



EARLY LEARNING CENTER



Wisconsin Young Star Program
and
NAC Nationally Accredited Program

Parent Handbook

“A Quality Investment in Children’s Educational Future”

Our Building’s and Property are....



Concealed Weapon
Free



Smoke
Free



Peanut
Free



Nut
Free



Latex
Free

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Dear Families,

Welcome to Brighter Beginnings Early Learning Center! We are honored that you have chosen us to share in a wonder-filled, ever changing part of your life – your child’s beginning years. Because we know the difficulties involved in choosing quality care for your child, we’ll do all we can to make you and your child feel secure, loved and excited to be part of our program.

The growth and development during the first five years is the most influential and crucial time in your Child’s life. For this reason, we strive to provide each child with a wide range of educational experiences in a safe, Christian environment. What they learn during these vital and impressionable times will truly last a lifetime.

The purpose of this book is to provide information about our policies and program. Our Center is licensed by the Department of Child and Family Services and will operate by the rules and regulations that have been set up for the safety of your child and our staff. Our center also follows national accreditation standards NAC. If at any time you have questions or comments about our program, we would be happy to discuss them with you.

**Sincerely,
Your Friends at Brighter Beginnings**

CENTER PHILOSOPHY

Brighter Beginnings Early Learning Center was developed out of a need for quality childcare based on individual needs and development of each child, as well as to build strong communication with parents and the community. The philosophy at Brighter Beginnings is to provide a fun-loving, educational experience in a Christian environment for both the children that attend our program and their parents.

The goal of Brighter Beginnings is to offer each child, infant through school age, the opportunity to learn and grow physically, intellectually, emotionally, morally, and socially in a nurturing environment. We believe that children should be able to express their individuality through the encouragement, support and loving guidance of caring, consistent staff.

We are proud of our national accreditations, wonderful, caring and educated staff, and believe that quality early learning is an investment in children’s educational future. Our commitment to excellence in child development, education and communication are essential to the success of our program. Our staff takes pride in their classrooms and curriculum that are designed to build self-esteem, confidence and personal achievement. Along with this, they hope to instill principles, values and morals such as fairness, honesty, respect and acceptance.

We consider it a privilege and a joy that you have invested in your child’s educational future by choosing Brighter Beginnings Early Learning Center and The Clubhouse school-age program.

Admissions

Admission to Center

- Children ages 6 weeks through 5 years of ages may enroll at Brighter Beginnings Early Learning Center and children who have completed kindergarten through 14 years of age may enroll in the “Clubhouse” school-age building.
- All children of any race, sex, color, and national origin are welcome into the Brighter Beginnings and Clubhouse program.
- The Brighter Beginnings Building is open from 5:30am – 6:30pm Monday through Friday and the “Clubhouse” school-age building is open at 7:00am and closes at 6:00pm.
- The Center will be closed for all major holidays and a continuing education conference and/or cleaning day held in August. These holidays include New Year’s Day/Observation of New Year’s Day, Memorial Day, Independence Day/Observation of Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve, Christmas Day and the 3rd Friday in August.
- Days proceeding or following holidays, such as Christmas, the center’s hours will be 7:00am – 4:30pm or if attendance is too low the Center reserves the right to close for additional days under these circumstances.
- Brighter Beginnings Early Learning Center is licensed to operate by the Department of Child and Family Services. We are licensed to hold a total capacity of 248 children. Our license and any non-compliance statements are posted on the wall near both entrances. We have a state licenser issued to our Center who regularly monitors our program to ensure that all licensing requirements are being adhered to. A copy of state regulation rules and a detailed center-wide policy book is available to review upon request. This book must remain in the center and is located in the parent resource area.

Enrollment

All enrollments must be set up through the Administrative Office prior to the child’s first day of attendance. Each family is required to meet with an administrative staff member for an orientation process before the child’s first day of attendance. The process includes:

1. A tour of the Center
2. An orientation with the child/children’s teachers to introduce routines and procedures before they begin
3. An orientation with an Administrative staff member to go through required paper work
4. The following forms must be complete before care can occur:

State Mandated Forms:

- Child Enrollment form
- Medical Exam form – Health Report (signed and dated by physician)
- Health History form
- Immunization form
- WI Food Program form (2)
- Formula/baby food provision form (6 weeks to 9 months)
- Intake form (2 years of age and younger)

Bright Beginnings Required Forms:

- Contract
- Tuition express form
- Monthly enrollment calendar
- Family Information Sheet
- Registration fee and 2 week prepaid tuition
- Emergency Registry Form

All forms are kept in your child’s file in an Administrative Office. Your child’s teachers, the management staff and state-licensing representatives will have access to the file except for the tuition express form.

Program Information

We are proud to offer a Christian based program that uses a “Love and Logic” behavioral management technique.

We use the Creative, HighReach, and Houghton Mifflin Curriculum for classroom lessons, (lesson plans are posted on the bulletin boards outside each classroom) character building, and national accreditation standards in all of our classrooms.

Items Parents Need to Provide

*Diaper bag / Backpack *Wipes *Diapers / Pull-ups *Clean Bottles *Sleeping Bag *Extra Clothes
*Kleenex (2) per registration periods *Toothbrush (2) per registration periods *Other items may be requested as needed

Center Provides

*Formula *Food *Childs Developmental Portfolios *Curriculum materials *Toys/Equipment *Toothpaste

Smoking/Drug/Nut/Latex/Weapon Free Environment

Our center and its surroundings, including the parking lot area, are smoke free, drug free, nut free, latex free and weapon free. Guns, firearms, and concealed weapons of any kind are not allowed on the property.

Pets on Site

There will be a limited number of pets allowed to visit in the center. If it is special occasion and a pet is going to enter the site the Administrative assistant will make sure that there are NO children or staff that will be affected due to allergies. Parents will be notified in advance if there will be a special visit by any type of pet.

No Tolerance Policy for Bullying

We have a no tolerance policy for behavior that exhibits abusive and/or aggressive behavior that is excessively harmful to others by children or adults. If children or family members start to exhibit this type of behavior, a conference will be set and a plan of action will be immediately enforced or termination will occur. The center reserves the right to dismiss a child or family for abusive and/or aggressive behavior.

Communication

Communication is vital to Brighter Beginnings continued success. There are parent information boards located in each entry way and outside every classroom. It is extremely important to check those boards on a daily basis so as not to miss any important information, such as but not limited to, early closings, special events, etc.

The Parent Club also has bulletin boards located at each entrance which has information about upcoming family events, volunteer ideas and information and other educational information.

You will also find mailboxes for parent information only located at the classroom entrance or just inside the door of the classroom. We ask that you check them daily as important information will be placed in the parent mailboxes.

We encourage you to bring your questions, comments and concerns to our attention. Your input and feedback allow us to constantly grow and learn. It is our desire to be the best we can be for you and your child/children. We can help you best by knowing what your needs are and being able to address each situation individually.

Upon enrollment parents will be provided a parent handbook with all the rules and policies and each child will be given a cubby, a coat hook and a mailbox. The cubby is to be used for sleeping bags and their extra clothes and personal belongings which should be placed in their backpacks and hung on the coat hook. Please be sure to check your child’s mailbox, backpack and information centers every day.

Program Information

Suggestions

Suggestions are always welcome and we encourage parents to talk with a member of management if they have a concern or suggestion.

A suggestion box is also available and is located at the back entrance in the community resource area and in the corner by the front office. A member of management will respond to any written or verbal suggestions/concerns within 2 weeks if and only if the concern/suggestion is done verbally or in written format with a signature.

Daily Information

- There are large bulletin boards located in the main entrance and outside each classroom where you can find information regarding menus, upcoming community events, parent resources and other important news.
- Your child's classroom will have information on a daily basis either on daily sheets, the white board, or in both areas. There, you will be able to find news on daily activities, field trips, lesson plans and upcoming curriculum activities.
- Mailboxes located outside each classroom contain important parent information. It is crucial that those mailboxes are checked on a daily basis. Children's cubbies and files along with the teacher message boards should also be checked on a daily basis. This will keep you up to date with the happenings of our Center and our program.

Observations and Conferences

Parents are welcome to visit our Center and observe their child, the teachers and our program at any time. We do ask that parents not let their child see them if a visit will be upsetting or confusing for the child.

If a parent has a concern regarding the development of their child, the parent is encouraged to talk to the child's teacher, the Director and/or the Administrator. The teacher, parents or management staff may set up parent meetings at any time.

Observations of development are done on a continuous basis and official conferences are held in November and March of each year.

Children will have their own progressive portfolio of development. This means that the portfolio will go with them to each different classroom that they attend while enrolled at Brighter Beginnings. (1/06)

Rest Periods

We are required by state law to provide a rest period for each child less than 5 years of age that attends our program for 4 hours or more. We feel that this rest period will provide quiet time for the children to relax and unwind following a full morning of exercise and activity.

All children 1 year or older are required to have a parent-provided sleeping bag to nap on. All blankets and sleeping bags will need to be laundered each week. Be sure to return them to the Center for the next day of attendance.

Outdoor Play Time

- Children need fresh air and exercise to stay healthy and fit. **Children who are well enough to attend our Center must be well enough to participate in outdoor playtime as well.**
- Our teachers are encouraged to take their classes outdoors in the morning and again in the afternoon weather permitting.

Program Information

Outdoor Play Time (Cont.)

- Part of our preschool program and child development program involves teaching the children to play in large groups and to participate in organized games. For these reasons, we ask that you please dress your child appropriately for outdoor play.
- Children will go outside each day, except during inclement weather. Children also do not go outside if it is raining or storming. Children 2 years old and up will not go outside if the temperature or wind chill is less than 0 degrees or higher than 90 degrees Fahrenheit. Infants and toddlers will also not go outside if the temperature or the wind chill is less than 20 degrees or above 90 degrees Fahrenheit.

Personal Belongings

Most classes have a show and tell time on Fridays. This is a time for the children to bring a favorite possession from home, show it to the class and tell about it. Children love to show their things in front of a group, which is good for verbal and social development. However, we cannot assume responsibility for loss or damage to any personal possessions that are brought to the Center. We ask that the parents help the children to understand that items of value and toys that the child may not want to share would be better left at home.

Any item that is brought to the Center should be clearly labeled with your child's name and should be given to the teacher or placed in the child's cubby until the appropriate time.

We are truly blessed with many toys so we do ask that family's keep all toys at home until show and tell days to help limit disruptions and avoid lost or stolen items.

Although we do provide a cubby for some personal belongings, we are requiring that each child come with their own bag, of some sort, for storage of personal belongings and for teachers to put activities accomplished by the child during the day.

Children that need comfort items such as blankets, pillow, or stuffed animal may bring those items and place them in their cubby or bag and be brought out for use at appropriate times. Teachers will not encourage children to retrieve comfort items from their bags.

Child Biting

- Child biting is something that all childcare programs deal with. Biting is a natural, unfortunate consequence of young children in a group childcare center. It is not something that can be blamed on the children, parents or teachers.
- Biting occurs most often in the infant and toddler rooms and occasionally among preschoolers. When an outbreak of biting occurs, it is very frustrating and stressful for parents, teachers and the children. Unfortunately, there are no quick and easy solutions for the phenomena.
- Biting generally occurs when a child is feeling frustrated and is unable to communicate. Until a child is able to use words to communicate their needs, the child will cry, scream, push or hit and sometimes bite in an attempt to express themselves. They may also bite because they are hungry, tired or teething. Naps and snacks will be attempted in these situations.

Most children respond to the behavior guidance technique of redirecting, giving teething rings, or applying pressure to the gum area applied by the teacher and will stop biting. Some children seem to be unable to stop biting and it's frustrating for the parents of the victims when we are not able to resolve the situation or terminate care.

Program Information

Child Biting (Cont.)

We make every effort to work with the child's family to control the behavior quickly. Our commitment is to both the family of the biting child and the families of the victims. By working closely on the appropriate actions to take, most children will stop biting. However, for those who don't stop biting, it may become necessary to remove them from our program, either on a short-term basis or permanently.

Child Guidance

When guiding children's behavior we believe in using age-appropriate techniques, such as redirection and positive reinforcement. We do not use time-outs as a guidance technique. We set clear limits which; helps the children develop self-control, self-esteem and respecting the rights of others. In the event that a child exhibits excessive crying, fussiness or is extremely distraught staff might talk in a soothing tone to help the child feel safe and comforted and/or hold and rock them when age appropriate.

Family Fun

Over the years we have found a few events to be fun, educational and profitable for the children and their families as well as for the Center. Notice of these events will be given in advance, and parent participation is an individual decision.

Field Trips/Transportation and Class Activities

All parents are encouraged to chaperone fieldtrips if possible. We involve parent volunteers on our field trips by giving them a group of children, including their own, to supervise during the trip and classroom participation. This helps the teachers and makes the children feel special. It is our goal that this will also help the parent volunteers gain a better understanding of the vital role they play in the success of our field trips.

When using the Brighter Beginnings bus to transport children for field trips we will follow state licensing ratios. Children 3 years and under will use the 5-Point harness safety seats, while children 4 years or older will utilize the bus' lap belts. Before starting the bus the driver will walk up and down the aisle to ensure that all children are buckled. Teachers will use their class roster to ensure that all children are accounted for. Upon arriving at our destination when all children are off the bus the driver will walk up and down the aisle to ensure that all no children are left on the bus. These same procedures will be followed upon arrival at our destination, before departure and upon arrival back at Brighter Beginnings. These same procedures will also be followed when transporting school-age children to and from school. (9/2013)

Parents will occasionally be asked to bring in food or items for special classroom projects or parties. A list of ***NUT FREE*** items will be sent out in advance. Parents are welcome to join their child for any classroom party they may have. Field trips will be billed to your family's account.

Referral Program

We are aware that families are our best advertisement and because of that, we would like to thank you for referring families to our program. Starting September 1, 2008, prospective families will be completing an enrollment application. In that application is an area that they can identify how they heard about us and can complete a referral coupon. If a family enrolls with us and they identify that you referred them by completing the coupon and handing it in, your family may receive a \$30 credit towards your tuition for each newly enrolled child after the new family has a month of "paid in full" tuition.

Key Information

Arrival and Departure at the Center

Each family member or authorized person identified by the parent/guardian is given a code to enter the building. It is important that each person use his or her own code and that you do not give your code for someone else to use. The codes help to keep our center safe and provide us a way to know who is coming in and out of our building at all times. It is also crucial that you check your child/children in and out for the day that they are attending. Again, this is used for safety reasons and for attendance purposes.

An adult must accompany each child into and out of the building and classroom. This ensures that the child arrives and departs the building and classroom safely and that the teacher knows the child is present or has departed. This also gives the parent and teachers a chance to pass on any pertinent information regarding the child. When picking up your child/children you will be asked to sign the roster sheet or check out sheet which also helps ensure that the teachers know at all times when children are arriving and departing. Teachers will be responsible for doing head counts and documenting those counts every 30min.

For the first two hours of the day, attendance is low. Children generally start out in a mixed age group in one or two rooms before they move to their homerooms. This provides an opportunity for children of different ages to interact. This also allows us to schedule our lead teachers to be with your child the majority of the day. At the end of the day as children are picked up, remaining children will again gather in one or two rooms.

Visiting the Center

Parents with children enrolled in our Center are encouraged to visit any time during the hours of operation. However, we would ask that you keep your child's best interest in doing so. If seeing you and then having you leave would be difficult for your child, we would ask that you refrain from visiting until they're ready. Nursing mothers are welcome to come to the Center to nurse their child and use one of our rocking chairs located in the classroom.

Releasing a Child

If someone other than the child's parent or guardian is to pick them up, a written or verbal notice is needed regardless of if they are listed as an authorized pick-up person.

By identifying an authorized individual to pick up your child/children you are giving us permission to release your child/children to them at anytime. The family information form should be updated in writing periodically so that you can add or delete any pertinent information.

If the individual designated to pick up the child is someone we haven't met or seen in a while, including parents, they will be required to provide the Center with a photo ID for the child's release or the child will not be permitted to leave the Center.

- In the event of an emergency that someone not on the child's registration is coming to pick up the child, we will call the parent back to verify the information.
- In the event that there is a custody battle, **a court order** must be placed in the child's file to ensure that, before parent restriction can occur, all instructions are in accordance with the law.
- Any parent entering the Center to pick up a child in an apparent intoxicated or drug induced state will not be allowed to take the child from the Center and will be counseled to allow the Center to call a cab or a relative to assist the family.
- Brighter Beginnings highly recommends that you transport your child/children in a car seat. We have extra car seats available to borrow if needed.

Key Information

Safety First

Please drive slowly when entering and leaving the parking lot and use the sidewalk to go from one building to another. Children may be hard to see if they should dart into the parking area without their parents/guardians.

Please DO NOT back into parking stalls as it is difficult to see children by the sidewalk, fences, and other buildings close to the parking areas.

Child Abuse and Neglect Reporting

Each employee in our learning center is mandated by the State of Wisconsin to protect children whose health or welfare may be jeopardized through physical, verbal, or sexual abuse or neglect. The staff must report any ***suspected*** incidents of physical or sexual abuse or neglect to the proper authorities. Extreme confidentiality will be used in any incident.

Clothing

Each child should have an extra set of clothing in his/her cubby in case of spills or accidents. **Be sure to clearly label all clothing with your child's name.** We do not assume responsibility for clothing that is not marked.

It is also important that you dress your child in comfortable play clothes. Our teachers enjoy doing a variety of projects with the children, some of which are messy. Your child will be playing in the grass, sand, on the slides, trikes, etc. If a child is not dressed appropriately, he/she will not be able to fully participate effectively and/or you may be called to bring appropriate items to the Center.

Keep in mind that when the children go outside each day, it will be necessary to send a jacket or sweater with them when it gets colder. Notes will be posted reminding you when boots, snow pants, hats and mittens are needed. Please do your best to have these items at the Center with your child each day. **Remember to label them all clearly.**

It is also important to take your seasonal clothing home in a timely fashion. Lost and found is located upstairs across from the family bathroom. Lost and found items will be cleaned out quarterly and items not marked with a name will be donated to local charity organizations.

Diapers will be bagged and thrown in the centers garbage. Soiled children's items will also be bagged and then put into their back packs for the parent/guardians to take home and wash. If your child is sent home in center provided items, please wash and return with in one-week or a \$5.00 charge will be applied to your account.

Brighter Beginnings Equipment

We are blessed to have a beautiful environment with lots of fun and educational toys. We understand that items may break because of normal wear and tear but if an item is broken due to malicious behavior, it will be the family's responsibility to pay for replacing that item. The families account will be billed for the replacement item and we encourage parents to use the Love and Logic guidance technique of having their children pay them back for the expense.

Scheduling and Billing Information

Scheduling

- It is important that if your child/children will not be attending school for the scheduled time that someone contact the center before 9:00am.
- If we do not receive a phone call by 9:00am we will assume that your child/children will not be attending for the day and we will adjust your teacher's schedules accordingly. If you are be unable to attend for that day personal days may not be used.
- If your child/children are not present 30 minutes after their scheduled time and the parent/guardian has not called and the child/children is absent, the Program Director and/or Administrative Assistant will be contacting the family to inquire about the child's whereabouts and reason for not attending.
- Once enrolled, each authorized person will choose a code number for the security system. This number must be used to check the child/children in and out of the center each day the child/children attend. This code number will also access your billing information (parents/guardians are responsible for checking billing), messages and immunization updates by pushing the option button after punching in your code number.
- Each family is required to complete a monthly calendar/contract in advance with days and hours of care needed per child per day. It is the parents/guardians responsibility to follow the hours of care identified on the calendars to avoid additional charges. The calendars are due the 15th of each month in advance. If we do not receive the calendars, your child will not be scheduled and a non-refundable \$50 holding fee per child will be applied until the calendar is turned in. Your child will not be scheduled until the calendars are turned in and the applied holding fee will not be refunded. If within 2-weeks a calendar is not turned in, your enrollment will be considered self-terminated.
- Once a calendar is handed in, there will be no financial changes allowed. We do not switch or take away days upon request. An occasional add-on may be requested, but will only be granted if room is available.
- A minimum of **two days-per week- per child** is required to attend our program. (Personal days may not be used with the two day minimum)
- School-age children, who attend during the school year (September through the end of May) for vacations, holidays, teacher inservices, etc., are exempt from the two-day minimum policy and will be billed according to the appropriate rate cycle. The two-day minimum includes school-age children during the summer months (June, July and August).
- If a child is late in getting picked up after the center is closed, a \$15.00 late fee will be charged for every 5 minutes the child is at the center beyond their scheduled time.
- If a parent/guardian does not call ahead to request to pick up their child/children after the scheduled contract hours, a \$10.00 late fee will be applied for every 15 minutes the child is at the center.
- Children in attendance over 11 hours will be charged a flat rate of an extra \$10.00 per day.
- Families that do not attend for a 2-week time period, without notifying the center about the absence, will be considered self-terminated. The center will not be responsible for calling to notify the family of this absent rule and will notify the family in writing confirming the self-termination effective date.

Scheduling and Billing Information

Billing Information

- Each account is billed according to the calendar turned in. Accounts will be billed on a two-week pre-payment basis.
- Children attending 5 days a week (full time) will be charged the weekly rate. Children attending 4 days or less will be charged the daily rate. (Does not apply to children under 2 ½ years of age.)
- Field trips and extra activities will be charged directly to your account.

Tuition Express

- Payments will be automatically deducted from the account you allocated, at the time of enrollment, on the Friday of the 2-week prepayment-billing period. Any NSF accounts will be charged an automatic \$35.00 service charge and the tuition express returned item service charges.
- Remember to report any banking/credit card changes at least 7 business days before the billing payment period to avoid other service charges.
- Families are responsible for checking their accounts. Choosing the “options” button on the security pad will allow you to check your billing. No other fees will be added to your account after Tuesday.
- All billing will be sent out by 9:00am Thursday morning and deducted from your allocated account on Friday or Saturday depending on your specific bank.
- If the Friday “0 balance day” is a holiday or observed holiday, payments will be deducted from the allocated account the day before.
- Please be aware that any and all delinquent accounts will automatically be sent to our third party company for collection.

Personal Days

- Each full time child, regularly ***attending*** 5 full days a week, will be allowed the personal days. (summer school-age children and part-time infants through 2 ½ year olds will not receive personal days) Each family will receive the personal days on a pro-rated basis.
- Full-time families will receive personal day certificates on a pro-rated basis to use for the year. Families are responsible for picking up their certificates from the front office. The certificates are the family’s responsibility and the center will not be responsible for lost or stolen certificates. The center will not be keeping track of the families sick/vacation days.
- When requesting a sick/vacation day credit, fill out the personal day certificate and place it in the “suggestion” box located outside either office. This form must be filled out and returned within two weeks of the date of request before an account will be credited and will not be credited after 1 week.
- Personal days may not be used during the 2-week withdrawal period or to cover the 2-day minimum.
- Personal day certificates will not be accepted for sick/absent days if the 9:00am courtesy call was not made.
- If a family turns in personal days in advance, those days will not be applied to the account until the actual day has passed.
- Personal days may not be used in conjunction with the family discount.
- Personal day certificates will not be accepted for scheduled days before a holiday or the day after a holiday.

Example: If you schedule hours of care on the day before a holiday and then choose not to attend you may not use a personal day certificate. If you want to use a personal day certificate for the day before a holiday and do not schedule hours of care needed your personal day certificate will be accepted.

Health and Safety

Health Report and Immunizations

Each child, by state regulations, is required to have a health examination not more than 6 months prior to or later than 30 days after admission to our program. Follow-up examinations are also required.

All immunizations must be kept up to date in our files. It is the parent's responsibility to give any immunization dates to the Administrative Office in order to keep your child's file current. Reminders will be sent when updates are needed. If parents fail to keep the immunization documents current after 2 reminders, your family will be suspended from the program and a non-refundable absent fee will be applied until the forms are complete and returned or a withdrawal notice is given.

Medication

Medications must be given prior to coming to school and administered after school by the parent/guardian instead of a Brighter Beginnings staff member. However, if the Medication indicates that it needs to be administered :

1 time per day = You give at home

2 times per day= You give at home

3 times per day = We will give ONE dose

4 times per day = We will give TWO doses

than:

- All medication, to be given, must be given directly to the teacher so that they may store it away from the children. Please do not leave medications of any kind in your child's diaper bag or backpack.
- We will not administer any medication that is expired or not in its original container.
- At no time will Brighter Beginnings staff administer medication to eyes, ears, noses, or rectal.
- A written authorization form must be filled out completely, signed and dated, and must include an explanation for use before medication will be given.
- We exhibit extreme caution when administering medication. We adhere to state regulations and procedures to ensure that the proper dosage of medication is given to your child.
- Prescriptive medication will be administered only as prescribed by a licensed physician.
- Any non-prescriptive medication that identifies to see a Dr. for the dose must have a physician's note on file listing the child's name, medication name, and dosage to administer. This note is good until the child's next physical.(8/05)
- All non-prescriptive medication such as, but not limited to, Tylenol, Ibuprofen, cough medicine, or sun screen may be given to a child only if they are in their original container with the child's name on it and not for longer than 5 days.
- Non-prescriptive medications may only be administered for the time limit listed on the container.
- Any request for non-prescriptive medications to be administered for longer than the recommended time on the container must be accompanied by a physician's note of approval.

An authorization form must also accompany teething gel, sunscreen, bug spray, diaper lotions, powders, etc. These items must be in their original containers and clearly marked with the child's name.

Health and Safety

Sanitation

Cleanliness and the strict implementation on health issues are top priority in our Center.

- We ask that parents use the sanitation lotion located at each entrance before entering the building.
- Children need to wash their hands when entering the classrooms.
- Our staff is responsible for the cleanliness of their rooms. They must sweep after each meal, mop at least once a day, clean their sinks and empty their garbage.
- All toys and equipment are disinfected and sanitized daily and in depth weekly.
- Changing tables are cleaned and disinfected after each diaper change. The staff is supplied with and required to use gloves when changing diapers and handling any bodily fluids or secretions.
- Children's bathrooms are also cleaned and sanitized daily.
- Our carpets are cleaned at least two times per year and our tile at least once per year. Our staff is required to attend Spring and Fall cleaning days at the Center as well.

Staff and children of all ages are required to wash their hands with soap and water frequently. Hand washing is always done before eating, when entering the classroom, after using the bathroom, and after other classroom activities.

Sick Child Procedure

We feel very strongly about protecting and limiting our children from exposure to illnesses.

When an apparently ill child is observed in the Center, the following symptoms will be used to determine if the child will be sent home from the Center:

- Sore throat
- Inflammation/redness of the eyes
- Fever of 101 degrees or higher
- Rash of unknown origin
- Vomiting (1 occurrence)
- Diarrhea (2 occurrences)
- Detection of lice
- Unusual irritable behavior
- Respiratory difficulty
- Any other illness or condition having the potential to affect the health of other children.

The child's parent, or a designated responsible person (when a parent cannot be reached), shall be contacted as soon as possible after the illness is discovered. Sick children will be removed from the classroom and will be in the back office until a parent or authorized person picks them up. To keep illness to a minimum, parents should have the ill child removed from the Center within a ½ hour and no longer than 1 hour to avoid an additional \$1.00 per minute "sick child" fee.

If a child is unable to fully participate in the daily routine and keep up with the program, he/she will not be allowed to attend Brighter Beginnings.

Health and Safety

Sick Child Procedure

The following guidelines should be used to determine when the child is able to participate at Brighter Beginnings:

- Fever free of 101 degrees or higher for 24 hours
- Diarrhea free for 24 hours
- Vomiting free for 24 hours
- Pinkeye: after 24 hours of treatment
- Head lice: nit free
- Strep throat: after 24 hours of treatment and 24 hours fever free
- Chicken pox: at least 6 days after the rash began
- Mouth sores: Dr. 's note to re-enter the program
- Contagious illness including, but not limited to, the following:
Chicken Pox, German Measles, Infectious Hepatitis, Measles, Mumps, Poliomyelitis, Roto Virus, RSV, stomach flu, respiratory flu, sore throat or rash of unknown origin.

If a child is ill or has been ill, he/she must remain out of the Center for 24 hours unless otherwise specified by management or Doctor. If the illness is contagious, they must have been seen by a physician and have a signed doctor's form with the doctor's name and clinic on it stating that they are no longer contagious to be allowed back into the Center. They must not have had a fever of 100 degrees and **they must feel well enough to fully participate in the daily activities.**

All communicable illnesses will be reported to the local health department and licensing agent as required within our licensing standards.

Accident or Injury

First aid boxes are kept in several places throughout the center so they are readily accessible to all staff. There are also basic supplies in each of our classroom cupboards labeled with the Red Cross symbol.

Our staff members are certified in CPR and First Aid. In the event of a minor accident or injury, standard first aid procedures will be used and an accident form will be filled out and placed in the parent mailbox. Parents will be notified of the injury, other than normal bumps and bruises, when the child is picked up or by phone prior to pick up. Parents must sign the completed mishap form before going home for the day.

In a serious emergency, parents will be notified immediately. If parents cannot be reached, the emergency contact person will be contacted. If the attending staff members deem it necessary or at parent or emergency contact request, 911 will be contacted; the child will be transported to the nearest hospital and accompanied by a staff member. The accident report and the child's file will be taken to the hospital due to the fact that it contains the child's medical history as well as an emergency medical permission form. (6/2014)

We will use these same guidelines and precautions with children who are away from the center on a fieldtrip.

Insurance

Brighter Beginnings does not provide any type of health or accident insurance for injuries incurred while attending the program. It is the parent's responsibility to have adequate health and accident coverage for their children and are responsible for all medical costs incurred with respect to their child/children while attending our program.

Health and Safety

SIDS(Sudden Infant Death Syndrome) and SBS(Shaken Baby Syndrome) Risk Reduction

All employees are trained in preventative measures for shaken baby syndrome and employees that work with children under the age of 1 are SIDS trained and check on sleeping infants every 5 minutes.

All babies are placed on their backs when sleeping and blankets are tucked if used. More information on SIDS and/or SBS can be found at both entrances.

Emergency Evacuation Plan

In the event of a fire/tornado:

Drills are performed at least once a month unannounced.

Maps of the efficient fire exit routes are posted in all rooms. All staff members and students will be orientated in the designated fire exit procedure from each location.

Children will exit single file to the nearest exit and will continue moving 30 feet from the building. Attendance sheets will be used to account for each child present. The children and staff will not be allowed to re-enter the building without proper approval from the fire department.

In the event of a tornado:

Tornado drills are performed at least once a month unannounced and when the EBS sirens are alarmed.

A battery operated weather radio is kept at the Center in 3 locations. All staff members and students will be orientated in the designated tornado exit procedure from each location.

In the event of a tornado or severe weather warning, children in the toddler rooms and older will move single file to the basement. They will gather in the library, teacher workroom, and staff areas. They will assume the tornado drill position and remain there until the warning has passed.

Infants will be taken to the bathrooms in the front part of the Center. Heavy blankets and sleeping bags will be used to cover them in the event of a tornado warning. If time permits, all children will be moved to the basement for protection. The teacher's attendance sheets will be used to account for each child present.

Flashlights, extra batteries, blankets, radios and other emergency supplies will be kept in all safety areas.

Other emergencies:

If the building incurs an emergency situation, such as loss of heat, water, electricity, etc., children will be evacuated to a neighboring building with these working services until all parents are contacted and come to pick up their child.

Severe weather, which may close the Center, such as snow or ice storms, will be broadcast on local radio and television stations in the Chippewa Valley.

NUTRITION POLICY

****Brighter Beginnings Is A Nut and Latex Free Center****

Meals and Snacks

- Our program provides meals for all classes at the approximate individualized times listed below:

	Breakfast:	Lunch:	Snack:
Infants:	At their own schedule	At their own schedule	At their own schedule
Intermed/Todd's:	8:00 am - 8:30 am.	11:00 am.	2:00 pm
2's:	8:15 am	11:15 am	2:15 pm
3's:	8:30am	11:30 am	2:30 pm
4's:	8:30am	11:30 pm	2:30 pm
School age	7:30am leave for school by 8:10am,	4:00 snack after school	
School age (days out)	8:30am	11:30pm	2:30pm

If your family is scheduled to arrive after these times, please have them fed prior to arriving. We will not be able to provide meals after these times and ask that you not bring in outside food.

A 5:00 pm snack will be served to children that are present at that later time. A note from the parent must be on file if any family does not want their child to participate in the late evening snack.

- Nutrition is one part of our program curriculum and bringing in outside food may cause nutritional and activity conflicts.
- Teachers and students Toddler age and older use family style dining when eating meals and snacks.
- A monthly menu is posted in the Information Centers located in each entrance and on each classroom bulletin board.
- For infants not yet eating table food, the Center will provide one iron-fortified formula, infant cereal and prepared baby food. Parents of infants have the right to choose the Center-provided formula or they may choose to provide their own formula or breast milk. Formula will be provided until the age of 1 year unless otherwise specified with a Dr.'s note. After that time, children will be given skim milk unless otherwise specified in writing by a doctor.
- The Center will provide infant cereal and jarred foods from 4 to 12 months. Table foods prior to 12 months can be offered with a note specifying such by the parents and physician.

If a child has food allergies or intolerance, a statement must be obtained from the child's physician stating such. The cook, teachers and any other staff members having direct information relating to the allergy will have knowledge of symptoms, reactions, remedies and precautions needed to be taken.

Special treats and snacks are allowed for birthdays, holidays and other special occasions. These must be **store bought with labels** due to state policy guidelines. If you're planning on bringing in a special treat, then make arrangements with your child's teachers beforehand. Please check all labels thoroughly for peanuts and peanut products including items that are processed in a facility that also processes nuts.

We ask that children do not chew gum in the center or on the playground

Nutrition Policy

Child and Adult Care Food Program Participation

All infants and children at Brighter Beginnings participate in the Child and Adult Care Food Program (CACFP). The CACFP is a federal program of the Food Nutrition Services, U.S. Department of Agriculture (USDA). The CACFP gives financial assistance to licensed childcare institutions to provide nutritious meals. In Wisconsin, the CACFP is administered by the Department of Public Instruction. The primary goal of the CACFP is to improve the diet of children 12 years of age and younger. The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the *USDA Program Discrimination Complaint Form*, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov (3/14)

Please note that each family counts towards the center's reimbursement to purchase food. Filling out the form promptly and efficiently could mean the difference in what dollars are reimbursed to the center.

Termination of Care

Parent Initiated Termination

- If a parent chooses to remove a child from Brighter Beginnings, a two-week notice must be submitted.
- If the family is absent for 2 weeks with out notification to the center, it will be considered parent initiated termination.
- All fees must be paid in full at the time the withdrawal notice is given and fees will continue to be withdrawn from the allocated account until balance is paid in full.
- The majority of the time, withdrawal from the Center is based on job changes, relocation, school, etc. However, we recognize that our program may not meet the needs of every family. If this is the case, we welcome the opportunity to meet with the parents to determine the cause and try to work toward a satisfactory agreement. If this is not possible, an arrangement for termination of enrollment will be established.

Center Initiated Termination

Brighter Beginnings Early Learning Center reserves the right to terminate a child's enrollment for the following reasons:

- Failure to pay child care fees on time
- Failure to submit required forms, including monthly calendars
- Abusive behavior/language by parents toward other children, program staff or other parents
- If the child's behavior is continually disruptive and/or hazardous to self or others regardless of guidance techniques used
- If the program rules and policies are repeatedly violated by the child or parent

Notification of Termination

For situations of reoccurring abusive behavior or behavior that continues regardless of techniques, a two-day "time away" period may be administered for family time implementation of a corrective guidance plan. However, individual circumstances, which will be determined by the management, may merit immediate termination. Notice will be given verbally and in writing unless circumstances prevent verbal contact.

- Prior to termination, every attempt will be made to communicate with the parent or guardian of the child in question.
- Inability of the child to fully participate in our program based on the behavior guidance plan set up will result in termination of the child. The final decision of termination will come from the Administrator along with the parent, if appropriate.
- It is our goal that all children are able to remain in our Center; however, we know that large group settings are not the best environment for all children. We will attempt, in every way possible, to work with each family and individual child to ensure a fun, safe, nurturing environment. If this is not possible, the parent and/or the Center may choose to terminate the child's enrollment based on the best interest of the child.

Thank You and God Bless

We want to thank you for choosing Brighter Beginnings Early Learning Center. It is truly an honor to have you and your child/children attending our center. Understanding the importance of early learning in our children's lives is a crucial development in guiding their future success. We are excited to share this endeavor with you and invite you to visit and ask questions when you need.

Sincerely,
The Brighter Beginnings Early Learning Center Team Members

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