

Enrollment

Families are encouraged to observe our program before enrolling. To enroll your family with **Bright Beginnings Childcare and Learning Centers** a registration fee must be paid. An annual supply and equipment fee will be charged every January 1st.

Payment of Fees

All fees are due in advance, before the Friday **BEFORE** care, and it is preferred to be paid in the amount of two weeks or more. There is a minimum fee of 2 days per week. If fees are not paid by **NOON on Monday**, there will be a \$35.00 late payment fee charged to your account. If fees are not paid by the end of the work week, your child will not be allowed to attend until all fees are paid. Any checks returned for Non-Sufficient Funds will be charged a \$35.00 fee.

Our fee schedule is set to cover expenses operating at full capacity. It is not possible to refund for days not attended. *If your child is out on a day you scheduled you are still responsible to pay for that day. (Or use vacation, if available). There can be no reduction given due to holidays and staff development days, as most operating costs remain the same.

Tuition

Tuition fees are reviewed annually, generally resulting in an adjustment of tuition. Parents will receive notice, in writing, of any tuition adjustments and will be required to sign a new Fee Policy form indicating the new fee.

Hours of Operation

Bright Beginnings opens at 5:45 a.m. and closes promptly at 6:00p.m. Monday through Friday. All fees are based on a **MAXIMUM of 10 HOURS PER DAY**. If a child is present up to 30 minutes past 10 hours, there will be a \$5.00 additional charge. After 30 minutes the charge will be \$10.00 and if the child is present after 11 hours there will be a \$20.00 charge per additional hour.

LATE FEE CHARGE is \$3.00 for every minute after **6:00 p.m.** that your child remains in the center. This will be added to your weekly tuition. The steep charge is to assure that staff members may also be allowed to leave at 6:00 p.m. to be with their families and friends. In our staff's best interest, we hope that this fee need not be enforced. If you have not picked up your child from the center by 6:00 p.m. and we are unable to reach any of the emergency contacts by 7:00 p.m. we will contact the local police department.



The center will be **CLOSED** on New Year's Day, Memorial Day, Independence Day (4th of July), Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and the first Friday in the month of August for Staff Development. Your charges for these holidays and Staff Development days remain the same. If the traditional holiday falls on a Sunday, we will be closed on Monday. If the holiday falls on a Saturday, we will be closed on Friday.

Sign In and Sign Out

All parents are responsible for signing their child in and out every day. This is a **REQUIREMENT**. Sign In and Out Monitor is stationed in the main hallway.

***Parents are also required to escort their child into the classroom. The child **MUST** be presented to a staff person before the parent leaves the building. When picking up your child, you **MUST INFORM** a staff person of your child's departure. ***Please **do not allow** your child to enter or leave the building by themselves. Your child must be at your side at all times during drop off and pick up times.

***Parents are required to notify the center before 9 a.m. if their child will be absent. If the parent fails to notify the center, we will call the parent at home or work.

Child Release

No child will be released to any person not authorized by the parent or guardian. We prefer authorization to be in writing. Identification will be required. *** Stop by the office for an Authorization for Release form.***

Employees Providing Outside Care

Bright Beginnings does not permit its employees to babysit for families whose children are in our program. Should you choose to hire a Bright Beginnings employee to babysit, despite our written policy against this, Parent/Guardian agrees to hold Bright

Beginnings harmless for any wrong doing that may occur as a result of your choice to hire a program employee in a babysitting capacity.

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Vacation Time

Full-time children (3 or more days) will receive a total of two weeks (10 days or amount of days attending in a two-week period) of vacation. During your first six months at Bright Beginnings, you will receive one week of vacation to use when your child is out of the center. During the next six months you will receive your second week of vacation. Vacation can be used individually or weekly. Days not used **will not** carry over to the following year (anniversary month). Families with fluctuating schedules are required to pay for each scheduled day. Priority of enrollment will go towards full time. Part time spaces offered only when available. ***Full-time children who attend only during the summer months will receive one (1) week of vacation.

*****To Request Vacation Time**... simply stop by the office for a Vacation Request Form or inform the Center Director verbally.

Summer Holding Fee

Parents planning to withdraw their child for the summer months are required to pay a holding fee. The holding fee will be the registration fee. This holding fee must be paid previous to the time off to hold your child's spot.

Parent Visits

Parents are welcome and encouraged to visit their child's classroom at any time throughout the day. If you are planning on joining us for breakfast or lunch please let us know in order to have the right amount of place settings available.

Parent Input

We encourage families to provide input on a regular basis via phone, email, or face to face communication. Parent surveys are conducted at least twice per year and feedback is used to continuously improve our program.

Curriculum / Lesson Plans

We provide individualized lesson plans which help children achieve developmental milestones. We use the Wisconsin Model Early Learning Standards to implement the developmental domains into our lesson plans. The developmental domains include health and physical development, social and emotional development, language development and communication, approaches to learning, and cognition and general knowledge.

Child Portfolios

Teachers continuously observe children, make anecdotal notes and collect pieces of work to assemble individual child portfolios. These portfolios are available at all times for parent viewing and are discussed in detail at parent teacher conferences. Parents are welcome to take copies of the portfolios.

Parent and Teacher Conferences

Parent and Teacher conferences are scheduled two to three times throughout each year. Parents will be given advanced notice so we are able to accommodate parent's schedules as well. This is a time for parents to spend with their child's teacher(s) and see the progress their child is making at the center. The conferences generally last approximately 10 minutes (we can schedule longer if need be). Each family will leave with a progress report for his/her child. If you decline the opportunity, we will need you to sign a form of declination

Daily Parent Notes

Daily notes are sent home each day for children under the age of three. Included on the note is information about the child's day such as: diapering, potty training, temperament, nap times, eating habits, and specific activities they did that day. Notes are available for the older children by request. You will find daily "What We Did Today" notes on each rooms parent board at the end of each day.

Parent Communication Boards

The teacher will provide a special Parent Communication Board near each classroom door to keep parents informed about the daily activities and weekly lesson plans, etc. Every other month the center sends out a Newsletter to all families with important

information on "What's Happening". Teachers may also be available in the morning or afternoon as children arrive or depart to tell you about your child's day. Feel free to ask specific questions in reference to your child.

*****A reminder from the Director:** The teachers are responsible for supervising the children even during your arrival or departure. If more time or attention is needed, please feel free to set up a time either before or after the teachers scheduled hours. Thank You!

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Inclement Weather

In extreme weather, parents will be notified of any closings through television.

Television Stations: WBAY (2), WFRV (5), WLUK (FOX 11), NBC (26)

There is no fee reduction as our rates are predetermined based on total operating costs for the year.

Lost and Found

Please label your child's clothing, especially outerwear such as hats, mittens, jackets, snow boots and snow pants. This helps us to keep these items organized and where they belong. Should your child be missing anything, please inquire with your child's teacher first and then management.

Clothing

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. Water activities, sensory activities, painting, and occasional bathroom accidents necessitate an extra set of clothing to be kept at the center at all times. All extra clothing should be marked with child's name and stored in a large "Zip-lock" bag with the child's name on the outside of the bag. We cannot be responsible for unmarked clothing.

*******Toddlers in the process of toilet training should have more than one set of clothing. If wet or dirty clothes are sent home, please **return a clean set the NEXT morning**. If Bright Beginnings clothing is sent home, please wash it and return to the office. There may be a charge for any clothing not returned.

Shoes

It is recommended that children wear sturdy, comfortable shoes that stay on the child's feet for comfort and safety. Therefore, we are requiring that any flip-flops, sandals, open toed shoes and cowboy boots not be worn at the center. Children should always be wearing socks.



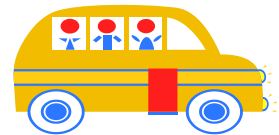
Supplies to Bring

Parents of infants and toddlers are asked to provide:

- | | |
|--|-----------------------|
| a. Bottles, Formula/Breast milk, Gerber Foods | c. Baby wipes |
| b. Two sets of clothes - labeled in a zip lock bag | d. Disposable diapers |

Parents of children 3 to 6 years are asked to provide:

- Extra set of clothing - labeled in a zip-lock bag
- Blanket (if needed)



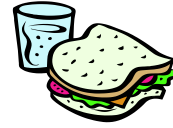
Field Trips

Field trips and walks are considered an important part of the educational program and will be taken occasionally. The center will provide the same adequate, responsible, adult supervision for these excursions as is provided for the children while in attendance at the center. Parents are encouraged to volunteer their time to help with supervision during trips. Permission slips will be available on the Parent Board outside of your child's classroom or distributed in advance. During these out of center activities, Parent/Guardian agrees to hold Bright Beginnings harmless of any incident/injury that may occur. If extra costs are involved for these trips, each parent will be charged accordingly for their child. *****Field trips pertain to children five (5) years or older.**

Meals and Snack Time

Children will engage in eating experiences that are social, family style (self-serving), and fun. They will be encouraged to sample new foods from our menu, which features an array of items, reflecting many different cultures. The center will meet the child's nutritional needs with well balanced meals and snacks. Children are offered breakfast until 8:30 a.m. and lunch is served around 11:30a.m. Copies of the menus are posted in the front hallway.

***Food from home should only be brought for special diets under doctor's orders.



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Rest Time

All children under the age of five who spend a full day at Bright Beginnings will be required to rest. Children that are unable to sleep will be expected to rest quietly for 30 minutes before engaging in quiet activities using equipment which will not disturb other children.



Rest Mats

The center uses mats for children to nap on once they reach toddler age and older. We provide the sheets and blankets for nap time. We also welcome your child's own special blanket to be used at nap time. Any item brought from home must be laundered every weekend.

Sleeping Infants

All babies will be put to sleep on their back unless a health condition would require them to sleep on their tummy. If your child has a health condition that prevents them from sleeping on their back, please inform the teachers and director and you will need to get a note from your physician.

Toys and Candy

Children are welcome to bring in a special blanket for nap time. We ask parents **not to allow** children to bring toys from home. Many toys are not appropriate for our setting and it will lessen the opportunity for sad children if their toy gets lost or broken. Chewing gum or bringing in candy will not be allowed. Please inform the management and the teacher if you are planning on bringing in a treat due to allergies we need to know ahead of time.

Biting

Biting is probably one of the most distressing behaviors that parents and teachers confront. If you wonder why children bite, you find the answer in the age of the child. Reasons for biting are much different for infants and toddlers than preschool children. When a child bites at the center, several procedures will occur. The teacher will resolve to be patient by calming the bitten child and dealing quietly with the child who bit.

***The child receiving the bite will first be comforted and the bite area cleaned with soap and water. An accident report will be filled out and the parents will be notified.

***The biting child will be redirected to appropriate activities and an explanation will be given such as: "biting hurts". The teacher will label the feelings that were expressed by the biter and try to help the child find more effective ways of dealing with frustration. His or her parent will be notified, and an incident report placed in the child's file.

***The incident and what lead up to it will be documented in our center incident log book.

***The teacher will carefully assess the environment paying particular attention to what may be frustrating for the child and try to minimize it. The teacher will analyze whether or not there are patterns such as: a particular time of day, whether the child is hungry or tired.

***Most children soon stop biting after these procedures have been followed, however this is not always the case. For those children who continue to bite, it may be necessary to remove them from the program for a short time or permanently.

Observation

Each child upon arrival at the center will be observed by a staff member for symptoms of illness. Parents should inform the staff about possible symptoms. Bright Beginnings is not able to care for sick children. Any evidence of unusual bruises, contusions, lacerations or burns shall be noted in the medical logbook and reported to the director immediately.

Communicable Disease

When a child is suspected of having a communicable disease such as Chicken Pox, German Measles, Mumps, Lice, etc. the child will be isolated from the other children and parents will be notified. If parents are unable to be reached, the emergency contact person will be called to pick up your child.

Whenever it is determined that a child has a communicable disease, the exposed children shall be watched for symptoms of the disease and their parents shall be notified.

A child may be re-admitted without a statement from a physician after having had a communicable disease only if the child has been absent for a period of time equal to the longest incubation period for that disease.



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When a child becomes ill at the center, the following procedures will be followed:

- a. A child with a temperature over 100 degrees, sore throat, inflammation of the eyes, fever, lice, rash, vomiting, diarrhea or other communicable illness or conditions negatively affecting other children, will be isolated within sight of staff.
- b. The child's parents will be contacted as soon as the symptoms of illness are detected so arrangements to pick up the child can be made.

Prescription Medications

Medications to be administered at the center must be accompanied by an Authorization to Administer Medication form (provided by the center). Medications must be in its original container, labeled with the child's name. Form includes times to be administered and the amount to be given.

Non-prescription medication will not be administered to your child for more than the allowed time on the package.

A written report including type of medication given, dosage, time, date, and the name of the person administering the medication will be kept in the child's record and recorded in the center Medical logbook.

***Medications shall be stored in a locked box so they are not accessible to the children.

***Medications requiring refrigeration will be kept in the kitchen fridge in a separate locked container labeled "MEDICATION".



Injuries

In case of accident or injury, the listed procedures will be followed:

- a. Superficial wounds and minor injuries will be cleaned with soap and water and bandaged.
- b. Ice will be used to reduce swelling and bumps. Injuries which are questionable as to whether or not they need medical attention will be brought to the attention of management and a decision will be made whether or not to call parents.
- c. Serious injuries will be treated with Emergency First Aid. We will contact the parents to decide whether to call 911. If the ambulance is called it will be ordered for transport to the hospital noted on the child's enrollment form and emergency card. The parent will be notified immediately to meet the child at the hospital.
- d. Poison Control will be called in case of accidental poisoning.
- e. Written permission for emergency medical treatment is kept in the child's file. In the event a parent could not be reached immediately, the parent would be notified as soon as possible.
- f. An accident report must be completed by staff witnessing and/or treating the child who is injured. The report must be signed by the staff member attending to the child, the director and parent. Parents may receive a copy of the incident report.
- g. Any accident or injury will be recorded in the center medical logbook. Entries regarding a particular child shall be made accessible to the child's parents upon request.
- h. These records will be reviewed semi-annually by management to determine if all preventive measures are being taken.
- i. Parent/Guardian will hold Bright Beginnings harmless of any incidents.

Termination of Enrollment

Two weeks written notice is required when removing your child from the center. If proper notice is not given, Parent/Guardian will be required to pay any fees that would occur during that two-week period. If a balance due is left on the account, it will be turned over to a collection agency if fees are not paid within 30 days

Center Termination/Disenrollment

Bright Beginnings reserves the right to terminate any child if:

- a. The center and parent agree that the placement is inappropriate.
- b. The child's individual needs cannot be served by the center.
- c. Parents' failure to pay child care fees, submit required child health forms and/or observe rules of the center including but limited to the arrival and departure of a child.
- d. Inappropriate behaviors that may cause a risk of harm to the emotional, physical or social safety of other children, themselves and staff.

The parents will be kept up to date on any concerns staff may be having and will be advised about educational materials and other community resources.

In the event of a center closing, parents will be informed at least one month in advance

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Personal Cleanliness

Personal cleanliness shall be a part of each day's activities:

- a. Children are asked to wash their hands with soap and water upon arrival at the center
- b. Children's hands must be washed before eating and after toileting.
- c. Children's hands and face shall be washed after meals.
- d. Children will be required to wash their hands after coming inside from outside and playtime.
- e. Staff shall wash their hands with soap and water before handling food and after assisting with toileting or wiping of noses. In the case of diapered children, staff must wash their hands before and after diapering. The child's hands must be washed with soap and water before and after diapering and infants hands wiped with a disposable cloth before and after diapering.
- f. Soiled or wet clothing shall be changed promptly.



Physical Examination

Each child shall have a physical examination by a licensed physician not more than six months prior to or later than thirty days after admission to the center. The report must be signed and dated by a licensed physician and be kept on file at the center.

***Arrangements must be made for an updated exam every six months for children under the age of two years and every two years for children over the age of two.

***Parents are also responsible for completing a Health History Form before the child attends the center and may be updated from time to time.



Immunizations

An immunization history is required for each child **prior** to or on the first day of attendance. The history shall include the appropriate dates which the child was immunized against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps and rubella, hepatitis B, and Hib, Varicella, (chicken pox), Pneumococcal Conjugate(PCV). May be a print out.

- a. Parents of infants or toddlers are to inform the office personnel of their child's immunization dates as they occur.
- b. A written, dated statement by the family physician is required if any immunizations are detrimental to the health of the child or delayed due to illness.
- c. A written, dated statement is required from the parent if a religious belief precludes immunization.

***Any food allergies or other allergies must be indicated on the child's enrollment form by the parents at the orientation visit. Staff will read this information prior to the child's first day. Signs will be posted in classrooms and kitchen to remind staff of the special needs.



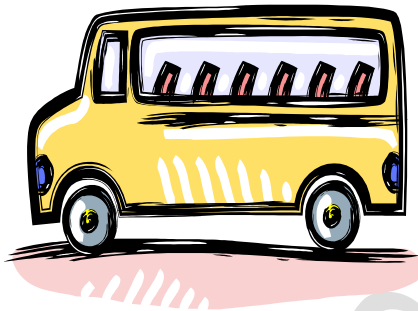
Emergency Card & Child Photos

Each parent is required to complete an Emergency Card with a current photo of your child attached to it. It will be used when the child is off premises on a field trip or outside on the playground. Parents are asked to update their child's photo on a yearly basis. Notify the office of any changes immediately. A new form will be given to update information.

School Age Transportation

All school age children must have the School Age Transportation form complete in order for Bright Beginnings to transport their children to and from schools with our center van/bus. We must also have a transportation form completed for children who will be riding the school system Bus.

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Complete list of Enrollment Forms

The following forms are required before or on the first day of attendance:

- a. Bright Beginnings Enrollment Form (filled out completely)
- b. Center Policies and Fee Policies forms signed acknowledging agreement to the policies.
- c. Child's immunization form (completed by parent) signed and dated.
- d. Child's Health History form (completed by the parent)
- e. Intake information form (children under the age of two) ... must be updated every 2-3 months.
- f. Emergency Card and photo of your child
- g. Getting to know you form
- h. Transportation Permission form



The following form is required within 30 days after admission to the center:

- a. Child's Physical Exam form completed and signed by the physician.

The following forms are available in the office as needed:



- a. Authorization for Medication form
- b. Vacation Request form
- c. Authorization to Release form
- d. Field trip Permission slips
- e. All the above mentioned forms for updates

Bright Beginnings Childcare and Learning Centers hopes that the information provided has given you a clear understanding of our policies. If there is anything else that we can do for you or answer any other questions, please feel free to call or stop by. We'd love to hear from you.

920-469-1587 East Green Bay voyager@brightbeginningscc.com
920-347-9377 West De Pere american@brightbeginningscc.com

Thank You,

Tracy Vandertie-Goltz

Tracy Vandertie-Goltz - Owner
920-327-1844
tracy@brightbeginningscc.com

*See us on FACEBOOK! (Bright Beginnings Childcare and Learning Centers WI)

Bright Beginnings reserves the rights to make changes to any and all of these policies as needed.

Established in 1998.