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**Parent Handbook - Magic In Melanin Daycare & Learning Center**

Welcome to Magic In Melanin Daycare & Learning Center!

Dear Parents and Guardians,

Welcome to Magic In Melanin Daycare & Learning Center, where we are dedicated to nurturing young minds and fostering holistic growth in a safe and inclusive environment. This handbook has been carefully crafted to provide you with detailed information about our center, programs, and policies. We encourage you to review it thoroughly and feel free to contact us with any questions.

**Owner Information**

*Ashley Mattison & Wayne Brown - Co-Founders of Magic In Melanin Daycare & Learning Center*

In the heart of Detroit, where dreams meet determination, our story began. Our journey is one of shared passion, compassion, and an unwavering commitment to the betterment and safety of our youth. Ashley Mattison and Wayne Brown, two individuals brought together by destiny and a shared purpose, embarked on a mission to create a haven that nurtures hearts and ignites minds—the Magic In Melanin Daycare & Learning Center.

Ashley's path to this endeavor was paved with dedication and a deep-seated love for children. With a background in Elementary Education from Alabama State University, she graced classrooms with her teaching expertise. Her influence extended beyond the classroom, as an esteem coach in little league and high school sports. Her dedication to children's growth and development was further demonstrated through her ownership of a cheer and dance center, where young spirits learn to shine both on and off the mat.

Wayne, an esteemed businessman, brought his own brand of passion to the table. With a heart that beats for children's well-being, he became a mentor at numerous boys and girls centers, touching lives with guidance and understanding. His commitment echoed through his volunteer work with various nonprofit organizations, where his drive to make a difference was unwavering.

Together, our paths converged to give rise to Magic In Melanin. We share a vision of a nurturing space where children are celebrated for their uniqueness and empowered to thrive. Our combined expertise and unwavering commitment have been channeled into creating a holistic haven that embraces every facet of a child's development—academic, emotional, social, and physical.

We are not just owners; we are mentors, advocates, and champions of our youth's potential. Our shared goal is to instill empathy, resilience, and a love for learning in every child who walks through our doors. The safety and well-being of our students are paramount, and our commitment to creating a secure environment is unwavering.

As co-founders of Magic In Melanin, we invite you to be a part of our story—a story that celebrates the power of compassion, education, and community. Together, let's nurture hearts and ignite minds, shaping a generation that embodies excellence both in their personal journeys and in the broader world around them. Welcome to our haven, where every child's future is painted with the brilliance of their potential.

**Non-discrimination Clause**

Magic In Melanin Daycare & Learning Center is committed to providing an inclusive environment that celebrates diversity and promotes equality. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, or disability in any of our programs, activities, or operations. We firmly believe in creating a space where every child and family is treated with respect and dignity, and where everyone has equal access to opportunities for growth and learning.

**Mission, Vision, and Purpose:**

Mission

Empowering Futures, Nurturing Hearts: At Magic In Melanin Daycare & Learning Center, our mission is to provide a nurturing and holistic environment where youth ages 2 to 14 in Detroit, MI, can thrive and develop into compassionate, well-rounded individuals. We are committed to offering comprehensive education, personalized care, nutritious nourishment, and a strong sense of community, fostering their physical, intellectual, emotional, and social growth.

Vision

A Bright Canvas of Potential: Our vision for Magic In Melanin Daycare & Learning Center is to create a haven where each young mind is recognized as a unique masterpiece, rich with potential waiting to be unlocked. We envision a future where children from diverse backgrounds come together to learn, play, and flourish, cultivating their innate talents and discovering their passions. Through holistic education and unwavering support, we aim to raise a generation that embodies empathy, curiosity, and resilience, ready to embrace the world with open hearts.

Purpose

Cultivating Compassionate Excellence: The purpose of Magic In Melanin Daycare & Learning Center is to serve as a nurturing oasis for young souls, a place where they can not only receive education but also experience the warmth of genuine care. Our purpose is to lay the foundation for a lifetime of learning, growth, and positive contributions. By offering a harmonious blend of comprehensive academic curriculum, character-building activities, and nourishing meals, we aspire to empower our youth with the tools they need to navigate life's challenges and opportunities with compassion, resilience, and excellence.

**Core Values**

1. Compassion: We believe in fostering empathy and understanding in every child, nurturing their ability to connect deeply with others and contribute positively to their communities.

2. Holistic Growth: We are committed to nurturing every aspect of a child's development—physical, intellectual, emotional, and social—to help them become well-rounded individuals.

3. Inclusivity: We celebrate the richness of diversity and strive to create an environment where every child feels valued, respected, and included.

4. Continuous Learning: We embrace learning as a lifelong journey and encourage our students to approach challenges with curiosity, adaptability, and a growth mindset.

5. Collaborative Community: We believe in the power of partnerships—with families, educators, and the community—to provide the best possible support and opportunities for our youth.

6. Excellence : We set high standards for ourselves and our students, promoting a culture of excellence in all that we do while recognizing that each journey is unique.

Through our mission, vision, and purpose, Magic In Melanin Daycare & Learning Center endeavors to create a transformative space where young minds blossom, hearts connect, and dreams take flight.

**Key Information About Our Programs**

Toddlers Ages 18 months – 3 years old

* Engaging activities promoting language development and social skills.
* Outdoor/Indoor play to enhance gross motor skills and imaginative play.
* Structured learning centers introducing shapes, colors, and numbers.
* Nutritious meals and snacks to encourage healthy eating habits.
* Naps to recharge and rest for a fun-filled afternoon.

School Age 4 – 5 years old

* Structured academic sessions covering math, language arts, and science.
* Creative exploration through art, music, and hands-on projects.
* Outdoor/Indoor activities for physical development and teamwork.
* Homework assistance and quiet reading time.
* Enrichment workshops for well-rounded learning experiences.

After School Learning Program Ages 6-13

* Academic reinforcement and homework help led by qualified educators.
* Enrichment workshops exploring STEM, arts, and character development.
* Creative projects foster critical thinking and problem-solving.
* Structured daily routine combining learning, activities, and relaxation.
* Supportive environment promoting academic growth and personal development.

**General Information**

* Programs operate Monday through Friday, ensuring consistent learning experiences.
* Daycare hours: 8:00 AM - 5:30 PM, designed to accommodate working parents.
* Learning center hours: 3:30 PM - 6:30 PM, offering enrichment beyond school hours.
* Phone support provided for parents' peace of mind and convenience.
* Nutritious meals and snacks are thoughtfully provided throughout the day to support children's health.
* Our emphasis on holistic growth includes the development of motor skills, social interactions, and academic progress.
* Our experienced staff is dedicated to creating a safe, nurturing, and stimulating environment that fosters growth.
* We prioritize interactive learning through play, engaging activities, and structured lessons to spark curiosity.
* Enrollment is open year-round, ensuring continuous learning and ongoing development.

**Daycare Program**

Our Daycare Program at Magic In Melanin Daycare & Learning Center is meticulously crafted to provide a nurturing, safe, and enriching environment for children ages 18 months to 3 years old. Here's a closer look at what our program entails:

Enrollment and Deposit:

Enrolling your child in our Daycare Program begins with a non-refundable deposit of $375. This deposit is a commitment to securing your child's place in our program and covers administrative costs associated with enrollment. It also ensures that we can adequately prepare for your child's arrival and provide the necessary resources for their care and development. This deposit will be deducted from your final months tuition.

Cancellation and Refund Policy:

We understand that circumstances may arise that require a change in plans. If you need to cancel your child's enrollment, please notify us 7 days before the scheduled start date. This advance notice allows us to adjust our staffing and resources accordingly. Refunds for cancellations made within this timeframe will be issued, excluding the non-refundable deposit.

Rescheduling:

Should you need to reschedule your child's start date in our Daycare Program, please inform us at least 7 days in advance. We will make every effort to accommodate your request, depending on availability and capacity. By providing sufficient notice, we can ensure a smooth transition for your child into our program.

Missed Sessions:

Regular attendance is encouraged to ensure that your child benefits fully from the enriching experiences and developmental opportunities provided in our Daycare Program. However, we understand that occasional absences may be unavoidable due to illness or other circumstances. If your child misses a session, please notify us as soon as possible. While missed sessions cannot be refunded or rescheduled, we will work with you to ensure that your child can seamlessly reintegrate into the program upon their return.

Program Schedule Adjustments:

Flexibility is key in meeting the individual needs of each child in our care. Our program schedule may be adjusted as necessary to accommodate the unique requirements of participants and the availability of our staff. We are committed to providing a flexible and adaptable environment that prioritizes the well-being and development of every child. Please be mindful that we will follow the school closings and calendar issued by the Macomb County School District.

Behavior and Conduct:

We maintain high expectations for behavior during daycare sessions to ensure a positive and conducive learning environment for all children. Our staff provides gentle guidance, positive reinforcement, and age-appropriate discipline techniques to encourage respectful behavior, cooperation, and kindness among participants. We believe in fostering a sense of belonging, empathy, and mutual respect within our daycare community.

Confidentiality:

The privacy and confidentiality of your child's information are of the utmost importance to us. Any information shared with our staff regarding your child's development, behavior, health, or personal circumstances will be treated with the highest level of confidentiality. We respect your trust in our center and are committed to safeguarding your child's privacy at all times.

Safety Measures for In-Person Sessions:

Ensuring the safety and well-being of every child in our care is our top priority. Our facility is equipped with state-of-the-art security systems, including secure entry mechanisms and surveillance cameras, to prevent unauthorized access and monitor activity within the premises. Additionally, our staff undergo rigorous training in emergency procedures, including evacuation drills and first aid, to respond effectively to any unforeseen situations or emergencies that may arise.

Parent Communication:

We believe in fostering open, transparent, and collaborative communication with parents to ensure the best possible outcomes for every child. Our staff is readily available to discuss your child's progress, development, achievements, and any concerns or questions you may have. We value your input, insights, and feedback, and we welcome the opportunity to work together with you to support your child's growth and development.

**After School Weekly Learning Program**

Enrollment Fee

To secure your child's place in the After School Weekly Learning Program, a non-refundable fee of $225 is required upon enrollment.

Program Schedule

The program runs Monday through Friday from 3:30p-6:30p, extending learning opportunities beyond school hours. Each student and our program director will create a comprehensive learning schedule based on the students’ need. This schedule will ensure that they thrive and our focused during regular school hours.

Consistent Attendance

At Magic In Melanin Daycare & Learning Center, we recognize the importance of consistent attendance in our After School Weekly Learning Program. Regular participation ensures that your child benefits fully from our engaging curriculum and activities, as well as maintains continuity in their learning journey.

Consistent attendance fosters:

1. **Academic Progress:** Regular attendance allows your child to fully engage with our educational activities, reinforcing concepts learned in school and building upon them in a supportive environment.
2. **Social Integration:** Attending regularly helps your child develop strong relationships with their peers and our staff, fostering a sense of belonging and inclusion within our community.
3. **Personal Development:** By participating consistently, your child gains confidence, independence, and a sense of responsibility as they navigate the structured routines and activities of our program.

We understand that occasional absences may be unavoidable due to illness or other circumstances. However, we encourage families to prioritize attendance whenever possible to maximize the benefits of our program for your child's growth and development.

If your child is unable to attend due to illness or other reasons, please notify us as soon as possible to ensure that we can accommodate their absence appropriately. We appreciate your commitment to ensuring your child's consistent attendance and active participation in our After School Weekly Learning Program.

Missed Sessions

Please note that there are no makeup dates or credits for missed sessions.

Engaging Curriculum

Our program features an engaging curriculum and activities designed to promote holistic growth. During our schedule After School Sessions, we will focus on each students individual growth. We encourage students/parents to provide our program with your focused curriculum at least one week prior to ensure readiness and preparedness from our teachers and directors.

Behavior Expectations

Participants are expected to exhibit respectful behavior and follow guidelines for a positive and conducive learning environment. If expectations are not adhered to, our disciplinary actions will be followed.

**Photo Permission**

At Magic In Melanin Daycare & Learning Center, we understand the importance of capturing precious moments and celebrating the achievements of our students. We may occasionally take photographs or videos of children engaged in activities, events, or learning experiences within our center. These images may be used for promotional purposes, including but not limited to our website, social media platforms, newsletters, brochures, and other marketing materials.

**Your Child's Privacy and Consent:**

Your child's privacy and safety are our top priorities. We respect your right to control the use of your child's likeness, and we adhere to strict guidelines to ensure that their privacy is protected. Before capturing any photographs or videos of your child for promotional purposes, we will seek your explicit consent. This consent will be obtained through a Photo Permission Form provided to you upon enrollment.

**Your Options:**

1. **Consent for General Use:** By granting consent for general use, you authorize Magic In Melanin Daycare & Learning Center to use photographs or videos of your child for promotional purposes as described above. These images may be shared publicly on our website, social media platforms, and other marketing materials.
2. **Limited Use or Opt-Out:** If you prefer not to have your child's image used for promotional purposes, you may choose to opt-out or specify limitations on the use of their photographs or videos. We respect your decision and will ensure that your child's images are not used for promotional purposes in accordance with your preferences.

**Your Right to Withdraw Consent:**

You have the right to withdraw your consent for the use of your child's photographs or videos for promotional purposes at any time. If you wish to withdraw consent or update your preferences, please notify us in writing. We will promptly remove or cease the use of your child's images as requested.

**Medical Information**

Providing Medical Information:

Upon enrollment, we request detailed medical information about your child, including any known allergies, medical conditions, dietary restrictions, medications, and emergency contact information. This information is essential for our staff to provide appropriate care, manage any health-related concerns, and respond effectively to emergencies.

Confidentiality and Privacy:

All medical information provided by parents or guardians is treated with the highest level of confidentiality and privacy. We strictly adhere to HIPAA (Health Insurance Portability and Accountability Act) guidelines and other relevant privacy laws to safeguard your child's health information. Access to medical records is limited to authorized staff members who require this information to ensure the health and safety of your child.

**Nutrition and Meals**

At Magic In Melanin Daycare & Learning Center, we believe that nutritious meals are essential for children's growth and well-being. Our menu is thoughtfully planned to provide a variety of wholesome foods that cater to different tastes and dietary needs. We offer breakfast, lunch, and afternoon snacks for full-day participants, ensuring they receive balanced nutrition throughout their time with us.

Meal Plan

**Breakfast**: Nutrient-rich options such as whole-grain cereals, fresh fruits, yogurt, and milk to kickstart the day.

**Lunch**: Well-rounded meals including lean proteins, whole grains, vegetables, and fruits.

**Afternoon Snacks**: Nourishing snacks like crackers, cheese, vegetables, and more.

*For toddlers, our meals are designed to be age-appropriate and encourage self-feeding skills. For school-age children, we aim to offer options that not only satisfy their hunger but also contribute to their overall health.*

**Potty Training**

At Magic In Melanin Daycare & Learning Center, we understand that potty training is a significant milestone in your child's development. Our experienced staff is here to support and guide your child through this transition with patience, encouragement, and positivity. Here's how we approach potty training:

Individualized Approach:

We recognize that every child is unique, and potty training readiness varies from child to child. Our approach to potty training is individualized, taking into account your child's age, developmental stage, temperament, and readiness cues. We work closely with you to create a personalized plan that meets your child's needs and preferences.

Positive Reinforcement:

We believe in using positive reinforcement to motivate and encourage your child during the potty-training process. Our staff provides praise, encouragement, and rewards for successful attempts at using the potty, creating a supportive and encouraging environment that builds your child's confidence and self-esteem.

Consistent Routine:

Consistency is key to successful potty training. We establish a consistent routine and schedule for bathroom breaks throughout the day, including after meals, before and after naptime, and at regular intervals. This helps your child develop awareness of their body's signals and promotes regularity in their bathroom habits.

Patience and Support:

Potty training can be challenging for both children and parents, and it's important to approach the process with patience and understanding. Our staff offers gentle guidance, support, and reassurance to your child throughout their potty-training journey. We understand that accidents may happen, and we handle them with empathy and without judgment.

Communication and Collaboration:

We maintain open communication with you about your child's progress and any challenges they may encounter during potty training. We welcome your input, insights, and feedback and collaborate with you to adjust strategies and approaches as needed. Together, we work as a team to support your child's success in mastering this important milestone.

Transition to Underwear:

As your child progresses in their potty-training journey, we support the transition from diapers or training pants to underwear. We encourage your child to participate in selecting their own underwear, which can help them feel empowered and excited about this next step. Please note that pullups/underwear will be the responsibility of the parent.

Celebrating Milestones:

We celebrate your child's successes and milestones in potty training with enthusiasm and encouragement. Whether it's their first successful trip to the potty, staying dry throughout the day, or mastering nighttime dryness, we acknowledge and celebrate each achievement, building your child's confidence and sense of accomplishment.

**Safety**

At Magic In Melanin Daycare & Learning Center, your child's safety is our utmost priority. Our building is equipped with state-of-the-art safety measures, including a coded entry system to ensure secure access. In case of emergencies, we have a comprehensive escape plan that is regularly reviewed and practiced with staff and students. Our staff is trained in First Aid and CPR to handle any situation that may arise.

**Clothing**

Please dress your child in comfortable clothing suitable for a variety of activities, including outdoor play and artistic endeavors. We recommend clothing that allows for movement and exploration, while keeping in mind weather conditions.

**Supplies**

A list of required supplies will be provided to parents upon enrollment. While some basic items are provided by us, parents will have ample time to gather any additional items as needed. Our team is here to assist with any questions about the supply list.

**Fee Payment Guidelines**

Our fee payment cycle follows a weekly schedule, with fees due on the Friday before the start of the new week. For example, 2nd week fees are due on Friday the 13th for services starting on Monday the 16th.

Payment Methods:

Payments are to be made through our secure online parent portal using a valid debit or credit card. We utilize a secure payment processing system to safeguard your financial information and ensure the confidentiality of your transactions.

Alternative Payment Arrangements:

If you are unable to make payment through the online parent portal or prefer an alternative payment method, please contact our administrative office to discuss available options. We are committed to accommodating your needs and finding a payment solution that works for you.

Late Payments:

To avoid disruptions in service, it is essential to submit your payment by the specified due date. Payments made after the due date are considered late and will be subject to a $35 late fee per day until your balance is made current. We encourage prompt payment to ensure the continuity of your child's enrollment in our program.

Late Fee Policy:

A late fee may be assessed for payments received after the due date. The amount of the late fee and any applicable grace period are outlined in our fee schedule and enrollment agreement. Late fees are intended to incentivize timely payment and cover administrative costs associated with processing late payments.

Communication Regarding Payment Issues:

If you anticipate difficulty making a payment or encounter any challenges with the fee payment process, please communicate with our administrative office as soon as possible. We are here to support you and can work together to explore alternative payment arrangements or discuss options for financial assistance if needed.

**Gross Misconduct Policy**

Gross misconduct encompasses a range of serious behaviors that may include but are not limited to:

* Physical violence, aggression, or threats of harm toward others.
* Verbal abuse, harassment, or bullying of children, families, or staff members.
* Intentional damage to property or equipment belonging to the daycare center or others.
* Theft or misappropriation of funds, belongings, or resources.
* Violation of safety protocols, emergency procedures, or health guidelines.
* Illegal or unethical behavior that undermines the trust and integrity of our community.

Consequences of Gross Misconduct:

Gross misconduct is taken seriously and may result in immediate disciplinary action, up to and including termination of enrollment or employment. The severity of the consequences will depend on the nature and gravity of the misconduct, as well as any mitigating or aggravating factors involved.

Disciplinary Process:

Our disciplinary process for addressing gross misconduct typically follows the following steps:

1. **Documentation and Investigation:** Any reports or allegations of gross misconduct are thoroughly documented and investigated by designated staff members or administrators. This may involve gathering witness statements, reviewing evidence, and interviewing parties involved.
2. **Due Process:** Individuals accused of gross misconduct are afforded the opportunity to respond to the allegations and present their perspective on the situation. We believe in fairness and due process and strive to ensure that all parties are heard and treated with respect throughout the disciplinary process.
3. **Determining Consequences:** Based on the findings of the investigation and consideration of relevant factors, including past behavior, intent, and impact, appropriate disciplinary measures are determined. These measures may range from verbal warnings and written reprimands to probation, suspension, or termination of enrollment or employment.
4. **Appeals Process:** Individuals who are subject to disciplinary action have the right to appeal the decision through an established appeals process. Appeals are reviewed impartially and objectively, and outcomes are communicated promptly to all parties involved.

Reporting Gross Misconduct:

We encourage open communication and transparency regarding any incidents of gross misconduct. If you witness or experience behavior that you believe constitutes gross misconduct, please report it immediately to a designated staff member or administrator. All reports will be taken seriously, investigated promptly, and addressed in accordance with our policies and procedures.

**Injury and Incident Reporting**

**Reporting Process:**

1. **Immediate Response:** In the event of an injury or incident, the staff member present will provide immediate assistance and administer first aid as necessary. Our priority is to ensure the safety and well-being of the child involved.
2. **Documentation:** The staff member will promptly document the details of the injury or incident using our standardized injury and incident report form. This includes recording the date, time, location, nature of the injury or incident, individuals involved, witnesses, and any relevant observations or actions taken.
3. **Notification:** Parents or guardians will be notified of the injury or incident as soon as possible, typically on the same day. We will provide a verbal summary of what occurred and any immediate actions taken. If the injury or incident requires medical attention beyond first aid, we will assist in making arrangements for further care.
4. **Follow-Up:** Our administrative staff will conduct a thorough investigation into the circumstances surrounding the injury or incident. This may involve reviewing witness statements, examining any relevant evidence, and identifying any contributing factors.
5. **Communication:** We maintain open communication with parents or guardians throughout the follow-up process, providing updates on the investigation, any findings or conclusions, and any recommendations for preventing similar incidents in the future.

Medical Attention and Documentation:

If the injury requires medical attention beyond basic first aid, we will assist in arranging transportation to a healthcare facility or contacting emergency medical services (911) if necessary. We will ensure that appropriate medical treatment is provided and obtain any necessary medical documentation or clearance for the child's return to daycare activities.

Follow-Up Actions:

Depending on the nature and severity of the injury or incident, we may implement additional measures or precautions to prevent similar incidents in the future. This may include revising our safety protocols, providing additional staff training, or making physical modifications to our facilities.

**Parent Involvement**

We maintain open lines of communication with parents to keep you informed about your child's progress, daily activities, and any important updates or events. You are encouraged to communicate regularly with your child's teachers and caregivers, ask questions, share concerns, and provide feedback about your child's experiences at our daycare center.

Parent-Teacher Conferences:

We offer regular parent-teacher conferences to discuss your child's development, achievements, and areas for growth. These meetings provide an opportunity to share insights, set goals, and collaborate on strategies to support your child's learning and well-being. We encourage your active participation and welcome your input in shaping your child's educational journey.

Volunteer Opportunities:

We welcome parent volunteers to participate in various activities and events at our daycare center, including classroom assistance, special projects, field trips, and community events. Your involvement enriches the learning environment, fosters positive relationships with children and staff, and strengthens our sense of community.

Field Trip Chaperones:

Parent volunteers may have the opportunity to accompany our students on field trips, providing supervision, assistance, and support during off-site excursions. Field trips offer valuable hands-on learning experiences and create lasting memories for children, and your participation enhances the safety and enjoyment of these outings.

**Termination Policy**

In cases where center policies are repeatedly violated, a step-by-step process will be followed:

**1.** A written notice will be provided detailing the concerns and potential actions.

**2.** A meeting will be scheduled with parents or guardians to discuss the situation and find solutions.

**3.** If the issues persist and cannot be resolved, termination of enrollment may be considered as a last resort to maintain the safety and harmony of our center.

Thank you for your commitment to Magic In Melanin Daycare & Learning Center. We believe in nurturing a supportive and inclusive community for all children and families. Should you have any further questions or concerns, please don't hesitate to reach out to us.

Sincerely,

Ashley & Wayne

Founders, Magic In Melanin Daycare & Learning Center