

MIND AND BODY KIDS

PARENT HANDBOOK

Effective 11/01/2025

This document serves as a written statement of childcare services as required by R9-5-302

Welcome to Mind and Body Kids! We are a family-owned, private early childhood education center that is committed to making every child's experience a memorable and enriching one.

We are setting a high standard for excellence in early childhood education by providing a unique environment. At our center we understand that every child develops at their own pace, therefore we focus on a curriculum that is child initiated and teacher supported to bring out each child's best qualities. We listen and focus on the child's inner intuition in the five developmental areas to guide them to reach their own highest potential. The five developmental areas are:

1. Cognitive skills
2. Language skills
3. Social- emotional skills
4. Motor skills (including fine and gross motor skills)
5. Self-help skills

Our Mission Statement

Our purpose is to provide a safe and nurturing environment that focuses on the intellectual, social, and mental development of the children in our care. We seek to be the provider of choice for the community that we serve by holding the highest standards in building our programs, recruiting our staff and educating our parents. We always push to ask more of ourselves and do more than the minimum required. We believe that all children strive for parental involvement in their lives, and we work to support this in any way possible. Our philosophy is to have an inclusive environment that creates a family experience for our children, parents and staff where everyone feels valued and respected.

Ages Served

Mind and Body Kids preschool program welcomes children from 2 years old until their first day of kindergarten. To get the most out of our program it is recommended that children attend 5 days a week. Our tuition is based on each enrolled spot and is not discounted for part-time attendance.

Our Eagles kindergarten program is designed as an alternative path to 1st grade and serves children that are kindergarten aged (up to 7 years old).

Days and hours of operation

Our school is open year-round from 6:30 am to 5:30 pm Monday through Friday. School hours are considered to be from 8:30 am to 4:30 pm with the time before and after being considered extended care. **We expect that all children will be dropped off no later than 8:20 am so that they are ready when the school day starts. Additionally, because of the way our center operates, children will not be accepted after 10:30 am, regardless of reason.**

Unexcused tardiness after 8:30 am more than 3 times during the year may lead to your child not being accepted into the center after 8:30 in the future. Our program is year-round with each school year designated as approximately August 1st through July 31st the following year.

During the preschool year, the center will be closed for observed holidays (and in some cases, the day before or after) and staff development days as designated on the Mind and Body Kids School Calendar. Observed Holidays include Labor Day; Columbus Day; Veteran's Day; Thanksgiving; Friday after Thanksgiving; Christmas Eve; Christmas Day; New Year's Eve; New Year's Day; Martin Luther King Day; President's Day; Good Friday; Juneteenth; Memorial Day; and Independence Day. Tuition will not be adjusted for these days. In addition to these days, Eagles has additional breaks. During these breaks, children may attend childcare for an additional fee provided at least a 2-week notice is provided prior to the requested time.

Tuition, Fees & Payment Requirements

Tuition is locked at the time of enrollment for the school year and will not be adjusted until August 1st unless there is a regulatory action that requires the school to change its model. Your tuition is detailed on the Tuition Schedule/Enrollment Form that you signed when you enrolled your child. The current tuition schedule is posted in the lobby of our facility but does not impact any previous enrollment agreements. Tuition is paid at the beginning of each tuition period as selected by the family (weekly – every Monday; biweekly – every other Monday; monthly – either the 1st or 15th depending on agreement).

A non-refundable Enrollment Fee is due each year upon enrollment and for each new school year. The 2025-26 school year enrollment fees are \$100.00/child or \$150.00/family. Your child's spot will not be reserved until the enrollment fee has been paid and all paperwork has been completed and returned.

As a convenience, tuition may be paid in weekly, biweekly or monthly. A penalty charge of \$20.00 will be assessed on payments not received by the end of the business day following the payment due date. The late fee will be reapplied every 7 days that the payment remains late.

Tuition paid on a weekly or bi-weekly basis is not refundable as a 2-week notice is required. Monthly payers will be eligible to receive a partial refund provided the request for disenrollment is not within the last 2 weeks of the payment period. This will be calculated by using the number of days remaining after taking the 2-week notice requirement into account.

All rates include breakfast, lunch, and an afternoon snack.

Mind and Body Kids accepts Cash, Check, Visa, Mastercard, Discover and Automatic Draft (ACH) from your checking account. Any returned payments are subject to a fee of up to \$25.00.

Other Charges:	Waiting List Fee	\$100.00
	Late Pick up (5 – 15 minutes after closing)	\$25.00
	Late Pick up (more than 15 minutes after closing)	\$2 per minute late

The waiting list fee will guarantee the child's placement in the school when a spot opens and will be applied to enrollment fees upon enrollment. In case of non-enrollment, the waiting list fee is non-refundable unless the child has been on the waiting list for more than 60 days and the parent chooses to pursue another option.

Receipts will be available on date of payment, and a monthly or year-end summary will be provided upon request. Rates quoted are subject to change at any time prior to a child's enrollment.

Tuition for the school year is calculated on an annual basis, and you are paying for a placement for your child and not for attendance, therefore credits or make-up days are not granted for absences except as noted in the Vacation Policy.

Unless communicated and approved, an absence extending beyond two (2) continuous weeks without prior agreement with the Director, may lead to a child losing his/her spot and re-enrollment will be subject to availability and repayment of the enrollment fee.

Should collection proceedings or other legal action become necessary to collect an overdue account, the responsible payers (enrolling parents, guardians, or custodians) understand that Mind and Body Kids has the right to disclose to an outside collection agency all relevant personal and account information necessary to collect payment for services rendered, charges for the 2-week notice period (if proper notice is not provided) and any additional fees listed in this handbook. The payers understand that they are responsible for all costs of collection including, but not limited to, interest due at 18% APR, all court costs and Attorney fees, and any collection fees assessed by an outside collection agency.

Vacation Policy

During each period from August 1st to July 31st, each child in the preschool program may take up to two (2) weeks of vacation without payment of tuition under the following conditions:

- Vacation must be taken in full week increments (Monday – Friday)
- Vacation must be scheduled with a minimum of a 2-week notice.
- Child must be in attendance for a minimum of 8 weeks and tuition must be current.
- Allowed Vacation is based on the child attending the school for the full school year and will only be considered earned if the child has attended at least 20 weeks for each week of vacation taken. Should a child be disenrolled prior to the end of the school year and the child's attendance did not meet the accrual requirement, an unearned vacation fee equal to 1 week's tuition will be applied upon disenrollment for each vacation week not earned and will be subject to the collection policy noted above.

Please note that vacation is not made available to the Eagles program as the program has built in vacation breaks.

Enrollment/Disenrollment

All enrollment forms, Registration Information forms, and the Emergency Information Card (includes immunization record) must be completed and on file at least 2 business days prior to first day of attending school to allow for proper preparation for the child's attendance. It is the parent's responsibility to keep this information always updated. We require 2 weeks written notice (by email to info@mindandbodykids.com or steve@mindandbodykids.com) of intention to withdraw from the program. If a child leaves prior to the required notice period, tuition will still be due for the 2-week notice period.

Attendance

To get the most out of our program, your child should attend as many days as possible. As a courtesy, please contact the center through Procure Connect, email or phone to let us know when your child will be absent.

Unpaid absences of more than two (2) weeks under any circumstances will automatically withdraw the child from the program. Tuition allowances will not be made for absences or holidays unless as provided in the Vacation Policy.

Curriculum/Philosophy

Mind and Body Kids' curriculum is designed to provide children with endless opportunities for learning.

The curriculum has been developed by the Leadership Team and is based on the 5 developmental areas (cognitive, language, motor skills social-emotional and self-help skills). Every month has a new exciting theme that the teachers break down into weekly lesson plans utilizing their experience and education in Early Childhood Learning. Each classroom is organized around the following centers: Art, Reading, Blocks, Manipulatives, Math and Science, Dramatic Play, Writing, Music and Movement.

Classroom Placement

Children are generally grouped by age as of September 1st and will continue together in the same class during the entire school year. We believe the most appropriate placement is based on their own unique developmental level and social maturity. We may adjust classroom placement as necessary. We will assess which classroom your child will be the most comfortable in and will ensure the greatest opportunity for growth and development. Our group levels (using age as of 9/1) include young 2's (Caterpillars); older 2's (Frogs); young 3's (Bumblebees); older 3's (Butterflies); two classrooms of 4's (Pre-K – Ladybugs and Fireflies); and Eagles (5 or older/Kindergarten level).

Please note that children that are not 2 years of age as of 10/1 of our school year are not eligible for enrollment until the following school year.

Parent conferences/Progress Report

Parent-Teacher Conferences are scheduled for our Pre-K and Kindergarten classrooms. You will need to sign up for the conferences approximately 2 weeks prior, and progress reports will be given out at this time. Parent meetings or conferences may also be scheduled as needed for all classrooms.

Belongings and Projects

Each child is given a labeled cubby that is kept in the child's classroom. Please check their cubby daily for belongings. Take-home papers and projects are generally placed in holders in the hallway each day. Mind and Body Kids will not be held responsible for lost items. If you bring things from home, they will be placed in the child's cubby to be taken home at the end of the day.

Toys from Home

In general, Mind and Body Kids has a policy of "no toys from home", unless the item is brought as part of a sanctioned activity such as show and tell. Our center is well equipped with developmentally appropriate toys and equipment, and we provide many challenging activities. We don't want your child's treasures to be lost or broken, so we ask that toys, jewelry, and items such as nail polish and makeup be left at home.

Clothing

Because every day at Mind and Body Kids is full of fun activities both indoors and outdoors, please dress your child in washable, comfortable clothing and closed-toe, preferably rubber-soled shoes. Any item of clothing that could be taken off or changed during the day such as sweaters or jackets should be labeled with your child's name. Additionally, we request that your child have two (2) full sets of clothes in case their clothing becomes wet or soiled.

Birthdays

We understand how important your child's birthday is, and we would like to help your child celebrate this special occasion with friends. If you would like to bring in a special treat for the celebration, please be sure to bring enough for everyone in your child's classroom. All food items must be commercially prepared (store bought). Birthday cake, cupcakes, or ice cream cups are acceptable treats.

NOTE: Mind and Body Kids is **NUT FREE** school to protect children with severe allergies. Please make sure you discuss your plans and schedule in advance with the Director.

Separation Anxiety

All children and parents feel some anxiety about being in a new environment. Our teachers understand these feelings and are ready to comfort your child while you make your exit. We have found that prolonged good-byes generally cause more anxiety for your child. It helps if you talk positively with your child about their time at Mind and Body Kids before their arrival. Tell your child goodbye and that you will be back to get them later and then make a quick departure. If your child is tearful or anxious, we will comfort him/her and quickly get him/her involved in an activity.

We know that this period of adjustment can be difficult for parents too, so please feel free to call us during the day to find out how your child is doing.

Transportation/Field Trips

Mind and Body Kids does not currently offer transportation for enrolled children or have outside field trips. Our center does have many “in-house field trips” where we bring in the outside activity. For the future, if any field trips are planned, an appropriate Field Trip form will have to be filled out and the parents will be notified of the details regarding the field trip.

Staff Training

All new staff members attend Orientation Training during their first two weeks of employment. Additionally, every staff member is required by state licensing to complete a minimum of 24 hours of training every 12 months. All staff members go through a thorough background check and hold a valid fingerprint card; food handler certification; and most have first aid and CPR certifications. The school will also be closed occasionally for staff development days as noted in the annual school calendar. During these days extensive additional training is provided.

Safety and Security

(Note: While we have modified protocols since COVID19 – Mind and Body Kids has different procedures) To help ensure the safety and security of the children in our care, you will be provided with a personal code that will be used at the lobby to enter the Preschool. Any visitors that come to Mind and Body Kids will have to be screened at the front door to enter the Preschool. Please make sure to close the door securely after entering and leaving. For your child’s safety, please do not let anyone enter the school without permission.

Daily Sign-in

State licensing requires that you sign your child in and out of the center each day. Mind and Body Kids utilizes a touch screen/fingerprint pad-based check-in system that accommodates this requirement and provides for accurate record keeping. Additionally, the Procure app provides the ability to remotely complete check-in/out while located on our property. Each authorized person will need to register their fingerprint on their initial visit to Mind and Body Kids. Should there be an issue with sign-in/out, please see the office immediately so we can manually check your child in or out or correct any errors. If you are able to sign multiple children in or out at one time, please make sure you are only signing for the child you are bringing/picking up.

Child Release

Your child will be released only to those persons whose names you have listed on the registration form (Blue card). You must authorize Mind and Body Kids in writing, if any person other than those listed are authorized to pick up your child. In case of parental custody matters, legal documents with the court seal must be on file at the school. Children cannot and will not be released to anyone younger than 16 years of age. All telephone authorizations will be confirmed using the verification code that was agreed upon between Mind and Body Kids and the enrolled child's parent at the time of enrollment. Mind and Body Kids employees will require for proper photo identification before releasing a child to someone other than the parents listed on the registration form. Mind and Body Kids employees may not sign your child in or out of the school and they are not permitted to transport children to or from school.

Emergency Card

Every family must complete a blue emergency card in the format required by state licensing upon enrollment. You are required to designate at least two people in addition to the child's parents who we can notify in case we are unable to reach the parents. It is very important that you review and update this information periodically.

NOTE: The persons listed on the Emergency Card as emergency contacts are only for emergency purposes when the parent is unreachable. They are not allowed to pick-up your child without following the above procedure.

Late Pick Up

If a child is picked up late, the following "Late Pick-up Fees will apply to the account:

A \$25.00 fee will automatically be applied to the account if the child is picked up more than 5 minutes after the closing time. This fee will be increased to \$50.00 should pick up occur more than 15 minutes late.

Routine late pick-up cannot be accommodated. The 5-minute grace period noted above is intended for rare occasions. If your child is consistently picked up after 5:30 but within the grace period more than 5 times, the \$25 fee will be charged for any pickup at 5:31pm or later. If a child is not picked up at closing time, Mind and Body Kids personnel will contact the parents first, then all other persons the parent authorized to pick-up the child. If none of the authorized contacts can pick up the child, Mind and Body Kids may place a call to the Police Department for assistance.

Emergency Management Plans

Mind and Body Kids has an Emergency Plan in place. The school is equipped with emergency management supplies which include cellular phones, flashlights with battery, alarm system, and a well-stocked first aid kit. We regularly practice emergency drills with the staff and children. Each classroom has an emergency evacuation plan that is posted in each classroom at the classroom entrance.

In case of an emergency, all children and staff will leave the building and meet in the front parking lot. The parents will be notified of the emergency by phone or text message and required to pick their child up immediately.

Child Accidents

All accidents or injuries are reported directly to the Director or Assistant Director and the information is documented. You will be contacted if immediate attention is needed. The teachers will notify you of minor injuries when you arrive to pick up your child.

If the injury happens at Mind and Body Kids, a trained staff member will administer first aid. In the event of an emergency accident or illness, we will contact 911 for assistance.

Insurance

Mind and Body Kids carries a complete insurance package that exceeds the requirements of licensure with limits of \$1,000,000 of liability coverage per occurrence. A copy of our insurance information is available for review at the facility.

Reporting Child Abuse

In our desire to protect all children and as required by state law, we will report any case of suspected child abuse or neglect. We take this responsibility very seriously. Every circumstance will be handled confidentially.

Licensing

Mind and Body Kids is licensed by:

Arizona Department of Health Services
150 North 18th Avenue, 4th Floor
Phoenix, AZ 85007
(602) 364-2539

Inspection Reports

Inspection reports from any of our licensing agencies or the Peoria Fire Department are available for review at the office upon request.

Immunization

Children must have proof of age-appropriate immunizations at the time of enrollment. We will notify you if we have not received this proof, and you will have 15 days to provide written evidence that the immunizations were administered. If updated documentation is not provided, your child will be excluded from the program. If your child is not immunized for religious or health reasons, you must provide a statement signed by a child's parent.

Illness

If your child falls ill at school, we will call you to come and pick up him/her as soon as possible. Your child will be isolated from the other children until you arrive. The following criteria will be considered in determining if your child must go home:

1. A fever of 99 degrees or more
2. Inflammation of the eyes (excessive redness, glassy or discharge)
3. Vomiting
4. Diarrhea or loose stool
5. Communicable diseases as defined by the Department of Health Services and/or Center for Disease Control
6. Unknown rash
7. Excessive nasal discharge, especially yellow or greenish since this indicates infection.
8. Pain

If your child is sent home due to fever, he/she cannot return to preschool until he/she has been symptom free for 24 hours without the use of fever reducer. Tuition will not be adjusted for days missed for sick time.

It is your responsibility to notify the center if your child has a communicable disease or infestation such as: measles, mumps, chicken pox, pink eye or head lice. The local Health Department will immediately be notified of all communicable diseases and a note will be posted in the office when there has been exposure to a communicable illness in the center. Please consult your director if you need additional information.

Also, to make sure that we can properly screen all children coming in, your child must be awake at drop off. We will not admit sleeping children for the protection of all.

Medication

At Mind and Body Kids we administer prescription medication only. Medication must be in the original container with the doctor's instructions provided. Please see the office for the appropriate form.

Over the counter medications (allergy medication, fever reducer/pain reliever) are not accepted and will be sent home.

Quiet Time

Rest time each day is after lunch until 2:30pm. If your child is at school during rest time, we ask that you bring in a receiving blanket labeled with your child's name. We will store the blanket with your child's sheet (which is provided by the center). We will send the blanket home every week to be laundered. It is important to bring it back each time.

Toilet Training

If your child is not yet toilet trained, you are required to supply disposable diapers and wipes. When your child is ready, we will work together to provide consistent, positive, and patient routine for training. Our licensing authorities require children to be completely toilet trained before placement in the Butterflies and Pre-K rooms as those rooms do not contain a diaper changing area.

Cleanliness

Our staff is committed to maintaining high standards of cleanliness. We follow very strict guidelines when changing diapers, and when preparing and serving meals and snacks.

Diaper changing tables are cleaned and sanitized after every use. Classroom tables are cleaned and sanitized before and after every food service. All surfaces, toys and equipment are cleaned and sanitized regularly. All staff members and children are required to wash their hands thoroughly upon arrival, before and after meals and after toileting or diapering.

Outdoor Play

Weather permitting, all children play outside every day. Daily outdoor play gives children a change of scenery, an opportunity for gross motor development, and fresh air. When the weather doesn't permit outside play the children will use the indoor gym for active play.

Meals and Snacks

Mind and Body Kids is licensed by Maricopa County Environmental Services to provide food service to your child. Mind and Body Kids offers breakfast, lunch and an afternoon snack to the children who are enrolled in the school. All meals are prepared according to the guidelines of the US Department of Agriculture (USDA). We prepare our meals in our own kitchen. Our menus are approved by the Department of Health.

Menus are posted weekly in the main lobby.

Outside Food

Should families choose to bring their own food due to dietary restrictions, allergies or personal preference, the following rules need to be followed:

1. Food brought in must be in a lunch box that is labeled with your child's name. Should your child's food require refrigeration, the lunch box must be equipped with an ice pack as the center does not have appropriate space in our refrigerator to store your child's food.
2. All food must be nut free and free of any allergens that may trigger a reaction within the individual classroom. Should your classroom have additional allergen rules, you will be notified by staff.
3. **All** outside food brought into the school must be handed in to the kitchen manager or the office. This is important as it must be inspected to make sure that the food brought in is appropriate and safe. Food should never be left in a child's backpack upon entry to the school.
4. Outside food should be to the same standards that are maintained by the school in its food program. Items such as candy, chips, sugary desserts, soda, etc. should not be brought to the school except for cookies or cupcakes on special occasions such as a birthday party.
5. Should any clarification on the outside food policy be needed, please consult with the office staff.

Discipline and Guidance

Our goal is to work with all children to develop internal control of behavior as they grow into creative, independent, responsible, and social human beings. At Mind and Body Kids, we believe in positive modeling. We do not use humiliation or corporal punishment as a disciplinary method. We model, guide, and redirect the child to another area to correct the behavior. In each classroom there is a "calming corner" where the child can select a variety of activities to redirect any negative feelings. If a child has disciplinary problem, parents will be notified so we can take a course of action to help the child.

Discharge Policy

Mind and Body Kids reserves the right to cancel the enrollment of a child for the following reasons:

1. Non-payment or consistent late payment of tuition
2. Not observing the rules of the center as outlined in the Parent Handbook including constantly arriving after the 8:30 am cutoff.
3. Physical or verbal abuse of staff or children by parent or child
4. Knowingly bringing a sick child to the center

Suspension and Expulsion Policy

1. Purpose

Our goal is to provide a safe, nurturing, and inclusive learning environment for every child. Suspension or expulsion will only be considered after all supportive interventions have been attempted and documented.

2. Guiding Principles

- **Prevention First:** We prioritize positive behavior guidance, social-emotional learning, and family collaboration.
- **Fairness & Equity:** All decisions will be free from bias and based on documented behaviors, not personal characteristics.
- **Child-Centered Approach:** We consider the child's developmental stage, needs, and potential for growth before any disciplinary action.

3. Suspension Guidelines

- **Short-Term Suspension** (up to 3 days) may be used only when a child's behavior poses an immediate safety risk to themselves or others.
- Parents/guardians will be notified in writing and by phone, with a clear explanation of the incident, steps taken, and a plan for re-entry.
- During suspension, the school will provide resources or referrals to support the child's needs.

4. Expulsion Guidelines

- Expulsion will be considered only after:
 1. Multiple documented interventions have been tried.
 2. The family has been engaged in at least two formal meetings to address concerns.
 3. Outside support services have been offered (e.g., behavioral specialists, counseling).
- Expulsion may occur if:
 - The child's behavior continues to pose a serious safety threat.
 - The program cannot meet the child's needs despite reasonable accommodations.
- Parents/guardians will receive written notice at least 5 business days before the expulsion date, unless immediate removal is required for safety.

5. Appeals Process

Families may request a review of the decision within 10 business days. A meeting will be scheduled with the director and relevant staff to discuss alternatives.

6. Commitment to Support

We are committed to working with families, specialists, and community resources to help every child succeed before considering suspension or expulsion.

Pesticide Application

Mind and Body Kids utilizes a pest control company to protect the premises from unwanted insects. A notice of application of pesticides will be posted in the facility at least 48 hours prior to application. Information related to the application of pesticides will be available in writing upon parental request at least 48 hours prior to application.

Parental Access

(Note: COVID-19 Protocols may affect ability for Parents to enter the center). Our facility welcomes our parents to visit and view any area where your child is receiving our services at any time during our business hours.

Communication

It is very important that you be involved in your child's everyday life at school. To keep parents involved we utilize Procare Connect, a program that allows the parent to view the child's progress during the day and allows for two-way communication between the parent and the school. We always welcome feedback from our families. Outside of the Procare app, please feel free to email info@mindandbodykids.com or call the center at 623-878-1539. Our goal is to provide numerous opportunities to enhance the partnership between the child, parent and the school.

Parent Referral Program

If you refer a new parent to Mind and Body Kids you will receive a one-time \$50 tuition credit after the referred family is enrolled and starts their first week. Please help us spread the words about our great school. Use your social media, word of mouth, or just simply tell your friends, neighbors about us.

Feedback

We constantly strive to become better and appreciate constructive feedback and recommendations from our all members of the Mind and Body Kids community.

Questions and Concerns:

At Mind and Body Kids we take our partnership with our families very seriously. Please share all your questions and concerns with the Preschool Director or the owners.