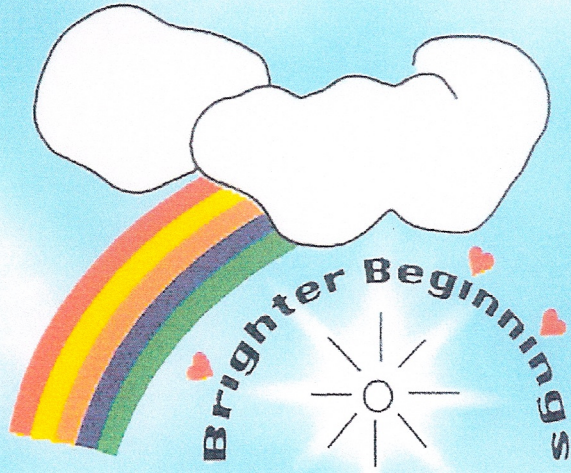


FAMILY HANDBOOK



Infant • Toddler • Preschool

State Licensed
NAEYC Accredited

413-532-5303

411 Granby Rd, Rt 202
South Hadley
Lillian Krause-Ely, Owner

www.brighterbeginningcc.com

80965270

Brighter Beginnings Preschool/Child Care Center

Brighter Beginnings Preschool/Child Care Center offers an independent early childhood program packed with educational experiences for young children. Our program promotes the physical, social, emotional, and language development of all children. Our Program is based on monthly themes, webs and emergent curriculum which encourage a wide variety of experiences and self-expression. These weekly activities center on the following areas:

- ◇ English language arts/Science and Technology/ History and Social Science
- ◇ Comprehensive health/The Arts, Music/Creative movement
- ◇ Pre-reading/Mathematics/ Outdoor, Indoor Gross motor Play
- ◇ Self Help Skills/Independence and self regulation

We believe each individual child will unfold his or her personality and abilities in time. Our program encourages this unfolding in an environment that is rich in nurturing, understanding and learning. Educators provide guidance to children in a positive and consistent way based on an understanding of the individual needs and development of the child.

Admission and Applications

The admission process at Brighter Beginnings Child Care L.L.C. begins with a tour of the center for prospective families. During this tour, parents will have a chance to see the entire center and observe the class room their child is applying to. This visit is intended to give both parties time to determine if the partnership in education is the right one for them. During the visit forms which are **required** by DEEC (authorization/consent, dev. history, emergency info, enrollment form, physical /immunization form, transportation form) will be filled out and kept on file before a child can start. During this time the director will ask if the child has any diagnosed medical, special needs or special concerns the staff need to be aware of. If an I.E.P., Individual Educational Plan, IFSP, Individualized Family Service Plan, or if an Individual Health Care policy is in place a copy will be needed for the child's file. A team meeting between the director, parent and teacher will need to take place before his or her first day of enrollment to make sure his or her needs will be met. All efforts will be made to accommodate the child's I.E.P., IFSP or medical needs. If at any time the teacher or director feel they are unable to adequately provide services in keeping with the educational or medical plan, a conference will be scheduled to meet with the child's parents. If the director feels they are able to meet the needs of a child for a two week period without causing a hardship on the other children enrolled, or a financial hardship on the center, the child will be granted the specified time. The guide lines will be followed under the referral plan. Once a family decides to apply, they must complete an application and return it to the Director with a \$25.00 registration fee and one week's tuition (non-refundable fee). Upon acceptance, a tuition agreement will be issued and the student will be placed on the class list. All families are encouraged to spend "three" mornings (free of charge) from 9:00-11:00 to transition into the class room before the child's first day. During this time, parents are required to stay with their child and not leave the building. We enroll children on a first come, first serve basis from 6 weeks-age 9 1/2 years. We have a limited amount of space. If we are at full capacity, you may have your name put on our waiting list. We will refer to the waiting list as openings occur. Brighter Beginnings Child Care L.L.C. does not discriminate because of race, color, heritage, religion, sexual orientation, national origin, marital status, political beliefs, disabilities, or any other reason.

Parent Involvement

Brighter Beginnings encourages parents to make unannounced visits to the center and volunteer their services to assist in their child's learning at any time while their child is present. Parents may take part in field trips, school activities and events. Monthly news letters list events planned for the students and their families. An open line of communication between school and home is important.

Child's Progress Reports /Conferences

We encourage parents to participate in two parent-teacher conferences during the school year. The conferences provide you with the opportunity to have a dialogue with your child's teacher about their education, to set goals and for questions to be asked and answered. It is our pleasure to share joys, expectations, children's individual portfolios and anecdotes with you.

Child Care Fee Policy

Tuition

(Rates effective from June 30, 2020 to June 30, 2021)

A \$35 non-refundable registration fee is required when registering your child. Tuition is to be paid in advance by Friday morning by 10:00 prior to the week of childcare services. If tuition is not paid on time, an 18% late fee charge will be added each week to remaining bill. Failure to pay for childcare services will also result in an **advance notice of termination**. Tuition and late fees **must** be paid by the following Monday morning. If they are not, your child's slot will be terminated immediately. You are allowed 4 notices per school year, as long as the amount due are paid by the following Monday morning of receiving each notice. If you receive a fifth notice, your services will be terminated two weeks later, even when the entire owed amount has been paid. When terminating services, a 2 week notice in writing is required stating the child's last day of attendance. If tuition is not paid in full all legal/court fees incurred by Brighter Beginnings Child Care L.L.C. will be added to the parent guardians total balance owed in the event the Directors deems it due and necessary.

The schedules we offer are for a 8 and 9 hour day. My child/children will arrive at _____ and depart by _____. If your schedule changes, an advance notice of at least 48 hours is to be given to the director. This will allow time for changes in staff to keep in the teacher child ratios. If a child is picked up after 4:00, a late fee of \$ 20.00 for each 15 minutes or fraction there of will be charged. Payment is expected in full for all days contracted for, including days child is absent due to vacation, holidays, snow days, sick days, early release days, staff in service and training.

<u>Week Days</u>	<u>Infant</u>	<u>Weekly Rates</u>
5 days (Mon. - Fri.) 6wks. -15.months	Up to 8 hr. day	9 hr. day
	\$330.00	\$335.00
	<u>Toddler</u>	
	15 months.- 2 yrs.9mos	
5 days (Mon - Fri)	\$305.00	\$3105.00
	<u>Pre-school</u>	
5 days (Mon. - Fri.)2 yrs. 9 mos.-5 yrs. 9 mos.	\$230.00	\$235.00
3 days (Mon. - Fri.)2 yrs. 9 mos.-5 yrs. 9 mos.	\$144.00	\$150.00
2 days (Mon. - Fri.)2 yrs. 9 mos.-5 yrs. 9 mos.	\$98.00	\$102.00

Inclement Weather Policy

In the past we have only closed due to a Governor's State of Emergency. In the unlikely event that the center is closed because of the weather, tuition is still due and payable. Storm cancellations will be broadcast on channel's 40 & 22. and through the DO JO class room application.

If you have any additional questions regarding our tuition terms and schedules, please see the Director.

I have read the Child Care Fee Policy and understand that child care fees are to be paid regardless of holidays, absences, snow days, vacation days, early release days, staff in service and / or training's.

CHILD'S START DATE ____/____/____. _____

Signature of Parent / Guardian

Date signed

Please print full name

Infants Daily Schedule

During intake, parents and the infant's educator will write up a schedule altered to that particular infant. Infant schedules are individual and may change as the needs of the infant changes.

Toddler Schedule of Activities

6:45 - 7:30	Arrival/Quiet Play
7:30 - 7:45	Breakfast
7:45 - 8:45	Free Choice
8:45 - 9:00	Diaper Check/Wash Hands/Toilet Learning
9:00 - 9:15	Circle
9:15 - 9:30	Diaper Check/Wash Hands/Toilet Learning
9:30 - 10:00	Snack
10:00 - 10:30	Teacher Directed Activity-Science, Music, Large Motor
10:30 - 11:30	Outdoor Play/Indoor Free Play/Large Motor
11:30 - 11:45	Diaper Check/Wash Hands/Toilet Learning
11:45 - 12:15	Lunch
12:15 - 12:30	Diaper Check/Wash Hands/Toilet Learning
12:30 - 12:45	Story Time
12:45 - 2:45	Nap
2:45 - 3:15	Diaper Check/Wash Hands/Toilet Learning
3:15 - 3:30	Afternoon Snack
3:30 - 4:00	Afternoon Activity (open ended) play dough etc...

Pre-School Schedule of Daily Activities

6:45 - 7:30	Supervised quiet activities
7:30 - 8:00	Breakfast
8:00 - 9:00	Free Choice
9:00 - 9:30	Circle/Wash up for Snack
9:30 - 9:45	Snack
9:45 - 10:45	Teacher Directed Activity
11:00 - 11:30	Outdoor Play/Indoor Large Muscle Activity
11:45 - 12:00	Wash Up for Lunch
12:00 - 12:30	Lunch
12:30 - 1:00	Story/Wash Up/Bathroom/Get Ready for Nap
1:00 - 2:30	Nap Time
2:30 - 3:00	Circle/Wash Up for Snack
3:00 - 3:15	Snack
3:15 - 4:00	Teacher Directed Group Activity

Transportation Plan

Brighter Beginnings Child Care L.L.C. does not offer transportation to and from the center. Parents are responsible for dropping off and are responsible for their children until they are signed into the center. Parents are also responsible for picking up in the afternoon and are responsible for their children once the child has been signed out of the center. In the event of an emergency evacuation listed below, staff will take attendance before and after the children vacate the premises. The staff and children will transport by foot to Plains school, located on Granby Road. If time allows, parents will be notified before children are transported. Otherwise parents will be notified once children and staff are secured. Infants/toddlers or a child who may have a disability and are unable to walk will be transported by a crib, carriage or wagon. If it is deemed by the South Hadley Emergency Director or another local authority that a different meeting place other than the Plains School is necessary the person in charge will make arrangements to comply. In the event it is determined by the local authorities that children must be evacuated via emergency transportation ambulance, police car, fire truck, public school bus, etc. educators will group children by classroom. Such a decision would be made only for the safety of the children. Every effort will be made to contact the parents as soon as possible concerning the emergency situation.

Procedures for Emergencies

In the event of a medical emergency, educators not in the ratios will call for an ambulance or police depending upon the situation, then organize the remaining children into a group and bring them to a different area or classroom. The child's primary caregiver or director will stay with the child and accompany the child in the ambulance along with the child's file. The parents will be notified immediately by phone by the director or person in charge. If the parents cannot be reached, the emergency contact person will be notified. In the event of an emergency occurring during a field trip, the same procedures will be followed. An accident report will be filled out immediately. One copy will go to the parent or medical personnel and another copy will be placed in the child's file.

Contingency Plans for Emergency Situations

In the event of natural disaster or a situation which may necessitate an evacuation of the building. The person in charge at that particular time will assess the situation and decide if the children and staff need to vacate the premises immediately. If the situation will allow the center to continue operation while awaiting local authorities to determine whether to evacuate or if the situation will allow the center to continue operation while still meeting the full needs of the children, operations will resume.

In the Case of a Missing Child

In the event a child becomes missing the educator will do a search of the immediate area. The educator will contact the person in charge. The person in charge will make a call to 911. Person in charge will call over the speaker alerting all the staff to quickly look in their classroom for the missing child. Any person not needed for the teacher/child ratios will quickly go out doors to look over the premises and walk around neighborhood. The child's parents or caregiver will be contacted to make them aware of the situation.

In the Case of a Fire

Children will immediately exit the building. Staff and children will follow the policy set forth for fire drills. Each class's policy is posted in the classroom by the exits. Monthly fire drills are conducted.

In the Case of a Power Outage

In cold weather the center will stay open providing the heat is maintained not less than 65 degrees. In warm weather, educators will take appropriate measures to protect children from health risks associated with excessive heat. Full telephone service and fire detection alarms must be in working order.

In the Case of a Loss of Water

Staff will depend upon bottled water unless the amount is inadequate and can't be delivered to meet the requirements for flushing of toilets, diapering, hand washing and dishwashing (if necessary) without running water.

Regulations

A copy of the regulation, 102CMR 7.00: Standards for the Licensure or approval of Group Day Care and School Age Child Care Program's, are located in the office. If you have any questions about the regulations, we can show them to you at any time or you may go on - line to www.eec.state.ma.us Brighter Beginnings Child Care L.L.C. is licensed by the Department of Early Education and Care. To inquire about our licensing compliance information please contact,
Western Regional Office: 95 Liberty Street, Suite 1124, Springfield, Mass. 01103
Phone # (413)788-8401 Fax (413)784-1227 Licensor: Oly Paciga Ext. 113 Program # 290412

Security

The security of the building is important to the children and our staff's safety. The front door remains locked at all times. A key pad is in use and only those individuals possessing the key code will have access to the building. The office will greet all others. To help maintain security in the front entrance, we ask you not let anyone in that you are unsure of.

Impaired Judgment Policy

As people who are legally responsible for the welfare of the children in our care, the staff is constrained from releasing a child into the custody of a person who presents a danger to the child. If in the staff's opinion a parent's judgment is impaired by the use of alcohol and/or drugs, the staff WILL NOT release the child to the parent, but rather, will ask the parent to make other arrangements, such as calling the person listed on the emergency contact sheet. Should the parent prove to be uncooperative in this matter, the staff will call the local emergency number, 911, for assistance.

Procedure For Identifying And Reporting Suspected Child Abuse Or Neglect

All staff will be trained to recognize and document the signs of abuse/neglect. This information will be covered at the time of staff orientation and at a staff training session at least once each year. If abuse/neglect is suspected, the staff person will report such suspicions to the Director along with documentation of dates, times, description of injuries, abuse or neglect. The Director will contact the Department of Social Services and the proper forms will be filed.

The procedure for handling allegation of abuse/neglect by staff is outlined in the Personnel Policies and is signed and dated annually by staff.

Health Requirements

The commonwealth of Massachusetts requires that all children have updated immunizations. We MUST have your child's immunization records prior to the first day of child care. Physical examination forms are required within 2 weeks of child's attendance at the school. Yearly physicals are required by law. We will accept any physical form your child's pediatrician uses as long as it has your child's name, the date of the last physical and the health care providers signature.

Dental Health

The educator will assist children in brushing their teeth whenever they are in care for more than four hours or whenever they consume a meal while in care.

Medication Administration

Each person who administers medication shall have completed the 5 rights of medication annually. At least one person who is trained in medication administration will be on the premises at all times when children are present. Any person who administers any medication, other than oral or topical medications and epinephrine auto injectors, must be trained by a licensed health care practitioner and must demonstrate annually to the satisfaction of the trainer, competency in the administration of such medications. All educators will be trained in recognizing common side effects and adverse interactions among various medications, and potential side effects of specific medications being administered in the program. All medication administered to a child, including but not limited to oral and topical medication of any kind, either prescription or non-prescription, must be provided by the child's parent. All prescription medications must be in the containers in which they were originally dispensed and with their original labels affixed. Over the counter medications must be in the original manufacturer's packaging. The educator must not administer any medication contrary to the directions on the originally dispensed and with their original labels affixed. The educator must not administer any medication contrary to the directions on the original container, unless so authorized in writing by the child's licensed health care. Any medications without clear instructions on the container must be administered in accordance with a written physician or pharmacist's descriptive order in a child's individual health care plan. The educator must store all medications out of the reach of children and under proper conditions for sanitation, preservation, security and safety during the time your child is in our care and during the transportation of your child. Those medications found in United States Drug Enforcement Administration (DEA) Schedules II-V must be kept in a secured and locked place at all times when not being accessed by an authorized individual. Prescription medications requiring refrigeration shall be stored in a way that is inaccessible to children in a refrigerator. Notwithstanding the provisions of 606 CMR 7.11 (2) (e), above, emergency medications such as epinephrine auto injectors must be immediately available for use as needed. All unused, discontinued or expired prescription medications shall be returned to the parent and such return will be documented in the child's record. When return to the parent is not possible or practical, such prescription medication must be destroyed and the destruction recorded by a director in accordance with policies of the center and the Department of Public Health, Drug control Program. No educator shall administer the first dose of any medication to child, except under extraordinary circumstances and with parental consent. Each time a medication is administered, the educator will document in the child's record the name of the medication. When topical medication is applied to a diaper rash educator must inform parents at the end of each day. All medication must be administered in accordance with the consent and documentation requirements specified in the following page. Parents must fill out the entire medication form. In case of an emergency, the child's teacher or Director shall attempt to contact the parent before (acetaminophen, ibuprofen, antihistamines) medication is given, unless a child needs the medication urgently or when contacting the parent will delay appropriate care unreasonably. If child becomes ill, parents will be notified immediately and asked to pick up their child.

Plan for Meeting the Individual Needs of Mildly Ill Children in Care

If a child should become ill while in care, the child will be relocated to a quiet area away from the other children but under the supervision of a teacher. The child will be made comfortable and the child's temperature will be taken. The Parents will be notified immediately and given the details of the child's illness by the Director or educator. If the child requests a drink, water will be offered. Quiet activities, such as books or puzzles, will be made available to the child while waiting for the parent to pick up. If a child contracts a contagious illness, a doctor's note will be needed before they may return to school. Please see attached forms concerning when a child must be excluded from child care along with when they may return back to child care after illness.

We follow the guidelines put forth by the State Department of Health. A manual is located in the office for any questions concerning a child's health.

Individual Health Care Plans

As part of a child's record, an individual health care plan for each child with a chronic medical condition, which has been diagnosed by a licensed health care practitioner, will be brought in before the child's first day of care. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered. Notwithstanding the provisions of 606 CMR 7.11 (1)(b)2, the educator must have successfully completed training, given by the child's health care practitioner or, with his/her written consent, given by the child's parent or the program's health care consultant, that specifically addresses the child's medical condition, medication and other treatment needs. The written parental consent and the licensed health care practitioner authorization shall be valid for one year, unless withdrawn sooner. Such consent and authorization must be renewed annually for administration of medication and/or treatment to continue.

Referral Policy

If at any time an educator has a concern that the child is having an intellectual, sensory, emotional, physical, social, environment or language development delay the following referral plan will be used. Lead teacher Director will observe the child and document the meeting, observations and concerns. A conference will be scheduled with the parents and child's educator and Director in attendance. When a parent agrees a referral is needed, it will be decided at the meeting whether Brighter Beginnings will make the referral, or if the parents prefer to make the referral on their own. The Director will provide any support and referral information to the parents they may need. After the conference, a written statement will be provided to the parents. This will state the reason for referral, summary of observations, and efforts to accommodate child's needs. Documentation will also include the referral agency, phone numbers, and any action steps and indication of who will take what responsibilities. Consent forms will be given to parents before any referral is made. All referrals will be documented in writing and maintained in the child's confidential file. A brief follow-up meeting will be scheduled two weeks after initial meeting to offer support in whatever manner we may help to meet the needs of the child. The Director will then document the concerns and any further action taken on behalf of the child.

If after repeated requests for a referral and the parent/guardian continues to refuse consent and the child poses a safety concern to self or others, Brighter Beginnings Child Care L.L.C. has the right to terminate child care services. The Director will then document the concerns and any further action taken on behalf of the child.

Referral Services

Pre-School Enrichment Team
293 Bridge St.
Springfield, Mass. 01103
(413)736-3900

Dr. Maureen Quinn, D.D.S.
Pediatric Dentistry
1146 Memorial Dr.
Chicopee, Mass. 01020
(413)533-8904

Department of Children and Families
Robert Van Wart Area Office
112 Industry Ave.
Springfield, Mass. 01104
(413)536-4762

Holyoke Hospital- Social Services
Beech Street
Holyoke, Mass. 01040
(413)534-252

M.S.P.C.C.
Holyoke, Mass. 01040
(413)532-9446

Women shelter Companeras
(413)536-1628

Holyoke Pediatrics
Holyoke, MA 01040
(413)536-2393
S. Hadley, Mass. 01075
(413)532-0300

Child Abuse & Neglect
Statewide Hotline
1-800-792-5200

Mt. Tom Mental Health
40 Bobala Road
Holyoke, Mass. 01040 that
(413)536-5473

Alcohol Abuse & Drug
24 Hour Helpline
1-800-252-6465

Special Education
South Hadley School Department
116 Main St. S. Hadley
(413)538-5072

New England Farm Workers
1628-1640 Main Street
Springfield, Mass. 01103
(413)781-2145

Sloan Clinic (out-patient)
1400 State Street
Springfield, Mass. 01103
(413)732-7476

Speech and Hearing
Skinner Clinic
(413)534-2508

Village Eye Care
7 Hadley St.
S. Hadley, Mass.
(413)536-6100

Infants

Parents must provide Breast milk or formula in sufficient supply for each day. Labeled bottles with the child's name and date must be present on the bottle in accordance to NAEYC criteria 5.B.09 The program supports breastfeeding by (*accepting, storing and serving expressed human milk for feedings; *accepting human milk in ready-to-feed sanitary containers; *labeled with the infants name and date, and; * storing it in a refrigerator for no longer than 48 hours (or no more than 24 hours if the breast milk was previously frozen) or in a freezer at 0 degrees Fahrenheit or below for no longer than three months.* Ensuring that staff gently mix, not shake the milk before feeding to preserve special infection fighting nutritional components in human milk; and *providing a comfortable place for breastfeeding and *coordinating feedings with the infant's mother. Formula or breast milk will not be warmed over 120 degrees Fahrenheit for more than 5 minutes.)

According to the parent's preferences and the pediatrician's recommendation, each solid food will be introduced first at home then at school. Any breast milk or formula that has not been consumed will be thrown away after one hour or placed in the refrigerator. No microwaves will be used to heat breast milk, formula or food for the children. Solid foods will not be added to breast milk or formulas unless a physician's order states medical reason to do so.

Snacks

Two nutritious snacks are given during the course of the day- In the AM fruit is served with a glass of milk. In the PM, a carbohydrate and no more than 4 oz. of 100% juice is served. Written menus are posted weekly on the Parent Information Board located on the first floor in the front hall.

Meals

Breakfast is served to children who arrive before 8:00 a.m. Children are required to bring their own lunch in a lunch box with their name on it. A beverage will be provided by the center. If a lunch is left at home a lunch will be provided at a cost of \$4.00. Parents are asked to send a lunch which is nutritious and contains little sugar. Please do not send in candy, sugary desserts or carbonated beverages. Staff is unable to leave the classroom to heat canned meals or prepare foods such as "Easy Mac." Etc. If we are unable to reheat your child's meal an alternative meal will be substituted for the one you provided at a cost of \$4.00. Here are a few suggestions:

1. Reheated leftovers in thermos.
 - cucumber slices
 - apple
2. Ham and cheese on rye bread.
 - peach
 - Tomatoe slices
3. Chicken pieces.
 - Macaroni salad
 - Pea pods
 - Pears

A note of caution:

The most common choked – on foods are: grapes, hot dogs, popcorn, celery, raw peas or carrots, nuts, hard pretzels and meat that can be swallowed whole.

We discourage families from serving raisins and gooey fruit snacks due to the sugar content that settles on a child's teeth.

Brighter Beginnings Child Guidance Plan:

Brighter Beginnings strives to meet the individual needs and development of the child. Our goal in discipline is to maximize the growth and development of the child, while protecting the group and individual within it. The word "discipline" means: training which develops self-control through understanding. We at Brighter Beginnings feel that our Child Guidance plan coincides with these beliefs as outlined below:

- Children will participate in the establishment of rules, policies and procedures where appropriate and feasible;
- Positive behavior will be reinforced by recognizing children's positive actions;
- Staff will model appropriate behavior through what they say and do;
- Redirecting children away from negative actions and towards positive activities by interrupting a child's negative behavior, and steering the child toward an acceptable substitute activity;
- Staff will teach children new skills, while encouraging them to discuss and resolve their conflicts on their own (or with adult assistance, when necessary) rather than imposing an adult solution on them.
- Staff will encourage children to express their feelings in words and to solve problems peacefully;
- Ignoring simple inappropriate negative behavior that is unpleasant;
- Staff will work in close partnership with parents to address children's difficulties at home and at the program.
- Developing a shared understanding to foster consistency between home and child care;
- Observe and record children's behaviors;
- Develop behavioral and safety plans for children that require them;
- Ensuring that Program Staff are aware of all safety plans. (All staff are trained on what appropriate methods of intervention are allowed in the program)

Our program institutes a zero tolerance policy toward aggression. A child who engages in physically aggressive behavior is sent home for the remainder of the day. Upon return, the director, teacher and parents explore alternative ways to handle conflicts and develop a plan for change, which they will begin to implement immediately.

If a child is being disruptive or the teacher feels a concern for the health or safety of others, the teacher present will intervene to stop the negative action the teacher will discuss with the child the reason the action is being stopped. If necessary, the child will either be redirected or given a short "time out" of 3 to 5 minutes, depending on the behavior and age of the child.

In the event that the undesirable action or behavior is repeated, a second "time out" will be given. The child may be removed from the group (accompanied by a teacher if necessary)

If the teacher deems it necessary, he/she will discuss the negative behavior with the child's parent/guardian. In addition, if the Director feels there is a need; a meeting with the

parent/guardian will be scheduled to discuss an agreed upon method of discipline to be used at home as well as at the center to ensure consistency.

Brighter Beginnings follows the rules and regulations as outlined by the Commonwealth of Massachusetts 606CMR 7.05; Interactions among Educators and Children 1-8:

- (a) No corporal punishment, including spanking, or physical restraints;
- (b) No cruel or severe punishment, humiliation or verbal abuse;
- (c) No depriving children of out door time, meals snacks, or force feeding
- (d) No punishment for soiling, wetting, or not using the toilet.
- (e) No confining a child to a swing, high chair, crib, playpen or other piece of equipment for an extended Period of time in lieu of supervision.
- (f) No excessive time-out. Time out may not exceed one minute for each year of the child's age and must take place within an educator's view.

Termination and Suspension Policy:

If a child is removed from the program for violating established rules on a regular basis (two or more times per week) an incident report will be filed and copies will be given to parents, which will include the challenging behavior. If the behavior continues, a meeting with the parents, educator and director will be scheduled to discuss options other than suspension or termination. Referrals to parents for evaluations and/or diagnostic or therapeutic services will be offered. Supportive services to the program, including consultation and educator training may be pursued. The educators, parents, and director will develop a plan for behavioral intervention both at home, and at the program. After the meeting, the parents will be notified in writing as to the plan of action to be taken, along with the outcome of the said meeting. If the child is allowed to stay or return, conditions must be in writing. If behavior continues after parent's meeting, a possible termination or suspension of the child may result. Family will be informed in writing when the termination occurs. The child will be prepared for termination in a manner consistent with his/her ability to understand. Immediate dismissal is given if the Director feels at any time a child is imposing a threat to himself, other children, or a staff member.

Holidays

Brighter Beginnings is closed on the following holidays.
These holidays and staff trainings do not change the tuition rates.

New Year's Day	Thanksgiving
Memorial Day	Day after Thanksgiving
4th of July	Christmas Eve (closing at 3:00)
President's Day	Christmas Day
Columbus Day	Patriot's Day
Veteran's Day	Martin Luther King Day
Labor Day	New Year's Eve (closing at 3:00)

Staff Training

We close on the following days due to a state mandated 20 hrs of teacher professional development points:
One day in March and one day in August. You will receive one month prior notice to each training date.

Holidays, Celebrations, Birthdays and traditions

We celebrate all holidays that represent the children attending each class room.

Celebrations and traditions are integral to the life of our child care community. We believe that through celebration we gain opportunities for community building. To enhance the cultural aspect of our curriculum, we make an effort to introduce the children to a variety of holiday traditions from many different ethnic and religious groups. Families are invited and encouraged to help us by sharing stories, traditions and activities from their culture. We respect the diversity of religious holidays from a seasonal, factual, and historical perspective and often enjoy a short celebration of food, song and artwork within our curriculum.

Parents are welcomed to honor their child's birthday with a cake or special snack on that day. We ask that parents let us know a few days ahead of time so we may go over any allergies that a classmate may have. All treats must be store bought and in the original package. The ingredients will be checked to be sure it is safe for the children to eat. This will be shared with your child's class only.

Clothes

We go out doors daily for at least 90 minutes per day weather permitting. Educators must check children's clothing to ensure that it is free from strings, laces or jewelry that could become entangled or wedged in playground equipment and present a strangulation hazard. Please no scarves, jewelry or stings on hooded clothing. No open toed shoes, sandals flip flops or crocs are allowed on the playground. Children play daily by running, riding on tricycles or scooters, swinging and / or climbing on gross motor equipment. The children need much support and protection that the above foot wear can not provide. We suggest sneakers and water shoes in the summer along with a bathing suit for water play, taken home and washed at least weekly. Boots, snow suit, hats, and two pairs of mittens in the winter and early spring are required.

One complete set of clothing including socks and underwear is to be kept at the childcare center. We ask that you change this clothing to match the seasons. An extra sweater or sweatshirt along with slippers or shoes should also be on hand. No pull-ups please. In addition to the above infants and toddlers will need an additional change of clothing, a bib, wipes, powder and/or diaper cream, and a daily supply of diapers. We also suggest a "sleep sack" for infants while sleeping.

Rest Time

Infants will be placed on their backs for sleeping, unless the child's health cares professional orders otherwise in writing. Infants will be assigned individual cribs. For toddlers and preschoolers, a quiet comfortable place will be provided and soft music will play during this time. Children who do not sleep or who awaken early will be provided a quiet activity. Parents are required to send in a small clean blanket and crib sheet. Children are encouraged to bring in one small cuddly toy for nap time. Blanket/crib sheet will be sent home at least weekly to be washed. If it becomes soiled with urine, vomit, blood, or another bodily fluid, we will send it home that day, doubled bagged, to be washed.

Infant Bottle Policy

All parents must label all bottles with their child's first and last name along with the date breast milk was expressed.

All staff must confirm the bottles are labeled with the above information when parents give them upon arrival.

Freshly expressed breast milk can remain at room temperature for up to 4 hours. Use refrigerated breast milk within 48 hours.

If frozen breast milk can be placed in the freezer for up to 3-6 months from the date it was collected if kept at 0 degrees.

If previously frozen ask how long the breast milk has been thawed.

Once parents leave if a bottle is found with out a name, teachers from both infant class rooms will meet to discuss who have bottles and or who is missing one. Parent will be called and told their child is missing a bottle and whether or not the bottle with the missing information is theirs.

If staff are unable to contact the parents and the child missing a bottles also uses formula, a bottle of formula will be substituted until confirmed by the child's parent.

If infant only uses breast milk a back up supply for one day will be on hand in the freezer in the event of an emergency.

Teacher / Aide Signature

Date

Parent Signature

Date