



# PARENT HANDBOOK

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**Updated 2018**

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## **WELCOME TO BRIGHT BEGINNINGS DAYCARE AND PRESCHOOL!**

Thank you for your interest in Bright Beginnings Daycare and Preschool. We know how difficult it is for working parents to balance all of their work-family commitments and responsibilities. Parents who enroll their children at Bright Beginnings can have peace of mind knowing that their children are in a warm and nurturing environment that feels as close to home as possible. We provide a safe, stimulating and developmentally appropriate early childhood education experience.

### **MISSION STATEMENT**

Our mission at Bright Beginnings is to provide a safe and nurturing environment that allows for children to engage in a creative childhood program that emphasizes social, emotional and intellectual development while supporting each unique family unit. We strive to allow each child to develop at his or her own pace with the goal of not only a successful transition into kindergarten but to instill in children the desire to be life-long learners.

### **OUR PHILOSOPHY**

Bright Beginnings' philosophy involves multisensory instruction, where children are immersed in the learning process. Each child is actively and purposefully engaged throughout each day. We consider every moment to be a teachable moment. Our programs are designed to cover all areas of early childhood development, while making certain to meet the needs of the individual child and to capitalize on their interests and motivations. We offer a wide variety of opportunities for learning through active play, social interaction and one-on-one instruction.

Our style of early childhood education is designed to nurture creativity, self-expression and independence. We want to foster a strong sense of self-worth that provides a solid foundation for all future challenges that children will face. We believe that happy and loved children are destined for success.

Close partnership with parents is also very important to us. We believe that parents are the first and most important teachers in their child's life. We encourage parents to connect with us at any time. We want Bright Beginnings to be your place as much as it is ours.

## **CENTER INFORMATION AND LICENSING**

Bright Beginnings Daycare and Preschool, Inc. objective is to provide high-quality childcare in early childhood education. Developmentally appropriate programs are designed for infants through school-age. At our center we encourage children to explore, experience and recognize their environment. Along with caring, qualified teachers, we provide programs for families in the Poconos and Stroudsburg School District School. Bright Beginnings Daycare and Preschool Programs:

- Foster social, cognitive, emotional and physical development
- Focus on education
- Are play-based, child-centered and teacher-guided
- Emphasize creative, open-ended activities
- Encourage learning through hands-on activities
- Include individual and group activities
- Support child health through active play
- Offer a cheerful environment with ample toys, books, activities and supplies

At Bright Beginnings Daycare and Preschool Inc., we will nurture and give your child the experiences they will need to succeed in the future. We encourage children to reach for their full potential.

Each child is regarded as a unique individual. We value and celebrate each child's diverse cultural, ethnic, and socio-economic background. In consideration of the whole child, we strive to nourish the mind, body, and sense of self for continued growth. We welcome you to our Center and strongly believe that parents are the first and most important teachers of their children.

We know that building a community requires participation and commitment from all involved. Bright Beginnings will always work to ensure open communication between staff, parents, and children. We believe that parents are the first and most important teachers in their child's life and as such offer insight that is irreplaceable in the growth and development of their children. We promote open lines of communication in variety of ways such as daily reports, text messages, emails, phone conversations, text messages and face to face conversations.

We know that collaboration between staff and parents is in the best interest of the children. We encourage parents to connect with us at any time. We want Bright Beginnings to be your place as much as it is ours. In addition, to make communication more fruitful, we ask that parents stay informed about their child's development and learning experience by following up on messages and regularly reading our monthly newsletters.

Bright Beginnings Daycare and Preschool Inc. is open Monday through Friday from 6:30am to 6:30pm.

Bright Beginnings Daycare and Preschool Inc. is licensed by the Pennsylvania Department of Human Services. We are in compliance with all state rules and regulations. We are enrolled in Keystone Stars.



Reaching higher for  
quality early learning

## **EXPECTATIONS**

### **Family Code of Conduct:**

- We require all families of enrolled children shall at all times conduct themselves in a manner of courtesy and respect.
- No family or adult is permitted to use inappropriate language on center grounds.
- Threats of any kind will not be tolerated and will be reported to the appropriate authorities. Apologies are appreciated but the center will not assume the risk of a second chance.
- Center staff are not allowed to share information about any other child.
- Families are not permitted to address another child for the purpose of correction or discipline that is not their own. Direct any concerns to the teacher in the classroom or the Director.
- Families should not seek out another family to discuss their child's inappropriate behavior. These concerns should be brought to the child's teacher or the Director.

### **Role of the Center Staff:**

- All staff are required to have State Police criminal background checks, child abuse clearances and FBI fingerprint checks.
- All staff will complete a Pediatric First Aid training and CPR.
- All staff will complete 24 hours of professional development annually.
- All staff will conduct themselves professionally and follow the NAEYC Code of Ethical Conduct to the best of their ability. This includes
  - Never harm a child
  - Ensure programs for young children are based on current knowledge and research of early childhood education
  - Respect and support families in their task of nurturing children
  - Respect colleagues in early childhood education and support them in maintaining the NAEYC Code of Ethical Conduct

- Serve as an advocate for children and their families
- Stay informed of and maintain high standards of professional conduct
- Be open to new ideas and be willing to learn from the suggestions of others
- Honor the ideals and principles of the NAEYC Code of Ethical Conduct

## **ENROLLMENT**

Enrollment is open to children starting at six (6) weeks to age 12 years.

**Non-Discrimination:** Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy, disability or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Parents are expected to take the time to visit, observe and ask questions before making a decision on enrollment. When you decide to enroll your child at Bright Beginnings Daycare and Preschool Inc. you will be provided with an intake meeting with the Center Director to review the intake paperwork. Please inform the staff if you require assistance translating forms, contracts, policies, or procedures. After a placement has been offered, initial enrollment is contingent upon receipt of the completed enrollment application, paid registration fee, signed fee agreement, immunization records and signed Parent Handbook receipt. The registration fee is non-refundable.

The following forms are necessary to complete your child's file. Some forms will be provided ahead of time while others will be completed at the intake meeting. Failure to provide this information, including timely updates, may result in termination of care.

Children's records must contain the following information:

1. Health Assessment – Each child is required to have a yearly health assessment from birth through 1<sup>st</sup> grade. All medical forms must be filled out and completed by your licensed physician and complete with all immunizations up to date.
2. Childcare Agreement and Fee Agreement form – This form is required before your child may begin to attend our Center and will need to be updated every six months. If there are any changes to this form before the updates are due, you are responsible for informing the Center of the change. Parents are required to notify the Center, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit. The agreement is not meant to serve as contracts guaranteeing service for any duration. Bright Beginnings Daycare and Preschool Inc. reserves the right to dismiss any parent or child at any time with or without cause. Continued enrollment at the Center

is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

3. Consent Form – (Photograph/Video, topical creams/sunscreen)
4. Emergency Contact Form – you must supply Center with emergency contacts for your child. Parents are the first contact in the event of any emergency, but you are required to provide two additional contact persons with phone numbers and addresses, in the event that you cannot be reached. This form is required before your child may begin to attend our Center and will need to be updated every six months. If there are any changes to this form before the updates are due, you are responsible for informing the office of the change.

### **TUITION & FEES**

Bright Beginnings is committed to providing exceptional care and education at affordable rates.

<u>Infant Program</u> \$200 per week or \$55 per day (3-day minimum)	<u>Waddler Program</u> \$175 per week or \$50 per day (3-day minimum)	<u>Toddler Program</u> \$175 per week or \$50 per day (3-day minimum)
<u>Preschool Program</u> \$160 per week or \$45 per day (3-day minimum)	<u>Pre-K Program</u> \$160 per week or \$45 per day (3-day minimum)	<u>Before/After School Care</u> \$60 per week before <u>or</u> after care \$110 per week before <u>and</u> after care <i>Additional \$25 per day for school closings</i>
<u>Summer Program</u> <u>(School Age Kids)</u> \$160 per week or \$45 per day (3-day minimum)	<u>Registration Fee</u> \$50 per family (Non-Refundable) <u>Discounts</u> 5% per sibling	

Tuition is to be paid by 5:30pm on or before the first service day of each week.

From time-to-time there will be additional fees associated with special activities. These fees are due prior to the event or activity.

If your child is absent due to illness, vacation, weather related issues or any other reason, parents/guardians are still responsible for tuition. Please call the center to inform us that your child will be out that day and when we can expect them to return. We cannot reserve a child's placement in the classroom unless tuition is paid on time.

Two (2) weeks written notice is required when withdrawing your child from the center. You are responsible to pay the final two week's tuition.

One (1) week vacation credit is earned after enrollment for six (6) consecutive months. This vacation credit may be used for 5 consecutive business days and renews annually according to the calendar year from January through December. A one-month prior written notice is required for a vacation credit to be used.

There will be a \$25.00 fee on all returned checks or ACH payments. After two (2) returned checks or ACH payments, we will require cash or credit card payments.

A \$5.00 late charge will be added to your bill each day for all past due balances. Three (3) consecutive late payments will result in mandatory ACH or credit card payments for all future invoices. After a delinquent balance accumulates, we have the right to dismiss your child.

There will be \$10.00 fee each time a credit card is declined for any reason.

As per the signed child care agreement, your child is allowed 10 hours of childcare per day. Any time exceeding 10 hours per day through closing will be charged at \$7.00 per hour. A charge of \$25 per hour will apply if your child is picked up after facility closing hours.

For CCIS families, co-pays must be paid by Friday of the service week. If it's not received by Friday, we are required to report the late payment on Monday morning to CCIS.

You are responsible for all legal and collection fees if tuition is not paid.

### **INCLUSION**

Bright Beginnings Daycare and Preschool believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need, please come in to discuss what may be needed for your child to succeed with the director and your child's teacher.

### **CONFIDENTIALITY**

At Bright Beginnings confidentiality is taken very seriously, types of information which are kept confidential and shared only with those who need it to carry out their jobs include: medical history including any current or suspected medical problems; family status; financial information; and other personal issues like family matters or children's behaviors.

Access to written records is restricted to administrative staff, state regulatory monitors, and the educators directly responsible for the child. In order for records to be released to any other person, school or agency, written permission is needed from the child's parent.

Areas of concern (like problem behavior or other special needs) are discussed with parents in private and in a problem-solving manner, respecting the roles we all can play in helping children feel competent and successfully become part of the group. Our Confidentiality Policy protects every child's privacy. Employees of the Center are strictly prohibited from discussing anything about another child with you.

### **STAFF TO CHILD RATIOS**

Children are supervised at all times. We maintain the following standards for staff to child ratios:

<b><u>Age Level</u></b>	<b><u>Ratio Minimum</u></b>	<b><u>Ratio Maximum</u></b>
6wks - 12mos	1:4	2:8
1-2 year olds	1:5	2:10
2-3 year olds	1:6	2:12
3-5 year olds	1:10	2:20
6-12 year olds	1:12	2:24

### **PARENT'S RIGHT TO IMMEDIATE ACCESS**

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Bright Beginnings.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Bright Beginnings must be provided with a copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must indicate arrangement in daycare agreement.

Visitors are asked to schedule appointments with the Center staff.

### **DISMISSAL**

Bright Beginnings aims to help children grow and thrive in a safe and stimulating setting that is respectful of them, their parents and guardians and our staff. We also comply with all relevant laws including the Americans with Disabilities Act. We make every effort to work with families to address concerns that arise which may compromise our ability to successfully reach

these goals. In the rare event that attempts to work with families to resolve concerns and issues fail, we reserve the right to terminate care. Examples of dismissal could be that the child is not adjusting, serious behavior issues, a danger to themselves and/or others, failure to pay tuition on time, repeatedly picking up a child/children up late or after closing hours and if the child's file is not up to date. We will give a minimum of two weeks' notice of termination, unless the safety and welfare of parents, children, staff and/or the integrity and professional standing of the center is in immediate jeopardy.

### **ARRIVAL PROCEDURES**

The center opens at 6:30 a.m. Upon arrival at the Center, the parents or the adult dropping the child off must sign the child into care on the sign-in tablet located at the front entrance. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom or classroom teacher. Children are required by regulation to be supervised at all times while in the child care facility. We ask parents to drop off children by 10AM to avoid disruption in their classroom.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day. The information below must be recorded. A physician may state that a certain medication be given for a recurring problem, emergency situation or chronic condition. Specific instructions from the physician must be provided which include:

- Child's name
- Name of Medication
- Dose of medication
- How often the medication should be administered
- Conditions for use

Precautions to follow - Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. Examples of this may include:

- Early Pick Up
- Alternative Pick Up Person
- Health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware of to best meet the needs of your child throughout the day.

When sending someone else in to pick up your child, please be advised that they will be asked for photo identification. If you are sending someone that is not on the release form you signed, we will not release the child to that person until we can contact you for verification. If you know ahead of time that someone not on the list will be picking up your child, please put it in writing and give it to the office or call the center to inform us. This policy is in place for the protection of the children.

All children must be physically dropped off at the center with a parent or guardian. You may NOT drop your child at the door and then leave. You must walk your child to the classroom.

You are required to make sure a staff member acknowledges that your child is being dropped off before you leave.

If your child is part of the before and after school program and will be attending the center on a day when public schools are closed, our school age teacher will ask you a few days beforehand about your plan. If you do not add your child to the list, your child will not be permitted to attend. This allows us to staff properly for the number of children we will expect for the day. If you sign your child up and do not bring them, you will be charged for the day. In addition, if your child will not be on the afternoon bus drop off please inform the center as we account for all children coming off the school buses.

### **NOTIFICATION OF ABSENCE AND VACATION**

Parents are asked to inform the center by 9:00am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our staff to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a “need to know” basis. If your child has a communicable disease (chicken pox, pink eye, lice, etc.), we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Bright Beginnings will take all measures necessary to protect your child’s confidentiality.

For students taking vacation, parents are required to give the center two (2) weeks’ notice. For parents wishing to take their vacation credit, one-month prior written notice is required.

### **PICK UP PROCEDURES**

The Center closes at 6:30 pm. Parents or other authorized adults are required to sign their child out of care on the sign-out tablet. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on the premises.

We support a comfortable departure time, one that enables parents to greet their children, talk briefly with teachers and gather clothing and materials from cubbies. Please plan to arrive before closing time in order to assure that the process does not keep our dedicated teaching staff over their scheduled time. Should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

## **HOLIDAYS**

Our Center will be closed on the following days:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day (4<sup>th</sup> of July)
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- We close at 3PM on Christmas Eve and New Year's Eve

## **EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION**

We aim to notify parents at least 24 hours in advance of any anticipated closures due to inclement weather, most notably in the case of a major snow or ice storm. It is possible that in some cases 24-hour notice is not available. All family members will be notified via the HiMama app of any center closures as soon as possible. If you do not receive a message regarding a weather related closure, assume the center is open as usual.

Should the Center need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick-up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

## **BIRTHDAY AND HOLIDAY CELEBRATIONS**

Bright Beginnings enjoys celebrating birthdays and holiday celebrations with the children. If you would like to bring in a treat as an afternoon snack for your child's class, the policy is that the snack must be store bought with the ingredients on the label still attached. This helps us identify any possible ingredients that could cause an allergic reaction to some of our students. For holiday celebrations, each classroom will have a needed items list sheet for parents to sign up to bring in a snack or other item for the holiday celebrations.

## **TOYS FROM HOME**

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy. Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by classroom staff for safety and appropriateness, and may be prohibited at the sole discretion of the staff at Bright Beginnings should they deem it unsafe or inappropriate.

## **HEALTH AND SAFETY**

Parents are encouraged to keep their children home when they are ill. If upon arrival in the morning, the child is too ill and unable to participate in normal daily activities, we will ask that you take your child home. Parents will be called to pick up their child if they exhibit any of the following symptoms:

- Fever of 101 or higher.
- Diarrhea or vomiting (more than 2x in a one hour)
- Communicable disease (chicken pox, impetigo, pink eye, head lice-eggs and or bugs, or other unexplained symptoms).

When your child is sent home with a suspected communicable illness, they are not allowed to return without a doctor's note stating that the illness is not contagious or your child has been on antibiotics for 24 hours, if found positive for a communicable illness.

When your child is sent home with diarrhea, vomiting, or fever of 101 or higher, they are allowed to return after they are fever free, vomiting, or diarrhea has ceased for 24 hours without the help of medication.

## **REST TIME**

After lunch, all children less than 5 years of age, participate in a quiet rest time lasting no more than 2 hours. Children are encouraged to but not required to sleep and may be given quiet activities after at least 45 minutes of quiet time. Every child is assigned a cot or mat that they will use for the entire year. Mats or cots are cleaned and sanitized every week. Please provide a blanket for your child for rest time as it can be a bit chilly. A crib sheet can also be used for the cots. Blankets and/or crib sheets will need to be brought home on Friday's to be washed.

School age children, although not required, shall be provided an opportunity for a regular rest period if the child desires. For children who do not want to rest, a space and time for quiet play will be made available.

### **TOILET TRAINING**

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

### **CLOTHING**

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, water, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits. We are not responsible for children's clothes that may become dirty from some of the activities we do. You may provide a T-shirt or smock to be worn for messy play if you want.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities. Therefore, **we do not allow flip flops to be worn in the day**, only for outside water play.

### **BITING**

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

### **COMMUNAL WATER-PLAY**

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play and sprinkler play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease. Standing water will be emptied every day.

### **EXTREME WEATHER AND OUTDOOR PLAY**

Outdoor play will not occur if the outside temperature is greater than 90°F or less than 20°F degrees. Additionally, outdoor play will be cancelled if the air quality rating is poor.

### **CHALLENGING BEHAVIOR**

Children are guided to treat each other and adults with self-control and kindness. Each student at Bright Beginnings Daycare and Preschool has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

### **ACCIDENTS AND EMERGENCIES**

Protecting the safety of the children in our center is extremely important. Part of our education plan includes teaching and explaining safety rules to your child. In addition, the Center maintains a high ratio of adults to children in order to closely monitor various activities in the

classroom and on the playground. The staff constantly monitors the facility to remedy unsafe conditions and parents are also asked to alert us to any concerns they may have. In spite of all of our efforts, accidents do happen, in part because the curiosity and vigorous activity of young children make them injury prone.

Our teachers are trained in pediatric first-aid and rescue breathing/choking procedures. In case of a medical emergency, your child's teacher will call 911 immediately prior to any attempt to contact the parents or the Directors. Staff will then contact parents and the Director. If the parents are unavailable, and the emergency requires emergency transport, the child's teacher will accompany the child in the ambulance to St Luke's Hospital – Monroe Campus. Parents can meet emergency vehicles at the hospital if they are unable to get to the center in time to accompany their child in an emergency vehicle. The teacher will bring a copy of the child's emergency form containing any known medical issues or allergies as well as any medications that are administered at the center. Parents are responsible for any expenses that arise from accidents or medical emergencies that occur at Bright Beginnings Daycare and Preschool Inc. It is expected that children enrolled in the Center will be covered by a family health insurance policy. In the event of a minor injury requiring basic cleaning and first aid treatment, you will be notified by an incident report form. Copies of this form are distributed to:

- The parent (original copy)
- The child's file in the classroom
- The child's file in the center

### **RESPECTFUL BEHAVIOR**

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

### **CHILDREN WITH SEVERE ALLERGIES**

Due to the enrollment of children in our program with peanut allergies and life-threatening anaphylaxis reactions to peanuts and tree nuts (almond, brazil nut, cashew, filbert/hazel nut, hickory nut, pecan, pine nut, pistachio, macadamia and walnut), we will strive to maintain a nut free program. Please support this effort to keep our children safe by refraining from bringing in any food product or items containing peanuts or tree nuts.

If you have any questions, please contact the Center Director. For the safety of your child, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered.

This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every twelve months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy.

This form can be obtained by request from the center director or assistant director. The center staff and parents will develop a "food allergy action plan" for children identified as having severe food allergies and will post the plan in the child's regular classroom and in the regular food areas. Members of center staff will be trained in common emergency response such as administration of the EpiPen. Parents/guardians are encouraged to assist in training the center staff to avoid and manage allergic reactions and emergencies related to their child's individual situation. Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

### **MEDICATION**

Prescription medication is administered to the children only with a current order from a doctor. We must have written permission from you to give any medication to your child. Medications MUST be in the original container and labeled with the following information:

- Child's name
- Physician's name
- Name of medication
- Expiration date
- Dosage instructions and how medication is to be stored

Parents MUST sign the medicine log. Please note that we will not administer a higher dosage of the medication than the label states unless you have a doctor's note.



### **SMOKING**

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

### **MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT**

The Child Protective Services Act is designed to protect the welfare and best interest of all children. Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. As mandated reporters, the employees of the Center are mandated reporters, under this law. The employees of the Center are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Mandated reporters, including the staff of Bright Beginnings, are generally immune from liability for making reports made to Child Protective Services, cooperating with or consulting with an investigation relating to a report, testifying in a proceeding relating to child abuse, or engaging in other action authorized by Section 6318 of this law, provided the reporter was acting in good faith.

### **SEXUAL HARASSMENT POLICY**

Bright Beginnings Daycare and Preschool does not tolerate any form of harassment with anyone. For our handbook, the term harassment includes- but not limited to –slurs, jokes, other verbal, graphic or physical conduct of a sexual nature, relating to an individual's race, color, sex, religious or national origin.

Any complaints of sexual harassment should first be brought to the attention of the harasser, letting him/her know that his/her behavior is offensive or unwelcome and requesting that it stop immediately. The issue should then be brought to the attention of the Director. The Director will meet with the harasser and take necessary disciplinary action varying from a discussion to suspension/termination.

## **SECURITY SYSTEM INFORMATION**

Bright Beginnings has a security system installed by Allied Alarms. The security system was chosen specifically with the safety of our children, staff and families in mind. We ask that you honor the following procedures:

- All Children must be in the building no later than 10am. Your security access card will be disabled at 10am. The security access card will be enabled at 2:30pm. If you need to pick up your child before 2:30pm, please come to the office door and ring the doorbell.
- Please be advised that the door MUST be closed completely behind you, even if there are other parents behind you, every person must swipe their own card to access the center. If someone behind you does not have a security access card, do not let them in. Please direct them to the office door.
- If you are late making your childcare tuition payment for two weeks, the center will deactivate your security access card. You will have to make an appointment with the director to reinstate your security access card after full payment has been made.
- You will be required to pay \$20 deposit per security access card. Cards will be given to parents and guardians only. All other individuals on your pick up list must go to the office door and ring the doorbell.

**"Bright Beginnings...  
a warm, caring environment  
where young minds are  
challenged and nourished  
by dedicated and loving  
teachers."**

(570)-872-9750 

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