

# Magnanimous Kids Childcare & Learning Center, LLC



## Policy Handbook

### *PARTNERSHIP*

*They bring their child to me  
and hope I'll come to know.  
How much the offspring means to them,  
their trust in me bestowed.  
They bring their child to me  
with love and hope and pride,  
looking for a helping hand,  
a teacher who will guide.  
They bring their child to me,  
and our partnership is clear:  
To nurture and allow to bloom  
a life we both hold dear.  
They bring their child to me, a step toward letting go  
and trusting in our special plan  
to help the child grow.*

*~~~By Gloria Weber Senbesst~~~*

Director: Jessica Kinsale

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Our goal is to provide your child with a clean, safe, comfortable environment where they can play and learn with guidance and loving care. In order to make our relationship as enjoyable as possible the following are some mutual beneficial requirements that are necessary to assure that there are no misunderstandings between either party, that each party is aware of the requirements, and that these requirements are carried out in a businesslike manner. The policies listed below are set forth by the Director and are in accordance with the Child Care regulations. These policies and accompanying contracts become effective upon acceptance by the parent/guardian and the Director.

### **Business Hours/Overtime**

Childcare services are provided from Monday to Friday during your contracted hours that payment is provided for- **anything over that is considered overtime and additional fees will be charged to your account.** Your hours plus fair commute time will become your "scheduled hours." Any changes to your schedule have to be discussed and re-scheduled based on my ability to meet your new need with my schedule.

If you arrive late without a phone call, The Director/Staff may not be present; so please notify myself if you are going to be late. It will then be the parent's responsibility to find and finance an alternate for their child for the day. Late arrival does not allow late pick-up.



### **Release of Children**

In order to prevent inappropriate release of a child to an unauthorized person procedures and safeguards are followed to ensure the safety of your child, only you or your designate(s) may pick up your child. Phoning in advance to let staff know someone other than you will be picking up your child is allowable as long as they are listed on the authorized pick up sheet. Anyone picking up the child will be asked to provide photographic identification if the staff is not familiar with the individual; this may include parents, so please come prepared with identification.

We reserve the right to release your child at our discretion with your knowledge of course. Staff are instructed to not release a child to the care of an adult whom they may feel, there's a safety issue; the director must also be notified to make the final decision.

Verification of legal custody: A copy of the court order recognizing the parent who has legal custody of the child, as well as visitation schedules will be requested for the child's file.

Otherwise I have no choice except to release the child to his/her parent.

**\*\* If a Parent/Guardian appears to be intoxicated or otherwise incapable of taking the child home safely or- if a non-custodial parent attempts to claim the child without the consent of the custodial parent, if an altercation verbal, physical any type of opposition to adhering to this policy the local police department will be contacted immediately. \*\***

### **Weather**

If we are under severe or threatening weather conditions, we are closed: tornadoes, blizzards, and severe wind chills and/or temperatures. Typically if the schools are closed then we are closed. Every effort will be made to open for business; however safety is our main priority.

### **Security Registration Fee & Supply Fee**

I will require a **registration fee of \$50.00** per child if there's a sibling attending care the fee is ½ price (\$25.00) per each additional child residing in your household.

The registration/supply fee goes towards website membership fees, educational software/games.

**The supply fee is \$35.00** yearly from the date of enrollment. This fee is for general supplies utilized throughout the year paper, pencils, print cartridges, crayons, markers, pencils, paint etc...

**\*\*Please Note:** These fees are non-refundable-Also Daycare tuition advance paid is non-refundable-customer will be given a courtesy credit for the amount towards childcare/preschool services.

**Admission Paperwork Advisory**

Before we will assume responsibility of caring for your child I MUST have the following:

- Registration forms
- Signed Financial Agreement
- Immunization Form (DHEC 2740)

\*It’s the parent’s responsibility to obtain necessary immunizations and physical examinations for their child. Proof will be required to be submitted in your child’s file at the time of enrollment. Certificate must be in accordance with state regulations. All forms are subject to a yearly renewal and must be kept up to date.

**Payment and Late Fees**

Payment is paid on a pre-payment basis and is expected on time. There’s a 2-day grace period **which starts from the payment due date (Friday), if payment is not received by the end of the 2<sup>nd</sup> day (Monday); a \$25.00 late fee will be charged to the account. After the 3<sup>rd</sup> day of non-payment Magnanimous Kids’ reserves the right to discontinue child care/preschool services until all payment is received.** You will run the risk of your childcare/preschool spot being filled by another family. There are no refunds in fees for absences due to a child's illness or any other reason. Full fees are required regardless if child attends daycare. Magnanimous Kids reserves the right to take **ANY OUTSTANDING ACCOUNTS TO COLLECTIONS/SMALL CLAIMS COURT.** Parent/Guardian will be held liable for any court or collection fees incurred by the Company (Magnanimous Kids). Payments are accepted as Cashier’s check, money order, or cash and credit/debit card payments accepted with Square. Parents will be charged a fee of 2.75% (with card) + .15cents or 3.5% + .30cents (w/out card) in addition to the normal tuition payment; Magnanimous Kids WILL NOT PAY Square fees for payment processing. Local check payments may be accepted at the discretion of the Director; if accepted Please make checks payable to Magnanimous Kids Childcare. There will be a \$35.00 charge for all checks returned N.S.F. plus late fees up to and including any other additional charges incurred to myself and/or by the bank. Payments on returned checks may be paid by cash or money order or certified check, **immediately.** If the client has written 2 or more checks that are returned to us for NSF (insufficient funds) you **MUST** pay all remaining tuition fees by cash or money order. **There will be no exceptions to this policy.** Returned checks that are not paid in full will be turned over to the State’s Attorney’s Office.

**Due to cost of living increases, childcare fees may increase in the near future. All fees established in the Financial Agreement will be in effect for 1 year- if fees should increase proper notice will be provided.**

<b>Observed Holidays</b>	<b>HOLIDAY</b>	
	<b>*Attention: Half Days Hours: 7am-1pm</b>	
<ul style="list-style-type: none"> <li>• We will be closed on ALL Federal Holidays with pay, including early closures for (Day before and after Thanksgiving &amp; Christmas Eve, and New Year’s Eve). If any of these days fall on a Saturday/Sunday we observe the holiday on Friday/Monday. Fees are not reduced during daycare closure.</li> </ul>	New Year’s Day	Memorial Day
	Martin Luther King Jr. Day	Independence Day
	President’s Day	Labor Day
	Good Friday	Columbus Day
		Veterans Day (Open)
	Thanksgiving Day (Wednesday - Half day schedule)(Friday-Closed)	
	Christmas Eve & Day (*Weekday prior to Eve- Half day schedule)	

**Absentee/Vacation Policy**

2 weeks notification is required in advance for all vacations un-paid. **Full payment is expected for all days and hours your child is normally scheduled, this applies to Full/Part Time/Seasonal Services-if vacation period is prior to 6 months of service, Payment is due prior to your vacation.** Unused vacation weeks do not carry over to the next year. 1-week un-paid vacation time is granted as a courtesy after 6 months of service provided. If you do not take your 6 month vacation week, then after 12 months of service you receive 2-weeks un-paid vacation time. Vacation weeks must be taken 5 days in the same week. If you child is withdrawn and you decide to bring them back for re-enrollment all prior fees paid are void. Children are not expected to be at daycare during your vacation time.

## Extended Absences

In cases of your potential absence due to maternity leave, summer, or extended leave from your job, we require ½ of your monthly fees for the entire time of your absence to hold your child's position. At least 1 month written notice must be provided and the leave must be for no longer than a 1 month period during the months September – June and no longer than 2 months from July - August.

## Arrival and Departures

**Children are to arrive clean and fed** (unless arriving before a meal time). I prefer that there are no pick-ups or drop-offs during the designated daily quiet time.

- If your child will not be showing up, or arriving late, I would appreciate a phone call no later than 9:00 am. This is to be sure we don't miss each other. Full charges would still apply for absent days, late days, and half days.
- **Early arrivals/drop offs and late departures/pickups are and will be subjected to a \$20.00 fee billed in 10 minute increments that will begin the minute before/after childcare scheduled business hours. \*\*Absolutely no exceptions will be made. \*\***

The Center is required to maintain daily attendance records. Our Center uses the Childcare Sage package which includes a separate Time clock program that lets parents, and pickup persons sign in and out by using the child's designated id number (5 digits, 1+last four of social security number) this is assigned during the registration process. These 'Sign-In & Sign-Out Attendance Sheets' are extremely important to ensure that all children are present and safe throughout the day and during evacuation drills as well.

- **Tracking children Indoor/Outdoor of Center**
  - Parents are required to sign children in and out daily. We also track kids throughout the day by signing them in and out on a class log and logging where they are sent to when classes are combined, go outside to play and when they go home. We have found the easiest way to maintain attendance in our classrooms is to do a name to face check before transitioning from one location to the next.

## Termination

The first two weeks of childcare are to be an adjustment period. It is our responsibility to let the parent know if the child seems unhappy or the arrangement is unsatisfactory for any other reason. It is the parent's responsibility to let me know the same. The parent or the facility can terminate the contract anytime during the adjustment period in writing on or before the 14<sup>th</sup> day after care starts.

**2 weeks written notice** is required by the parent to the director. Fees will still be due if the parent withdraws the child before notice is given, or at any given time during the notice. Two weeks fees may be paid in lieu of two weeks' notice. Termination notice will NOT be accepted while Director or parents are on vacation.

Magnanimous Kids' reserves the right to either immediately terminate a contract or provide Parents with a two weeks written notice if services for your child can no longer be provided. You are still responsible for paying the weekly fees during this notice regardless, whether your child attends or not.

## Meals & Snacks

Snacks and meals which meet the USDA Child Care Food Program guidelines for your child's daily nutritional meals will be provided, including whole (vitamin D) milk (12-24months) & 1% milk (ages 2 & up) 100% fruit juice/water depending on the hours your child is attending, serving is for children ages 24 months and up. Children who choose not to eat will not be served again until the next scheduled Meal or Snack. **If the child will be arriving after mealtime please feed them before they arrive.** The menu plan will be posted the parent board. If your child requires a special diet due to allergies, medications, and age and/or cultural or religious beliefs it will be the responsibility of the parent to provide a well-balanced lunch and snacks for their child. Sugar sweetened beverages shall not be served; No junk food, pop, gum etc.

**Magnanimous Kids reserve the right to "TERMINATE or TEMPORARILY SUSPEND SERVICES (W/PAY) FOR CHILDCARE/PRESCHOOL SERVICES AT WILL" and IMMEDIATELY for any of the following reasons (but not solely limited to):**

- Failure to comply with the DSS, DHEC & Magnanimous Kids Center policies set forth in the Parent handbook.
- Failure to comply with the contract.
- Destructive or hurtful behavior of child that persists even with parent cooperation in stopping the behavior.
- Inappropriate and/or abusive language/profanity utilized in the facility.
- Non-Payment of childcare/preschool tuition or late and/or recurring late payment of fees.
- Repeated failure to pick up child at scheduled times.
- Failure to show up for 5 days consecutive days without any communication.
- Failure to complete required forms.
- Inability to meet the child's needs without additional staff.
- If a parent knowingly brings their child ill
- Consistent child-rearing style differences/consistent center policy disagreements between parent and Center employees/director.
- Blatant disrespect towards staff members.
- False information given by parent either verbally or in writing.
- Harmful behavior towards other children up to and including aggressive behavior which becomes a safety hazard for themselves, other children and Caregivers in facility (including but not limited to: injury causing behaviors such as repeated intentional kicking/hitting of students or staff, repeated flipping/throwing of items intended to harm such as toy buckets, large gross motor toys or chairs, tantrums that cannot be deterred within 5 minutes) occurs two times in the same day the child must be picked up from the center immediately. The child will be removed from the classroom while waiting to be picked up. If intolerable behavior occurs a third time in the same week, the child must be picked up immediately and take the following day off. If repeated actions regardless of parent meetings and redirection Child will be **terminated immediately from facility "at will" and without notice.**

**If for any reason legal services are needed, Magnanimous Kids Childcare & Learning Center and Jessica Kinsale will not be responsible for any legal or court costs incurred.**

### **Cleanliness/Hygiene**

We do our best to maintain strict cleanliness and hygiene standards. Children's hands should be washed before and after meals, coming in from outside and after toileting. If these skills are stressed at home also your child may remain a good hand-washer when he/she gets older. Please have your child bathed and dressed for play. A clean child is a healthy child. Infants sleep in separate cribs/Play-Pens with clean blankets, used only by them. Beginning at toddler age washable nap mats will be used. Each child has a separate nap mat with Blankets provided by yourself/myself. These will be sent home to be washed weekly. Toys are sanitized twice weekly or daily as needed with bleach solution.

### **Potty Training**

We will assist in potty training with the understanding that it will only work if we work together. Your child will not learn if they do not do it while in the center and at home. You must work with your child at home. Clothing should be easy to manage to encourage self-help skills. Buckles, belts, and overalls in addition, suspenders when in a hurry to use the bathroom may create a problem. I also require that each potty training child has six changes of training pants (for sanitary reasons plastic pants to go over underwear or training pants is required) or pull ups and wipes. Extra changes of clothing are also necessary, including socks.

### **Medical Emergencies**

Minor bumps and scrapes are inevitable. We make every effort to keep your children safe through supervision and child proofing. Minor injuries will receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted immediately. Updated contact phone numbers is required; if changed they must be updated. It's extremely important that these phone numbers on file be kept current, so that I may reach you when necessary, not just during emergencies. If I am unable to contact either parent, I will call the emergency contact numbers supplied to me to make the medical decisions for the child. If necessary your child will be transported by ambulance to the nearest hospital. Parents are responsible for costs involved in emergency medical treatment, including transportation if required.





## Reporting Child Abuse/Neglect is the Law



It is required by law to report suspected cases of child abuse or neglect to the proper authorities. Department's Office of Child Protective and Preventive Services or to local law enforcement agency in the county where the child resides or is found in accordance with South Carolina Code Annotated Section 20-7-510. The Director and each employee are trained to never ignore the possibility that a child is being abused or neglected. Our policy is in accordance with the States' regulations for reporting suspected child abuse or neglect. Therefore, we will IMMEDIATELY notify Child Protective and Preventive Services or to local law enforcement agency in the county where the child resides when it appears that a child in the center is being physically, sexually, or emotionally abused, neglected, or exploited.

### Supplies

Parents are responsible for supplying:

- A full change of clothing.
- Any other supplies your child may need. (Diapers/Pull-ups/wipes weekly based on age group/class) **THIS IS MANDATORY AS ITS NOT PROVIDED BY THE CENTER**-should supplies be needed for your child either a fee will be charged or equivalent supply value needs to be replaced. **ASAP.**
- Wipes are requested according to your child's age and toiletry needs, if the required amount of wipes are not supplied a fee of \$5 per pack will be charged to your account. Ages: 0-2 (4pks. Monthly), 2-2.6 (3pks. Monthly), 2.6-3.6 (2pks. Monthly-if not toilet trained revert back to previous age group), 3.6-5yrs. 1pk Monthly)

All personal belongings should be marked with child's name.

- Please provide a change of clothing in case of accidents or mess. Please dress your child for real success. The center is not responsible for your child's clothing or personal items brought from home. Staff will let you know when we need more supplies for your child.

### Mildly Ill Children:

We ask that you please **do not** bring a mildly ill child to the Child Care Center. A child who is experiencing minor cold symptoms, but who is not exhibiting any symptoms listed on the communicable disease chart and/or who is not feeling well enough to participate in activities should not come to the Center. We suggest that you have a backup plan to use when your child is too ill to be in the Center.



### Child Illness

Under no circumstances should you bring your child to care sick (fever of 100°f or higher, vomiting, diarrhea not contained in a diaper, sore throat, continuous coughing, and runny nose other than clear, draining eyes or ears, unexplained rash, lice, etc.)

If you are unable to stay home with your sick child it will be necessary for you to make arrangements at your own expense. If your child is out ill regular fees still apply.

Your child may be brought to care if they have a common cold (which means a slight cough, clear runny nose, sneezing); however I will call you if your child is just plain miserable (whining, crying, repeatedly asking for you). Your child should not attend if they are not feeling well enough to participate in our daily activities.

**The Health Department regulations prohibit the admittance of any child into a center that exhibits any of the following symptoms:**

- Fever (100°f or higher) – child needs to be fever free for 24 hours without the aid of medication
- Diarrhea – child must be symptom free for 24 hours without the aid of medication
- Vomiting – child must be symptom free for 24 hours without the aid of medication
- Runny nose with colored discharge –check with doctor
- Rash – check with doctor
- Discharge from eyes or ears

- Lice – child needs to be treated and nits removed before return
- Communicable diseases – chicken pox, measles, mumps, conjunctivitis (pink eye), influenza etc. The child may return when the incubation and contagious period is passed and the child is well enough to resume normal childcare activities.

We have the right to refuse to care for a sick child. If your child develops any of the above symptoms while at the facility parent/designated alternate will be required to pick up your child immediately. If we have to call a parent to pick up a child that has been dropped off for care too **ill to participate in the day the child will also be required to stay at home the following day.** Your child may return to care 24 hours AFTER symptoms of illness end.

\*\*Please, notify the center at once of you find out that your child has a contagious disease, so that my staff and the parents of the other day care children may respond appropriately.

Notification will also be given to you if your child has been exposed to any contagious illness.

## Medication

Only medicine prescribed by the child's General Practitioner will be given to the child.

Medicines must be labeled with the following details:-

- The child's name
- The exact dosage required.
- Time or times of day it is to be given.

The Parent must complete a consent form with all the relevant details. Medicines will always be given by a qualified member of staff.

The Director will ensure that this record is kept up to date.

All medicines will be kept away from the children and stored safely and appropriately.

Once the medication is no longer needed or has run out the bottle or container will be returned to the parent.

Non-prescription medication eg pain and fever relief medication may be administered, but only with the prior written consent of the parent and only when there is a health reason to do so.

\*\*In the event the wrong medication is provided – Director/Caregivers will contact the parent immediately and will monitor the child for any adverse effects. DSS will also be contacted.

## Nap/Quiet Time

All children under 0-5 years old, in care for more than 4 hours, shall have a nap or rest period. A child who doesn't choose to sleep and a child who awakens early shall have quiet time.

## Computer Internet/Software/Media

As part of our curriculum, children are allowed to utilize the internet for strictly learning websites only. This will be on a monitored. Children ages 2 years and younger are not permitted on computers. Educational software is available and used as an incentive or part of a learning activity made fun to enhance skills. TV, video and DVD viewing is not permitted/very limited for children ages 24 months & younger.



**Photographs and videos** are taken on different occasions such as birthdays, holidays, outings and special occasions. We use these pictures/videos in our child care for folder presentations during conference, arts & crafts, albums and may be posted on (daycare) website & used in conjunction with promotion & advertising. A child's photograph may not be copied, posted on a web site or disclosed to unauthorized persons, without written consent from the child's parent.

## Damages

It is expected that your child be respectful of the Center's property and furnishings. Certain amount of —wear and tear is expected and normal, but if your child intentionally damages property through destructive behavior or roughness, you will be required to replace any object or its value.

## Fire Drills



Fire evacuation plans are posted in each room and at every exit. Fire drills are practiced monthly. The children are only expected to leave the building for a fire drill if the weather is good. If you arrive with your child during a fire drill, please stay with your child until the drill is completed and the children return to their programs.

## Exposure Control Plan

This facility is committed to providing a safe and healthful learning and work environment for our children and staff. In pursuing this endeavor, Magnanimous Kids Childcare & Learning Center is providing a Blood borne pathogen Exposure Control Plan (ECP) that meets the requirements of Occupational Health and Safety Organization (OSHA)'s Blood borne Pathogen Standard and South Carolina State Department of Health's Universal Precautions regulation, and the South Carolina Department of Social Services Child Care regulations. A copy of this plan will be posted in a conspicuous area in the center and will be identified by the Operations Director.

## Behavioral Goals

While in care only positive encouragement is enforced. Children will NOT be subject to spanking, hitting, kicking, restraint, or to, verbal, emotional, or physical punishment. We believe the most effective ways of enforcing positive behaviors are Praise, Respect, Re-Direction, and Positive Re-Enforcement. We talking with kids, we enjoy problem solving and listening to their feelings before making a judgment, and we believe if negative behavior is/was displayed discussing with children an alternative.

Our goal is to coach the children so they can negotiate compromise, brainstorm and work it out amongst themselves. Children are placed to sit in thinking mode (a.k.a. —the thinking chair), this gives them time based on their age to think about their actions and then we discuss it together. If they display a threat to the safety and well-being of themselves or others they will not be able to participate in a fun activity. If something of a more serious nature or a persistent behavior should occur that is of concern or a threat to the safety of others, parents will then be notified so we can jointly decide on a course of action that is followed at home and in the center. If the problem cannot be resolved dismissal will be recommended.

### **\*\*Parents are required to Initial Acknowledgement of Discipline & Behavior Management Policy\*\***

## Discipline Policy

Here at Magnanimous Kids CORPORAL PUNISHMENT IS PROHIBITED AND SHALL NEVER BE USED, Regardless of verbal/written authorization form parent(s)/guardian(s). (SPANKING, SLAPPING, PINCHING, SHAKING, BITING, JERKING OR POPPING HANDS under no circumstances are allowed on the Center's Premises at any time or by anyone. The use of the term "Think about it..." is used for a specified period of time (1 minute per age) with the purpose of allowing the child an opportunity after discussion to think about positive vs. negative choices. Life Skills are reiterated and briefly discussed at the time of discipline while reinforcing their Life Skills.

## Open Door Policy

Parents of currently enrolled children are welcome to visit the center anytime during regular hours of operation. Please feel free to drop in and check on your child, however, keep in mind a child adjusting to a new surrounding will want to leave with you if you pop in for a visit. I would appreciate your taking into consideration our schedule when dropping in and calling to please remember that visitors usually cause children to react in an excited manner that does not normally occur when we're alone with the children. Please keep in mind there may be times when it is not possible for us to answer the phone. If the phone goes unanswered, please do not become alarmed, simply leave a voice mail and someone will return your call.



## **Emergency Medical Plan**

These are emergency medical conditions under which emergency care and treatment is warranted: etc. Including but not limited to the following conditions: (examples: child passing out, broken bones, busted head, and seizures). We will access the problem, call 911 for help and then call parents. If the child needs emergency care one of our staff will go with the child to the closest hospital for help.

**We will use Providence Hospital Northeast**

**General (803) 865-4500**

**Emergency (803) 865-4530**

**IN CASE OF EVACUATION OR NATURAL DISASTER. We will remove the children to the following location until safe to return to the center or your child is picked up.**

**MIDLANDS FIRE PROTECTION (NEXT DOOR TO FACILITY)**

**10125 FARROW RD.**

**BLYTHEWOOD, SC 29016**

**(803) 754-9336**

**(CONTACT PERSON: CHUCK HIPPI)**

## **Policy Revisions**

Revisions to policies and procedures, contracts and forms will be done with a minimum of 2 weeks' notice UNLESS it is a new regulation – these changes will take place immediately. Policies, contracts, and forms will be reviewed periodically and updated, if necessary (usually every January). I will notify parents in writing of any changes. All previous forms will become obsolete.

## **Communication**

Communication is very important. When a new family is accepted at our Center, it's important that we share openly any concerns or questions that may arise. Questions, feedback, or discussions of any kind that affect a positive outcome for the child are welcomed. Sensitive issues will be discussed outside of regular hours either by letter, phone or a scheduled conference. You may call between 6:00 p.m. – 8:00 p.m. or email; if time allows I'll be more than happy to speak with you.

All parents should check Sign In/Out Computer and Parent Board in for important information, special announcements, etc.

## **Statement of Confidentiality**

Here at Magnanimous Kids Childcare we understand that some of our work will involve access to information/records that are considered confidential. We acknowledge our responsibility to respect the confidentiality of our clients. A child's record, emergency information, photograph and other information about the child or family and information that may identify a child by name or address is confidential and may not be copied, posted on a web site or disclosed to unauthorized persons, without written consent from the child's parent. Director, DSS Specialist are entitled immediate access to files, Employees are trained to adhere to policy in order to protect privacy, and to act in a professional manner. These files are located in the Director's Office in a locked cabinet.



# "A Magnanimous Thank you!"



*How can I sing my gratitude,  
Explain my silent glee,  
Approximate in words the precious  
gift That you have trusted to me?*

*To take care of your children,  
Teach them how to be a friend,  
Knowing that someday they'll move on and our friendship  
will come to an end.*

*I shall teach them songs, finger plays, read books,  
do silly dances and more importantly teach them life's  
lessons; to encourage and plant  
that early seed.  
That will become useful  
someday when they succeed.*



*How can I show my gratitude?  
I ponder, while raising my eyes  
with a curious lift.  
I know by simply just with love  
and patience taking care of your  
most precious gift...*

*A Short Thank You Poem  
From  
Your Director*