



Information & Financial Booklet

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“Laying an educational foundation strong enough to build on!”

WELCOME TO MOTIVATED MINDS

...Where we believe that family childcare is a very important extension of you and your child's family.

... Where we encourage your child to learn and develop at his or her level. With guidance and understanding, they will gain self-confidence and have the opportunity to explore their world in a safe and controlled environment.

...Our flexible daily program will respond to the needs and interests of the child, individually, as well as in a group setting that promotes sharing, cooperation, and listening skills.

...The following pages describe our policies and procedures designed to optimize the fullest benefit of this program and its financial obligations.

...We are proud of our facility and program, and we want to do all we can to serve your family's needs.

TABLE OF CONTENTS

PAGE 1

Registration
Tuition Payment Plans
Tuition Commitment
Learning Materials Fee

PAGE 2

Late Fees
Two-Week Notice
Refunds

PAGE 3

Alternative Payments
Withdrawal
Cancellation of Services

PAGE 4

Return Check Policy
Delinquency Policy
Illness
Tuition Payment Envelopes

PAGE 5

Mandatory Sign-In / Out
Off-Site Meals
Motivated Mind's Special Occasions
Birthday Parties
Automatic Dismissal from Motivated Minds
Doctor Appointments

PAGE 6

No Midday Drop off or Pick-up
Winter, Spring, or Summer School Recess
Motivated Minds Schedule

PAGE 7

Infant and Toddler Schedule
Pre-School Schedule
Holiday Schedule

PAGE 8

Earthquake Kit Supplies
Daily Forms – Properly filled out

PAGE 9

Daily Sign-In Form Examples

PAGE 10

Illness Policy

FINANCE

REGISTRATION

INITIALS

New Enrollees

New enrollees are required to pay a registration fee of \$80.00. The following are due at the time of enrollment: registration fee and documents, first week's tuition.

Continuing Students

Continuing students must have a Information & Financial Handbook completed or acknowledgment. Information & Financial Handbook and registration fee must be submitted together.

TUITION PAYMENT PLANS

INITIALS

Parents have the option of paying weekly or monthly. You will choose your method of payment at the beginning of your Contract. It will remain in effect until the end of our fiscal year (10 months. You may change your financial method when registering for the new school year. ALL FEES ARE WEEKLY OR MONTHLY.

Monthly: All fees are due by the 5th of the month. A late fee will be applied on the 6th of the month.

Weekly: All fees are due on Monday the week of attendance. A late fee will be applied at 6:30 A.M. Tuesday.

ONE TUITION-FREE WEEK: Your child may be absent for ONLY one week without tuition [illness, vacation, etc.] per 365 days.

TUITION COMMITMENT

I agree to pay tuition on the following basis for this school year.

I commit to paying tuition WEEKLY.

I commit to paying tuition MONTHLY.

Parent Signature | _____

LEARNING MATERIALS FEE

INITIALS

All students must pay a learning materials fee. This fee varies by age level due to the curriculum requirements.

1 – 2-year-olds	\$ 40.00
2 ½ – 4-year-olds	\$ 65.00
5-year-olds	\$100.00

INITIALS LATE / COLLECTION FEES

Not only is it important that all fees remain current, but they must be paid **on time**.

Late fees are taken off the top of any payments received.

Tuition late fee: \$35.00

Overtime late fee: \$25.00

Your weekly or monthly fee entitles your child to 10 hours per day – unless your program is subsidized. Should you exceed this time limit your account will be assessed the above fee.

**Subsidized Care: hours should not exceed 52.50 hours. If your hours exceed 52.50 hours, a co-payment will be assessed and must be paid weekly on Monday.*

Pick-Up: \$35.00 for the first 15 minutes; \$1.00 for every minute thereafter.

If an account goes unpaid for two weeks, the parents will be billed, and the bill will be due and payable upon receipt with a five-day grace period.

If the bill is not paid within five business days a \$35.00 late fee will be added to the outstanding balance for each week the tuition is not received. In addition, after 30-days interest for 24% of the total outstanding balance will accrue daily.

After 90-days the account is closed, and the Parent/Guardian of Signature (whoever signed the Contract) will be responsible for all accruing administrative costs, collection, and court fees.

We strongly encourage you to stay CURRENT on your fees.

INITIALS TWO-WEEK NOTICE

The provider may terminate the child's enrollment in the facility effective upon two (2 weeks prior written notice to the parent if any of the following conditions arise:

- (a) Any of the conditions listed above;
- (b) In the sole judgment of the Provider, Motivated Minds' program does not meet the developmental, behavioral, or special needs of a child;
- (c) Parent or child fails to abide by any of the terms, policies, rules, and regulations of the program; or
- (d) Provider ceases to operate the facility.

INITIALS REFUNDS

Registration and Materials fees are NON-REFUNDABLE. A refund will be issued on a monthly-prorated fee and will be refunded with a two-week written notice (refunded at the end of the two weeks - when all fees are paid in full).

POLICIES

ALTERNATIVE PAYMENTS

INITIALS

If you enroll your child in Motivated Minds under an Alternative Payment Plan, you are responsible for the following fees:

1. New Student Application Fee
2. Early / Continuing Registration
3. Late Paperwork Fee
4. Over-Time Fee
5. Return Check Fee
6. Withdrawal Fee
7. Field Trip Fees

If the program paying your tuition terminates, *for any reason*, you are responsible for any fees that accrue thereafter.

All paperwork for any alternative payment program is to be signed and given to the Director by the 3rd of every month no later than 6:00 P.M. If not received, you will be assessed a \$15.00 fee.

WITHDRAWAL

INITIALS

When withdrawing from Motivated Minds, you must submit a Drop Form to the Director immediately to insure proper billing and/or refund.

Parents may terminate their Parent-Provider Agreement within two weeks with a two-week notice. If the child is withdrawn without the two-week notice, the Parent agrees to pay Provider the weekly/monthly fees for two weeks, in accordance with the fees, as per the signed Contract.

If the child is withdrawn with less than the stipulated two-week notice, the Parent agrees to pay the Provider for two weeks in accordance with monthly or weekly fees in the signed Contract. If the two-week notice falls in the middle of the week the full week is payable and will **NOT** be prorated.

Parent Signature | _____

CANCELLATION OF SERVICES

INITIALS

If the Provider cancels the Parent-Provider Agreement for any of the reasons listed below, **Weekly or Monthly Fees will not be refunded.**

The provider may terminate the child's enrollment in the Provider's program effective immediately upon written notice to the parent of such termination if any of the following conditions arise:

- (a) In the sole judgment of the Provider, the child's/parent's behavior is defiant, disrespectful, belligerent, or threatens the physical or mental health or well-being of one or more of the other children or staff at the facility,
- (b) Any payment owed by a parent to the provider is not paid within seven days of being due,
- (c) Child is picked up late more than five times in any 30-day period, or
- (d) On more than three occasions within any 30-day period, in the sole judgment of the Provider, the child shows evidence of obvious symptoms of illness, but not limited to runny nose, fever,

or vomiting, when brought to the facility or parent fails to pick up the child from facility promptly when notified by the provider that child is ill.

INITIALS RETURNED CHECK POLICY

Returned checks will be charged \$35.00. Each infraction will receive a separate invoice. Payment is due upon receipt in cash or money order – NO EXCEPTIONS. If payment is not received within 5 business days an additional \$35.00 late fee will be assessed to the outstanding balance for each week the fee is not received.

After 2 infractions tuition payments must be paid in cash or by money order for the remainder of the fiscal year.

INITIALS DELINQUENCY POLICY

Payments for delinquent balances must be paid in cash or money order **ONLY – NO EXCEPTIONS.**

Failure to comply with our Delinquency Policy will affect your child's placement in our daycare.

Motivated Minds reserves the right not to accept your child(ren) until your account becomes current.

INITIALS ILLNESS

In the event your child is out due to illness, Motivated Minds will acknowledge a 1-time only dismissal of your weekly fees if the week (5 days) is missed. A note from your doctor must clearly state your child's name, and illness, and list the days of absence.

INITIALS TUITION PAYMENT ENVELOPES

Parents are to fill out the payment envelopes. Payment envelopes are to be deposited in the payment box. Payment envelopes are not to be handed to Motivated Minds staff. Please use the back of the envelope for comments about your payment.

TUITION / PAYMENT ENVELOPE	
TODAY'S DATE: <u>July 11, 2016</u>	
STUDENT'S NAME: <u>Jane Doe</u>	
WEEK OF / PURPOSE: <u>TUITION</u>	
PLEASE CIRCLE: CHECK CASHIERS CHECK MONEY ORDER <u>CASH</u>	
CURRENCY: \$1.00 X <u> </u> = <u> </u>	\$20.00 X <u> </u> = <u> </u>
\$5.00 X <u> </u> = <u> </u>	\$50.00 X <u> </u> = <u> </u>
\$10.00 X <u> </u> = <u> </u>	\$100.00 X <u> </u> = <u> </u>

TUITION / PAYMENT ENVELOPE	
TODAY'S DATE: <u>July 11, 2016</u>	
STUDENT'S NAME: <u>JOHN DOE</u>	
WEEK OF / PURPOSE: <u>FIELD TRIP</u>	
PLEASE CIRCLE: CHECK CASHIERS CHECK MONEY ORDER <u>CASH</u>	
CURRENCY: \$1.00 X <u> </u> = <u> </u>	\$20.00 X <u> </u> = <u> </u>
\$5.00 X <u> </u> = <u> </u>	\$50.00 X <u>1</u> = <u>50.00</u>
\$10.00 X <u> </u> = <u> </u>	\$100.00 X <u> </u> = <u> </u>

INITIALS **MANDATORY SIGN-IN / OUT**

Parents are required to sign their child in and out daily - California Code 101229.1.

INITIALS **OFF SITE MEALS**

If your child is eating any meal outside the documented mealtimes provided by Motivated Minds, their meal must be finished before arriving. This includes infant bottle feeding, and toddler and preschool-aged child's meal. (PLEASE SEE DAILY SCHEDULE FOR MEALTIMES)

INITIALS **LUNCH**

Motivated Minds will provide morning and afternoon snacks. **Lunch must consist of a piece of fruit and vegetable, or two vegetables daily.**

INITIALS **MOTIVATED MINDS SPECIAL OCCASIONS**

Motivated Minds staff is not available to change students' clothing or assist with grooming, including combing or brushing hair. You are welcome to stay and assist your child, however, he/she should arrive dressed for all special occasions.

INITIALS **BIRTHDAY PARTIES**

You are welcome to celebrate your child's birthday. Parties may be scheduled on Friday afternoon from 2:30 – 4:30 P.M., following naptime. This includes time for you to set up and clean up.

INITIALS **AUTOMATIC DISMISSAL FROM MOTIVATED MINDS**

Children who are absent from Motivated Minds for 3 consecutive days without any communication from the parent or guardian will automatically lose their enrollment status.

INITIALS **DOCTOR APPOINTMENTS**

Doctor appointments are not exempt from the 8:30 a.m. lock-out. Parents, please schedule appointments accordingly, **(a)** morning appointment – you must keep the child until 12:00 p.m. or **(b)** afternoon appointment – pick up at 12:00 p.m. Continuity of Motivated Minds' schedule is crucial and interruptions by drop off's or pick up's outside of the times provided is disruptive.

AFTER SCHOOL PROGRAM

NO MIDDAY DROP OFF OR EARLY PICK UP

INITIALS

Midday drop-off is disruptive to our schedule and is not allowed for any reason.

Motivated Minds does not pick children up early from school due to discipline issues or illness. Parents need to make the necessary arrangement for their child's pick up from school, no matter the emergency.

If your child is not picked up at the time of school dismissal, they are considered absent from the program for the day. Parents need to call the staff or write on the communication log if their child will be absent from school so we do not go to the campus looking for them.

WINTER, SPRING, OR SUMMER SCHOOL RECESS

INITIALS

If your child is attending after-school or is on Winter, Spring, or Summer recess, Motivated Minds will provide a morning and afternoon snack.

Parents, please be aware, that even though the child is on "recess" from school they still need to be here no later than 8:30 a.m. and must adhere to Motivated Minds' schedule.

Children enrolled in the program during the Winter, Spring, or Summer recess will be charged at the regular tuition rate.

SCHEDULES

MOTIVATED MINDS SCHEDULE

INITIALS

Arrival

8:30 A.M. Doors are locked
12:00 P.M. Doors reopen | Child must be fed – **No exceptions**

Hours of Operation

7:30 A.M. - 5:30 P.M.
5:30 P.M. - 15-minute Grace Period

Phone Hours

6:30 A.M. - 8:30 A.M.
12:30 P.M. - 1:00 P.M.
2:30 P.M. - 6:00 P.M.

Students are officially absent for the day if they are not dropped off and signed in by 12:30 P.M. and must stay with the parent or guardian.

If the door is locked when you arrive, **please do not** ring the bell, knock on the door, or call after 8:29 A.M. asking the staff to let you into the facility. We will not accommodate your request without proper

communication. A telephone call must be made to Motivated Minds before 8:29 A.M. because the telephone ringer is turned down in preparation for the school day.

Example: If the doors lock at 8:30 A.M. but you call Motivated Minds Childcare NO LATER THAN 8:29 A.M. and ask for more time, we will grant it. Coming to the door with an excuse is not a sufficient cause to let you into the facility.

INITIALS INFANT AND TODDLER SCHEDULE

Breakfast.....	7:30 – 8:15 A.M.	Science.....	11:00 A.M.
Prayer & Devotion.....	8:30 – 8:40 A.M.	Health.....	11:15 A.M.
Circle Time.....	8:40 A.M.	Art.....	11:30 A.M.
Building Blocks.....	9:00 A.M.	Physical Education.....	11:45 A.M.
Puzzles.....	9:15 A.M.	Lunch & Recess.....	12:00 P.M.
Fine Motor Activity.....	9:30 A.M.	Nap Time.....	12:30 P.M.
Sight Words/Pictures.....	9:45 A.M.	P.M. Snack.....	2:30 P.M.
A.M. Snack & Recess.....	10:00 A.M.	Arts & Crafts.....	2:50 P.M.
Story Time.....	10:30 A.M.	After-School Play.....	3:30 P.M.
Music & Movement.....	10:45 A.M.		

INITIALS PRE-SCHOOL SCHEDULE

Breakfast.....	7:30 – 8:15 A.M.	Social Studies.....	10:45 – 11:15 A.M.
Prayer & Devotion....	8:30 – 8:40 A.M.	Story Time.....	11:15 – 11:30 A.M.
Circle Time.....	8:40 – 9:00 A.M.	Physical Education.....	11:30 – 11:45 P.M.
Alphabet.....	9:00 – 9:20 A.M.	Lunch & Recess.....	11:45 – 12:35 P.M.
Numbers.....	9:20 – 9:40 A.M.	Nap Time.....	12:35 – 2:30 P.M.
Colors & Shapes.....	9:40 – 10:00 A.M.	P.M. Snack.....	2:30 – 2:50 P.M.
A.M. Snack/Recess...	10:00 – 10:15 A.M.	Arts & Crafts.....	2:50 – 3:30 P.M.
Health/Science.....	10:15 – 10:45 A.M.	After School Play.....	3:30 – 5:30 P.M.

INITIALS HOLIDAY SCHEDULE

Holiday closures are listed in your Parent-Provider Agreement and are subject to change in the case of an emergency. Holidays are not prorated. Two notices in writing are **required** when your child will be going on vacation or regular fees will accrue. There is no charge for one week of vacation per year (in twelve consecutive months). For each week thereafter the normal weekly or monthly fee will be charged.

THERE ARE NO EXCEPTIONS TO THIS POLICY.

Facility Closure Dates:

**Please Note: Facility Closure list with exact dates will be provided.*

Labor Day

Veteran's Day

Early Dismissal 12:00 P.M.: Thanksgiving Eve

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

New Year's Day

Dr. Martin Luther King Jr.'s birthday

President's Day

Good Friday

Memorial Day

Juneteenth

Independence Day

Staff Preparation Week (the week preceding Labor Day weekend)

Labor Day

INITIALS

EARTHQUAKE KIT SUPPLIES

****Large clear bag will be provided**

****3 days of food, non-perishable**

****3 days of drinks, water**

****Powdered Milk/Formula, if applicable**

****Diapers / Pull-ups, if applicable**

****Bottles / Cups**

****Picture of your family**

****Change of clothes, 2 complete outfits**

****3 days of snacks, non-perishable**

Wipes


Toy / Activity / Small stuffed animal

Small blanket

Include anything you feel will comfort your child during his/her time of separation.


DAILY SIGN-IN FORM EXAMPLES

Name John Doe



DAY	TIME IN	SIGNATURE	TIME OUT	SIGNATURE
1	7:48	<i>John Doe</i>	5:00	<i>John Doe</i>
2				
3				
4	INDEPENDENCE DAY HOLIDAY- CLOSED			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

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Your Child's Daily Care Report

Child's Name: John Doe Date: July 10, 2016

PARENT'S SECTION

Time your child woke up? 7:25 A.M.
☒ Happy ☐ Quiet ☐ Clingy
☐ Tired ☐ Moody ☐ Angry
☐ Sick w/ fever ☐ w/o fever ☐ Teething

How did your child sleep last night? Kept waking up

Has your child had breakfast? yes Late arrival: Has your child had lunch? _____

Comments: Baby had 6 oz bottle at 7:30

MOTIVATED MINDS' SECTION

Check and observe the child's:

Behavior: _____ Breathing: _____ Skin: _____

Head: _____ Eyes: _____ Ears: _____

Nose: _____ Mouth: _____ Body: _____

Comments: _____

I napped from _____ to _____

from _____ to _____

from _____ to _____

My mood today was

☒ Happy ☐ Quiet ☐ Clingy
☐ Irritable ☐ Moody ☐ Angry
☐ Sick w/ fever ☐ w/o fever ☐ Teething


I drank _____ bottles

I had my diaper changed at _____ wet/b.m.

I had my diaper changed at _____ wet/b.m.

I had my diaper changed at _____ wet/b.m.

I had my diaper changed at _____ wet/b.m.



Your Child's Daily Care Report

Child's Name: John Doe Date: July 10, 2015

PARENT'S SECTION

Time your child woke up? 7:00 A.M.
☒ Happy ☐ Quiet ☐ Clingy
☐ Irritable ☐ Moody ☐ Angry
☐ Sick w/ fever ☐ w/o fever ☐ Teething

How did your child sleep last night? good

Has your child had breakfast? no Late arrival: Has your child had lunch? _____

Comments: Might be a little irritable from teething

MOTIVATED MINDS' SECTION

Check and observe the child's:

Behavior: _____ Breathing: _____ Skin: _____

Head: _____ Eyes: _____ Ears: _____

Nose: _____ Mouth: _____ Body: _____

Comments: _____

I napped from _____ to _____

from _____ to _____

My mood today was

☐ Happy ☐ Quiet ☐ Clingy
☐ Irritable ☐ Moody ☐ Angry
☐ Sick w/ fever ☐ w/o fever ☐ Teething

For breakfast I had: _____

For snack I had: _____

For lunch I had: _____

I had my diaper changed/pottied at _____ wet/b.m.

ILLNESS POLICY



ILLNESS POLICY

This is a very important policy, and one in which we need to be particularly diligent. The law requires that ill children be excluded from school.

The signs we look for include: *vomiting* *fever*
diarrhea *unidentifiable rash*
colored mucous (yellow or green)

Children with these symptoms will be excluded from school and considered to be contagious unless we are otherwise notified by a doctor in writing. A child who is sent home from school or has had a fever, vomiting, diarrhea, or rash MUST be free from these symptoms for 24 hours before returning.

EXAMPLE: If your child is vomiting on Monday from 7:30 a.m. until 3:00 p.m. – they became symptom-free at 3:00 p.m. and may return to Motivated Minds on Wednesday, unless symptoms return.

If we call you to pick up your child due to illness, you need to do so within an hour. We understand that you need to work but we have to take the entire class population into consideration. If we allow ill children to attend, then the rest of the children are exposed as well as the staff.

We appreciate your adherence to these policies. We have your child's best interest at heart. Thank you for helping us maintain a safe and healthy environment for ALL of our "Bundles of Joy".

[illegible]

[illegible]

Acknowledgment of Information & Financial Booklet

Please read this Information & Financial Booklet carefully. Refer your questions to Ms. Monisha Satterfield. After you read and understand this booklet, please sign and return this form to Ms. Monisha Satterfield. The booklet is yours to keep and refer to in the future.

I have read, and I fully understand, the Motivated Minds (Infant – Kindergarten) Information & Financial Booklet. I have a copy of this Booklet for my reference.

Child's Name

Parent/Guardian Signature Date

Parent/Guardian Signature Date