



# Parent Handbook

Victoria Barker-Director

816-263-1735

305 A. North Park Lane

Odessa, Mo 64076

Hours 6AM-6PM

Updated 7-26-18

## **Philosophy**

Bright Beginnings Academy will provide a safe, loving, family environment, with an educational experience that honors the individual potential of each child.

## **Goals**

1. Provide a safe and caring environment
2. Provide developmentally appropriate activities that encourage development and learning
3. Provide opportunities for student achievement and success

## **Programs**

Bright Beginnings Academy is a state licensed facility that provides care for children birth to 12 years in age. We are open for care from 6:00am to 6:00pm Monday–Friday. We only offer Full time care for all classrooms.

## **Required Check-In Time**

Every Child is required to be at the center by 9:30AM. We are not a drop off center. Your child will not be able to attend for the day if they arrive after 9:30AM. Please let the night teacher know, email Jennifer or Victoria or make a phone call if your child will not be attending for the day. If we do not hear from you there will be a \$5 no call no show fee assessed. If your child has a DR appointment please discuss this with your child's teacher. If you have any questions please see Victoria.

## **Hours and Holiday Closings** (if holiday occurs on weekend we will close the day before or after the holiday)

The center will be closed on the following holidays:

New Years Day

Good Friday

Memorial Day

Independence Day (July 4)

Labor Day

Thanksgiving Day

Black Friday-Day after Thanksgiving

Christmas Day

\*\*We will close at 3:00PM on Christmas Eve! There is a possibility we will close early on New Year's Eve if enrollment is low!

**There will not be a reduction in the tuition amount for days school is closed due to inclement weather, national holidays (listed above) or for non-attendance days.**

## **Bad Weather**

We can't predict the weather so we will make every effort to make the best decision for everyone involved. If we choose to close early it will be posted as soon as possible on facebook and on the remind 101 app. If we choose to close the entire day we will also post in these places by 5:30AM. **Tuition will not be reduced on these days.**

## **Enrollment**

On your child's first day of care, the following forms will be required:

- Completed enrollment form
- Immunization records
- Medical forms signed by the child's Physician or Nurse Practitioner
- Emergency contact form
- Infant/Toddler specialized form (fill out new form when child's needs change) (only for birth-2yrs)
- Signed parent handbook
- **Please keep all medical forms and personal information current at all times!!** (This includes phone, address, place of employment and medical records.)
- Activity fee of \$45 and first weeks tuition will be due at this time
- **Shot records need to be given to director each time shots are updated!**

## **Tuition**

An annual activity fee of \$45 (non-refundable) is due at time of enrollment. All tuition is due on Monday. Please note that there will NOT be a reduction in the tuition for observance of holidays, closing due to inclement weather, or for non-attendance days. **There will be a \$5 late fee for every day tuition and activity fee are not paid. If tuition is not paid by the end of that week your child will not be able to return until the tuition is paid in full! Tuition is due before care is given!** We also have a Tuition Express option now available that can take your payment directly out of your account or can be charged to your credit card if you choose to do so. There is a \$30 service charge for all returned checks. One returned check will result in future payments to be certified or cash. Tuition will change with child's age and development. Tuition will only change from the twos to threes room if the child is three and potty trained. If the child is potty trained but still in the two's room tuition remains the same.

## **Withdrawal**

A 2 week notice is required in writing before withdrawing a child from Bright Beginnings Academy. A charge will be applied if a notice is not given. **I also reserve the right to withdraw students with no notice or refund.**

### **Drop Off and Pick Up**

The State of Missouri licensing agency requires that all children must be escorted by their parents into the center daily. It is very important you sign them in and out using our ProCare system each day. Children may not arrive prior to 6:00am. All children must be picked up by 6:00pm. Any parent that has not picked their child/children by 6:00 p.m. will be assessed a late fee of \$5 per every 5 minutes. If you are going to be late please call! In addition if a child is not picked up by 6:15, the staff will contact those persons listed on the enrollment forms as emergency contacts to pick up the child. If a child has not been picked up by 6:45 and no contacts have been made by the parents, the necessary agencies will be contacted.

### **Release of Children**

If someone other than you or your spouse will be picking up your child/children, they must be on the authorized pick-up list, or you must notify us prior to pick-up. All persons will be asked to show some form of photo ID. Persons not on your authorized pick-up list or unable to show proper ID will not be able to pick up your child.

**Vacation Days-Starting August 15<sup>th</sup>, 2018 there will NOT be any vacation credits applied to any account!**

### **Absences**

Please inform BBA if your child will not be attending for the day. It is required a call be made to Bright Beginnings to inform them of your child's absence. **There will be a \$5 fee for a no call/no show child.** You can call BBA, email Jennifer or Victoria or let the teachers know. **Texting, facebook, or snap chat is NOT an acceptable way of communicating with teacher!**

### **School Age Children Tuition**

When school is out your weekly tuition will remain the same. If there is a no school day AND your child attends BBA that day there will be an additional \$15 charge. If there is an early release and your child attends BBA on that day there is an additional \$10 charge. You MUST sign up your child on the posted sign-up sheets for these days or they will not be able to attend. If your child does not attend on those days you do not pay the additional but your weekly tuition will remain the same.

### **Meals and Snack**

Breakfast will be served from 7:00AM to 8:00AM, if your child arrives after 8AM, please make sure they have had breakfast before arriving. Lunch will be served daily from 11:00-12:00. Snack is served around 2:30-3:00 each day. If your child suffers from any food allergies or sensitivities, please speak with our Director about meals. All precautions will be taken to ensure the children are served only foods which they are able to eat. **NO OUTSIDE FOOD IS ALLOWED AT BBA**, THIS INCLUDES BREAKFAST!

### **Feeding and Eating (infant/toddler)**

Infants will be held during feeding. Bottles will never be propped. A written diet plan should be completed by the parent and placed on file at BBA. Parents should update this plan as the child's needs change.

For infants being breast fed at least one bottle of frozen breast milk or formula must be available at BBA. Please check supplies daily to be sure that an adequate supply remains.

Infant under the age of 6 months will be fed on demand, unless otherwise stated in a doctor's note. Infants, who are on formula will need to have fresh bottles daily. Pre-made bottles labeled with child's name, will be placed in the refrigerator each morning. Bottles that are heated will be kept out at room temperature for 2 hours before being disposed of. Parents are responsible for freshness and sanitation of bottles.

### **Class Room Transitions**

A child's age, social and emotional developments are considered when transitioning children to the next level of education. Children are required to be potty trained before entering the 3's room. Transitions will occur in January, May, and August or as needed per the director and parents.

### **Immunizations**

On August 28, 2015, a new law regarding immunizations went into effect. Section 210.003.7, RSMo.states, "All public, private, and parochial day care centers, preschools, and nursery schools shall notify the parent or guardian of each child at the time of initial enrollment in or attendance at the facility that the parent or guardian may request notice of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed. Beginning December 1, 2015, all public, private, and parochial day care centers, preschools, and nursery schools shall notify the parent or guardian of each child currently enrolled in or attending the facility that the parent or guardian may request notice of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed. Any public, private, or parochial day care center, preschool, or nursery school shall notify the parent or guardian of a child enrolled in or attending the facility, upon request, of whether there are children enrolled in or attending the facility for whom an immunization exemption has been filed."

### **Toilet Training**

Parents and staff will jointly decide when to begin potty training the child and will work together on implementation. Toilet training will begin only after both child and parent demonstrate interest. Consistency between home and at BBA is key to success. A parent meeting must be schedule before we full start potty training your child.

### **Clothing and Personal Items**

The state of Missouri requires all infants, toddlers, and preschoolers to have an extra change of clothes at the center at all times. These clothes may be left in their tubs. Please be sure if your child is sent home in these clothes that you replace them immediately. Please make sure all items are labeled. You will be asked to supply your child with diapers, wipes, baby food and formula. If your child runs out of diapers or wipes there will be a fee assessed at the cost of \$2 a diaper if you do not provide the proper items. When asked to bring diapers and wipes please do so immediately. The staff will give you plenty of notice before the child runs out. Each child must also arrive appropriately dressed. Example: shoes, coat if necessary.

#### **Supply List:**

**Diapers**

**Wipes**

**Sheet**

**Blanket**

**Extra Clothes**

Students will NOT be able to bring any toys from home unless specified by the teacher. This helps prevent the spread of germs and illness, as well as protects your child's things. We thank you in advance for your cooperation and understanding.

### **Medication**

**ALL medication will only be given with a written approval by the Dr. this is for both prescription and nonprescription.** Medication must be in the original container and labeled with your child's name, instructions for administration, including the times and amounts for dosage, and physician's name. A written permission form, signed by the parent, must be filled out in the office with the instructions. Non-prescription medication will only be administered when in its original container and for the purpose of pain reliever (ie; teething) and NOT as a fever reducer or to alleviate symptoms of an illness. We have the right to refuse to give medication. We encourage parents to send in as little medication as possible. We also must have a Dr. Note for non-prescription meds, including items like diaper cream.

## **Illness**

In accordance with state mandates, your child may not attend the learning center, or will be sent home if she/he exhibits any of the following symptoms of illness:

- Diarrhea- more than one abnormally loose stool
- Severe coughing, high pitched croupy or whooping sounds
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pinkeye-tears, redness of the eyelid lining, irritation and swelling or discharge in or around eye
- Sore throat or trouble swallowing;
- infected skin area or rash
- An unusually dark, tea-colored urine
- Grey or white stool
- Fever over 100 degree F by mouth or 99 degree F under the arm;
- Headache and stiff neck
- Vomiting
- Severe itching of the body or scalp
- No tolerance policy for head lice

**A child must be fever-free/symptom free for 24 hours WITHOUT medication before returning to the center. Many medications help alleviate ill symptoms and even though a child may appear to feel better, he or she is still sick and contagious and must recuperate. Parent cooperation in following these guidelines is expected.**

## **Lice**

If your child has lice please contact us so we can let the parents in that classroom know. We have the right to do a head check on any student at any time. If we see live lice your child will need to be picked up immediately. Your child will not be able to return to BBA for at least 24 hours. Before your child returns to BBA a head check will need to be done to make sure there are not any more live lice. The best treatment for lice is a head treatment. Wash everything your child has come in contact with. Being active and getting everything clean will stop the spread of lice.

## **Injury/Accidents**

Immediate care will be given to a child that has a minor injury (scratch, scrape insect bite, etc). All injuries will be written down in the child's file as well as communicated to the parents. If a child receives an injury to their head, a courtesy call will be made immediately to the parent.

## **Parental Involvement**

At BBA it is essential to our programs that the parents stay involved and know what their child is doing during the day. Each child will come home with a daily log of their day for the birth-2 year olds. The older classroom will have a hanging file in the hallway with your child's name on it. Please take all the papers out each night and read the daily comments from the teachers. Parents are welcome to visit at any time! The parent may set up a conference with the director

and teacher at any time. The pre-school students will have two scheduled parent-teacher conferences a year to discuss the progress of the child. If you ever have any suggestions or concerns please let the director know. We want to work as a team with your family and will take into consideration your opinions. Thanks in advance for letting us work with your child during one of the most important times in their lives and development.

### **Communication**

We will strive to have the best communication possible. We feel like parent communication is the key to success. The following are some ways we communicate with parents!

- Monthly Newsletters from classroom teachers- posted on website
- Text alerts-remind 101 app
- Conferences
- Open House
- Facebook- Bright Beginnings Academy
- Website-brightbeginningsacademyodessa.com
- Communication folders/daily sheets

**\*\*Contacting teachers by text, facebook or snap chat is not permitted during a teachers working hours.**

### **Remind APP-Download this for communication**

- 1. Download the Remind App**
- 2. Create an account**
- 3. Click I am a parent**
- 4. Enter your phone number**
- 5. Join class by entering our code: @6g4ebe**
- 6. Click allow notifications**
- 7. Click get started**

### **Bus**

We have a shuttle bus that can transport children to and from field trips and school. We will usually only take the three year old classes and older. Notes will go home and permission slips will need to be signed before any child will be allowed on the bus. There will always be both teacher and driver on the bus with the kids.

### **Behavior Management**

At BBA, teachers strive to create a home-away from-home for every student. Using the guidance techniques of Conscious Discipline and Love and Logic, students and teachers develop caring relationships in a school family atmosphere. Careful attention is given to each child's emotional, social, and character development.



The purpose of discipline is to assist the child in developing internal controls for appropriate behavior. Each program at BBA sets standards that encourage the development of self-control, self-respect, for others and their property.

Every attempt will be made to redirect negative behavior into more constructive behaviors. When necessary, parents and staff will discuss together more positive methods of behavior management and develop a plan for implementation.

Staff guidelines for handling inappropriate behavior include the following:

- The staff will inform the parent on a regular basis of the child's general day and will note any concerns, problems, or questions.
- Repeated inappropriate behaviors will be brought to the attention of the Director. A conference may be scheduled with the parent.
- A "safe spot" will be used within the classroom as necessary to help children learn to maintain control of their own behavior and emotions.
- If reoccurrence of inappropriate behavior continues that compromises the safety of the student and others, that student may be suspended 1-3 days or withdrawn from BBA.
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Each child's situation will be managed on a case-by-case basis to meet the child's needs; therefore, these are simply guidelines to help parents understand the process.

### **Birthdays**

We are using the Eat Smart Model. Using this model, we will not allow any outside food or treats.

Please help us encourage lifelong healthy habits in our children. We encourage parents to join us for their child's birthday or other special occasion. Our facility provides health foods for celebrations. If you feel that you want to provide "treats" for a special celebration here is a list of nonfood suggestions.

Stickers Certificates

Little Toys Rubber stamps

Toothbrushes Rulers

Barrettes Army men

Plastic rings Decorative pencils

Erasers Holiday theme items

Balloon racers Fake tattoos

Finger/hand puppets Bubbles

Glow-in-the-dark items Plane gliders

Slap bracelets Whistles

Party favors Party hats

Fake teeth

Before bringing items to the facility, make sure the items you wish to bring are approved and age appropriate for the group celebrating.

Depending on the size and number of children in your child's class, providing treats or gifts to all children could become costly. Here are a couple of low-cost, easy ideas that will give your child a memorable experience on their special day:

Decorate the child care center or provide the decorations for your child's classroom. Example: A banner with the child's name and "Happy Birthday." This will make your child feel special during the celebration/special occasion without adding unneeded fat and sugar in the diet. Take time to have a meal with your child at the center. This gives your child personal attention. Buy or supply a special book to be read during the day. Make it even more special by coming to your child's class to read the story. Plan and provide a special craft project for your child's class.

Work with your child's teacher to plan special party games or activities.

### **Summer Camp**

There will only be full time spots available at this time. During Summer Camp children will be involved with reading and writing through the summer. They will be offered swim lessons, water play, Tae Kwon Do, library visits, field trips, cooking and much more to go with each week's themes. BBA children will be offered a full summer of activities including several field trips. We also have many visitors attend BBA. The school age summer camp students also have one big project they are responsible for each summer. More details will come out in May about summer camp for school age children.

### **Safety**

Periodic drills for emergencies, such as fire, intruder and tornado, will be practiced by staff and children.

All staff at Bright Beginnings Academy are considered mandated reporters of child abuse and neglect. Any suspected cases will be reported as a hotline call to the Division of Family Services. Due to frequent traffic in front of the building, parents should be sure to hold their child's hand until they are safely inside BBA or in their car seat.

Bright Beginnings Academy property is a smoke free area, including the BBA parking lot!

### **Head Start**

**If you are a head start family you will receive two home visits per year by BBA staff.**

### **Safe Sleep Policy**

Purpose: The purpose of the Safe Sleep Policy is to maintain a safe sleep environment that reduces the risk of sudden infant death syndrome (SIDS) and sudden unexpected infant deaths (SUIDS) in children less than one year of age. Missouri law (§ 210.223.1, RSMo.) requires all licensed child care facilities that provide care for children less than one year of age to implement and maintain a written safe sleep policy in accordance with the most recent safe sleep recommendations of the American Academy of Pediatrics

(AAP). Missouri child care licensing rules require licensed child care facilities to provide parent(s) and/or guardians(s) who have infants in care be provided a copy of the facility's safe sleep policy.

Sudden infant death syndrome is the sudden death of an infant less than one year of age that cannot be explained after a thorough investigation has been conducted, including a complete autopsy, an examination of the death scene, and a review of the clinical history.

Sudden unexpected infant death is the sudden and unexpected death of an infant less than one year of age in which the manner and cause of death are not immediately obvious prior to investigation. Causes of sudden unexpected infant death include, but are not limited to, metabolic disorders, hypothermia or hyperthermia, neglect or homicide, poisoning, and accidental suffocation.

Child care providers can maintain safer sleep environments for infants that help lower the chances of SIDS. Our goal is to take proactive steps to reduce the risk of SIDS in child care and to work with parents to keep infants safer while they sleep. To do so, this facility will practice the following safe sleep policy:

### **Safe Sleep Practices**

1. Infants will always be placed on their backs to sleep. When, in the opinion of the infant's licensed health care provider, an infant requires alternative sleep positions or special sleeping arrangements, the provider must have on file at the facility written instructions, signed by the infant's licensed health care provider, detailing the alternative sleep positions or special sleeping arrangements. Caregivers will put the infant to sleep as specified in the written instructions.
2. When infants can easily turn from their stomachs to their backs and from their backs to their stomachs, they shall be initially placed on their backs, but shall be allowed to adopt whatever positions they prefer for sleep. The American Academy of Pediatrics recommends that infants are placed on their back to sleep, but when infants can easily turn over from their back to their stomach, they may adopt whatever position they prefer for sleep. We will follow this recommendation by the American Academy of Pediatrics.
3. Sleeping infants shall have a supervised nap period. The caregiver shall check on the infant frequently during napping or sleeping and shall remain in close proximity to the infant in order to hear and see them if they have difficulty during napping or when they awaken.
4. Steps will be taken to keep infants from overheating by regulating the room temperature, avoiding excess bedding, and not over-dressing or over-wrapping the infant. Infants should be dressed appropriately for the environment, with no more than one (1) layer more than an adult would wear to be comfortable in that environment.
5. All caregivers will receive in-person or online training on infant safe sleep based on AAP safe sleep recommendations. This training must be completed within 30 days of employment or volunteering and will be completed every three years.

### **Safe Sleep Environment**

1. Room temperature will be kept at no less than 68°F and no more than 85°F when measured two feet from the floor. Infants are supervised to ensure they are not overheated or chilled.

2. Infants' heads and face will not be covered during sleep. Infants' cribs will not have blankets or bedding hanging on the sides of the crib. We may use sleep clothing (i.e. sleep sack, sleepers) that is designed to keep an infant warm without the possible hazard of covering the head or face during sleep/nap time.
3. No blankets, loose bedding, comforters, pillows, bumper pads, or any object that can increase the risk of entrapment, suffocation or strangulation will be used in cribs, playpens or other sleeping equipment.
4. Toys and stuffed animals will be removed from the crib when the infant is sleeping. When indicated on the Infant and Toddler Feeding and Care Plan or with written parent consent, pacifiers will be allowed in infants' cribs while they sleep. The pacifier cannot have cords or attaching mechanisms.
5. Only an individually-assigned safety-approved crib, portable crib, or playpen with a firm mattress and tight-fitting sheet will be used for infant napping or sleeping.
6. Only one infant may occupy a crib or playpen at one time.
7. Sitting devices such as car safety seats, strollers, swings, infant carriers, infant slings, and other sitting devices will not be used for sleep/nap time. Infants who fall asleep anywhere other than a crib, portable crib, or playpen must be placed in the crib or playpen for the remainder of their sleep or nap time.
8. No person shall smoke or otherwise use tobacco products in any area of the child care facility during the period of time when children cared for under the license are present.
9. Home monitors or commercial devices marketed to reduce the risk of Sudden Infant Death Syndrome (SIDS) shall not be used in place of supervision while children are napping and sleeping.
10. All parents/guardians of infants shall be informed of the facility's written Safe Sleep Policy at enrollment.
11. To promote healthy development, infants who are awake will be given supervised "tummy time" for exercise and for play.

**\*\*\*\*The license rules for group child care homes and child care centers are always available in the director's office upon request.**

Bright Beginnings Academy Parent Handbook

Please sign and return this form indicating that you have read the Bright Beginnings Academy Parent Handbook.

Student Name/s: \_\_\_\_\_

I have read and agree with the Parent Handbook for Bright Beginnings Academy.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date Received on: \_\_\_\_\_

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