

PARENT HANDBOOK

BRIGHT BEGINNINGS DAY CARE LLC

2541 Main Street
East Troy, WI 53120
262-642-3904 phone
262-642-3906 fax

Our Center operates according to the State of Wisconsin Rules of Licensing for Child Care Centers

Bright Beginnings Day Care admits all children regardless of race, color, nationality or religious background. Children with limited physical abilities will be admitted at the discretion of the Administrator and Director.

The State of Wisconsin requires all members of day care institutions to be on the lookout and report to the State, any and all cases of abuse to a child. This center is therefore obligated to report to the State any suspected cases of child abuse and/or neglect.

Mission Statement

The mission of Bright Beginning Day Care, LLC is to support families in their parenting and work roles and provide high quality childcare and learning experiences that promote healthy emotional, physical, and intellectual growth for their children.

A Special Message for Parents

As you make the decision to place your child in day care, allow us to help you through the transition. Please come and visit the classroom with your child before they start. If this is the first time you have placed your child in a licensed center, it may be a more difficult adjustment for you than your child. Keep your comments positive when speaking of day care, your work, and being away from your child. Showing how guilty you may be feeling and speaking of it will not help your child. Be happy and reassured of your decision. Communication between the Center and Home will provide a solid relationship for us all.

Studies have shown that children enrolled in quality childcare centers have increased social skills, language development and early childhood skills over those children who remain at home. Early childhood experts agree that personality, identity, and language are largely formed by the time your child is six years old. Join our Bright Beginnings family and be assured we will provide your child with the love and care you expect.

This handbook will share with you our policies, program information and ideas used to promote communication between parents and staff. Please use this as an orientation to our services.

Your Child's First Weeks in Day Care...

It may take several days or even a week or two for your child to become comfortable in the new surroundings. Our staff is trained to help your child with this adjustment. There are several things you can do to help.

- Take time to know the teachers and staff caring for your child

- Spend some time, an hour or two, visiting the classroom before the first day of attendance
- Talk positively about the center with your child about the things he or she will be doing there
- A separation problem is often caused by the parents "feelings of guilt". Though abrupt, it is suggested that you say "I'll pick you up later. I know you'll have fun," and leave the building. Sneaking out doesn't fool your child. It only makes matters worse when the child feels they didn't have a chance to say goodbye.
- Younger children may feel more secure if you bring a favorite object from home, such as a blanket or stuffed animal.
- You are encouraged to call at any time to see how your child is doing. Your feelings of apprehension and anxiety can be eased with a phone call.
- After a holiday break, vacation or long weekend, a readjustment may occur. Your positive attitude will again help ease the transition.
- Your feelings of confidence in our program will be conveyed to your child when you let it show.

Our Purpose

The purpose of Bright Beginnings Day Care is to provide an atmosphere of warmth and caring for all children enrolled. Each child will be provided with individual attention, yet learn social awareness with the Golden Rule and kindness towards others at the base. Every effort will be made for the child, as well as the parents, to feel comfortable at his home away from

home. Therefore a relaxed, caring, positive tone shall be provided by qualified staff at our childcare facilities.

Our Goals

1. To provide an enjoyable yet structured day for each child.
2. To provide both group activities and individual time with opportunities to make choices.
3. To promote kindness and cooperation towards one another.
4. To promote learning of the basics for preschoolers to wet their appetite for learning in school.
5. To provide school-age children a safe before and after school environment with a variety of age-appropriate activities to choose from.
6. To offer a summer school-age program with fun and learning combined.
7. To give hugs, laughter and genuine caring for one another along with positive direction to each child.
8. To keep the line of communication open between center and parent/guardian with the best interest and needs of the child as top priority.
9. To listen...

Our Philosophy

Bright Beginnings Day Care believes every child will perform better in familiar, comfortable, and secure surroundings. Therefore, a relaxed and nurturing atmosphere is provided. Daily activities include age-appropriate playtime, art, music, gross and fine motor, and a variety of learning experiences. Morning and afternoon consists of healthy snacks that are offered depending on the program for which the child is enrolled. Nap or quiet time is provided to give children time to rest. Working together, cooperating and compromising will help the child grow and learn to live with others. We are a play-based center. WMELS is the curriculum we follow and have fun themes incorporated in our daily schedule.

We are licensed and regulated by the State of Wisconsin. Parents can check the Parent Board for evidence of the last inspection, or a copy of

the center license. Our center policies and parent information is located on the parent board. Copies can be created upon request.

Here at Bright Beginnings Day Care, we have an Open-Door Policy that welcomes and encourages you to call or visit at any time.

Program Specifics

Infant Care: Ages 4 weeks to 2 years
Toddler Care: Ages 2 years to 3 years
Preschool Day Care: Ages 3 years to 5 years
4K: Children enrolled in a 4 year old kindergarten program
Kindergarten: Children enrolled in a 5/6 year old kindergarten program
School Age: Children in grades 1 through 6
School Year Only Enrollment: Children enrolled September - May only
Summer Only Enrollment: Children enrolled for June, July, and August only

Our Facility provides care for children ages 4 weeks to 12 years.

Transportation by the local school bus company is provided to specific elementary schools for Kindergarten through 6th grade from the following schools:

East Troy: Doubek, Prairie View, St. Peters, St. Pauls

How to Enroll

Parents are encouraged to tour the center with a qualified staff person to ask questions and discuss the program. You can choose to enroll by phone, email or in person. Upon making the decision to enroll, **nonrefundable registration fee and one week tuition** is paid to secure the slot. Annual registration fees are applied to licensing and insurance costs.

1. The opening will be held no longer than 30 days unless an agreement between parent and administration is made in writing for other terms.
2. The one week tuition will be held and applied as credit to the last week's fees upon **two week's written notice of termination**.
3. All required paperwork shall be completed and brought to the

center at least three days prior to the start date. This includes the; Enrollment form, Health History and Emergency Care Plan, Child Health Form, Child Intake Form, School Age Agreement, and Immunization Records.

4. All immunizations must be up-to-date as required by the State of Wisconsin.

Withdrawals and Discharges

Parents may withdraw a child from the program at any time. A **two-week Notice of Termination in writing** is required. Parents who wish to withdraw their child, but who fail to provide two week's written notice will still be liable for the tuition. We will transfer a child's record upon request from the family with written consent to the new setting. Withdrawal and subsequent re-enrollment will entail an additional registration fee and deposit.

Center Termination:

1. Needs of individual child cannot be met.
2. Child's behavior causes an unsafe environment for those around him or her.
3. Child's behavior shows cause for center liability concerns.
4. Parents are uncooperative: failure to pay fees
failure to submit health forms
failure to observe rules of center

Center Closings

Bright Beginnings Day Care, LLC will be closed on the following days: New Year's Eve, New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day. Christmas Eve, New Year's Eve, and the day after Thanksgiving are no charge days for families. When a holiday falls on a weekend, the preceding Friday or the following Monday will be designated as the holiday. If your child normally attends on one of those days, you have the option of using a vacation credit towards the holiday or paying for the day.

Billed Holidays: If your child is normally scheduled to attend on the day the holiday lands you will be charged for these closed days.

Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Day, New Year's Day

"Free" Holidays: Whether or not your child normally attends on the day the holiday lands you will NOT be charged for these holidays.

"Black Friday" (The Friday after Thanksgiving), Christmas Eve, New Year's Eve

Capacity: 76

Hours of Operation

The Main Center location at 2541 Main Street is open from 5:30 a.m. to 6:00 p.m. Monday through Friday from January to December.

It may be the policy of the center to change these hours depending on the needs of our families during certain holidays and summer schedules. During these times, hours may change upon sufficient notice to our families.

It is NOT the policy of our center to close due to snow or ice. However, if for any reason (power failure, no heat or water, etc.) the center cannot open, parents will be notified as soon as possible so as to make other arrangements for their child.

Upon Entering the Center

Children in our various programs may be dropped off and picked up at the times requested by you on the Registration Form. We are staffed to meet the teacher to child ration required by the State of Wisconsin Licensing Rules. Please stay within the times you have listed. However, when an emergency arises, please consult with the Director of your change in times needed prior to that day so the Center can plan accordingly.

Please call in the morning, as early as possible, when your child will not be attending the center. If you don't call us, we are required to attempt to contact you. You will be called.

Daily Schedule

Each age group operates within its own classroom schedule. The daily schedule is posted outside the classroom and you should speak with the teacher with any questions. General arrival times are from 6:00 a.m. to 9:00 a.m. and pick up times are from 3:00 p.m. to 6:00 p.m. This is time for parents to speak with teachers regarding pertinent daily information about their child or the program. Children are allowed to make activity and free play choices during these times under proper classroom supervision.

Between the hours of 9:00 a.m. and 3:00 p.m. your child receives age-appropriate activities in group time, music, art, science, stories, rest, self-help skills, snacks and lunch, indoor and outdoor play, large and small motor activities, games and theme-based curriculum. Each classroom has their Daily Schedule posted on the Parent Board outside their door. We believe it is best for children that they remain with the same consistent teachers throughout the year. Parents are encouraged to stop in and visit to observe our program during these times.

Rest Time: All children under the age of 5 years, who spend a full day with us, will be required to rest. Depending on the age, children are expected to rest quietly or engage in quiet activities allowing those who need to sleep the opportunity to do so. Children will be provided a cot and sheet for rest time. Parents may send a blanket. Infants under 12 months of age will sleep in a crib on their back. Please see attached Safe Sleep flyer at end of handbook.

School Age Childcare

Children will be provided time to choose their own activities. The morning before-school care will focus on a quieter, low key atmosphere. Table activities, quiet group play, time to complete homework, and a continental breakfast for early morning arrivals, will allow for less stimulation before a busy day at school. After-school care will provide snack, outdoor play, projects, cooking activities, homework time and much more. Full-day care will allow for a well planned variety of activities designed for the older child.

Our **Summer Camp** program for school-age children operated from the first week of June to the last week of August. Realizing that children in this age

group do not see themselves as candidates for a childcare program we establish a camp-like summer program.

Summer Camp does accept summer enrollments only; however enrollment is limited and on a first come, first served basis. Priority is given to currently enrolled, year around families and families enrolled previous summers.

Summer Camp plans "off premise" field trips, which are part of the program. If your child will not attend the field trip and no teachers and groups remain in the building to care for your child, you will have to find alternate care. No refund will be given unless the appropriate vacation request is made in advance.

We provide a stimulating variety of activities for children entering kindergarten through sixth grade. On site programs, swimming, walking trips to local businesses, theme weeks, projects, etc. are just a few things to name when it comes to our busy day. Yet we also understand this group needs individual time to relax and enjoy a summer day while mom and dad are working.

Physical Activity Policy

Children attending our center shall play outdoors daily when weather and air quality conditions do not pose a significant health risk. Time planned for outdoor play and physical activity depends on the age group and weather conditions. Activities shall include structured play (led by the adult caregiver) and free play (not led by an adult).

■ **Toddlers (12 months to 3 years old)** shall participate in 60 to 90 minutes per day of moderate to vigorous physical activity. **Preschoolers (3 to 6 years old)** shall participate in 90 to 120 minutes per day of moderate to vigorous physical activity.

■ **Infants (4 wks-12 months)** We offer tummy time to non-crawling infants at least 4 times per day. As weather allows, we strive to take infants outside two times per day or more so that they can enjoy the sights and sounds. To help infants build their strength and coordination, we limit the amount of time that infants spend in seats, swings, and ExcerSaucers.

■ **Equipment & Environment**

We seek to provide a fun and challenging play space that encourages movement and learning. We provide a variety of play equipment (balls, jump ropes, tricycles, etc.), in good condition, both indoors and outdoors. Additionally, books and posters in our classrooms help to teach children about the importance of physical activity. Outdoors, shade is provided and children are given regular opportunities to drink water.

■ **Supporting Physical Activity and Outdoor Learning**

Teachers actively encourage children's physical activity during daily free play time, daily adult-led games and activities, and weekly lessons on gross motor skills like throwing, catching, and kicking. We provide/participate in professional development on early childhood physical activity and outdoor play & learning twice a year. Additionally, we share information and tips on our parent boards to support children's physical activity and enjoyment of the outdoors at home.

■ **Children shall be dressed appropriately for the weather**, including wearing appropriate seasonal clothing and footwear, so they can participate fully, move freely, and play safely.

■ **Child care providers will inform parents, caregivers, and families** that children need to be dressed appropriately for the current weather conditions to play outdoors.

■ **Children should wear clothing appropriate for the current weather:**

- **Snow:** heavy coat, waterproof boots, hat, and mittens.
- **Rain:** raincoat and waterproof boots.
- **Different temperatures during the day:** layers of clothing.

■ **Footwear should provide support for running and climbing.** Examples of **appropriate** footwear include sneakers, gym shoes, and other shoes with rubber soles that enclose the feet and will not come off easily. **Examples of inappropriate clothing and footwear include:**

• **Footwear that can come off while running**, or that does not provide support for climbing (examples: flip-flops and clogs).

- **Clothing that can catch on playground equipment** (examples: clothes with drawstrings or loops).
- **Clothing that does not protect children** from the current weather conditions.

Discipline Policy

All children will be directed in a positive manner. We strive to offer a classroom setting that provides children with opportunities to explore their environment. If a child becomes overly emotional or over stimulated, he will be directed to a calming, more constructive project. When behavioral issues occur, it is our goal to help children learn problem-solving skills and take responsibility for their choices.

There will be NO type of spanking or physical discipline, punishing a child for lapses in toilet training, withholding food, light, warmth, clothing, or medical care; ridicule, humiliation, or embarrassment. Physical restraint may be used only when it is necessary to protect a child from harm.

Several discipline techniques will be used:

- **Redirection/Distraction**-offering a different toy or suggesting a new activity.
- **Verbal Intervention** - explaining to the child the inappropriate behavior and showing how to use words to handle the situation.
- **Take a Break** - Separate the child from the group to relax and calm down. the child may return to the group as soon as the negative behavior is reduced. If a break occurs **two or more times in one day** the child's parents will be notified.
- **Ignoring** - sometimes a child seeks attention and the negative behavior ends when it does not get the attention desired.
- **Logical Consequences** - by removing the object or activity the teacher helps the child understand the logical consequences of his or her actions.

If these techniques listed are not working effectively and inappropriate behavior continues Bright Beginnings Day Care will take the following actions:

- Observation and written documentation will be done
- Parent and Center conferences will be scheduled.
- Outside resources may be suggested.
- Should inappropriate behavior persist the parents will be asked to keep the child home for two days. No refund will be made.
- If after two, two day removals from the center the inappropriate behavior persists the parents will be asked to terminate the child's enrollment.

Bright Beginnings Day Care may terminate immediately any child whose behavior creates a significant risk of harm to the health and safety of other children or staff.

Field Trips: Should a child display unacceptable behavior on a field trip, the Center reserves the right to not allow the child to attend a future field trip. Proper documentation and notice will be given to the parent or guardian.

Transportation Policy

Bright Beginnings policy is if a child does not attend daycare without prior notice from parents that we, the center, call the parents to find out their whereabouts. Bright Beginnings also contacts the school to find out their whereabouts if we can't reach the parents for school age children. All parents are notified of the dates, times, and whereabouts of the fieldtrip and have signed consent for their child/ren to be transported. All staff has an attendance form with the children's names, whereabouts, and amount of children in their care. All staff has an emergency form for each child with their emergency contact information. For all fieldtrips we meet the staff-to-child ratios and follow the rules for fieldtrip in how many staff accompanies children. When leaving the bus, the Lead Teacher is to go all the way to the back of the bus looking in every seat and under to check for children and then hit the back door as if there is an imaginary button then again look in all the seats and under them to double check that no child is still on the bus until they get to the front of the bus. Upon exiting the bus, the Lead Teacher is responsible for counting all the children to make sure all

are off the bus. The name of firm, address, and telephone number, and contact person of the contracting firm are posted on the Director's memo board. This is also updated periodically.

Custody and Visitation

At times issues arise regarding the release of a child to the appropriate parent or legal guardian. Note any custody or visitation restrictions on your child's enrollment form. Also provide documents to support these restrictions. We will adhere to these instructions. You must provide updated documents as necessary.

Educational Policies

Bright Beginnings Day Care feels children should learn and live with positive social skills and the educational skills will follow closely behind. Learning to play together teaches sharing and helping others teaches children to always center on themselves. All of this combined, forms the basis of a child's self-esteem and provides experiences that enhance each child's sense of identity. Play is a child's work.

Classroom Transitions: A specific theme-based curriculum has been designed for each age group to accurately match the child's developmental level. Criteria including chronological age, social and emotional development, and self-care skills have been established for each classroom. When your child is ready for an older group, you will be advised as to when your child can be expected to change rooms. The children's transition time will be about 3 months long. A schedule will be based off your child's times at the center.

Each day as children arrive they will be divided into groups according to age as enrollment increases. Each age group will have their own area. Groups will also be combined at the end of the day as enrollment decreases. From time to time the center allows a brother or sister to "visit" the room of a younger sibling if the daily schedule allows. Please keep in mind that drop-off and pick-up times can be very hectic. With many families arriving and departing at the same time things can get very busy. Our center routine from 9:00 a.m. to 3:00 p.m. is well organized and planned. Parents are invited to visit at any time during the day.

Our Center will provide age-appropriate activities for each group. The school-age children, who for the most part are in attendance for only a short time, shall be provided with activities to suit their older interests. However, summer shall allow this age group more ownership of their daily activities and say in the planning.

Activities for all age groups shall provide creative expression, large and small muscle development, and intellectual growth and allow for self-expression along with communication skills. The learning centers offer block play, housekeeping, dramatic play, reading, quiet play, science, art, and manipulatives for exploration and problem-solving.

Parents are encouraged to stop in and visit to observe our program before their first day of attendance during these times.

Family/Center Communications

You are encouraged to be involved in your child's experiences at day care. If you or a family member has a special talent, hobby or skill, please let us know. We enjoy bringing these experiences into the classroom for the children.

If your family has experienced an upsetting situation, such as an illness or death, change in family structure, death of a pet, please let us know. We want to help your child work out their feeling through various means of communication.

At the entrance to each center is the Parent Information Area. This is an important communications area for the center. It is used to display current illnesses, field trip information, party information, childcare news and general notices. Look for messages by the entrance computer.

Parent Conferences are offered for our children once a year in the spring. You may also request additional conferences at any time throughout the year. Our staff also communicates with parents on a daily/weekly basis as the need arises. Parents with children in any other age group may request a conference as needed. If needed the staff lounge may be used for family conversations, meetings, and breastfeeding mothers.

Fax and e-mail: The convenience of faxing or emailing medical information, field trip permission slips, etc. is available 24 hours a day. Fax: 262-642-3906. Email: nina@brightbeginnings-daycare.com

Website: www.brightbeginnings-daycare.com Check out our website for current information and forms. We will continue to enhance our site as our needs grow. Please like our Facebook page for activities: <https://www.facebook.com/brightbeginningsdaycarellc/?ref=bookmarks>

Special Services: You may set up a time to visit or phone your child's teacher or the center Director. If an area of special help is noted, you will be informed and additional help from the public school district Special Services Department can be of great help to your child. Our Center works closely with this department with referrals and for screening of pre-kindergarten students. We also work closely with the Health and Human Services Department of Walworth County and their Birth to Three Program.

Parent Involvement

At times you may be asked to chaperone a field trip or send a special treat for a holiday party. When a special project requires extra materials we may ask for a donation. Always remember we welcome your donation of clean, used toys, books, scrap paper, etc. This keeps our costs down and therefore your tuition. Parent volunteers are welcome in the classroom. Please make arrangements with your child's teacher if you are able to help.

Daily Sheets

(For children under age 2 years). This sheet is to give parents of children under age 2 daily information regarding eating, napping, toileting and other miscellaneous news. It is sent home with the parent each day. Children age two and up will receive daily or weekly observations as seen fit by the teacher or requested by the parent. Conferences will be made annually in the spring and upon request by parent or teacher as needed.

Transportation

School-age students shall be transported by the regular school bus serving the school district. This includes private and parochial schools in the district. Only those elementary schools with a bus traveling directly past

the Center are eligible for service as stated by the school district transportation policies.

Some families living in the Village of East Troy may not be eligible for bussing due to their home address. In these cases you may contract for transportation through the School District Business Office.

Our Center uses school bus transportation for field trips and off-site programs. We do not offer any type of van or auto transportation to the children or their families.

Please call the center when your school-age child will not be attending after school. If he or she does not return to us on the bus after school we begin a call and search to try to locate your child. You will save much time and effort if you call to report the absence in a timely manner.

Picking Up the Children

Please check your child's cubbie area each day for notes and projects. Remove any soiled clothing which requires washing immediately and be sure to replace with a clean supply the next day. Children are usually very unhappy when we have to put "child care" clothes on them if a spill or toileting accident occurs.

Be sure to check your child's cubbies and look at your family mail slot at the entrance for any news and fee statements.

Biting

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Many young children are not very verbal. Children may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around many other children, and may bite in response.

When a child does bite, the following procedures will occur:

- The child receiving the bite will be comforted and the bite area cleaned to prevent infection.

- An incident report will be filled out and the child's parents notified.
- The biting child will be redirected to appropriate activities.
- His or her parents will be notified and an incident report placed in the child's file.
- The teacher will carefully assess the classroom environment to minimize frustration for the child.
- The teacher will discuss the incident with the child's parents to determine ways to redirect behavior.
- The child will be kept closely supervised and the identity will be kept confidential.

Most children stop biting soon after these actions have been taken. For those children who continue to bite, the following actions will be taken:

-If the child bites 3 times in one week, a meeting with the Parents, Teacher and Director will be scheduled to discuss the child's behavior and what steps can be taken to stop the biting.

-If the child continues to have biting issues, the Director and Teacher will meet to discuss possible temporary or permanent removal of the child from the Center.

We understand every biting situation is different and individual. Our Staff will work to make every effort to evaluate each situation fairly and make determinations based on the safety of all the children and Staff at Bright Beginnings Day Care.

Toileting/Potty Training

Please discuss your child's toileting habits with your child's teacher in the younger groups. If your child is not yet toilet trained you need to supply us with disposable diapers and wipes. We will work with you to train your child. It should be a positive experience with lots of encouragement for doing well. Toilet learning requires consistency and patience, and can only be effective when a child is ready. The manner in which toilet learning is conducted can have a tremendous impact on a child's development. Each child's readiness for toilet learning must be the key that begins this process. If we feel you child is not physically ready for this, we will talk with you about it. Please see attached Potty Training Checklist.

Emergency Evacuation

Should it be necessary to remove children and employees from the building, we will walk out to the fenced in play area.

Tornado Procedure: Children and employees shall move to the designated area until the report of "all clear" is given.

Fire Procedure: In case of fire, children will evacuate as designated at all exits of the center. Staff is aware of this procedure through monthly fire drills.

- All exits are indicated by electrical exit lights at the ceiling
- Assistant teachers shall aid teachers with children napping at the time of evacuation.
- Everyone shall remain away from the building until the "all clear" has been given.

An emergency contact person no more than 5 minutes away shall be available to the center.

Meals and Nutrition

Nutritional guidelines established in the Rules for Licensing will be followed for all age groups.

Children arriving before 7:00 a.m. may bring in their own breakfast. Children arriving after 7:00 a.m. should have eaten at home. The morning snack served about 8:00 a.m. is of a breakfast nature.

A morning snack and afternoon snack is provided by the center.

Lunches are provided by the center and meet nutritional guidelines set forth by the state licensing rules. If you are sending items, which need to be kept cool, we suggest an ice pack in the lunch, as we cannot provide refrigerator space. A microwave will be in each classroom to warm food items. Food must be in a microwavable container. Please do not send juice or soda. The center provides 1% milk, eating utensils, napkins and cups. If your child requires special milk it is the parent's responsibility to supply it.

Snacks are provided as follows: Time present: Number of Snacks
Provided:

2 ½ to 4 hrs.	1 snack
4 to 8 hours	2 snacks
8 to 10 hours	2 snacks

Snacks shall consist of at least two of the following:

- Milk or milk product
- Fruit
- Fruit juice
- Vegetable
- Peanut butter or other protein
- Whole grain or enriched bread or cereal

When only fruit juice is served it shall be pure 100% fruit juice.

The children shall eat at the primary tables with attention given to proper eating habits and manners. Children may choose not to eat snack. It is offered and the choice is theirs.

Infant feeding will upon demand until such age that a regular routine has been established for the individual child.

Food allergies and dietary restrictions

Food allergies and dietary restrictions for a child shall be discussed between parent and staff and posted confidentially as a reminder to all staff in the classroom. Any known allergies will be posted in every classroom and made known to all staff members.

Medications

Our primary concern when administering medication is the safety and optimal health of every child.

Please hand prescriptions in the original container, with the child' name on it and the proper dosage, to the person in charge, with instructions completed on the medicine sheet. All medications are stored in a locked area inaccessible to children. The administration of medication will always be witnessed by another staff member and recorded by out staff on the medicine sheet form and medical log. We cannot administer any medication that has expired. We will refrigerate medications that require it.

Prescription medication will be administered as directed by a licensed physical or dentist.

Over-the-counter medication is treated with the same caution as prescription drugs. It will be given only with the written instructions from the child's parents and physician. Written instructions from the physician or dentist must be obtained. Be sure to ask your doctor for the written permission during the visit. Parents may come to the center to administer over-the-counter medication to their child. At that time they must document the name of medicine, dosage, date, time and who administered the medicine.

Regarding applications such as diaper rash ointment, petroleum jelly, suntan lotion, and insect repellent can be administered with parent's written permission. We will follow directions provided on the manufacturer's label. Medications should be clearly marked with the child's name. Minor scrapes will be treated with soap and water and covered with a band-aid.

Medical Emergency Situation

All staff are trained in CPR and certified in first aid in the event of an emergency.

In the event of a medical emergency or an accident we shall contact the parent/guardian and the doctor of the child. If it is impossible to reach these people and should emergency treatment be required, the child will be transported to the nearest hospital by the local rescue squad. Your authorization for the Center to contact your family physician and to take whatever emergency medical procedures are deemed necessary is part of this agreement. The Emergency/Treatment Card must be completed.

Each child shall have on file an emergency name and number for the center to call when a parent cannot be reached. Written permission shall be on file from parents for the Center to call a physician or refer the child for medical care in case of accident or emergency. A record of the accident or injury shall be kept in the child's file and in the Center medical log.

Emergency phone numbers shall be posted by each telephone.

Fire extinguishers, smoke detectors, and flashlights shall be in constant operating condition.

Health and Medical

Physical Exam: Each child shall have a completed physical exam form in their file signed and dated by their physician. The exam may not be more than six months prior to nor later than sixty days or tow months after admission.

Immunization Form: Each child shall have an immunization record on file completed with a month and year of each required immunization. The record shall be on file at the center prior to the child's admission.

Our State Licensing Specialist does inspect child records for these forms.

Children shall be observed by the teacher on duty upon arrival for any symptoms of illness. For the protection of all children your child should be kept at home if he shows any of the following symptoms:

Temperature over 101 degrees
Diarrhea - 3 times in the course of 2 hours
Vomiting - 1 occurrence
Rash - other than diaper area
Eye Infection - pink eye, redness or pus
Profuse bodily discharge of any kind
Extreme Irritability or Exhaustion
Persistent Coughing

Parents should exercise every caution and keep their child home should other unusual symptoms occur. **We cannot accept your child at the Center under these circumstances.** If a child becomes ill during the day, he will be placed in an area away from other children and the parents will be contracted with the request to take the child home within the hour. Failure to do so will result in an additional charge of \$5.00/hour for illness-related childcare beginning one hour after the initial call was made and will be rounded up to the next hour. This charge is over and above the daily childcare fees.

Children with fevers over 101 degrees must be removed from the Center. Children should be free of any of the above listed symptoms for 24 hours before returning to the Center unless seen by a Physician and the diagnosis allows the child to return. A note from the Physician must accompany the child, if this is the case, stating the child may return to daycare and the nature of the illness.

When a child has a communicable disease, the Public Health Department shall be notified. The child may not return to the Center until the designated time for the particular illness has been met. Notice of exposure to a communicable disease will be posted at the entrance to the classroom. A list of all communicable diseases and the incubation period is posted at each Center.

Staff Training

Our staff is carefully selected, trained and evaluated. Each staff member receives annual training hours and continuing education as required by the State of Wisconsin licensing rules. We support the development of our staff and assist them in their progress. Employees are trained in emergency procedures for fire extinguishers and the posted telephone and emergency numbers in each room.

Hiring Staff to Baby-sit

Occasionally parents ask our teachers and center staff to baby-sit. Bright Beginnings Day Care does not authorize or take responsibility for any services our employees may provide outside of the center premises or programs. Employees are not allowed to take jobs that may cause a conflict-of-interest.

General Information

Clothing: We request each child to have a complete set of extra clothing. Please mark clearly with your child's name. We cannot be responsible for unmarked clothing. Children should come dressed for action!! Shoes should be for active play. Sandals and boots are discouraged. Children are taken outside daily weather permitting. Please send warm clothing, as children are very disappointed they cannot participate. Remember snow pants and boots.

State licensing requires that we include outdoor time each day when weather permits. Children do not go outdoors if the temperature / wind-chill are lower than 20 degrees. Children who are well enough to attend our center must be well enough to participate in all activities, including outdoor play.

Birthdays: Your child's birthday is a special day and we enjoy celebrating it with him or her. You are welcome to send a treat! Please discuss this with your child's teacher in advance if there are any food allergies or restrictions in the classroom. We discourage balloons. Please do not send them.

Toys and Candy: It is recommended your child NOT bring toys to the center. We are not responsible for broken or lost toys. Please do not bring candy or gum to our center.

Toy guns are not allowed at this childcare center. Toys that lend themselves to acts of violence will not be allowed.

Pets: The center does not allow classroom pets. At times pets(NO DOGS) may be momentarily allowed in the center when there is a show and tell or when we have an in-school field trip. Parents will receive prior notification of these events.

Field Trips: Field trips and nature walks are considered an important part of the education program and will be taken often to nearby places. The Center will provide the same responsible adult supervision for these excursions as is provided children while attendance is at the Center. Your permission for your child to participate in such events is part of this agreement. Field trip expenses are an extra charge not included in tuition.

Should you choose not to send your child on a field trip and all groups are attending, you will have to find alternate childcare while we are gone. Staff is needed to chaperone those on the trip. There is no refund unless you request a vacation day one week in advance.

Photographs and Publicity: Photographs of children participating in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, or other publicity materials. Your permission form for photographs including your child to be used without compensating is given at time of orientation. All forms are kept in folder on Director's desk.

Cleanliness: Our Center is cleaned weekly by a professional janitorial service and maintained daily by our staff. Preventative pest control is conducted monthly. Our staff cleans and disinfects changing tables after each diapering change. All toys and equipment are disinfected on a regular basis.

Good hygiene and cleanliness is practiced by the children and staff with frequent hand washing. Hand washing is always required before eating and after toileting.

Our Program: Our programs are designed to help children learn at their own pace. Group activities are designed with the developmental needs of each age group in mind. A good deal of time is allotted for children to explore the various interest centers in their own room. Most of the rooms have the following interest centers.

Dramatic Play
Reading Center (Library)
Large Motor Area
Small Manipulative (Table Top Toys)
Art Center
Science and Nature
Music and Creative Movement

We also take advantage of our ever-changing Wisconsin weather by providing stimulating outdoor play experiences in all seasons as long as the temperature is between 0 degrees and 90 degrees. If your child is too sick to go outside then your child is too sick to attend childcare. Center field trips are planned monthly, and provide children with new opportunities outside the classroom.

Infant Programs:

Our infant program is designed to meet the individual needs of every infant. Every infant will follow their own individual schedule, as well as participate in special activities, including art, science, and large muscle. The Infant Intake form will help us develop appropriate activities that will best enhance each child's day for total development. The Infant Intake form must be updated every three months so we can have an accurate account of what occurs at home and thus schedule his/her day accordingly. A daily communication sheet will be sent home explaining the happenings of each day. The

information included on this sheet is feeding time and amounts, diaper changes and contents, participation in activities, supply needs and of course any special notes from the teacher. The children will go outside, weather permitting, for at least an hour a day.

Toddler/Two's Program:

As the children enter the world of the "big kids" they are able to make the transition from individual scheduling to group scheduling. In the toddler or two's classroom the children will experience activities such as snack/meal time, group time, art, music, large/small motor activity time, and nap time. A daily schedule is posted along with monthly themes, and weekly lesson plans.

Preschool Programs:

As children continue to grow our preschool program will assist them in acquiring life skills by introducing them to more learning centers that encompass a variety of hands on activities. Through planned developmentally appropriate activities the children will enhance their reading, language, math, social, science and physical skills as well as promoting confidence and a strong love for learning.

School Age:

Before and After School

We offer a program for our school age children that lets them continue to form friendships with those children they are attending school with. We gear our school-age program to the likes and interests of the children. A variety of games, art and craft activities, outdoor play and just having good friends around making those extra morning and afternoon hours a lot more constructive and fun.

Infant Feeding:

It is the parents' responsibility to provide all food for their infant until they wish to incorporate our snacks and lunch. Each child's feeding schedule will be kept to coincide with the schedule kept at home. All Breastmilk bags/bottles from home must be labeled with child's name and date. All food from home must also be labeled.

Injury:

The staff will tend to any child injured at the center unless it is a serious injury requiring medical attention. In that case the child's parents will be

immediately notified and his/her emergency plan will be initiated. Minor injuries will be tended to with soap and water, band-aid, ice and lots of TLC. All injuries will be reported on an Incident Report, which will be present upon pick up. If an injury occurs off site, one staff member will stay with the children and the other will contact the center and then continue helping with that child's emergency plan.

Holiday Celebrations: Bright Beginnings Day Care is not a Christian-based Center. However, we observe St. Valentine's Day, St. Patrick's Day, Easter, Halloween, Thanksgiving, and Christmas. Various other ethnic celebrations, which add to our curriculum, will also be observed.

Summary of Fees

Your child is enrolled at Bright Beginnings Day Care as requested on the Registration Form. You are responsible for payment for the days listed. Days may not be switched for any reason. (Ex. Child is ill on regularly scheduled day and parent requests an extra day to replace the day child is ill) Additional days requested will be billed as an extra day if center has room for child.

Fees are due Monday during the two week billing period which follows. Payments always cover two weeks in advance. Fees not paid by Wednesday at 9:00 a.m. will have an additional late charge (\$5) added. Fees not paid by 9:00 a.m. Friday will have an additional late charge (\$10) added to the Wednesday late fee. Non-payment of fees will result in immediate termination at the end of the week.

The Annual Registration Fee, which is used to cover licensing and insurance costs, is added to your bill each year on September 1st. At this time all children's files are also updated. Immunization records and health forms must be current. Files without these records may result in immediate termination by the State Licensing Inspector.

A two week written notice of termination is required stating that enrollment will be terminated. You are responsible for tuition until the last day of enrollment-whether or not your child remains at the center.

The parent/guardian understands these terms and agrees to them by signing the Registration Form. Your signature indicates the Center Handbook has been read entirely, you have asked appropriate questions and agree to the terms and policies.

The childcare fees paid to this Center are considered tuition. Just as a school, private institution or college does not give credit for absences, we do not do so either. You have contracted for your child's slot and we are staffed to provide you the service. Only appropriate vacation credits are given. Whether your child attends or not, you are responsible for prompt payment until a written termination is received by the center. Fees are still due on the date even though you may be gone on vacation, etc.

Fee Information to Remember

1. Charges are billed as requested on the Registration Form.
2. A non-refundable Registration Fee and One Week Deposit are required at time of enrollment.
3. Credit will be given for Vacation if requested in writing one week in advance.
4. No credit for snow days - we are open.
5. No credit for illness for any age group.
6. No credit for before and after school care if a child is not present.
7. Federal holidays do not constitute a credit. We are open - you must request a vacation day.
8. Credit will be given if a child is hospitalized. Maximum credit will be three (3) days per year.
9. No credit for cancelled classes for parents who are adult students.
10. A refund will be given if Center terminates enrollment or it is mutually agreed between parent and Center that the enrollment is inappropriate.
11. The oldest child shall receive a 10% discount on full day care only. School age children receive a 5% discount for full days during the summer only.

12. When care is required for school age children due to school closings, early release, early dismissal or weather related delays the fee will be added to the next billing.
13. Children enrolled for the school year only will indicate a start date and end date on the Registration Form. You are billed every day the center is open unless you submit a calendar of attendance listing your child's schedule.
14. There is a \$30 charge for returned checks.
15. A \$6.00 processing fee is charged per child for each schedule change.
16. New families are not eligible for vacation credit for 60 days after actual start date.
17. Vacation credit availability runs from September 1 through August 31 each year. Schedule changes may affect available number of days allowed.
18. Families enrolled year around receive 2 weeks vacation equal to the amount of days enrolled per week.

BRIGHT BEGINNINGS DAY CARE, LLC. CHAIN OF COMMAND

OWNER

DIRECTOR

ASSISTANT DIRECTOR

LEAD TEACHERS
(Starting with highest level teacher)

ASSISTANT TEACHERS

Bright Beginnings Day Care LLC. PO Box 383, Mukwonago 53149

Fee Schedule 2016

Tuition Information

**A Registration Fee and One Week Deposit are required to hold a spot
for your child.**

Both fees are nonrefundable.

Family Registration Fee\$65.00

Paid at time of registration and annually September 1st.

Infant and Toddler Care (4 weeks to 1 Year)

0-8 hours\$44.00 per day

8-12 hours.....\$46.00 per day

2 - 3 Year Old Care

0-8 hours.....\$40.00 per day

8 - 12 hours.....\$42.00 per day

4 Year Olds Through Grade Schoolers

0-8 hours.....\$34.00 per day
8-12 hours.....\$36.00 per day

Kindergarten Children

Before **OR** After AM or PM Session.....\$28.00 per day
Before **AND** After AM or PM Session..... ..\$30.00 per day

School-Age Children

Before School.....\$10.00 per day
After School.....\$14.00 per day
Both Before and After School.....\$20.00 per day
(Includes continental breakfast and after school snack.)

Early Release.....\$30.00 per day

Hourly Rate.....\$12.00 per hour all ages

**The oldest child shall receive a 10% discount on full day rates only.
(Certain restrictions do apply.)**

The 10% discount for the oldest child does not apply to 4K, Kindergarten, AM and PM School Care, school cancellation/delays and early release/dismissal days and full days of care for school age children during the actual school year. When enrolling more than two children, the third child shall pay full price with the fourth child receiving a 5% discount.

The Registration Fee is charged at time of enrollment and again each year on September 1st. This is used to cover annual licensing and insurance costs.

A one week deposit equal to the number of days enrolled per week per child is also paid at the time of enrollment. This will be adjusted annually on September 1st to reflect updated fees for the year. Upon two weeks written notice of termination the deposit will be applied as a credit on the last billing period providing all charges to the Center are paid in full.

Your opening will be held no longer than **30 days**. After which, the Registration Fee and Deposit are both forfeited. This policy does not pertain to newborn infant enrollment.

Failure to drop off or pick up by the requested times as stated on the Registration Form will result in an additional charge of \$1 per minute that is owed to the staff person for each child. Discounts do not apply.

All fees include two snacks and hot lunch.

No credit is given for illness. No credit is given for before and after school absences. This includes karate, scouts, ski club, etc. No credit is given for Holidays. No credit is given for snow days - we are open.

Summer only enrollments for school age children may register for the Summer Camp program during June, July and August and will be responsible for all dates requested. This is based on space availability.

Schedule Changes: A \$6.00 processing fee is charged per child for each schedule change.

Families who need to make permanent schedule changes must do so in writing at least **TWO WEEKS IN ADVANCE** to receive proper credit in the bi-weekly billing.

Vacation Policy:

New families are not eligible for vacation credit for 60 days after start date. Vacation requests must be made in writing at least **ONE WEEK IN ADVANCE** to receive proper credit. This policy begins each year on September 1st and ends August 31st. Schedule changes may affect the available number of vacation days allowed. Unused vacation days may not be carried over to the next year which begins Sept. 1st.

Families enrolled year around receive two weeks' vacation equal to the amount of days enrolled per week.

Families enrolled September to May receive one weeks' vacation equal to the amount of days enrolled per week.