

Madison Premier



Parent Handbook *2025-2026*



Mission Statement

The fact that we felt lead to build Madison Premier makes our Mission Statement simple. Our goal is to provide a safe, secure, loving, Christian environment where the leading educational tools and curriculum will be used to prepare our children with the highest available level of learning. In addition, our ownership, administration and staff will operate at a level of character, integrity, and love that we believe to become parts of modeling in young people's lives. At Madison Premier, we know "THE ROAD TO SUCCESS STARTS HERE."

Philosophy Statement

Madison Premier believes every child has the potential to bring something unique and special to the world. As a staff of Madison Premier, we will help children develop their potential by believing in them as capable individuals. Madison Premier will assist children in discovering who they are, so they can express their own opinions of their own ideas.



Business Address

*Madison Premier Preschool & AfterSchool
135 Gluckstadt Way
Madison, MS 39110*

Telephone Number

(601) 521-5208

Website and Email Addresses

madisonpreimer.com

leah.ivey@madisonpremier.com

tanya.atwood@madisonpremier.com

HOURS OF OPERATION

6:30 a.m. until 6:00 p.m.

Madison Premier Staff

Madison Premier is licensed by the State of Mississippi. Each employee has been fingerprinted and checked for crimes against children by the State of Mississippi. Each employee maintains a minimum of fifteen continuing education childcare credit hours per year.

LIABILITY INSURANCE

Madison Premier offers limited liability insurance. All accidents will be handled on a case-by-case basis. We adhere to strict fire and safety procedures to ensure our building is safe and secure, including a doorbell entrance and emergency monitoring system.

CHILDCARE REGULATIONS SUMMARY FOR PARENTS

A license to operate a childcare facility has been required by law in Mississippi since 1972. In the 1990 regular session of the legislature, the law was revised to provide regulations of childcare up to age 13 for any part of a 24-hour day.

The new regulations which went into effect May 15, 2003, require that parents be informed with a summary of the licensing standards. These standards include the following:

1. Purpose of childcare licensure
2. Legal authority, legal action and penalties
3. Types of licenses and their display
4. Inspections, sanitation
5. Food service, nutrition
6. Staffing ratio - number of teachers to the number of children
7. Program of activities - daily schedules

8. Building and ground requirements
9. Infant and toddler care and children with special needs
10. Night care
11. School age care
12. Preschool half-day programs
13. Summer day camps
14. Hourly care facilitates.
15. Facility policy and procedures
 - a. Administration
 - b. Personnel requirements
 - c. Parental involvement
 - d. Records and reports
16. Health and safety
 - a. Staff and child health
 - b. Excluding sick children and exclusion guidelines
 - c. Medication records and documentation
 - d. Discipline and guidance (corporal punishment prohibited)
 - e. Transportation policies

The childcare center must have a copy of the regulations available for parents to review upon request. Contact the Mississippi State Department of Health if you have any questions, problems, or complaints by calling toll free 1-866-489-8734. Our local licensing official is named Tonya Broger, and her telephone number is 601-364-2827. Complaints must reflect a clear violation of the regulations.

AGE REQUIREMENTS

Preschool: all pre-school students must be the appropriate age by September 1st

School-age: Five- to eleven-year-olds

HOLIDAY CLOSURES

New Year's Day

Good Friday

Memorial Day

July 4th

Labor Day

Christmas Eve

Friday after Thanksgiving

Christmas Day

Thanksgiving Day

If the holiday falls on a Saturday or Sunday, the closings will be observed on the preceding Friday or following Monday. Parents will be notified in advance of which day the holiday will be observed. There are no adjustments in tuition for any of the above holidays/closings as they are considered at the time the rates are established. Madison Premier will also close the day after Christmas if it falls on Thursday.

CARE FOR SCHOOL AGE CHILDREN WHEN MADISON COUNTY SCHOOLS ARE CLOSED:

When Madison Premier is open for an in-service school day \$25.00 will be added to the weekly rate. For holiday weeks such as Thanksgiving, Christmas or Spring Break, students will pay \$135.00 with lunch from home.

ENROLLMENT REQUIREMENTS

No child will be denied enrollment based on his / her race or religion. We do retain the right to deny enrollment if all spots for a particular child's age group are filled. We do not make it a policy to deny enrollment based on a child with special needs; however, if after talking with the parents of such a child we realize that we do not have the training, equipment, facilities, etc. to handle their child, we will not accept the child. This is in the best interest of the child since the goal

is to meet the needs of each child. If we are not sure whether we can handle a special needs child, we will be willing to try. We and the parents would have to evaluate whether this arrangement is working as we go along.

There are certain records we must have on file before your child can attend our center. They include the following:

- 1. Completed registration form with the following information:
 - a. Emergency contacts*
 - b. Authorization for pickup*
 - c. Medication information*
 - d. Registration Fee of \$175 **NON-REFUNDABLE****
- 2. "Received Handbook" form, Photography Authorization, and Field Trip Permission*
- 3. Form 121 Immunization Record*

Pursuant to State regulations, we are not allowed to release your child to anyone other than you and the persons listed on the Authorization for Pickup. VERBAL PERMISSION IS NOT ENOUGH. Madison Premier must have written permission from you in order to release your child to anyone other than those listed.

These forms will be given to you before enrollment and must be returned before your child begins attendance at our center.

TUITION

Tuition is due on Monday for the week. It may be paid weekly or bi-weekly so long as it is paid in advance at the beginning of the month or beginning of each week. Weekly tuition is considered late if not paid by the close of business on Wednesday and a late fee of \$15 per child will be added to your account.

If your account becomes past due for two weeks, your child will be dropped from enrollment. Tuition must be paid whether your child is present or absent.

Please make all checks payable to Madison Premier. There will be a \$30.00 return check fee for all returned checks.

Yearly tax statements for tax purposes will be available by the end of January for the previous year.

*\$175.00 for one student-**NON-REFUNDABLE***

AFTER-SCHOOL TUITION:

In school session: \$110.00 /week

School Holiday Session: \$135/ week if your child is in attendance

Summer session: \$135.00 / week

Drop-In for Holiday: \$40/day

PRE-SCHOOL FULL TIME:

1 year old class: \$190.00

2-year-old class: \$190.00

3-year-old class: \$180.00

4-year-old class: \$180.00

PART TIME: (8-12:30) LUNCH BUNCH: (8-2)

3 & 4-year-old: \$375/ month Monday - Friday

3 & 4-year-old: Lunch Bunch: \$475/month Monday-Thursday

SUPPLY FEES:

Full-Time Preschool: \$125 (Twice a year)

Preschool Summer: \$75 (Onetime fee)

Part-Time Preschool: \$85 (Twice a year)

Afterschool: \$75 (Twice a year)

Summer Camp: \$200 (Onetime fee)

PRE SCHOOL-STUDENTS PAY REGARDLESS OF ATTENDING OR NOT.

Tuition will remain the same during the entire year regardless of the child's birthday.

IMMUNIZATIONS

We must have a Form 121 Certificate of Immunization Compliance on each child before your child can attend the center.

The following is a list of required immunizations. Each time your child receives shots, we must have an updated Form 121.

<i>2 months</i>	<i>DTaP #1</i>	<i>Hib #1</i>	<i>PCV7#1</i>
<i>IPV#1</i>	<i>HepB#1</i>		
<i>4 months</i>	<i>DTaP#2</i>	<i>Hib #2</i>	<i>PCV7#2</i>
<i>IPV#2</i>	<i>HepB#2</i>		
<i>6 months</i>	<i>DTaP#3</i>	<i>(Hib #3) *</i>	<i>PCV7#3</i>
<i>6-18 months</i>	<i>HepB#3</i>	<i>IPV #3</i>	
<i>12-18 months</i>	<i>DTaP #4</i>	<i>PCV7 #4</i>	<i>Varicella #1</i>
<i>12-15 months</i>	<i>Hib #3 or #4*</i>		<i>MMR#1</i>
<i>4-6 years</i>	<i>IPV #4</i>	<i>DTaP #5</i>	<i>MMR#2</i>
<i>#2</i>			<i>Varicella</i>

**The number of recommended doses of Hib vaccine will vary according to the age at which a child receives the first dose of Hib and the type of Hib vaccine administered.*

HEALTH

You are urged to keep your child at home if there seems to be any signs of illness. You may not give him/her Tylenol or Motrin to mask a fever before bringing him / her to the center. This is for your child's own good and the protection of the other children in the center. Parents will be called to pick their child up if they have any of the following:

- A. Fever of 100 degrees under the arm*
- B. Two diarrhea bowel movements*
- C. Severe coughing*
- D. Labored or rapid breathing*
- E. Vomiting*
- F. Tearing, irritation, and redness of eyelid lining, followed by swelling and discharge or oozing of the eye.*
- G. Head lice*

You will be expected to come pick up your child immediately if he/she becomes sick while at the center. If you fail to pick your child up within one hour of the time you are called, we will begin calling the people on your emergency contact list. If no one is available to pick your child up, the Madison County Sheriff's office will be called. If your child has a communicable disease, the director should be notified as soon as possible. When returning to the center, a statement from the doctor should state that the child is no longer contagious. Your

child must be fever / symptom free for 24 hours before he / she may return to the center. For cases of strep, your child must be out 24 hours after receiving a shot or 48 hours after starting oral antibiotics. For flu, your child must be out a minimum of 3 days before returning with a doctor's excuse. Head lice does not require a doctor's excuse. Head lice must be treated before the child can return to the center.

ADMINISTRATION OF MEDICATION

Madison Premier will not administer any medication except for life saving or rescue medications such as EpiPen's and inhalers. A plan of action from your child's pediatrician will be required.

The Emergency Plan

As a licensing requirement, every Madison Premier Preschool & AfterSchool staff member is certified each year in infant/child/adult CPR and basic first aid. CPR/first aid by staff shall be limited to that necessary to preserve life or prevent further immediate damage and shall be administered within the boundaries of the approved training. In emergencies requiring immediate attention, EMS (911) will be called and thereafter the parents will be notified. If the injury is not life threatening, we will call the parents to pick the child up. If you fail to pick up your child within one hour of the time you were called, we will begin calling the people on your emergency contact list. If no one is available to pick your child up, this is considered neglect by State regulations and the Madison County Sheriff's office will be contacted. The Madison Premier Preschool & AfterSchool is owned by Jeff Burnett and Leah Ivey and Directed by Tanya Atwood. It is located at 135 Gluckstadt Way Madison, MS 39110. The center can be reached

by phone (601)521-5208 between the hours of 6:30 am and 6:00 pm. We are licensed for 86 children between the ages of infants to 5 and 100 students in our after-school program ages 5-12. The Directors will be the spokespersons in emergency situations.

Staff qualifications:

- *Must be 18 years of age.*
- *Have at least a high school diploma*
- *Must be fingerprinted and check for crimes against children by the State of Mississippi*
- *Must maintain a minimum of 15 continuing education childcare credit hours per year, along with monthly staff meetings that are geared towards the improvement of Madison Premier Preschool & After-school and the quality of care we provide.*

Five least minor emergencies:

- *Cut on the leg.*
- *Broke arm*
- *Fall*
- *Black eye*
- *Rash*

Five actions for handling minor emergencies.

- *Fill out injury report.*
- *Call parents*
- *Administer first aid treatment.*
- *Call the center attorney and insurance agent.*
- *Talk to the other children and explain what happened and calm their fears.*

Five major emergencies:

- *Building on fire*

- *Shooter in center*
- *Toxic spill*
- *Missing child*
- *Parent abusive to staff*

Ten actions for handling major emergencies:

- *Ensure the safety of other children!*
- *Talk with teachers about the situation.*
- *Call parent*
- *If a shooter is on campus call code BLUE and lock all doors.*
- *Staff will transport children in vans and buses to a safety area.*
- *The director will contact local television stations.*
- *Call 911*
- *Get the spokesperson.*
- *Arrange for the center to reopen if closed.*
- *Meet with children to answer questions about the situation.*

Where to go in an evacuation:

- *1 mile emergency site:*
Germantown Middle School
439 Calhoun Pkwy
Madison, MS 39110
- *Phone Number: 601-859-0376*

- *5-mile emergency site:*
Madison Crossing Elementary School
300 Yandell Road
Canton, MS 39046
- *Phone Number: 601-898-7710*

Three ways parents will be notified in case of an evacuation:

1. *We will call our parents by phone.*

2. *We will send a text to our parents.*
3. *We will send an email to each parent.*

Arrival and Departure

Young children depend on regular routines to provide a sense of security. We asked that you establish the regulars of 6:30am to 6:00pm to drop-off and pick up your children. This will assist your child in establishing a regular routine and build on self-confidence.

*Upon arrival, please ensure that your child is escorted directly to an educator. Under no circumstances are children to be left unattended at the front door. **Madison Premier Preschool & AfterSchool** will not assume responsibility for a child who has not been brought in and signed into care.*

All children must be signed in out of the service by a legal guardian or as authorized on the child's enrollment form and include the time of departure. Please ensure you speak to a member of staff when collecting your child so that the Director can inform the teacher and student of departure. Please for your convenience sign in/ sign out each day. Understand that our primary concern is for the health and safety of the children who attend Madison Premier Preschool & After-school, we will not release a child to anyone who may be under the influence of drugs or alcohol. If this should occur, we will immediately notify alternative authorized persons as listed by parents/guardians on the emergency notification card.

What if someone else will be picking up my child?

You are required to notify the Director when the alternate person is dropping off or picking up your child. No child shall be released to an adult not authorized by a parent to pick up. The adult you send to pick up your child must be listed on the child's registration form and must

have a photo identification. Any additional persons authorized to pick up must be in writing. Madison Premier Preschool & After-school will not release anyone under the age of 18.

If you should have a Custody Access Order issued by the Court to limit access to your child by an individual, please provide us with a copy, otherwise we are legally not able to enforce your request.

Late Pick Up

All families and authorized pick-up persons must pick up their child(ren) by 6:00pm. If an emergency arises, the pick-up person is expected to notify the center as soon as possible and make alternate arrangements for pick up no later than 6:00pm. If a child is not picked up by 6:01pm and the authorized pick-up persons or enrolled family has not called the center will try to contact the family and then someone from the alternate list. For the child. If all efforts are unsuccessful, the Director calls and tries to leave. A message for the family. And/or with an authorized person. A \$15.00 fee is charged for late pick up and \$15.00 every 5 minutes. If late pick up is a repeated problem, the Director and the enrolled parent/guardian will meet to try and address the problem. All efforts will be made to successfully address the problem. If unsolvable, then one month's notice will be given, and termination of services required.

RELEASE OF CHILD TO PARENT (S) UNDER THE INFLUENCE

If you are under the influence of any intoxicant or medication upon arrival at Madison Premier, State regulations require that we contact someone on your emergency contact list to pick your child up. If no one from your emergency contact list is available to pick your child up, the Madison County Sheriff's office will be notified. Under no circumstances will your child be released into your custody while you are under the influence.

ABSENCES

If your child is going to be absent, please notify the office by 8:30 a.m. This also applies to school-age children.

WITHDRAWAL INFORMATION

*We require **TWO WEEK NOTICE** before withdrawing your child from Madison Premier. The two weeks must be paid before your child's last day. If you withdraw your child during the year, you are not guaranteed a space if you want to return.*

REASONS FOR TERMINATION OF ENROLLMENT OF A CHILD FROM MADISON PREMIER

Immediate termination: Madison Premier may terminate a child's enrollment effective immediately if any of the following conditions arise:

- 1. At the third parent conference for a child's misbehavior or if, in the judgment of the director, a child's behavior becomes threatening to the other children or staff.*
- 2. If your tuition remains past due for two weeks.*
- 3. If for some reason, all attempts have been made to prevent or stop biting and nothing seems to help, we may require the temporary removal of your child. This step will only be used if we cannot manage it in any other way.*
- 4. If you are late, picking up your child four times in a one-month period, the third late notice will be given with a warning attached thereto.*
- 5. The child is ill when brought to Madison Premier more than three times within a month.*
- 6. A parent fails to pick their child up when called and the Madison County Sheriff's office must be called.*

7. Physical or verbal abuse of staff or children by a parent or child.

All complaints are to be discussed with the director in private.

Two-week notice: Madison Premier may terminate a child's enrollment with a two-week notice if any of the following conditions arise:

8. The program does not meet the developmental needs or special needs of a child, or the special needs of a child cannot be adequately met with the current staffing patterns.

9. Necessary items (such as completed or updated forms, clothes, diapers, food, etc.) are not provided as described herein.

10. Such terms and conditions of this Parent Handbook are not abided by.

APPEALS: Families shall have the right to a written appeal regarding settlement of controversy or disagreement with a decision of the director. The director will be given a copy of the written appeal and will set up a meeting with the Board of Directors. The decision of the Board will be final.

COMMUNICATION

Close communication is important as we work together to provide the best possible experiences for your child. Staff will be available for quick verbal updates about your child at drop-off and pick-up times, and the director is available by phone or email. We are also willing to schedule a conference with you at your request, as needed. Please keep us informed of significant changes and events that might affect your child's typical behavior patterns. We encourage your questions and suggestions and hope you will share yourself and your talents with us. Other regular communication channels include:

Daily notes and / or periodic memos

Bulletin board notices

Parent / teacher conferences as needed.

Madison Premier maintains an open-door policy for parents. Parents are encouraged to participate in the center's activities as much as possible. However, unless participating in the activities for the day, we ask that you keep your conversations with the teachers at a minimum when the conversation does not involve the care your child is receiving. This is so the teachers can focus on all the children in their care and to maintain programming and safety in their room. If you feel you need additional time to speak to a teacher or any staff member, please notify the director. She will be happy to arrange a parent/teacher conference with you at your convenience. Good communication is of the utmost importance to us. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child or children. Sensitive issues will be discussed in private outside of regular childcare hours.

PARENT PARTICIPATION

Parent participation is encouraged. Children love for their parents to be involved in their group activities. If you have time during the year to assist with an activity, please do so. Parents and resource materials are always appreciated. If you have any resources that relate to our units or any items you would like to share, please feel free to do so.

Madison Premier has an open-door policy which means that parents always have welcome access to the center. Welcome access shall be defined as parents having access to areas of the center available to their child and non-disruptive to normal daily activities. All visitors, including parents, must stop in the office.

PARENT BEHAVIOR

Madison Premier is committed to creating a safe, nurturing, and caring environment. We speak with all children respectfully and never use any form of belittling, corporal punishment, or improper language. Madison Premier is a drug, alcohol, and smoke-free environment. Smoking is not permitted on the premises. We believe because you as parents / guardians have chosen Madison Premier, you are also committed to these same principles of childcare. We ask that parents / guardians follow our philosophy when at Madison Premier.

Physical or verbal abuse of staff or children by a parent or child is grounds for immediate termination or enrollment of a child from Madison Premier. All complaints are to be discussed with the director in private.

WHAT TO BRING TO MADISON PREMIER

Each preschool child will need to bring the following items from home:

A complete change of clothes (pants, shirt, underpants, socks) in a backpack brought to Madison Premier daily for mishaps.

If your child is potty-training, several side-tab disposable pull-up type diapers are also needed in his / her backpack.

Children in the one-year-old room need to bring a sippy-cup.

A small blanket for napping.

WHAT NOT TO BRING TO MADISON PREMIER

Please do not allow your child to bring to Madison Premier:

Money or other small objects can be a choking hazard.

Special toys or other personal items; other than on show-n-tell.

Madison Premier has an abundance of materials for children to use each day. Unless specifically requested by your child's teacher, we ask

you to leave all toys at home. Conflicts over toys from home do not contribute to the peaceful atmosphere we try to create. Teachers will inform parents of special times when children may bring unit-related items from home. We do not allow toy guns, knives, or other weapons in the center. Cell phones will be taken up by the teacher and given to the director for safekeeping until the end of the day, at which time they will be returned to the person picking up the child.

MEALS

We will provide a morning, afternoon, and late afternoon snack for preschool children. A hot nutritious lunch will be served to full-time pre-school students.

We will not serve any foods that have no nutritional value, such as:

Soda or other high-sugar caffeine drinks; and

Candy, including sticky fruit treats that are not 100% fruit juice, chocolate, and gummy bears.

We will NOT heat up outside food. We follow the Madison County Schools guild lines. If food has not been stored properly or it's a high-risk food such as rice, the center could be liable if a child gets sick.

CLOTHING AND SHOES

Children should be dressed comfortably for active play. Paint, dirt, and spilled juice can make school hard on clothes. Clothing should be easy for the child to manage and completely washable. Children are offered opportunities to use a wide range of materials including paints, pastels, chalk, and other items that may stain. Even though we have children push their sleeves up and wear art smocks to protect their clothing, stains are still common. This possibility needs to be considered when

dressing your child for school. Madison Premier will not be financially responsible for replacing children's clothing.

Every clothing item a child wears or brings to Madison Premier must be clearly labeled with his / her name. A complete change of clothes for each child (shirt, pants, socks, underwear, and if needed disposable underwear) is to be brought in a backpack to Madison Premier daily.

Clothes must be appropriate to the weather. We go outside every day. Hats, mittens, scarves, sweaters, boots, coats, and other possessions must be clearly labeled with your child's name.

Shoes must be sturdy, with a closed heel and toe and a non-skid sole to allow for traction, mobility, and safety for all activities in all types of weather. Sneakers are ideal; slippery sole shoes and sandals are not allowed.

INCLEMENT WEATHER

In case of inclement weather, we will follow Madison County School closings. If the schools close during a school day, parents agree to pick their child up at Madison Premier as well within one hour of notification. There is no refund or credit against tuition charges for such a closing.

FIRE DRILLS

Fire drills, both announced and unannounced, are conducted a minimum of once a month.

RELEASE OF PERSONAL INFORMATION

The center will not release names, addresses, telephone numbers, or any other personal information of a child, family, or staff member at the center.

PHOTOGRAPHY

Madison Premier may take pictures or videos of your child during center activities. These will be kept at the center and given to you or thrown away when we are finished with them. At times we may ask your permission to publish them in the newspaper for special events.

School pictures will also be taken at some point during the year by a professional photographer. The photos will be taken here at the center and given to you for purchase.

DAILY SCHEDULE...CLASSROOM INSTRUCTION BEGINS AT 8 A.M.

Each classroom maintains its own schedule with a balance of:

Active and quiet activities; individual, small group, and large group activities; child-initiated and teacher-directed experiences; and indoor and outdoor play.

Children feel most secure and are better behaved when they know what is going to happen next. The daily routine provides security and can flex to meet the needs and interests of the group. The daily schedule is posted on the parent information board in each classroom.

OUTDOOR PLAY

Outdoor play is an important, integral part of our daily schedule. During time outdoors, children can actively discover their environment, explore the natural elements, develop their gross motor skills and play freely with their peers. All children are required by the MS State Board of Health to have a minimum of two hours of outdoor playtime each day. Children who are in attendance for 7 hours or less are required to have 30 minutes of outdoor playtime each day. Therefore, as a licensing requirement, we go outdoors in the morning and afternoon

sessions. Please dress your child appropriately for the weather. Hats, mittens, boots, coats/raincoats need to be labeled. The delights of the outdoors are among the greatest experiences of children.

SUN-SAFE POLICY

Our sun-safe policy has been developed to ensure that all children and staff participating in this program are protected from skin damage caused by the harmful UVB and UVA rays of the sun. This policy will be implemented throughout the year, but with particular emphasis from March through October.

- 1. Encourage staff and children to wear hats with wide brims that protect their face, neck, and ears whenever they are outside.*
- 2. Encourage staff and children to wear sun-protective clothing (i.e., tightly woven, loose-fitting, full length, light colored and lightweight) when temperatures are reasonable.*
- 3. Encourage staff to wear sunglasses that block 100 percent of UVA and UVB rays (broad spectrum) whenever they are outside.*
- 4. Provide sufficient areas of shelter and / or trees providing shade in the play yard.*
- 5. Encourage children to seek and use available areas of shade for outdoor play activities.*
- 6. Schedule excursions and all outdoor activities before 10 a.m. and after 4 p.m. (10 a.m. to 3 p.m. during the winter months) whenever possible. The availability of shade will be considered when planning excursions and outdoor activities during these times.*

7. *Children will be hydrated and encouraged to drink water before and during prolonged physical outdoor activities in warm weather.*
8. *Staff and parents/guardians will model sun safety behaviors by (a) wearing appropriate hats and clothing when outdoors; (b) using broad spectrum SPF 15 or higher sunscreen for skin protection; and (c) seeking shade whenever possible.*

FIELD TRIPS

Field trips serve as an extracurricular activity. They have been carefully planned for your child's fun and safety. A special notice will be sent out for each individual trip. This notice must be signed and returned for your child to participate. All children will be transported to and from field trips by the Madison Premier bus and / or van and bus driver.

FIELD TRIP TRANSPORTATION POLICY

All children participating in field trips will be transported by the Madison Premier bus. We have a bus driver that is over 21 years of age and who holds a valid commercial driver's license. All drivers of the Madison Premier bus and van are properly insured. Children must remain seated and in an orderly manner while riding in the bus and van. We will always maintain staff to child ratios on the bus and van during field trips.

Transportation Policy

At Madison Premier Preschool and After-school, we provide convenient transportation to and from school for your child. We have designated, labeled and certified vans/buses to transport your child safely from school. All drivers undergo safety training and a. Driving history is reviewed to ensure safety.

The following are rules and guidelines that a child must follow when transportation is provided.

- 1. Children are to always remain seated.*
- 2. Seat belts are always worn until the driver instructs children to unbuckle/ or assists them to unbuckle.*
- 3. Children must sit in designed seats, depending on their height/weight/age. They will be designed as a booster seat, child seat or other according to the law.*
- 4. Children are encouraged to talk amongst themselves, this is a social part of their day, however we do discourage loud/screaming voices.*
- 5. Children are reminded that there is no food or drinks allowed during travel to ensure safety.*
- 6. The windows on the vans/buses are to be adjusted by the driver to ensure the children feel comfortable in warm weather.*
- 7. Children are not allowed to get out of their seats while the vans/buses are in operation. In case of an emergency, they may comply with the driver's directions to do so.*
- 8. There is a mobile phone on the vans/buses for emergency calls.*
- 9. If there is a behavior concern or safety concern, the driver will pull over to remind children of behavior requirements, and the driver will relay the information back to the Director of Operations and may then be relayed to the parent/legal guardian if necessary.*
- 10. If the behavior concerns continue with a child, transportation will be refused for that child to ensure the safety of all passengers on the vans/buses.*

Children will be transported in Madison Premier Preschool & After-school vehicles/vans/buses that have been reviewed and approved by the State of Mississippi and will be serviced on a six-month basis with a registered development. Overall checks will be performed on the

vehicles/vans/buses by the driver(s) before leaving the center. All drivers are employees of the center, and all drivers have appropriate and approved driving records. There will be times posted in the center to inform you of what time the vans/buses will be departing the center. All children that will be using our transportation will receive a package that will include the school details for your child, along with consent and guidelines to follow. All seats on the vans/buses will be on a first come first serve basis as there are limited spaces available. (Please see registration package for consent forms and rules and guidelines for your children.)

Safety is our priority, and we will make every effort to ensure your child will arrive at the center safe and on time. Our policy follows the Vehicle Safety Act regarding the Child Restraints and Booster Seats laws.

The following is provided by the Vehicle Safety Act website:

For all children using our transportation vehicles, we require the child's height, weight, and the age of the child.

Booster Seats:

- *Required by the law. For children under the age of 8, weighing between 18kg and 36kg (40-80lb) and less than 145cm (4'9") tall. Once a child exceeds any one of them about every criterion, they may be ready to. Use a seat belt alone.*
- *The middle of the child's ear should not be above the back of the vehicle seat, headrest or booster seat.*
- *The following is provided by the Vehicle Safety Act website.*

Child Restraint Systems:

Every child restraint system must have indelibly moulded into or onto it, or indelibly printed on a label affixed to it in a permanent manner, in both official languages, in a readily visible location.

- *The name and principal place of business of the company that manufactured, imported or sold the system.*
- *The model's name and number of the system.*
- *The date of manufacture of. The system, in the form set out. In schedule 8.*
- *A statement that indicates:*
 - ✓ *The weight and height range of the children for whom the system is designed, as recommended by the manufacturer, if the system is designed as a forward-facing system for use by children, or*
 - ✓ *In the seating position that is equipped only with a continuous-loop lap and shoulder belt and secured to the vehicle by means of the belt, and if the system is equipped. With a tether strap, by means of the tether strap, if the manufacture. Recommends the installation of the system in such a seating position, and*
 - ✓ *In a seating position that is equipped with a lower universal anchorage system and secured to the. Vehicle by means of a lower system and, if equipped with a tether strap, by means of the tether strap.*

Booster Cushions:

Every booster cushion must have indelibly moulded into or onto it, or indelibly printed on a label affixed to it in a permanent manner, in both official languages, in a readily visible location.

- ❖ *The name and principal place of business of the company that manufactured, imported or sold the booster cushion.*
- ❖ *The model's name and number. Of. The booster cushion.*

- ❖ *The date of manufacture of the booster cushion, in the form set out in schedule 8.*
- ❖ *A statement that indicates that the booster cushion is for use by children who weigh at least 18kg (40 pounds) and who are at least the minimum height recommended by the manufacturer.*

Discipline Policy

Discipline:

- *Discipline is separating a child from the behavior, whether the behavior is acceptable or not.*
- *Discipline teaches a child how to act.*
- *Discipline gives the child the chance to correct his/her mistakes.*

Punishment:

- *Punishment refers to inflicting negative consequences to control behavior through fear and intimidation.*
- *Punishment not only causes poor self-esteem, but it does also not teach children acceptable behavior or self-control.*
- *Punishment may stop behaviors, but the child is left without the knowledge of how to handle the same situation next time.*

Now that you are up to date on the differences between discipline and punishment. There are some ways we will communicate with you on your child's behavior. If your child's behavior becomes a problem, we will set up a conference with you. You will also receive daily notes, phone calls, or even chat during drop-offs or pick-ups. In the conference or daily notes, I will give you some ideas for appropriate techniques for discipline our teachers and directors use. If the behavioral issues

continue, Madison Premier will have to suspend for 5 days. These appropriate techniques are.....

Appropriate techniques for Discipline:

- *Use positive reinforcements.*
- *Redirecting*
- *Verbal instruction/explanation*
- *Time-outs*
- *Suspension*

There are also some punishments that will not be allowed in the childcare center. We are a Christian based center, so we do not believe in doing punishment in the center. Here are some ideas of punishments that are not allowed in the center....

Punishments that are not allowed:

- *Spanking*
- *Any form of emotional abuse.*
- *Telling parents to punish children at home for misbehaving at the center.*
- *Shaking*
- *Biting back*

We really hope this information helps you understand the discipline policy. If you have any concerns, please feel free to call the office (601)-521-5208 or email us at madisonpremier.com. Our office hours are Monday-Friday from 6:30am to 6:00pm.

LOST OR STOLEN ITEMS

Lost items should be reported as soon as possible to the office. Please do not allow your child to bring anything to Madison Premier that is valuable. Madison Premier is not responsible for replacing lost or broken items.

VIDEOS

Videotapes will be shown periodically during extremely cold or hot weather or during rainy times. All videos must be approved through the office before viewing.

BIRTHDAY CELEBRATIONS

We will be happy to help your child celebrate his or her birthday. You may bring store-bought goodies; however, State guidelines prevent us from serving any homemade treats. We ask that you please not bring presents or balloons to Madison Premier. A two-week written notification to your child's teacher is required, however, to prevent any duplication of celebrations.

CHILD ABUSE

Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned. Mississippi law requires any person who suspects child abuse or neglect to report the case to the Department of Human Services. The toll-free hotline number is 1-800-222-8000. Caregivers are to report any suspected child abuse immediately to the director. We also have specific guidelines to deter any child abuse at Madison Premier. They include the following:

- a. Avoid isolation of teachers and children*

- b. Teacher / child ratios always maintained.*
- c. Children of widely different ages are not grouped together, without sufficient adult supervision.*
- d. Daily visual checks are done to determine if there are any scratches, cuts, bruises, or other signs of abuse.*
- e. Injuries occurring at Madison Premier are written and reported to the parent and filed at Madison Premier*
- f. No corporal punishment is allowed in the center or on the premises by staff or parents.*

POTTY TRAINING READINESS

Toilet learning is a process. Successful bowel and bladder control is an important (and exciting) developmental milestone. It is important to be patient and follow the child's cues when supporting children in this process. Forcing a child or rushing a child into potty training can seriously impact a child's self-esteem, cause unnecessary power struggles, and lead to undue stress on children and adults. When children begin to show signs of readiness, Madison Premier will work with parents to help each child gain mastery over toileting functions. Readiness for toilet learning is determined when a child:

- Stays dry for several hours.*
- Has regular bowel movements.*
- Asks to be changed when his / her diaper is wet or soiled.*
- Shows awareness of his / her bodily functions*
- Communicates what he / she is doing either before or after urinating or passing a bowel movement.*

Toilet learning includes a child's willingness to initiate and ability to:

- *Tell an adult he / she must go.*
- *Undress to use the toilet.*
- *Sit on the toilet and go.*
- *Wipe*
- *Dress*
- *Flush and*
- *Wash his / her hands.*

When the above skills are not completed with minimal assistance from the teachers and within a three-week period, a child's readiness may need to be re-evaluated.

A child in the toilet learning process should wear pull-up type disposable diapers and bring several extra, as well as several changes of clothes.

There is no "right age" to toilet train a child. Children begin to gain most of the skills they will need between the ages of 24 and 36 months, yet as a child may not be ready to master toilet learning until the end of his / her third or even fourth year. The more ready a child is when he / she begins the process, the quicker it will go.

When a child shows readiness both at home and at Madison Premier, parents and teachers can work together successfully for a child.

ALL 3-YEAR-OLD CHILDREN MUST BE POTTY TRAINED BEFORE GOING INTO THE 3-YEAR-OLD PROGRAM.

BITING POLICY

The purpose of this biting policy is to inform the parents of the reasons children bite and actions we will take at Madison Premier when biting occurs. It includes ways in which we will communicate with you

about biting issues, ways to prevent biting, and actions staff members must refrain from using. Keep in mind that biting is a normal age/stage development, but we will work diligently through this trying period.

Reasons children bite

- A. Children bite mostly because they are very oral. They tend to put everything in their mouth.*
- B. Biting is a basic response to undeveloped social skills in young children. They cannot express what they are feeling because their vocabulary is very limited.*
- C. Young children may bite when other children get in their space or too close to them or their toys. Young children like their own space and feel threatened when other children get too close.*
- D. Some children bite because they are teething.*
- E. Biting is also a way for young children to get attention. Even if they receive negative attention, children will still bite in order to get some type of attention rather than no attention.*

Actions taken by a teacher when a child bites.

When a child is bitten, the teacher should first console the child and then clean the wound with soap and water, apply antiseptic ointment, and cover it with a bandage. Ice may also be applied to prevent bruising. The teacher should then turn her attention to the biter and show him / her appropriate ways to touch and play with other children. Once both children are calm and playing, the teacher will fill out an accident report and make a copy for you, the parent. If the bite breaks the skin or is in a very noticeable place, such as the face, the parent will be notified by a phone call.

How we communicate with parents about biting issues

First, you as parents need to understand that biting is an emotional issue for everyone involved. Your support through this trying period is very important. We as teachers will do our best to handle any biting issue that may arise.

Each time a child is bitten, we will fill out an accident report and have a copy for you to take home. We will call you if the skin is broken or if it is on the face. If the biting situation becomes constant, we will ask the parents of the biter to come in for a conference to discuss different ways to handle the problem.

We will never reveal who is doing the biting to any other parent. This is considered confidential information and under no circumstances will it be discussed with anyone other than the director.

We do ask that you as parents do not punish the child at home for biting accidents that occur at school. This punishment only confuses the child because they do not remember biting earlier in the day.

Ways we will try to prevent biting.

There are many ways that we will try to prevent biting. This does not mean that biting will not happen because more than likely it will. We will keep low ratios in the classroom, in order to give each child their space and to allow the teacher to be able to closely watch the children. We will also help teach the children to use words instead of actions when they are upset or frustrated. Another way we may try to prevent biting is to attach a teether to the biter's clothing and teach him / her to bite it instead of their friends. We will keep a record on the biter to help us figure out when and why the biting is occurring.

Again, these records will not be revealed to you or anyone else for any reason. They are strictly to help prevent the biting from continuing.

If for some reason all attempts have been made to prevent or stop the biting and nothing seems to help, we may require the temporary removal of your child. This step will only be used if we cannot manage it in any other way.

Actions a teacher must NOT take when biting occurs.

When biting occurs, a teacher must never do any of the following:

- a. Physically punish the child*
- b. Bite the child back.*
- c. Put anything into the child's mouth (i.e., hot sauce, soap, etc.)*
- d. Take away food or loving care.*
- e. Keep the biter in isolation.*
- f. Reveal who the biter is.*

As we have said, biting is very trying for the child, you the parent, and the teacher. Your support during this period is very important. We will work through this development stage to the best of our abilities.

Homework Policy

After-School Schedule for ASC:

Upon arrival each afternoon, children will have a short recreation time, such as movie, gym, Sports field (Just until the buses have arrived).

We will go to snack and break up into the age groups. Before the snack each group will always say their blessing. Children will participate in a short art activity or outside play after snack. Homework begins at 3:00pm - 4:00pm Monday - Thursday. We have a special staff person who comes in to help with homework, all other children who do not have homework will go to the sports field, do a science activity, or music.

We would like to let you know that we do have some extra supplies but not many. It is the child's responsibility for having the supplies needed to complete their homework. If your child happens to leave anything at school, we will help in any way we can with the materials we have a ASC.

We have some resources that are available at the center for use in completing homework such as.....

- *Computers*
- *Books*
- *Paper*
- *Pencils*
- *Markers*
- *Crayons*
- *Calculators*

We understand all parents work hard all day and really do not want to get home and do homework at the end of the day. So, Madison Premier staff and Directors will ask students if they have homework. If your child tells the staff that they do not have homework, we will make a list of names to put at the front counter for you to see when you come to sign out.

We really hope this information will help you understand our handbook this year. If you have any concerns, please feel free to contact Leah Ivey, or Tanya Atwood

Madison Premier Preschool & After-School Phone (601)521-5208

Leah Ivey: leah.ivey@madisonpremier.com

Tanya Atwood: tanya.atwood@madisonpremier.com

Thank you for all you do!

Sincerely,

Leah Ivey-Owner

Tanya Atwood MP-Director



2025-2026

Parent Handbook Acknowledgment Form

By signing this you are acknowledging that you have read, understand, and are willing to adhere to the policies listed within the parent handbook. Our Madison Premier Handbook is online at www.madisonpremier.com.

Signature: _____.

Date: _____

