



# Mind & Motion

**Powered by Bailey's Sports**

## Parent Handbook – v 2.23.26

---

### **Welcome to Mind & Motion Preschool at Bailey's Sports!**

We are honored to partner with your family during these important early years.

This handbook outlines our philosophy, policies, and procedures to ensure a safe, consistent, and supportive environment for every child.



## Our Mission and Philosophy

Mind & Motion Preschool exists to nurture the whole child by blending early childhood education with purposeful movement. We believe young children thrive when cognitive learning, social development, emotional growth, and physical activity are intentionally integrated.

Through hands on exploration, guided academics, structured play, and daily movement experiences, we build a strong foundation for kindergarten readiness and lifelong health. Our goal is to cultivate confident learners who love to move, explore, and grow.







# Program Overview



**Ages Served:** Children ages 3 to 5 years old

**Schedule:**

Monday through Friday  
9:00 AM to 1:00 PM

Mind & Motion Preschool offers flexible enrollment options to support the varying needs of families while maintaining classroom consistency and structure.

Families may choose from the following enrollment options:

- 2 days per week
- 3 days per week
- 4 days per week
- 5 days per week

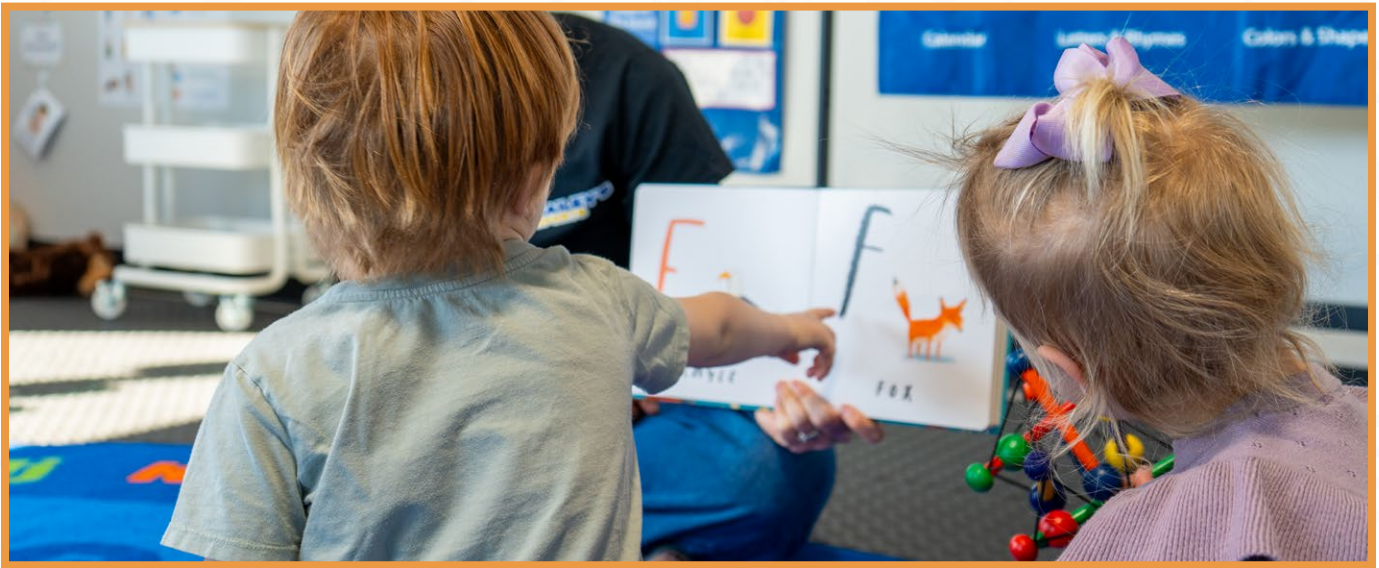
Enrollment days are selected at registration and are subject to availability. Once selected, families are expected to maintain a consistent weekly schedule to support learning continuity, peer relationships, and classroom stability.

*Tuition rates vary based on the number of days selected and are outlined in the enrollment agreement.*



## Enrollment Requirements

- Child must be age eligible at time of enrollment
- All required enrollment forms must be completed
- Copies of immunization records must be provided prior to attendance, or a valid immunization exemption.
- Child must meet full potty training requirements prior to the first day of attendance
- Enrollment schedule must be selected and agreed upon in writing



## Attendance Policy

Consistent attendance supports school readiness and classroom stability. Families are expected to notify the preschool if a child will be absent on a scheduled day.

Tuition is not prorated for absences, vacations, illness, weather closures, holidays, or scheduled non attendance days outside of the selected enrollment plan.

Requests to change enrollment days must be submitted in writing and are subject to availability.





# **Oregon Preschool Recorded Program**

Mind & Motion Preschool is a Preschool Recorded Program as defined by the Oregon Department of Early Learning and Care (Child Care Licensing Division). This means:

- We are recorded with the Child Care Licensing Division (CCLD) under Oregon Administrative Rules (OAR Chapter 414, Division 450) and Oregon Revised Statutes (ORS 329A.255). Programs that are primarily educational for four hours or less per day and serve preschool age children must be recorded to operate legally.
- Being a recorded program is different from being licensed as a certified child care facility. Recorded programs are not subject to the full set of licensing requirements that apply to certified child care centers.
- All staff and volunteers age 18 and older, as well as anyone who may have unsupervised contact with children, must be enrolled in Oregon's Central Background Registry prior to having contact with children.
- A program record is issued by CCLD and must be maintained in order for Mind & Motion Preschool to legally operate. A program record is valid for two years and is specific to our location and program.
- Parents and guardians have the right to know that Mind & Motion Preschool is recorded with the Child Care Licensing Division and is not certified under Oregon child care licensing statutes.

If you have questions or would like more information about what it means for our program to be recorded, contact our administration or the Child Care Licensing Division at 503-947-1400 or 1-800-556-6616.



# Bathroom Policy

## Potty Training Requirement

Mind & Motion Preschool is a fully potty trained program. All children enrolled must be independently toilet trained prior to their first day of attendance.

Children must be able to:

- Use the toilet independently
- Communicate the need to use the restroom
- Manage clothing such as pants, underwear, buttons, and zippers
- Wipe themselves independently
- Wash hands independently with minimal assistance

Because our program operates in a preschool classroom setting with limited staffing and supervision ratios, we are not able to provide diapering services, pull up changes, or toileting assistance beyond basic supervision and verbal support.

If a child is not yet fully potty trained, families may be asked to delay enrollment until toileting independence is consistently achieved.

## Bathroom Setup and Supervision

Mind & Motion Preschool uses family style single stall restrooms with a closing door. Children may use the restroom as needed throughout the session.

### Staff supervision procedures include:

- A teacher walks the child to the restroom area and remains nearby
- The teacher stays outside the closed restroom door unless assistance is requested or a safety concern arises
- Teachers conduct verbal check ins while the child is inside
- Children may not enter the restroom area without notifying a teacher



# **Bathroom Policy**

## **Privacy and Safety Guidelines**

- Only one child may use the restroom at a time
- The restroom door remains closed during use
- Staff will not enter unless the child requests help, the child is unresponsive for an extended period, or a safety concern exists
- Staff will announce their presence before entering
- Whenever possible, a second staff member will be made aware if restroom assistance is required

## **Toileting Accidents**

If a toileting accident occurs:

- Staff respond calmly and respectfully
- The child is encouraged to change into clean clothing independently
- Staff may provide verbal guidance and limited assistance with clothing
- Staff will not clean a child's body or provide wiping assistance

Families must provide a labeled change of clothing including underwear, pants, and socks.

If accidents occur frequently, families may be asked to meet with staff to create a readiness plan. Continued accidents may result in a pause in attendance until independence is established.

## **Hygiene Expectations**

All children must wash hands with soap and water after restroom use. Staff monitor and reinforce proper hygiene routines.

## **Health and Sanitation**

Restrooms and classroom areas are cleaned and sanitized regularly to support health and reduce the spread of illness.





# Drop Off and Pick Up Policy

## Program Hours

Monday through Friday  
9:00 AM to 1:00 PM

Drop off begins at **8:50 AM.**  
Pick up occurs promptly at **1:00 PM.**

*Early drop off and late pick up are not permitted.*

## Drop Off Procedures

- Parent or authorized adult must walk the child into the preschool
- Child must be signed in
- Staff must visually receive the child before the adult leaves
- Children may not be dropped off unattended

## Pick Up Procedures

- Child must be signed out
- Child will only be released to authorized adults
- Pick up must occur at 1:00 PM

## Authorized Pick Up Adults

- All authorized adults must be listed on the child's account
- A photo ID for each authorized adult must be on file
- Only verified individuals may pick up a child

## If an unauthorized person arrives:

- The child will not be released
- Staff will contact a parent or guardian
- The child remains supervised until authorization is confirmed

## Identification Verification

Staff may request photo identification at any time. Failure to provide ID may delay release.





## Drop Off and Pick Up Policy

### Late Pick Ups

Late pick ups may result in additional supervision fees. Repeated late pick ups may require a meeting with administration. Continued late pick ups may result in dismissal from the program.

*Families must communicate **immediately** if an unexpected delay occurs.*

### Emergency Situations

In an emergency affecting pick up, families should contact the preschool immediately. Staff will ensure children remain supervised until an authorized adult arrives.

---

## Health and Illness Policy

Children must remain home if they exhibit:

- Fever of 100.4 degrees or higher
- Vomiting or diarrhea within the past 24 hours
- Persistent cough
- Unexplained rash
- Contagious illness

*Children must be symptom free for 24 hours without medication before returning.*

If a child becomes ill during the program:

- Families will be contacted
- Child must be picked up promptly
- Child will remain supervised in a designated area until pick up



## Medication Policy

Mind & Motion Preschool does not store or administer medication during program hours. Because we operate as a half day program, this structure works well for most families. If your child has a specific medical need or circumstance that may require accommodation, families must contact administration prior to enrollment or attendance. Reasonable accommodations may be considered on a case by case basis in accordance with state regulations and staff capacity.

---



## Safety and Supervision

- Staff maintain active supervision at all times
  - Emergency drills are conducted regularly
  - Secure entry procedures are followed
  - Children are never released without proper authorization
- 





# Behavior Guidance Policy



## **We use a positive behavior support approach focused on:**

- Clear expectations
- Consistent routines
- Redirection
- Emotional coaching
- Problem solving

*Physical punishment, humiliation, or intimidation are **never used**.*

## **If behavioral concerns arise:**

- Families will be notified
- A meeting may be scheduled
- A support plan may be developed

If a child's needs exceed what can be safely supported, dismissal may occur.





## Nutrition Policy

Students must bring both a snack and a lunch each day along with a labeled water bottle.

We encourage balanced, nutritious food choices that support learning and physical activity.

Mind & Motion Preschool is not able to guarantee a fully nut free or allergy free facility.

If your child has severe allergies or dietary restrictions, families must notify staff during the application process so appropriate accommodations can be discussed and implemented where possible.



## Clothing and Personal Items

### **Children should wear:**

1. Comfortable clothing suitable for active movement
2. Closed toe athletic shoes

Toys from home should not be brought unless requested for a specific classroom activity.



## **Tuition and Payment Policy**

Tuition is based on the number of enrollment days selected.

Tuition is automatically billed on the 1st of each month.

Families are required to maintain a current and valid card on file for automatic billing.

Tuition is not prorated for absences, illness, vacations, holidays, or closures.

Late or declined payments may result in additional fees. Continued nonpayment may result in suspension or dismissal from the program.

---

## **Holidays and Closures**

A yearly calendar outlining scheduled closures will be provided. The preschool may close for holidays, staff training, severe weather, or emergency situations.







# Enrollment Options & Monthly Tuition

Mind & Motion Preschool offers flexible enrollment options to meet the needs of families. Tuition is based on the number of days per week selected at registration.

## Monthly Tuition Rates

2 Days per Week: \$630 per month

3 Days per Week: \$835 per month

4 Days per Week: \$995 per month

5 Days per Week: \$1,150 per month

Enrollment days are selected at registration and are subject to availability. Once selected, families are expected to maintain a consistent weekly schedule.

---

## Mandated Reporting

All staff are mandated reporters under Oregon law and are required to report any suspicion of abuse or neglect to the appropriate authorities.

---

## Non Discrimination Policy

Mind & Motion Preschool provides equal opportunity and does not discriminate on the basis of race, color, national origin, religion, sex, disability, or any other protected status.





## Family Communication

We value strong partnerships with families. Communication may include:

- Daily updates
- Newsletters
- Conferences
- Email communication
- Scheduled meetings as needed

Families are encouraged to reach out with questions or concerns.

---

## Withdrawal and Dismissal Policy

Families must provide written notice of withdrawal according to the terms outlined in their enrollment agreement.

Mind & Motion reserves the right to dismiss a child for:

- Safety concerns
- Repeated policy violations
- Chronic late pick up
- Nonpayment
- Behavior that cannot be safely supported
- Failure to maintain potty training readiness



# Acknowledgment

Enrollment at Mind & Motion Preschool indicates agreement to follow the policies outlined in this handbook. These policies exist to ensure a safe, consistent, and high quality preschool experience for every child and family.

We are grateful to partner with you in building a strong foundation for your child's lifelong love of learning and healthy movement.

---

## Parent Handbook Acknowledgment

I acknowledge that I have received and reviewed the Mind & Motion Preschool Parent Handbook – v 2.23.26.

I understand the policies, procedures, and expectations outlined within this handbook and agree to abide by them as a condition of my child's enrollment at Mind & Motion Preschool.

I understand that policies may be updated as needed and that I will be notified of any significant changes.

**Child's Name:** \_\_\_\_\_

**Parent/Guardian Name (Printed):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mind & Motion Preschool Representative Name (Printed):**

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_