



PARENT HANDBOOK

Magical Journey Learning
Center

1241 E. Chandler Boulevard
#115

Phoenix, AZ 85048
480 699 6552 (MJLC)

info@magicaljourneylc.org

www.magicaljourneylc.org

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MAGICAL JOURNEY LEARNING CENTER is located at 1241 E. Chandler Blvd #115, Phoenix, AZ 85048. The school phone number is 480 699 6552. Magical Journey Learning Center has full-day and part-day programs for children 1 yrs old - Pre-K and accepting students for Kindergarten for the 21.22 school year. The facility is open from 6:45 AM to 6:00 PM. The typical school is 8:00-2:30 with before and after school care available. We are open all year round by providing care when school is closed and an engaging summer program.

MISSION

The mission of Magical Journey Learning Center is to inspire and educate the scholar and leader, building on a strong foundation and fostering a lifetime of commitment and learning. MJLC is dedicated to teaching the whole child with a small class size and low ratios so we can grasp onto each teachable moment with the children. Our goal is to create well rounded individuals with strong character who care about the world around them. We achieve this by developing a curriculum that meets the needs of each child and has a balance of child and teacher directed activities that promote social and emotional health as well as an emphasis on academics.

PHILOSOPHY

The teachers and parents of Magical Journey Learning Center are committed to creating a safe and positive learning environment, which will enable the students to become skillful decision makers and responsible citizens. The low teacher-student ratio and the engaged, hands-on learning activities contribute to enthusiastic, on-task learners. As a result, appropriate behavior becomes the norm.

We believe in the promise and potential of each child who attends our school.

We believe that a positive early childhood education is essential to creating a successful life-long learner.

We believe our small class size and strong sense of community provides a safe place for children to grow and excel.

We believe that fostering respectful, caring relationships with the children and their families is essential for a positive learning experience.

We believe that it is important to provide an environment where children are encouraged to explore, ask questions, research, and find answers.

We believe that a productive early childhood education must provide a learning environment that helps nurture cognitive, social, physical, and emotional skills.

We believe that by providing opportunities for volunteering and helping others both within our classroom and community builds a positive school environment and improved interpersonal relationships.

We believe that by providing an engaging learning environment we will create a love for learning and joyful memories.

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ACTIVITIES AND PROGRAMS

"Education is not the filling of a pail, but the lighting of a fire." — William Butler Yeats

A magical educational journey challenges the mind, nurtures the heart, and strengthens the body for all children every day. Accordingly, our curriculum reflects our belief that each child is a scholar, leader, and philanthropist. As such, it is designed to teach the whole child. To that end, all curricular components are interconnected. No subject is taught in isolation.

The academic curriculum is thematic and driven by both Arizona Early Learning Standards and Common Core standards. High-interest themes integrate all disciplines, allowing students to meet and exceed academic standards within a relevant context. In addition to being fun, each activity is thoughtfully developed to teach or reinforce learning goals. The curriculum is specifically designed to meet the individual needs of each child as this promotes a deep understanding of each skill needed to advance to the next grade. Focusing on mastery allows students to develop strong critical thinking skills.

Low teacher to student ratios mean all children receive individualized instruction enabling them to work at or above grade level. Additionally, small class sizes allow teachers the flexibility to adapt the classroom schedule, tailoring instruction to the unique needs of the class. Specializing in early childhood development, Magical Journey's academic curriculum is experience rich and play-based.

The heart of our curriculum encompasses the areas of social and emotional growth. We recognize that young children are learning how to identify, express, and manage their own emotions and behaviors, and that these skills can only be developed when children feel safe and secure. Magical Journey teachers help students become self-aware and socially aware, fostering a harmonious, inclusive culture in the classroom. Social and emotional standards are intentionally taught within our thematic units, character trait of the month, our Lend -a- Hand program and student exploratory time. We know we have been successful when we observe our students self-regulating their behaviors, managing relationships, and making responsible decisions for their age. Our larger goal is for children to transfer their leadership skills to all communities of which they are a part.

Young children's physical development not only strengthens their bodies but helps them learn. Consistent and fun practice helps children become more skilled with their bodies, making their movements smoother and easier. Physical activities are integrated within our lesson plans to allow children to both demonstrate and acquire knowledge. Magical Journey curriculum develops a strong mind-body connection vital for healthy, happy children.

Our curriculum embraces the whole child and also celebrates the unique gifts of individual children.

Preschool Class

Children can only learn if they first feel safe, comfortable, and valued enough to take risks. Magical Journey Learning Center takes great care to create an environment in which a skilled teacher meets your child's need for affection, attention, and approval. Your child is warmly welcomed every day, setting the tone for a magical day of discovery. Children's work is prominently displayed on our walls - a public affirmation that their learning is important and valued.

Strong social and emotional development improves children's ability to learn. Helping them learn how to identify both their own and others' emotions, in turn helping them identify their needs. This builds self-confidence as a child takes the first steps towards self-advocacy. While children at this age are beginning to develop a sense of self, they also become more aware of their friends. This is demonstrated as children progress from parallel play (playing side-by-side with a friend) to associative play (all doing the same thing, but individually) and cooperative play (playing with each other for a common goal).

Magical Journey teachers explicitly teach young children how to interact appropriately with friends, celebrate similarities and differences in people, and resolve interpersonal conflicts. These skills also lay a strong foundation for being able to feel empathy and compassion towards others and handle academically challenging situations.

Young children learn to play and play to learn. Our structured play includes circle time, centers, songs, individual play, outdoor play and dramatic/fantasy play. Teachers use these various methods of play to teach pre-literacy skills such as: letters of the alphabet, letter sounds, early phonics skills, print awareness, narrative skills, and vocabulary.

Children also are taught number recognition, patterns, counting, shapes and spatial sense, and problem solving. Physical and sensory play teaches academic concepts while simultaneously improving dexterity and gross motor skills. We also incorporate yoga to develop gross motor skills. The mind-body connection is paramount when crafting learning experiences for young children. Magical Journey Learning Center uses developmentally appropriate practices (DAP) to guide children along the cognitive continuum of skills, individualizing for each unique child. Our playtime is serious business!

Pre-K and Kindergarten Class

"Play fair. Clean up your own mess. Live a balanced life. Be aware of wonder."

Magical Journey's curriculum builds on every child's innate curiosity and sense of wonder about their world.

Pre-K students delve into subjects about hibernation, insects, and farm animals, all providing fun, naturally interesting backdrops for academic concepts. Pre-K children begin using their language to describe, compare, contrast, and solve problems. This natural desire to express their ideas creates the perfect springboard from which to teach literacy. Pre-kindergartners learn letter sounds and sight words. All year, parents will begin to see their children sound out each letter and blend them to decode words. Children gain confidence as they begin to read about the world around them! As children are beginning to understand that individual letters can combine to make sounds and words, they are also beginning to build on their numeracy skills.

Pre-K students at Magical Journey receive a solid foundation in mathematics concepts, firmly being able to manipulate numbers 1-20. Children count to 20 both forwards and backwards, start to count from a random number between 1-20, and determine less than, greater than, and equal to. As they advance, they learn number patterns and count to 100. As math concepts are concrete, preschoolers manipulate blocks, bugs, buttons, and beads to demonstrate understanding. Pattern play, another numeracy concept, is consistent across all units. Children move from identifying patterns to making their own patterns to comparing/contrasting more complex patterns. This logic translates to science as they move past simple visual patterns to patterns of behaviors. Students analyze patterns as they raise chicks, test sinking and floating objects, and grow vegetables in their gardens. Students hypothesize and test their hypotheses as they roll pumpkins down the hill to determine which would be the fastest. As important as these academic concepts are, children also need social and emotional development.

Our community service component of our curriculum, Lend-a-Hand, explicitly teaches students that they matter, they impact the people and world around them, and they can make a difference. Pre-K children learn that giving back, 'being a bucket filler', is something they do to help someone or another person feel happy, in turn feeling good inside. As these children become increasingly social, we support their desire to make friends and interact with others by teaching appropriate social behaviors. We intentionally help children improve their relationships with their peers, communicate the way they feel, and resolve conflicts.

By the end of pre-kindergarten, most students are working well above their standards in all developmental domains. It is exciting for parents to see their children reading, writing, counting, making friends, and giving to others.

Kindergarten

"Play fair. Clean up your own mess. Live a balanced life. Be aware of wonder."

Our kindergarten curriculum is child-centered, beginning with individual assessments of each child in all academic and social-emotional areas. Teachers work with everyone to advance through the curriculum at the child's own pace. The weekly themes are also based on children's interests. Reading is taught with a balance of whole language and phonics.

Reading and writing are not separated; they work in unison. Students write personal narratives, poetry, and non-fiction. Kindergarteners, through Writer's Workshop, begin learning how to revise their work. They share their writing with and receive feedback from their peers. In addition to reading and writing, children also develop their numeracy skills, with a strong emphasis on problem solving, place value, and patterns. The math journals they keep reinforce these concepts and develop metacognitive skills (thinking about their own thinking).

As children learn best in small groups, core academic time is spent in learning centers. Our centers are still play-based, which is developmentally appropriate for children at this age. Science and social studies are also incorporated into centers and thematic units. Children hypothesize and devise their own experiments in class and at home. Children might conduct a science experiment at home, share their writing, read a book or deliver a speech about something they are learning in class. Just as we encourage a strong home to school connection, we encourage children to build a sense of community within the classroom.

In addition to creating future scholars, we want to foster the leader and philanthropist in all students. We help children work well together, seek help when necessary, and advocate for themselves. Lend-a-Hand, our community service curriculum, builds on these skills as students examine their communities. They learn to respectfully address problems and collaboratively work with others to better their world.

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NON-DISCRIMINATION POLICY:

Magical Journey Learning Center does not discriminate on the basis of race, religion, or cultural heritage.

ENROLLMENT POLICY:

Magical Journey Learning Center enrolls children on a first-come, first-serve admissions process. Students will be considered based upon available class space at the time of application. Siblings are given priority and are guaranteed a place in class if they choose to attend. If a class has reached capacity, applicants will be added to our waiting list at the time of application.

Age Requirements: Children must meet the age requirements below. All children must have an up-to-date immunization record.

1yr olds: Child must be 12mos and walking to enroll. Parents provide diaper and wipes and all food and water/milk bottles for the day.

2's: Two by September 1st of the current school yr.

3's: Three by September 1st of the current school yr.

Pre-K: Four by September 1st of the current school yr.

Kindergarten: Five by September 1st of the current school yr.

Any exceptions to this policy are at the discretion of the directors.

Magical Journey Learning Center does not discriminate on the basis of race, religion, or cultural heritage.

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REQUIREMENTS PRIOR TO ATTENDANCE:

Your child must have the following forms completed to begin school at Magical Journey.

*Child Information, Contact & Emergency Information Form (front and back of form).

* Registration form and Tuition Agreement-Signed on the back.

*Immunization Records-Up to date for age.

*Social Media permissions form

*Classroom directory forms

*All necessary classroom forms such as permission to apply diaper cream/ sunscreen

*Food Allergy permission form

*Parent/Handbook Agreement-Signed on the last page.

*\$250 deposit for one child is due at time of registration and the first month's tuition due by July 1. If registering more than one child, a discounted fee of \$300 for two children, and \$350 for three children will be due at time of registration.

ATTENDANCE POLICY:

*All classes start at 8:00am, children will be allowed into the classroom at 7:50am. It is extremely important that children are on time. Not only does this get them accustomed to the requirements for public school, but a tardy child entering the classroom will disrupt the flow of learning. In addition, the tardy child will miss out on a portion of his/her education that includes a review of the daily schedule, and any learning that would be presented in the early part of the day.

WITHDRAWAL POLICY:

*All withdrawals must be made in writing addressed to the Director. After enrollment, 30 days notice must be given in order to withdraw a child (tuition must be pd for the 30 days). No refunds of tuition will be given without 30 days notice (if tuition pd for by semester). No refunds of tuition will be given after the first day of the second semester. Exceptions will be provided for families moving more than 50 miles from (MJLC) or upon pre-approval extenuating circumstances.

BEHAVIOR MANAGEMENT:

Teachers will recognize and reward appropriate student behavior with:

*Verbal
feedback

*Personal notes

*Phone calls and emails to parents

*Special privileges

Teachers will provide a safe learning environment for all the students. When a conflict occurs, children are encouraged to use their own problem-solving solutions with teacher guidance. When the behavior is a minor infraction, the teacher will use redirection, verbal reminders, and logical consequences or remove the child from the situation to refocus.

When the behavior is a major infraction, the teacher will first contact the parents to collaborate on how to best meet the needs of the individual child. At the conference, goals will be set and recommendations for implementation of a behavior plan will be created.

Physical aggression will not be tolerated and may lead to the child being sent home. Students could be disenrolled if a child continues to display behavior that might prove harmful to the child and or their peers. Another factor considered for disenrollment will be, a child that consistently disrupts the learning of classmates. There are times that it may be necessary for a parent to pick up a child that is having a particularly difficult day.

IMMUNIZATION REQUIREMENTS

The state immunization law requires all students to have an immunization record on file for school attendance. If your child is exempt from immunizations, he/she must have a signed affidavit exemption on file. All immunization records must be received prior to the child attending school. If your child does not have immunizations on file, s/he will not be allowed to attend classes until the situation has been remedied. Please bring any updated immunizations records to Administration.

PARENT CONTACT INFORMATION

Every teacher has a binder of the students' parent contact information as well as physician information. Parents are asked to notify administration immediately if an address or telephone number changes. Please remember the importance of updating contact information so that there is no delay in contacting parents and/or the appropriate people in the case of an emergency.

ACCIDENTS/INCIDENTS

All accidents/incidents will be reported immediately to the Director or Administrator. The teacher is responsible for preparing a written accident report for the parent and the student's file.

In case of a Minor Accident:

A staff member will tend the child. Appropriate first aid will be administered when needed (soap and water and/an ice pack, bandage), and the injury will be reported to the person who picks up the child. Depending on the situation, the parent may be called.

In Case of a Serious Accident or Medical Emergency:

- The parent or person responsible for the child will be notified.
- For serious injuries the Director and/or Administrator will call 911. (Parents will be expected to assume responsibility for any expenses incurred.)
- If the child needs to go to the hospital and the parents cannot be reached, s/he will be transported to the nearest hospital.
- A staff member will accompany the child to the hospital and take his/her file folder with them in case emergency care is needed.

In Case of Fire:

- The signal to leave the building is a continuous blast by the alarm.
- Students will follow their teacher out of the classroom to the approved evacuation site (behind the dry cleaners, along the curb).
- The Administrator will check all rooms, then follow the classes out, and do a face to name check with the roll sheet, accounting for every person after the teacher has done so.
- The signal to return is given verbally to all groups.
- When safety has been established, the class returns. A fire drill occurs each month.

ILLNESS: Health and safety for the children is always a #1 concern

Should your child become seriously ill or injured at school, we will contact you at once. If we cannot reach you, we will use the emergency contact information you have provided. It is important that we have the name and phone number for someone that will be able to come for your child if there is sickness or injury. Please remember, we cannot keep seriously ill children, children who have vomited, have had 3 loose bowel movements or children whose temperature is 100 degrees or more/ fever within the past 24 hours, at school. Parents will be contacted when a child exhibits ANY signs of illness.

Since the Pandemic started in March 2020 we have parents sign in and drop off in the front office and we take the temps of each child and use an oximeter to test respiratory function . We then escort them back to their classroom. When parents

pick up, the teachers pack the child's belongings up and escort them to the front office. If we have any visitors or tours coming through school, temps are taken and hand sanitizer is used to proceed into school. Any signs of illness and parents will be called immediately to come and pick up their child. Parents are asked to do their part in keeping our children safe by keeping children home if they appear to have ANY signs of illness.

ADMINISTERING MEDICATION TO STUDENTS

Medications will be given to students during school hours only if absolutely necessary. The parent/ guardian should make every effort to schedule the medication dosages to be given before or after school. However, if this is not possible the following instructions must be followed:

PRESCRIPTION MEDICATION: Medication MUST be onsite when child at school and medication cannot be expired.

1. Medication container must have a label attached by a pharmacist and/or physician and will include:

Child's name

Name of medication Dosage

Medication Route

Name of doctor

Expiration date

2. Written permission from parent/guardian to give medication.

3. Time of day medication is to be given.

4. Dosage limited to one-day supply - container returned home daily with student for short-term prescription medications. Physician ordered long-term medications may have a 30-day supply at school.

NON-PRESCRIPTION MEDICATIONS (OVER THE COUNTER MEDICATIONS)

A written request from a physician/authorized prescriber is required for non-prescription medicine dispensed at school to students.

1. Medication must come in the original container.

2. Child's name must be on the medication container.

Only the instructions listed on the medication container will be followed unless a physician/authorized prescriber requests in writing that different instructions be followed for administering the medication.

SIGN IN AND SIGN OUT PROCEDURES:

Signing your child in and out of Magical Journey Learning Center is required by the State of Arizona. Since the Pandemic started in March 2020, we have the parents sign in and out/ drop off and pick up in the front office. If that changes you will be notified immediately.

Below are "typical" procedures:

- We have a sign in binder for each class.
- 1's and 2's parents walk their child back to their classroom and sign them in at the binder by their classrooms.
- 3's and Pre-K will sign in at the front office and parents escort their children to the classroom.

Sign your child out at dismissal time and then meet them at their classroom door for pick up.

PICK-UP POLICY: Occasionally you may wish to arrange for someone other than yourself to pick up your son and/or daughter from school. We ask your cooperation in insuring a smooth pick-up of your child when this occurs. On the Emergency, Information & Immunization Record Card, there is a section the parent can fill out for approved adults who are allowed to pick up their children.

Please follow our policy below.

- Notify us, in writing, that a different person will be picking up your child (even if the person picking up is listed on the emergency forms).
- We need to know the adult's full name, relation to the child, and time of pick up.
- Prepare your children ahead of time by letting them know that someone else will be picking them up.
- Please inform the authorized person that they will be asked to show a photo I.D.

PARENT PARTICIPATION: We encourage parents to participate at MJLC at our various school events (Holiday Parties, Dear Ones Day, Family Day at the Park, etc). Parents can also volunteer within the classroom. Please discuss with the Director times that would be beneficial to offer your assistance in the classroom. When you come to MJLC, please sign in the visitor's log at the front desk. See below other opportunities for parents to participate:

- "Meet the Teacher" event prior to the first day of school. This provides an opportunity for children to become acquainted with their teacher and school.
- Curriculum Night is held in August for parents to acquire information about what their child will be learning.
- Parent-Teacher Conferences are held twice a year to share student progress. Parents are also welcome to schedule informal conferences with their child's teacher, as needed throughout the year.

BIRTHDAYS:

We recognize that birthdays are a very special day in a child's life. Here are some ways we celebrate birthdays within the classroom: birthday crowns, singing "Happy Birthday", special dance party, sharing a book, reading a birthday story in honor of the child or another manner that the teacher feels is appropriate for the child's age. Parents can bring in goody bags for the class and teachers will distribute at pick up time.

Treats will not be a part of MJLC birthday celebrations for nutritional reasons and student food allergies (known and unknown). Parents should not bring birthday balloons, flowers or other decorations. Birthday party invitations may be distributed through student cubbies ONLY if all children in the class are invited to attend. Otherwise, parents should distribute the invitations outside of school (use classroom directory for parent information).

PESTICIDE NOTICE

Parents will be notified 48 hours prior to any treatment of pesticides on the facility premises by a notice on the information board in the front office. If treatment is needed, written pesticide information is available upon request.

COMMUNICABLE DISEASE NOTICE

Should we experience an outbreak of a communicable disease or infestation; a written notice will be provided to staff members, parents and the Department of Health.

A dated written notice of the communicable disease or infestation will be posted on the information board in the front office

LIABILITY INSURANCE STATEMENT

Magical Journey Learning Center carries liability insurance required by R9-5-308 through Secura Insurance Company. We carry general facility policy of a million dollars. Documentation of the liability insurance coverage is available for review on the facility premises.

PARENT ACCESS STATEMENT

All parents have access to the areas on the facility premises where their enrolled child is attending Magical Journey Learning Center.

TOBACCO STATEMENT

In compliance with smoke free Arizona, no person is allowed to possess any form of tobacco/smoking on school grounds.

LICENSING

Licensing for operation is regulated through the Arizona Department of Health Services. A yearly inspection ensures compliance with State regulations. A copy of our certificate is on display on our information board in the front office. The State Inspection reports are available on site. For any questions about licensing please contact:

Office of Childcare
Licensure 150 N. 18th Ave.
Suite 400
Phoenix, AZ 85007
602 364 2539

Recommended Accident, Evacuation and Emergency Plan
R9-5-514, 403
Magical Journey Learning Center
1241 E. Chandler Blvd # 115
Phoenix, AZ 85048

The First Aid Kit is located in the cabinets above the sinks in classrooms.

The Staff with current **First Aid/CPR Certification** are:

Jessica Spada
Megan Nored
Emily Jorgensen

Rose Methany
Maya Russell
Bryanne Wojtalik

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In the event of accident or an emergency, **parents are to be notified verbally within 30 minutes by phone or other expeditious means**, which will be accomplished by doing the following:

- After child is in good care, call parents immediately by phone.
- Complete an accident report and document in the accident log.

In the event of accident or an emergency, **parents are to given written notification within 24 hours**, which will be accomplished by doing the following:

- Use the accident report the same day before a child leaves school.
- Document in accident log.

EMERGENCY PHONE NUMBERS

Emergency 911

Fire Department 602 262 6297

Ambulance Service 602 262 6297

Police Department 602 262 6151

Poison Control 1 800 222 1222 or
602 635 3226

County Health 480 506 6975

CHW Urgent Care 480 447 9544

Chandler Hospital 480 728-3000

Property Management 480 315 6564

SRP Emergency 602 236 8811

Water City of Phoenix 602 262-6251

Maintenance 602 762 0469

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Photo Permission Slip: All social media

The Magical Journey Learning Center website, social media pages, promotional materials and Ads are tools to communicate with school families, teachers, prospective students' families and the larger community. To enhance this experience, photos are used to show students in learning activities and special events. Student photos are used occasionally on Magical Journey promotional materials-such as: pamphlets, fliers, mass mailers and digital presentations including LA fitness Ads, local newspapers and magazines.

Parental permission is required for a child's photo or work to be included on the MJLC website and/or all social media accounts. **A child's name will never be published on the MJLC website, social media pages or promotional materials.**

**Please complete the form below to indicate your preference.*

_____ Yes, you may use my child's photo or work on the Magical Journey Learning Center website

Initials

_____ Yes, you may use my child's photo or work on the Magical Journey Learning Center social media accounts.

Initials

_____ Yes, you may use my child's photo or work on the Magical Journey Learning Center all promotional materials.

Initials

_____ **No, I prefer that you DO NOT** use my child's photo or work on the Magical Journey Learning Center website, Facebook page or promotional materials.

Initials

Child's Name _____ Date _____

Parent's Signature _____ Date: _____



Parent Handbook - Receipt of Copy and Acknowledgement

Name of Child

I received a copy of the Parent Handbook from Magical Journey Learning Center and I am responsible for reading it and being aware of the policies and procedures mentioned therein.

Parent Signature: _____

Date: _____

*****Please print out, sign and return to MJLC**

