

Mindful Missions Parent Handbook



652 S. Jones Avenue, Rock Hill, SC 29730

(803) 328-6463

**Welcome to Mindful Missions
Afterschool Program!**

Thank you for choosing Mindful Missions Therapeutic Afterschool Program! We are excited to get the opportunity to serve your family.

If you ever have any compliments, questions, concerns, or ideas, please feel free to contact our executive staff at (803) 328-6463.

GIVE/LOVE/SERVE,

Tonja Truesdell-Little

Tonja Truesdell – Little

Mindful Missions, CEO

MISSION...

Our mission is to provide hands-on, therapeutic opportunities for children and families. We aim to promote, improve and build life-skills with innovative behavioral and clinical programs through arts and life sciences.

VISION...

Having the “Mindful Missions” means to equip children and families with coping skills, while developing the power of our mental issues. We believe KNOWLEDGE IS POWER.

MINDFUL MISSIONS...

We instill these 7 core values:

Be Mindful

Be Respectful

Be Responsible

Be Great

Be Smart

Be Confident

Be Yourself

Curriculum...

The Creative curriculum is a state approved curriculum base on the age development of each child. Children also learn through play, each classroom is designed to help each child develop certain skills and concepts. These skills and concepts form a foundation upon which he/she can build throughout his/her life in school and beyond. Our lesson plans, are posted in each room, along with other materials to expand the curriculum.

STATEMENT OF PHILOSOPHY...

Mindful Missions is a comprehensive, specialized program, designed to meet the individual needs of children and their families within the Rock Hill and surrounding communities. Our program is based on the theories of child development and best practices for therapeutic programming. The emphasis is on guiding children through the normal stages of development, while taking into account the specific special needs of each child and family.

We focus on providing interactive and innovative programs that engage every part of the child. Focusing on developing academic, behavioral, cognitive, motor and effective skills, while addressing the special needs of children and families.

Mindful Missions is based on an interdisciplinary approach to meeting the child's educational, behavioral, and social needs. An interdisciplinary model provides assessment by individual professional, who then with the parents, design intervention strategies and develop an individual education program. The basic premise of our program is that young children learn best through a variety of experiential activities that foster self-discovery, creativity and problem-solving. In addition, we seek to instill a genuine appreciation for others and their unique qualities, thereby encouraging children to value differences and view them as strengths.

Our team acknowledges a primary responsibility to develop a partnership between each family and our program in a way supports and enhances each child's development. With parents, families, clinicians, teachers and the community working together as a team, we strive to give each child the best gift possible – a positive sense of self, which encourages growth to his or her full potential.

STAFF...

One of the most important components of our Afterschool Program is the staff. Our staff are highly trained and deeply passionate about children development. Our outstanding staff provides leadership in the classroom

and in the community. Staff members are hired based on their education, qualified degreed professionals, licensed Therapist, character, commitment to the children development and skills.

GENERAL INFORMATION

- Mindful Missions is designed to inspire **Pre-K – 6th grades!**
- **Enrollment/Registration...** Parents who are interested in enrolling their child in the Center are asked to schedule an appointment.
- **All About Me Form...** This form must be completed! It must include emergency phone numbers and additional adults for drop off and pick up.
- **Hours of Operation...** Mindful Missions open the doors at 1:30 PM and closes at 5:30 PM. All children should be in their classroom no later than 4:00 PM. Please notify the office **IN ADVANCE** if your child will be arriving late.
- Parents or other authorized adults, dropping off or picking up must sign their children in and out daily.
- **Inclement Weather Policy...** In cases of inclement weather, please tune into your local television stations for reports of delayed openings or closures for the Center. You may also call the Center @ (803) 328-6463.
- Please label any items that come from home. Please note that Mindful Missions nor its affiliated staff are responsible for personal belongings that are brought on campus. We ask that children **do not** bring electronics.
- Healthy snacks are provided daily! Food exceptions are made for individual children in case of allergies or special diets, please list on your Medication form.
- Mindful Missions have opportunities to enrich your child with field trips. Permission slips will be sent home in advance. Children must have a permission slip for each field trip to attend.

- We follow the standard Rock Hill School District; York School District and Fort Mill Schools calendars, observing all of their holidays, teacher workdays and early release days.
- Mindful Missions do not have a center nurse onsite, however several staff members are CPR/AED/First Aid certified. Each group is equipped with First Aid Kits. Medication will only be dispersed to student with an Authorization to Medication form on file. Please ensure that Mindful Missions has all information pertaining to asthma, allergies, or any other health challenges. If your child has an EpiPen, please note on your medication form.
- Photos or video may be taken during daily activities by Mindful Missions personnel. These images are for marketing purposes only. Staff members are not permitted to post images of children on their personal social media pages.
- **Absences...** If your child is absent, please call the center and let us know the reason.
- **Withdrawals/Termination...** Withdrawals notices must be made IN WRITING to Mindful Missions, a two week notice is required. The Center reserves the right to terminate enrollment for any child who presents a risk to the health and/or safety of other children or staff, or any child whose needs cannot be met in our program.
- **Health Care Rules...** If your child is sick, please arrange for his/her care at home. If he/she develops a fever during the day, is vomiting, presenting multiple loose stools, or otherwise exhibiting extreme physical discomfort we will call you and ask you to pick the child up. The sick child will be maintained in the Center's office until you arrive. Your child must remain at home if he/she has:
 1. Temperature of 100 degrees or higher he/she cannot return to the Center until they have been fever-free for 24 hours.
 2. Severe cold with sneezing and/or nasal drainage
 3. Diarrhea
 4. Vomiting more than usual "spitting up"

5. Conjunctivitis-this is an eye infection commonly known as “pink eye”. The eye is generally red with some burning and possible some discharge.
6. Any of the usual childhood diseases, i.e. measles, mumps, rubella/German measles, chicken pox, impetigo (unless treated and completely covered or bandaged), head lice (must undergo treatment before returning to the Center)

Clothing...

Parents are asked to dress their children in appropriate clothing that allows their participation in all activities. Your child should not have to worry about his/her clothing while he/she plays in sand, water, paint, clay and play dough. The children will play outdoors daily except in bad weather. Children must always wear closed toe shoes in the Center, even in the summer. For safety reasons, sandals, flip-flops, slippers and hard-soled boots are prohibited.

We are not responsible for lost or missing articles of clothing. If your child has misplaced an item, please ask about our “Lost and found box”.

