



Bright Beginnings **Preschool and Daycare Center LLC** **Parent Handbook**

100 Youngs Road, Suite 7
Hamilton, NJ. 08022
609-588-5100
Fax: 609-588-5910

www.brightbeginningschildren.com
judithbullard@brightbeginningschildren.com

Director: Mrs. Judith Bullard
Assitant Director: Mrs. Shelia Sadoff

Teach the child in the way he should go, and when he is old he will never part from it.
Proverbs 22:6



Bright Beginnings
Preschool and Daycare Center LLC

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As a Bright Beginnings Preschool and Daycare Center parent, I will adhere to the policies and procedures that are outlined in this handbook.

_____ ***(parent Signature/Date)***



Bright Beginnings
PRESCHOOL AND DAYCARE CENTER LLC

20010-2011 Calendar for Closing Days / Emergency Closing Information

Month	Date	Day	Event
September	6	Monday	Labor Day
November	25 & 26	Thursday & Friday	Thanksgiving Break
December	24 & 31	Friday	Winter Break
April	22	Friday	Good Friday
May	30	Monday	Memorial Day
July	4	Monday	Independence Day

**Please note that we are usually closed on for the following events:
Winter Break: 24, 25, 26,31st, January 1st**

Emergency Closing: Please be aware that we will be closed or have delay opening due to inclement weather based on the safety of the roads. We will put the safety of the children first. Most importantly please note that we will definitely be closed if a state of emergency is declared. Please call the center for emergency closing or delays as early as 5: 30 am.

PLEASE NOTE:

If snow begins falling during the school day with accumulation on sidewalks and streets, parents are requested to pick up their child(ren) as soon as possible so staff may also leave before roads become too hazardous and children will be cared for until parents or emergency contacts arrive.



**Bright Beginnings
Preschool and Daycare Center LLC**

Our Philosophy

Bright Beginnings Preschool and Daycare Center believes that a child's early years of development are important. Children develop and learn through play in a safe, secure, and nurturing environment. We know that each child has an individual style of learning and we will foster their individuality by building their knowledge of learning through implementing age appropriate activities that are fun filled and educational.

Self esteem and self reliance skills are an important aspect in early childhood and we will emphasize it throughout our program. Since children learn through play and discovery, Bright Beginnings will provide materials that will promote creativity and stimulate the child's imagination and learning. We know that language development is also an important aspect for the growth and development of early learners. Bright Beginnings teachers will ask students open ended questions and promote conversations to foster our early learners' growth and language development.

At Bright Beginnings we will implement age appropriate that will fosters students' cognitive development and independence in the following areas: Language and Literacy, Social Relations, Initiative, Music and movement, Mathematics, Science, Social Studies, Creativity

Finally, we do believe that it does take a village to raise a child; therefore parents' participation is very important.

“Education is a social process; Education is growth; Education is not a preparation for life but is life itself.” John Dewey



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Operating Policies

1. A registration fee of \$75.00 is required to accompany completed enrollment forms. This fee is nonrefundable.
2. Tuition may be paid by check or money order by the 1st of the every month. Please place your tuition in the Tuition Drop Box. There will be a \$30.00 charge for returned checks. A late fee of \$75.00 per child will be charged if tuition is not
3. paid by the 7 th of the month. If you tuition balance falls after the 10 th day, your child will be placed on the DNA list (**Do Not Admit**) and will not be able to attend school until tuition is paid in full.
4. **NO tuition refunds, allowances, or makeup days will be granted for any absence, including vacation. You may not substitute any days for days that your child is absent or when the center is closed for holidays, vacation or inclement weather.**
5. A medical examination is required for enrollment.
6. All medications, antihistamines or allergy medications and cough suppressants will be administered by the staff only when instructed by the parents and only when the medication form is filled out completely. No fever medication will be administered; children may not attend school with a fever. Please refer to our sickness policy.
7. Parents are to provide lunch and anything that the child needs to eat lunch, including a disposable fork, spoon, napkins, ect . A drink must also be provided or the child may drink water. Bright Beginnings will provide a morning and afternoon snack. Please inform us in writing of any allergies your child may have to any foods or drinks.
8. Parents must provide their cot sheet and cot blanket for naptime. All items must be labeled!
9. Please provide a change of weather appropriate clothes in a labeled plastic bag for emergency use. If you child does not have changing clothes, your child must be picked up.
10. Bright Beginnings reserves the right to terminate any enrollment if the child or parent becomes a discipline problem. The staff will try to work out any problems with a child or parent, if the problem persists 30 days, the child will be asked to leave. No tuition monies will be refunded.
11. If you are participating in any child care subsidized programs, you are ultimately responsible for any and all fees incurred. (e.g Work First, NJ Cares for Kids, or Child Care Connection).
12. If your child creates damage to either our building or its content, exceeding \$25.00, you will be subsequently billed for the repairs.
13. Bright Beginnings reserves the right to not accept any child for any reason.



Bright Beginnings
Preschool and Daycare Center LLC

Our Curriculum

At Bright Beginnings Preschool and Daycare Center we offered an Age Appropriate Curriculum for our students, ages 6wks to 5 years old.

We will follow a curriculum that will support our active learners. We believe that each child learning should be a “hands and minds on” approach. Our Curriculum is based on the views of John Dewey, Jean Piaget and Eric Erikson.

Our curriculum also fosters a partnership with our parents. Through our curriculum we will implement home and school connection, which involves the parents. Each parent will receive a weekly or monthly agenda of the themes or interests we are studying. Finally, your child’s progress will be shared daily, as each child will be receiving a daily report from their teacher.



Bright Beginnings
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First Day Checklist

Lunch

We can reheat items that you send for lunch. However, we CANNOT prepare lunches at our facility, PLEASE ensure that the meal is prepared and ready for reheating. Please do not send your child to school with a can meal. Food should be placed in a microwavable dish. Every child should also have a fork/spoon and a napkin. We do not supply utensils.

Extra Clothing

Your child should have changing clothes in their cubby. Please send them with weather appropriate change of clothing that can stay at school in their cubby in case we need to change their clothes. However, if changing clothes are not provided and your child needs to change their clothes, especially in a case of emergency, *you are required to pick them up.*

Sippy Cup

Please provide your child with one sippy cup (for Toddlers, Preschool 3, and Preschool 4). Students in Pre-Toddlers will need 2 sippy cups. We will send their sippy cup home daily to be washed.

Diapers/Pullups

We can store diapers if you want to bring a “sleeve” from bulk buys of diapers. Also, please make sure pull-ups have “Velcro” sides. We will not accept pull-ups that do not have Velcro sides.
Please bring a container for wipes with initial supply.

Bedding

Per Department of Youth and Family Services each child needs something to sleep on and to cover them with. Each child will be taking their nap on a cot. Please see Mrs. Judy the Director to purchase your cot sheet. Every sheet and blanket MUST be taken home on Fridays to be washed and MUST be returned on Mondays.

HIPPA FORM

We have the HIPPA form that must be filled out for any medication that you want us to give to your child.

PLEASE MAKE SURE THAT ALL YOUR CHILD’S ITEMS ARE LABELED.



Bright Beginnings
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Our Discipline Procedure

At Bright Beginnings Preschool and Daycare Center, we believe in teaching our students to use words instead of hands by allowing students to solve their problems. Therefore we shall maintain the following philosophy of discipline. Our methods of guidance and discipline used shall be positive, consistent with the developmental needs of the children and applied with the full knowledge and understanding of the parents.

When a situation occurs, the staff will follow this procedure:

- 1). Staff will calmly approach the situation**
- 2). Staff will allow students to discuss what happened**
- 3). Staff will restate the problem**
- 4). Staff will allow student(s) to express their emotions**
- 5). Staff will come up with a solution with the help of the student(s)**
- 6). Staff will recheck with student(s) to make sure solution is resolved**

Student is okay.

There shall be no use of hitting, corporal punishment, aggressive language, ridicule, or harsh, humiliating or frightening treatment, or another kind of child abuse/neglect/or exploitation.

Discipline shall not be associated to children in regard to rest, toilet training, and food. Children shall not be isolated without supervision.

Discipline shall not be associated with the withholding of emotional response or stimulation and shall not require the child to remain silent for long periods of time.

In case of extreme or recurrent discipline problems, the application of a child shall be reevaluated.



Bright Beginnings
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Policy on the Management of Communicable Diseases

If a child exhibits any of the following symptoms, he/she should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and you will be called to take him/her home.

Symptoms Include:

Severe pain or discomfort, acute diarrhea, episode of acute vomiting, elevated oral temperature of 101.5 degree Fahrenheit, sore throat or severe coughing, yellow eyes or jaundice skin, red eyes with discharge, infected & untreated skin patches, difficult or rapid breathing, skin lesions that are weeping or bleeding, swollen joints, visibly enlarged lymph nodes, stiff neck, blood in urine

Once the child is symptom free, or has a doctor's note stating that he/she no longer poses a serious health risk to himself/herself or other, he/she may return to the center.

Table of Excludable Communicable Diseases

A child who contracts any of the following disease MAY NOT return to the center without a physician's note stating that the child's present no risk to himself/herself or others:

Respiratory Illness Gastrointestinal Illness Contact Illness

Chicken Pox** Giardia Lamblia* Impetigo
German Measles Hepatitis A* Lice
Hemophilus Influenzae* Salmonella* Scabies
Measles* Shigella*
Meningococcus*
Mumps*
Strep Throat
Tuberculosis*
Whooping Cough*

*Reportable diseases that will be reported to the health department by the center.

**NOTE: If your child has chicken pox, a doctor's note is not required for readmitting the child to the

center. A note from the parent is required, stating either that at least six days have elapsed since the onset

of the rash, or that all sore have dried and crusted.

*If your child is exposed to any excludable disease at the center, you will be notified in writing.



Bright Beginnings
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HIPPA Laws

Parents/Guardians:

Due to the HIPPA Laws, we now require you to fill out the

HIPPA form if you would like us to administer any medicine to

your child. Please give it to your child's teacher along

with the medication and any appropriate Doctor's notes.

This is to ensure your child's privacy.

Thank You,

Mrs. Judith Bullard-Director

Mrs. Shelia Sadoff- Assistant Director



Bright Beginnings
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ILLNESSES POLICY:

The problem of communicable disease is prevalent in every group and Bright Beginnings is no exception. **Parents must make other arrangements for the care of their children when they show symptoms of any deviation from normal health.** If a child becomes ill at Bright Beginnings the director or teacher will immediately notify the parents. The child will be kept separated from the group until taken home.

Children will not be permitted at our school with any of the following conditions:

1. Fever of 101.2 degrees under arm (auxiliary) or higher, and if they also have one or more of the following: diarrhea, earache, shows signs of irritability or confusion, sore throat, rash.
2. Vomiting on three or more occasions within the past 24 hours.
3. Diarrhea – three or more watery stools in a 24-hour period.
4. Draining rash or undiagnosed rash lasting over a 24-hour period.
5. Eye discharge or pink eye. Children can be readmitted after medical diagnosis to rule out bacterial or viral infection, or 24 hours on antibiotic treatment.
6. Open oozing sores and scabs, unless properly covered and 24 hours on antibiotic treatment.

Parents shall be advised to make alternate plans for care in the event that the child becomes ill and is not able to attend the center.

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.**

In case of injury or accident, in which 911 is not needed, but immediate professional care is required, the staff will contact the parents. If parents are unavailable, those individuals designated as emergency contacts will be notified. Bright Beginnings Preschool and Daycare Center LLC staff cannot transport children to a hospital or doctor's office. Injured children shall be transported for medical aid by parents or by calling 911 for an ambulance. **Children in the center are required to have a yearly physical examination. This must be included in our health records. Please inform our center when this examination takes place.**



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Late Pick Up Procedure

This procedure is to be followed by staff members if the parent or person authorized by the parent fails to pick up a child at the time of the center's closing.

- 1). Parents will be charged \$1.00 for every minute they are late.
- 2). Money owe to parents **must be** paid at the time of lateness or 1 day after.
- 3). An hour after closing time, if the parent(s) or pick up person have not arrived and cannot be located, and no other arrangements for the child can be made; the staff member should call the Director at home.

*****If parent is consistently late picking up their child, the director will take disciplinary measures.



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Policy on the Release of Children

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a noncustodial parent has been denied access, or granted limited access to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

- 1). The child is supervised at all times;
- 2). Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
- 3). An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24 hour Child Abuse Hotline (18007928610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child.



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Schedule of Expulsion

After certain measure and actions were taken to solve the problem(s), the child's parent/guardian will be advised verbally and in writing about the child's or parent(s) behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.

*The parent/guardian will be informed regarding the length of eh expulsion period.

*The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.

*The parent/guardian will be given a specific expulsion date that follows the parent an adequate amount of time to seek alternate child care (approximately one to two weeks notice depending on risk to other children's welfare or safety).

*Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A Child will not be expelled

If a child's parent(s) *Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements (18776679845)

*Reported abuse or neglect occurring at the center (18002156853)
or (18007928610) after 5 pm.

*Questioned the center regarding policies and procedures.



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Pictures

At Bright Beginnings Preschool and Daycare Center LLC, your child's picture will be taken and posted in your child's classroom and in the center to promote positive self esteem and self worth.

In addition, teachers will also take your child's picture to display the different activities they are engaged in and for classroom displays.

If you have any concerns regarding your child's picture be taken or posted throughout the center, please notify us in writing and we will ensure that your child's picture is not taken.

Classroom Birthday Parties:

If you wish to celebrate your child's birthday party, we ask that the celebration begins after naptime (3:00 for Pre-Toddlers, Toddlers, Preschool 3 and Preschool 4). If your child is in the Infant Classroom then the party can begin at 1:00. Your child may bring in any items, food or party goods; however, you must speak to your child's teacher before making arrangements.

Holiday Parties:

Our center will be celebrating the following parties and we will be asking for classroom donations: Fall Harvest Party (October), Thanksgiving Gathering (November), Winter Holiday Party (December), Friendship Party (February) and Easter Party (April).

We also will be celebrating Mother's Day and Father's Day. Each parent will receive a free 4 by 6 picture of your child and they are welcome to enjoy a tasty treat with their child.

We also will have complimentary 4 by 6 pictures with Santa and the Easter Bunny.



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Daily Reports:

Every day your child's teacher will be sending home a daily report of what your child did. The daily report may also include any items your child may need. It is your responsibility to take your child's daily reports out of their folders and read them. If your child needs an item then you must bring in that item the next day. If you do not bring in that item we will not accept your child in the center until the item is brought in.

Tuition:

Tuition is due the 1st of the month. If tuition is not paid by the 7th then a late fee of \$75.00 will be added to your child's bill. If we still do not receive the tuition and late fee on the 9th of the month then your child will not be accepted in the center until the tuition is paid. If you have more than 1 child in the center then one tuition is due the 1st and the other is due the 15th of the month (late fee will be added on the 16th and then on the 17th your child will not be accepted in the center until the tuition is paid).

WITHDRAWAL FROM OUR PROGRAM:

Fourteen (14) days notice must be given for withdrawing a child from Bright Beginnings Preschool and Daycare Center LLC. When a child is withdrawn with less than 14 days notice, an additional charge of two weeks of full time or part time care, beyond the notified withdrawal date, will be added to your account.

