



PARENT HANDBOOK

Original Date: November 2018

Updated September 2020

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WELCOME TO BRIGHT BEGINNINGS!

Thank you for your interest in Bright Beginnings Daycare & 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 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 7am to 6pm.

CURRICULUM

Each Bright Beginnings classroom uses the HIGHSCOPE curriculum to develop developmentally appropriate lessons that are within the framework of our philosophy and purpose. It will include hands-on creative art, math, science, and literacy activities. It will also include songs, finger-plays, dramatic play, and gross motor activities. Children will have exposure to shapes, colors, numbers, letters, science experiments, and nature activities. We also align these plans to the Pennsylvania Early Learning Standards (PA ELS).

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



Reaching higher for
quality early learning

CHILDREN ASSESSMENTS AND FAMILY CONFERENCES

Bright Beginnings uses COR Advantage from HIGHSCOPE as a reliable observation-based assessment of children's development. We will then share this with parents during our 2 family conferences a year. We will offer a conference in November and May of each year. If a family would like to meet at any other time, they may request a meeting with their child's teacher to discuss any concerns they have. We will work together to make sure your child's time at Bright Beginnings is an enjoyable one

EXPECTATIONS

Family Code of Conduct:

- We always require all families of enrolled children to 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, fingerprint checks and National Sex Offender Registry.
- All staff will complete a Pediatric CPR and First Aid training.
- All staff will complete 12 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...
 1. Never harm a child
 2. Ensure programs for young children are based on current knowledge and research of early childhood education
 3. Respect and support families in their task of nurturing children
 4. Respect colleagues in early childhood education and support them in maintaining the NAEYC Code of Ethical Conduct
 5. Serve as an advocate for children and their families
 6. Stay informed of and maintain high standards of professional conduct
 7. Be open to new ideas and willing to learn from the suggestions of others
 8. Honor the ideals and principles of the NAEYC Code of Ethical Conduct

ENROLLMENT

Enrollment is open to children from 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 or disability

or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet 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 1st 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, if 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.

5. **Release and child – authorization form – you must supply the center with contacts of whom your child may be released to. Your child will only be released to individuals on the release and child-authorization form with a form of picture ID.**
6. **HiMama Agreement form – All families need to sign the HiMama Agreement form so that we can check in your child, keep diapering and attendance records.**
7. **ELRC Agreement letter – Any family enrolled in ELRC (subsidy program) must sign this letter to ensure you understand our policies and agreement with ELRC.**

TUITION & FEES

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

Infant Program

\$205 per week or
\$57 per day (3-day minimum)

Waddler Program

\$180 per week or
\$52 per day (3-day minimum)

Toddler Program

\$180 per week or
\$52 per day (3-day minimum)

Preschool Program

\$165 per week or
\$47 per day (3-day minimum)

Pre-K Program

\$165 per week or
\$47 per day (3-day minimum)

Before/After School Care

\$65 per week before or
after care
\$115 per week before and
after care
*Additional \$25 per day for
school closings*

**Summer Program
(School Age Kids)**

\$165 per week or
\$47 per day (3-day minimum)

Registration Fee

\$50 per family
(Non-Refundable)

Discounts

5% per sibling

Tuition is to be paid by 5:30pm on or before the first service day of each week which is typically Monday. This also includes families who have ELRC co-pays.

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

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

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

INCLUSION

Bright Beginnings Daycare & Preschool believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. 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.

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 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.

DUAL LANGUAGE LEARNERS

Bright Beginnings will make every effort to ensure that Dual Language Learners are supported to the best of our abilities. We will make every effort to learn a few home language words, gestures, communication devices and sign language as needed. Working together with families will ensure that dual language learner children will have optimum success.

REFERRALS TO COMMUNITY SERVICES

In the event that the program staff feel that an assessment for additional services would benefit the child, such as social, mental health, educational, and medical services, including but not limited to dental check-up, vision or hearing screening, the teacher will bring this to the Director's attention, write a statement for the reason for the referral, a brief summary of the teacher's observations related to the referral. A conference will be requested with the parents and the teacher(s) and Director. The written statement will be provided to the parents at the meeting and a copy will be placed in the child's file.

Parent will NOT be told of a presumed issue or concern about development or need for services at pick-up or drop-off time. It is important to have a dedicated time to discuss this with the parents.

We will offer assistance to the child's parents in making the referral and shall have written parental consent before any referral is made. Supportive services to the program, including consultation and educator training, may also be an option pursued. The director shall maintain a written record of any referrals, including the parent conference and results

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.

STAFF TO CHILD RATIOS

Children are supervised at all times. We maintain the following state mandated ratios:

Age Level	Ratio Minimum	Ratio Maximum
6wks-12mos	1:4	2:8
1-2 yr olds	1:5	2:10
2-3 ye olds	1:6	2:12
3-5 yr olds	1:10	2:20
6-12 yr 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 7 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 childcare 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 childcare 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 maybe 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.

PICK UP PROCEDURES

The Center closes at 6:00 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.

FAMILY ENGAGEMENT

Bright Beginnings encourages family involvement with the center. We have an open-door policy and if you need to speak with your child's teacher, we will help set up a time that is convenient to both. We also send out a yearly parent survey that parents can list our strengths and weaknesses. There is a suggestion box in our lobby that all parents can put any suggestions or ideas for us to look at and try. Bright Beginnings tries to be very open with families as we feel that your child's learning is a collaborative effort on all of us.

HOLIDAYS

Our Center will be closed on the following days:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day (4th 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 childcare 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, which includes going outside, 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.

During Covid-19 Pandemic, starting March 2020, new health and safety policies have been put in place in affect 6/1/20 until further notice. Dina Alves (Owner) is the Center's Covid-19 coordinator.

Check-In and Pick-Up

- Families will be greeted at the main entrance (upstairs door) where a staff member will greet the children. Parents and other family members will not be allowed inside the center. We are asking that parents wear a mask when dropping off/picking up their child. Prior to parents leaving the site, a trained staff member will take the temperature of their child(ren) and ask parents the following questions:
 1. Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
 2. Do you or anyone in your household have a fever, cough and/or shortness of breath?
 3. Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
- Children and staff will be required to wash their hands immediately upon entering the building and at various times throughout the day. When children are received for drop-off, they will be escorted into the nearest bathroom where their hands will be washed prior to being brought to their classroom/childcare area.

- Upon your arrival to pick up your child, report to the main entrance (upstairs door), a staff member will bring your child out to you. Doing so will limit direct contact and help us to maintain social distancing. If you notice that your child is outside in the playground we ask you that you still report to the main entrance so we can bring you your child and gather his/her belongings such as lunch box. Please refrain from approaching the playground or any groups of children as they are entering or exiting the building from/to playground.
- We will temporarily deactivate all parent key fobs until further notice.
- Infant car seats should go back with parents at drop off in the morning to minimize the number of car seats which the center will have to store. Infant car seats will no longer be stored at the entrance. For families who only own one car seat and must leave the car seat at the center we will do so in a separate room where children have no access to it.

Healthy Environment

- We will keep the children grouped according to their classrooms so that we can better exercise social distancing that fall within CDC guidelines.
- We will not share equipment and will clean equipment between uses.
- Staff will routinely disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play.
- We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Staff will wash/scrub their hands and children's hands a minimum every two hours and as needed.
- Center tours will be modified until further notice to eliminate visitors in the building. Tours will only be available via video or after hours.
- Parent or visitor meetings will be conducted outside (weather permitting) or via phone call during hours of operation.
- Stuffed animals and toys from home will not be allowed in the center. In addition, all stuffed animals/pillows will be removed from the classrooms until further notice.
- Blankets and sheets to be used during naptime will now be placed in recyclable/canvas bags with the child's cot and it will have your child's name. This will prevent personal items from touching and becoming contaminated. On Friday the blankets and sheets will be going home for washing.
- Naptime – sleeping positions will be carefully arranged to that the children are sleeping head to toe and 2-3 feet apart.
- All cots will be routinely disinfected with EPA approved products. Each child has their own assigned cot.

All cubbies are to be emptied out each Friday except for spare clothing.

Meal Times

- All surfaces will be disinfected before meal preparation and feedings using CDC- or EPA-approved products.
- All staff will wash hands before and after meal preparation and feeding.
- When handling children's meals and snacks staff will wear gloves at all times.

Child Health

- Staff will receive education on COVID-19 symptoms as well as preventive measures.
- Children who have a fever of > 100.4 at check in will not be allowed to enter the building.
- Children who start to experience symptoms of respiratory illness, including a fever of >100.4 while at childcare, will be isolated from other children until they can be picked up.
- If a child has a fever greater than 100.4, we will ask that the child is fever free for 48 hrs before returning to the center. Exceptions will be made for children up to 3 years old and under who have a doctor's note verifying that low grade fever is due to teething and that the child has been examined. If the fever is 101.1 or greater then child must be sent home regardless of doctor's not.
- Children under 2 years old are not allowed to wear masks per CDC guidelines. Children who are older than 2 years old are required to wear masks inside the center or playground.
- If we schedule an outside vendor, the activity will be held outdoors. Outside vendors will not be allowed into the center.

Staff Health & Wellness

- Staff will receive additional training on infection control and workplace disinfection.
- Staff temperatures will be checked at the beginning of each shift. If the temperature is >100.4 they will be sent home.
- Staff required to self-monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop (fever or respiratory symptoms).
- Staff is required to wear mask at all times to prevent spread of germs and viruses. During lunch breaks or planning time while away from the children staff may remove their masks at their discretion.
- Staff will wash their hands immediately upon entering the center and immediately prior to leaving.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

Tuition

- No vacation credit week will be allowed to be used by private pay families during the next two months as the center has been closed and tuition has not been paid. ELRC families are not eligible for vacation credit.
- As long as we are open, tuition and co-pays will be due in full each Monday.
- Tuition payment box will be available outside at check in. All payments are to be placed in the box and not handed to any staff. Tuition payment box will only be made available at drop off. Consider setting up your account with ACH deduction or credit card withdrawal. There is no charge to set up ACH. For credit card there is a 3.5% convenience fee.
- If you are able to work from home and choose to keep your children at home, you will be required to pay all your normal weekly tuition to retain your spot.
- If you choose to unenroll your child, there is no guaranteed spot upon a request to return and you will be required to pay a new registration fee.

Communication

- If the current situation changes and it becomes necessary to update our procedures or close our center temporarily, we will notify each family contact via HiMamma.
- You may also follow our Facebook page or website for center updates.

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

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.



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 30 minutes of quiet time. Every child is assigned a cot that they will use for the entire year. Cots are cleaned and sanitized every Friday. Please provide a crib sheet and blanket for your child as it can be a bit chilly. These blankets and crib sheets will need to be brought home on Friday to be washed and brought back every Monday.

School age children, although not required, shall be provided an opportunity for a regular rest period if the child desires when they are here during that time. 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 indicated 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 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. We also ask that you have plenty of changes of clothes (including an extra pair of shoes) on site here while your child goes through this process.

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 the 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 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 (while they may look cute) 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. We also ask that children do not wear winter boots for the entire day. Please bring in a pair of shoes for them to change into.

BITING

Biting is a normal stage of development that is common among infants and toddler and sometimes even among preschoolers. It is something that many 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 out every day.

EXTREME WEATHER AND OUTDOOR PLAY

Outdoor play will not occur if the outside temperature is greater than 90F or less than 20F degrees. All children will be going outside daily. If you feel that your child is not well enough to go outside, then they should remain home for that day. Fresh air is great for all children and helps them remain healthy!

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.

CHALLENGING BEHAVIORS

Children are guided to treat each other and adults with self-control and kindness. Each child at Bright Beginnings Daycare & 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 the children. Our approach to help 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 a child continues to display behaviors that are deemed dangerous (throwing toys or chairs, hitting the teacher) and we have tried other measures to help them calm down, we will call you to come pick up your child for the remainder of the day.

RESPECTFUL BEHAVIOR

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

ANTI-BULLYING POLICY

What is Bullying? Bullying is a behavior that intentionally causes distress to others. Bullying may be defined as “behavior by one or more students which produces damaging or hurtful effects, physically or emotionally to any individual”. Bullying is characterized by the intention to hurt, frighten, or intimidate another person. Some signs include changes in children’s behavior, physical appearance and presentation and language. Bullying can take the form of physical (pushing, kicking, hitting, threats), verbal (name calling, persistent teasing, sarcasm, spreading rumors), emotional (exclusion from a group, ridicule, threatening looks and gestures) and racist forms (gestures, taunts).

Bright Beginnings does not tolerate any form of bullying towards other students or staff. Students are taught to respect others, report incidents of bullying, promote and adhere to the center’s positive behavior policy and adhere to the center’s anti-bullying policy. Parents should stress the importance of good social behavior with their children. Families will be informed if these behaviors arise as described in our challenging behaviors policy and anti-bullying policy. If these behaviors continue to occur and our staff has tried to correct the behavior and has not been corrected, we will call the parents to come pick up the child for the remainder of the day. Bright Beginnings has the right to terminate care if these behaviors are not corrected.

SEXUAL HARRASSMENT POLICY

Bright Beginnings Daycare and Preschool does not tolerate any form of harassment with anyone. For our handbook, the term harassment includes – not is 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 discussion to suspension/expulsion.

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 pickup list must go to the office door and ring the doorbell.

