$100

Sunshines: \$100

Raindrops: \$100

Bumblebees: \$100

Blossoms: \$100

Kindergarten: \$125

**Annual Material Fee** (due August 1st, 2023):

\$150 per student

**Annual Activity Fee** (due August 1st, 2023):

\$75 per student

**Summer Camp Fee** (due upon acceptance into the program):

\$150 per full time student

\$100 per part time student and infants

**Sibling Discount:**

10% off the total base tuition of the oldest child

**Annual Payment Discount:**

5% off base tuition

## 24. Early Drop Off/Late Pickup Fee's

An early/ late fee of \$1 per minute will be charged after the grace period:

School Day grace period is 5 minutes before 8:30 a.m. and after 3:30 p.m.

Extended Care grace period is 5 minutes before and after scheduled time.

In addition, if a child is picked up past closing time of 5:30pm, a \$25 surcharge will be billed after 5:30pm in addition to the late fee of \$1 per minute. There is no grace period after our closing time of 5:30pm.

## 25. Summer Program

We will remain in session for the summer months for our annual Summer Camp. All policies/procedures, tuition, operating hours, and accepted ages remain the same for the summer months. Blooming Minds decides on a theme for camp each year and plans special visitors, water days, and activities for camp.