

# Conscious Kids Programs

*mindfulness based & relationally rooted*

621 Ricardo Ave, Santa Barbara, CA 93109  
(805) 708-2218 License # 426214021

## **Policies and Procedures**

Conscious Kids is a mindfulness based & relationally rooted mixed age homeschool program for children ages 3 and up. Along with academic explorations, social-emotional development is a foundational focus of all that takes place. In a self directed learning environment we practice kindness, contribution and communication as we create, innovate and collaborate. Through these practices we build a safe and cohesive community that supports our mission to nurture joyful curiosity and learning. We believe heart based practices in community and thoughtful approaches to relationships are universally important and essential skills for long term success and happiness.

Children observe, absorb, internalize and externalize what they experience in their environment. Playing and learning in an environment that celebrates diversity, creativity and mindful connection encourages children to emulate, develop and express those same qualities. In many ways, we see our community as a studio where the music of character is under construction. Each child is an evolving song being composed, practiced and mastered through relationship, exploration, attention and play, and the community is an instrument for the development of skillful harmony.

## **Philosophy**

We believe heart based practices in community and thoughtful approaches to relationships are universally important and essential skills for long term success and happiness. A safe and warm environment invites and inspires the engagement, exploration, and expression necessary for meaningful learning and growth. With a secure foundation, children are more inclined to risk, explore, fall, fail, get back up, try again and again until they master what was once novel, and enjoy the process. Of course, while all this is happening they are building resilience and real world experience - in other words, they are learning!

## **Our Mission**

The mission of Conscious Kids is to nurture joyful curiosity and learning in a caring and cohesive community. We provide an environment that supports children to grow into their strengths and move through their challenges in ways that are appropriate to their personal timing, needs and character. We seek out teachable moments, both academic and social-emotional, in the everyday curiosities, activities and experiences of the community.

## **Discipline**

At Conscious Kids, children are encouraged to meet their own needs by relating to others proactively, instead of reactively. As teachers and mentors we do this by helping children increase awareness of their options, personal choices, and the natural consequence of their choices.

Teacher imposed natural consequences are also used in our program. For example, a child may lose the right to play with a toy for the day as a result of choosing to use it inappropriately.

Under no circumstances will anyone on the grounds of Conscious Kids use corporal punishment, including parents.

## **Registration Requirements**

- ❖ Registration forms
- ❖ Consent forms
- ❖ Schedule contract
- ❖ Immunization records (if not enrolled in an outside school)
- ❖ Non refundable registration fee of \$100
- ❖ Material and field trip fee of \$160
- ❖ First quarter's program fee - unless arranged otherwise
- ❖ All children have a four-week trial period

## **Business Practices**

If Conscious Kids is closed due to emergency, you are notified as soon as possible. We are closed for the dates listed. If we close on any other day we will do our best to give 7 to 10 days prior notice.

## Termination Policy

Either you or Conscious Kids may terminate the financial contract by providing written notice prior to the next quarter of the program. All program fees for currently enrolled quarter remain due after termination notice or will not be credited if prepaid.

We reserve the right to discontinue enrollment for the following reasons, but not limited to:

- ❖ Inability of child to adjust after a reasonable amount of time
- ❖ Inability to meet child's needs
- ❖ Lack of parental cooperation
- ❖ Failure to pay or pay on time
- ❖ Serious illness of child or provider
- ❖ Lack of compliance with policies and procedures
- ❖ False information given by parent
- ❖ Physical or verbal abuse of any person or property

## Conscious Kids Fees

Program Days	Program Fee	Mat. & Ins. Fee	Total Due
Wednesdays	\$2,340 yr	\$165	\$2,505
Sept-Nov	\$780	\$55	\$835
Dec-Feb	\$780	\$55	\$835
March-May	\$780	\$55	\$835

### **There are no refunds or reductions in program fees for time missed due to illness.**

The first quarter's program fee along with material & insurance fees are due by the first day of attendance. If you arrange monthly fee payments an invoice will be given to you by the 25 of every month prior to the month of service. When you sign up for the quarter program you are committing to paying for the full three months of the program regardless of days not attended for any reason.

When making monthly payments, payment is due in full on the 1st of every month and is considered late on the 6th. Unless prior arrangements have been made, a \$25 late fee is charged for tuition paid after the 5<sup>th</sup>. Past due accounts of one month or more may prohibit children's attendance until accounts are paid. If

Conscious Kids is closed, payment may be made the previous or following business day. Payment by check is acceptable. Returned check fee is \$30.

### **Signing In and Out**

**A full name signature along with time of drop off AND pick up is required.** We will release your child to you, or someone you designate. If a designated person is to pick up your child, please notify us first. Verbal notice is fine only if designated person is on your authorized list. If designated person is NOT on that list, we MUST have written permission to release your child, along with verbal notice. A designated person may not pick up your child without your verbal or written consent. A designated person unfamiliar to us must provide photo identification. Minors may not drop off or pick up children.

### **Communication**

Parents are informed of field trips, special events, closures, exposure to major illnesses, and other items of note via email, text and phone calls. Changes of home and work addresses and phone numbers, designated persons names and phone numbers, planned absences, updated immunizations, and other important communications can be given to Tosh by text, email, or when required by law a hand written note.

For the safety of other children, Conscious Kids must be informed **immediately** of any communicable disease your child(ren) may have contracted or been exposed to.

### **Illnesses**

If your child becomes ill you will be called and they will be separated from the other children to avoid passing on illnesses to others while waiting to be picked up. If we are unable to reach you, each person on the emergency pickup list will be called until a responsible party is located to pick up your child. If your child needs to stay home, please inform us as soon as possible.

Communicable Diseases require removal of child from childcare.

Communicable Diseases include, but are not limited to: Infectious Conjunctivitis (pink eye), Impetigo, Hepatitis A, Scabies, Ringworm, Chicken Pox, Scarlet Fever, Lice, and Strep Throat. If your child is thought to have a communicable disease, fever, diarrhea or vomiting, you will be notified and asked to pick her/him up.

## Medication Management

All medications are locked in the bathroom cabinet at the school. Medication and sunscreen can only be given to a child who has written permission from a parent. Medications must be in original containers and properly labeled with child's full name, date, and legible instructions for administration. **Administration of prescriptions requires signed notes from physicians.**

## Emergency Procedures

In case of emergency requiring medical intervention, 911 will be called. The needs of the child will be attended to first, then emergency medical personnel will be called. Next, we will call those listed on your child's emergency notification list, beginning with custodial parents, until a responsible party is found. If transportation to a hospital is necessary, Cottage Hospital will be used.

**Fire Safety** Conscious Kids has a written fire evacuation plan and practices emergency drills with the children at least twice a year. Conscious Kids is a nonsmoking environment.

## Child Abuse Reporting Law of Requirements

There will be an immediate report to Child Protective Services if there is any reason to suspect a child has experienced physical, sexual or emotional child abuse, neglect or exploitation.

## Flexible Schedule

9:00 – 10:15	Project & free play	12:30 – 1:00	Lunch
10:15 – 10:30	Snack	1:00 – 2:00	Focus time
10:30 – 11:00	Community circle	2:00 - 2:30	Free play/pick-up
11:00 – 12:30	Project & free play		

## Religious and Cultural Activities

Conscious Kids is not faith based, and welcomes all faiths into our programs. We will explore religious and non-religious holidays, familiar and unfamiliar cultural events, celebrations and customs. Please inform us if you do not wish to have your child participate in a particular event.

## **Meals and Snacks**

**Please provide your child a nutritious well balanced snack and lunch for the day at Conscious Kids. Wholesome natural food helps children focus, interact and learn throughout the day.** A dessert of a cookie or two is ok, but please do not send candy, gum, soda, or other white refined sugar sweets. **Please limit drinks to water or herbal tea – no milk or fruit juice.**

To reinforce our commitment to being an environmentally friendly program, we ask that you conserve resources and pack a “trash-less” lunch (or as close as you can). Please pack foods in reusable containers, using as few plastic bags or disposable containers as possible. Thank you!

## **Personal Property**

**Children may bring personal property to school for sharing on sharing day only.** Conscious Kids is not responsible for lost or broken toys brought from home.

## **Transportation and Field Trip Arrangements**

Staff and volunteers provide field trip transportation in private vehicles. A transportation provider must have current California State driver's license, proof of insurance on file at Conscious Kids, and working seat belts and car seats for those who need them. Seat belts and car seats will be correctly used for each passenger.

You may be requested to pay fees associated with the trip. Field trips requiring licensed transportation require signed permission slips. In the event of an emergency on a field trip, your child will be cared for and you will be notified immediately.

## **Free Access**

During hours of operation you have the right to access any area used by your child at Conscious Kids.

## **Nondiscrimination Statement**

Conscious Kids prohibits discrimination against race, creed, color, national origin, gender, sexual orientation, marital status, age, disability, or trained guide dogs\service animals used by disabled persons.

## **Disaster Plan**

*Evacuation plan and routes are posted in the entryway, on the right side of the bulletin board. In case of a disaster we will evacuate the school premises, call 911, describe the situation, state the physical location of the emergency, give the telephone number where we can be reached and will stay on the line until told to hang up. A staff member will then place a call to each parent then to each subsequent emergency contact until someone is reached.*

### Personal items to be kept at school

- One full change of clothes to keep at school  
(Your child is encouraged to have messy fun! Please make sure there is always a change of clothes for us in their cubby/backpack)
- Water bottle to keep at school. Children are encouraged to drink a lot of water daily.

### Noteworthy Days

September 4th - First day of Conscious Kids 2019-2020

September 25th - Tosh is gone. Lisa + sub will be on hand

November 27th - Closed for Thanksgiving week

December 25th - Closed for Christmas day

January 1st - Closed for New Years day

January 29th - Tosh is gone. Lisa + sub will be on hand

March 25th - Closed for spring break

May 27th - Last day of Conscious Kids 2019-2020