



Launch into Learning Parent Handbook 2023-2024

Mississippi Children's Museum
2145 Museum Blvd
Jackson, MS 39202
601-981-5469

PARENT HANDBOOK

Policies and Procedures for afterschool program for Pre K4 to 5th grade students

Our Mission - The mission of MCM (Mississippi Children's Museum) is to create unparalleled experiences to inspire excellence and a lifelong joy of learning.

Information:

Mississippi Children's Museum

2145 Museum Blvd, Jackson, MS 39202

Museum's mainline - 601-981-5469

Patti Reiss – patti@mcm.ms office line 601-709-8967

During any hours also use the Google Voice number to call or text to reach more than one staff member.

While the MCM is handicapped accessible for persons with disabilities, the MCM staff is not certified to handle the special needs of children with physical impairments, limitations, or disabilities. Any questions related to children with special needs, please contact the MCM Director of Learning Experiences, Patti Reiss at patti@mcm.ms.

Expectations for children

We want all people at MCM to learn and grow while on the campus. This includes yourself, fellow children, MCM staff, volunteers, and visitors. MCM cannot allow behavior that compromises the safety or integrity of the children and adults that make up the museum family.

1. We show respect.
 - a. Treat other people politely
 - b. Use our words to express our feelings and not touching others
 - c. Listening to the adults who are trying to keep us safe and happy
 - d. Treating books and supplies as instructed to do so.
 - e. Use good manners
2. We are responsible.
 - a. Be honest
 - b. Do what you are supposed to do
 - c. Be reliable
 - d. Be accountable for your words and actions
 - e. Have the courage to do the right thing
3. We act safely.
 - a. Think before you act
 - b. Cooperate
 - c. Play by the rules
 - d. Take turns
 - e. Walking is always the speed limit
4. We are caring.

- a. Be kind
- b. Share
- c. Listen to others
- d. Forgive others
- e. Encourage others

Fees and cancelations

All families will be responsible for paying a registration fee.

Some families will pay tuition. The semester rate is \$1,350.00/person without discount, and \$1,215 with Membership discount. The semester rate is a 10% savings vs. paying monthly. The semester rate will only be available for August and January tuition.

The monthly rate is \$300.00 without discount, and \$270.00 with Membership discount. There are 5 months in the fall semester and five months in the spring semester.

Museum members receive a 10% discount on childcare fees. If your membership expires between registration and the registered activity begins families will be asked to renew or pay the registration difference per child.

For all families, a fee of \$1.00 per minute per child will be assessed if you are late picking up your child(ren) past 5:30 PM on any given program day. A daily maximum of 30 minutes. Exceptions could be made for a communicated emergency - known accident on the interstate, inclement weather situation, or medical emergency. MCM's priority is providing a safe place for the child.

- Cancellations
 - Prior to 2 weeks before scheduled start date – full refund of paid tuition.
 - After the program's start, tuition refund prorated with an addition of 2 weeks from the last service.
 - For a child who is on the monthly plan, their parents are given a one-week grace period of attendance if a payment is missed.
 - Parents are welcome to contact MCM with alternatives before a payment is missed to work out options between the family and MCM.
 - Families with excessive absences will be contacted by MCM staff.
 - Excessive absences without communication equates to 10 absences per semester.
 - Excessive absences could result in the forfeit of service to the family by MCM.

Attire and personal belongings

- We understand most children will be in school uniform.
- If not in uniform, children should wear comfortable “play” clothes. Some activities and crafts may involve washable paints or materials that may soil clothes.

- Children should wear tennis shoes or closed toe closed back shoes with rubber soles. For the safety of our children, flip flops and shoes with open toes or backs are discouraged.
- Children who have activities and lessons away from MCM that require a change of clothes should be able to change into their own uniform independently. Adults may bring a uniform at time of pick-up and change the child themselves.
- Children should bring a reusable water bottle from home. Please make sure NAMES are all water bottles.
- If your child is bringing nonelectrical items to aid with their learning experiences – they will be stored when not in use, no personal or school issued devices will be used at MCM.
- MCM recommends a change of clothes in a child's backpack in case of spills or accidents. Please label in a Ziplock specific to "MCM" spare clothes.
- Food, drink, and gum chewing are not allowed in the museum exhibit areas. All eating takes place in the Red Rocket Cafe area and snack areas at specific times.
- MCM provides a nutritious snack for all afterschool children.
- Cell phones, tablets, and laptops – personal or school issues should always be stored in a backpack/zippered case.
- Please let Patti Reiss know if your child has a food allergy or any special dietary requirements a minimum of two weeks before childcare starts.
- Lost and Found items will be cycled through regularly at the end of a nine-week period and displayed for all families. Items left after display period will be rehomed.

Health and safety

- Children must have a medical information form on file with the MCM that names individuals to be contacted in the case of an emergency and lists any physical limitations, religious exemptions, impairments, and medications your child may be taking.
- Please notify the MCM Director of Learning Experiences, Patti Reiss if your child is taking any medication that might affect his/her behavior in the museum.
- The MCM staff does not dispense any medication. If your child has a condition (allergies, asthma) that could need lifesaving medication, please ask MCM before registration.
- In the case that your child has any food allergies, please document that on the Emergency Information forms and be specific as possible. It is helpful to indicate if your child will be bringing all their own food to MCM.
- In case of an accident or injury that requires first aid, an accident report will be completed, and parents will be notified.
- In case of an accident or injury that requires emergency service attention, 911 will be called and emergency contacts will be notified. MCM will follow the suggestions of first responders until the parents can arrive or be notified if the child has left MCM grounds in an ambulance for any reason.
- Children should not attend aftercare if they have an unexplained rash, vomiting, diarrhea, discharge from the eyes or ears, or any symptoms that are cause for concern to MCM staff. A parent will be called to pick up their child at once if MCM staff notices any of above-mentioned symptoms or others.

- Please notify the team at the museum or specifically the MCM Director of Learning Experiences, Patti Reiss, if your child has been exposed to any germs or communicable conditions that could be shared with other children or staff members.

Emergency information

- MCM uses phone, email, and SMS messaging (Google Voice) to communicate with parents as needed.
- MCM uses internal safety procedures that staff are trained on for the following scenarios:
 - Fire
 - Inclement weather
 - Suspect/Unknown persons.
 - Persons carrying weapons in and out of uniform (including but not limited to: Police, FBI, Fire Marshall, Park Rangers)
 - Injuries and unexpected incidents
 - Children separated from their group.
- In case of an emergency that requires evacuation – caregivers will be first notified through the SMS messaging service and emergency services will be utilized to transport children.
- Our 1-mile evacuation spot is the 2185 Riverside Drive, Jackson, MS - MS Museum of Natural Science
- Our 5-mile evacuation spot is 200 E County Line Rd, Ridgeland, MS – Northpark Mall

Arrival and departure

- If your child will NOT be riding the bus with MCM please utilize the Google Voice number.
- At arrival and departure, the KidCheck app is used with an MCM iPad to admit and dismiss children.
- If your child will be going home with someone other than previously noted on registration paperwork, please send a signed note or email identifying the individual that will be picking up along with the time they will be taking your child. Please advise anyone picking up your child that the MCM may request photo identification at the time of pick-up.
- MCM cannot be responsible for extra belongings. Please make sure that the person picking up your child knows how to collect all the child's belongings.
- If you must pick up your child unexpectedly, early or late please call MCM at 601- 981-5469 and leave a message or directly contact using Google Voice or MCM Director of Learning Experiences, Patti Reiss.
- If you have not picked up your child and not communicated an extenuating circumstance after the program ends the contacts provided on the child's registration form will be called by an MCM staff member.
- MCM is a drug, alcohol, and tobacco free campus. We do this to set healthy examples and encourage good habits in our children. Please refrain from using tobacco when you are on campus at arrival or departure.
- Weapons are not permitted on museum property. Please refrain from exiting your vehicle during arrival or departure if carrying a weapon on your person. If a parent or caregiver carries

a weapon due to being a uniformed officer of the law, please always have your firearm permit and badge on your person.

Transportation

Mississippi Children's Museum provides transportation to the museum from school for your child following the known JPS schedule.

MCM will try to accommodate same-day changes in transportation. We ask for understanding in sudden changes of inclement weather.

The following are rules and guidelines that all children must follow when transportation is provided.

- Children are to always remain seated.
- Children are encouraged to talk amongst themselves, this is a social part of their day, however we do discourage loud/screaming voices.
- Children are reminded that there is no food or drinks allowed during travel to ensure safety.
- The windows on the buses are to be adjusted by an adult to ensure the children feel comfortable in warm weather.
- Children are not allowed to get out of their seat while the buses are in operation. In case of an emergency, they may comply with the MC Staff or driver's directions to do so.
- There is a mobile phone on the vans/buses for emergency calls only.
- If there is a behavior concern or safety concern, the MCM Staff will remind children of behavior requirements, and the driver will relay the information back to the Directors and may then be relayed to the parent/legal guardian if necessary.
- If behavior concerns continue with a child, transportation will be refused for that child to ensure the safety of all passengers on the vans/buses.
- Mississippi Children's Museum has the right to refuse transportation for your child with limited notice.
- Safety is our priority, and we will make every effort to ensure your child will arrive at the museum safely.
- Families should notify Mississippi Children's Museum of any changes for transportation and will give ample time to meet these changes.
- At times children may forget or leave belongings at school, the bus will not have time to return to the school to collect them.

Discipline

- The MCM staff believes in positive, affirming discipline that allows for a personally enriching experience.
- Museum staff and counselors will use positive language and reinforcement to help guide a child to make safe, positive choices as he/she explores the environment and interacts with peers. Our museum leaders and counselors are ready to work with parents to make sure their child feels nurtured and encouraged in the MCM environment.

- MCM sends home regular behavior notifications to all families.
- Disciplinary actions are taken only as a last resort and will include one warning, time-out, and parent consultation at the end of the day.
- If a child is a constant disruption in the museum and is not responding to the museum leaders' guidance, the MCM Director of Learning Experiences, Patti Reiss will call a parent to discuss alternate options. If the behavior continues, the child may be asked to stay home (with no refund of fees) If a child does something egregious while at the museum, there will be an immediate call to a parent to pick up their child and the child could be asked to stay home (with no refund of fees).
- Any bullying, both physical and verbal, such as name-calling, teasing, ridiculing, or anything that "hurts" another person will not be tolerated. And children will be counseled immediately.
- We encourage parents to discuss ideas of "respect and responsibility" at home with your children before they come to aftercare.

Policies and acknowledgments included in the admissions paperwork:

- Photo:

I hereby grant the Mississippi Children's Museum, hereby referred to as MCM, permission to use my child/children listed on this form in a photograph in any and all of its publications, including website entries, without payment or any other consideration. I understand and agree that these materials will become the property of the MCM and will not be returned. I hereby irrevocably authorize MCM to edit, alter, copy, exhibit, publish or distribute this photo for purposes of publicizing MCM's programs, events or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears.

Additionally, I waive any right to royalties or other compensation arising or related to the use of the photograph. I hereby hold harmless and release and forever discharge MCM from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

- Complete and factual:

I hereby certify that I am the parent or guardian of this child/children named above; I do hereby give my consent without reservation to the foregoing on behalf of this person. I have completed the above to the best of my ability. I have read and agree with the policies and procedures of the Mississippi Children's Museum Launch into Learning Program. I have discussed all the rules and expectations of the museum with my child/children.

- Electronic form:

By submitting this form, I am acknowledging this as my electronic signature.

- Privacy:

MCM respects the privacy of our families, students, and staff. We are committed to protecting privacy by keeping matters confidential. We want to foster positive relationships with our community. The names of all students and staff members, information regarding discipline and behavior issues, health concerns or other program and student related issue should not be discussed directly or indirectly with others.

- Transportation:

I have read and understood the Transportation Policy and The Transportation and School Transportation Consent and give Mississippi Children's Museum the consent for my child(ren) to be transported from school. I have reviewed expected rider behavior and the idea of respect and responsibility with my child(ren).

Thank you for choosing the Mississippi Children's Museum Launch into Learning. We are committed to having the best program in Jackson! Please feel free to call us at any time to discuss any issue that might affect the well-being of your child.