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**Parent Handbook**

**Revised 12/07/2024**

**Bright Beginnings Academy for Kids, LLC.**

**363 S. Main St**

**Fond du lac, WI 54935**

**Phone: (920) 923-5750**

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**Website:**[**www.bbacademyfdl.com**](http://www.bbacademyfdl.com)

### MISSION STATEMENT

### Every child is unique and we believe that success and growth come from encouragement and praise. Our teachers focus on building every child’s self-esteem and confidence through positive feedback and rewards. We believe a positive childhood starts with family. We strive to help families in all aspects. We believe that you are part of our family when you attend Bright Beginnings Academy for Kids.

**ADMISSION POLICY**

Bright Beginnings Academy for Kids LLC is licensed by the State of Wisconsin Department of Health and Family Services. Candy Hall owns and operates it as an LLC.

Candy Hall serves as administrator. Kailie Heinz serves as Director. Bright Beginnings is licensed to care for no more than 69 children at any time.

We will serve children ages four weeks to 12 years old. We are open Monday through Friday, from 6:00 AM to 6:00 PM. January through December. No service will be provided on New Year’s Eve, New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, and Christmas Day. Full-day rates will apply for those closure dates. If a holiday falls on a Saturday, we will be closed the previous Friday. If a holiday falls on a Sunday, we will be closed the following Monday. We will close alternate years for the weeks of July 4th and Christmas for annual maintenance. 2025 will be the week of July 4th, 2026 will be the week of Christmas/New Year and so on.

We are inspected regularly to ensure that we meet licensing standards. We also follow all federal guidelines, including the Americans with Disabilities Act.

Smoking is not permitted anywhere indoors or outside on the center's premises.

We will post the following items on the parent information board across from the office for parents' review: a license certificate, a complete copy of operating policies and procedures, the results of our most recent licensing monitoring visit, a copy of the licensing regulations, and the weekly menu. We will also post information on how to file any complaint with licensing.

Bright Beginnings Academy for Kids is covered by liability insurance in the amounts DHFS requires.

Parents or authorized adults are required to bring children into the building and sign them in at the beginning of the day (documenting arrival time) and out at the end of the day (documenting departure time) using ProCare software located near the entrance. Staff will also take daily attendance to know the names and numbers of children at the center at all times.

To protect each family's confidentiality, Bright Beginnings Academy for Kids will not share information about a child or a child's family with anyone who is not authorized to receive this information. Please understand that both parents are entitled to information unless a court order restricts it. The center will use security cameras inside and outside the building to ensure the safety of the children and families enrolled. The security cameras will not record audio. To safeguard and protect each family’s confidentiality, no parent will be allowed access to video footage at any time; however, Bright Beginnings will provide any video footage requested by Wisconsin State Licensing to said Licenser for their review. The footage of the camera is only available for one week after recording as the camera then records over the footage with new footage. The Director will monitor these cameras to ensure the safety of all children and families.

As a child care center, all staff must report any suspected abuse or neglect to the county’s Child Protective Services (CPS) office. We must notify the proper authorities if we suspect any child is improperly treated.

 Our administrative structure is as follows:

|  |  |  |
| --- | --- | --- |
| Administrator | Candy Hall | bbacandy08@gmail.com |
| Director | Kailie Heinz | brightbeginningsacademy08@outlook.com |
| Lead Teachers |  |  |
| Assistant Teachers |  |  |

Parents are welcome to visit at any time during the hours of operation unless prohibited by a court order. If so, a copy of the order must be on file at the center. Any person visiting the center must stop in the office before proceeding to the classroom. This ensures that we are aware of all who are in contact with the children. Bright Beginnings will not get involved in any custody disputes unless court-ordered.

Parents or designated adults must escort children into their classroom upon arrival and sign the child in. If the child has yet to arrive within an hour of their scheduled arrival time, Bright Beginnings will call the parents at the home number we have listed. Phone calls will be documented.

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone listed on the enrollment form is to pick up a child (ren), we will need to be notified in writing or by phone call in advance. The person picking up the child (ren) must show a driver's license or other photo ID. All parents are allowed to pick up the children unless restricted by a court order, for which the Center must have a copy of the court order on file. The omitting of a parent from an enrollment form does not diminish a parent's right to pick up their child if they can prove they are the parent. If a parent is restricted to specific days of the week, this must also be on file in the BBA office. Any changes to the pick-up list will need to be made in writing and updated on the enrollment paperwork. Parents must ensure the center has updated and correct contact information for all persons listed on the paperwork.

Suppose a parent or other authorized person arrives to pick up a child and appears to be intoxicated or under the influence of drugs. In that case, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While staff cannot legally withhold a child from the legal guardian without a current court order, we will not hesitate to call the local authorities if we feel the child is in danger.

At no point will Bright Beginnings Academy staff members be allowed to drive a child home or drop them off at another location. Any transportation from Bright Beginnings Academy will be to school or field trips and will be approved beforehand. Asking staff members to take children home at the end of the day will result in termination of care.

Bright Beginnings closes promptly at 6:00 p.m. Parents must pick their child up before 6:00 p.m. or arrange for an approved person to pick them up. Children are not permitted to stay and play inside the building or on the playground after our closing time. BBA is licensed to provide care and insured only until 6:00pm.

We must communicate daily concerning the needs and interests of each child. If some issues or concerns need to be discussed, parents should arrange with us a convenient time to talk on the phone. Bright Beginnings provides scheduled conferences, written newsletters, parent bulletin boards, and daily conversations to foster regular communication. We also use an app called ProCare to communicate daily. We also utilize Facebook for information and a place to have schedules turned in. The following are email addresses that can be used for communication:

Kailie: brightbeginningsacademy08@outlook.com

Candy: bbacandy08@gmail.com

At no point will families be allowed to message staff members on their personal devices or social media about things happening at the center. Questions, comments, or concerns must be made via phone, in person, by email, or by ProCare.

Bright Beginnings will provide care for children between the ages of 4 weeks and 12 years old. We will never refuse to enroll a child on the basis of race, sex, color, creed, political persuasion, national origin, handicap, ancestry, or sexual orientation. All children will be enrolled for a two-week trial period. During the trial period, either the program or parent may terminate child care without advance notice.

|  |  |
| --- | --- |
| **Items provided by parents:** | **Items provided by the center:** |
| * Extra clothing appropriate for the season
* Diapers and any ointments needed
* Wipes
* Blanket for naps (must be thin) and washed weekly at home
* Any information required on enrollment forms
* Up-to-date contact information should it change
 | * Crib/Cots with sheets
* Snacks/Meals
* Infant Formula (Gerber Good Start Gentle or Parent’s Choice Gentle)
* Infant Foods (1st and 2nd foods and infant cereal)
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**ENROLLMENT PROCEDURES AND DISCHARGE OF ENROLLED CHILDREN**

Parents interested in enrolling their children at Bright Beginnings must meet with the Director to discuss their child's specific needs and to review program policies. The following items must be completed and returned to the center three days before enrollment.

* Form CFS-62, "Child Care Enrollment"
* Form CFS-2344, "Heath History and Emergency Care Plan
* Form CFS-104, "Alternate Arrival/Release Agreement" (if applicable)
* Form CFS-56, "Child Care Center Transportation Permission" (if applicable)
* Form CFS-61, "Child Care Intake for Child Under 2 Years" (if applicable)

The Director will inform parents when updates are needed, giving 30 days’ advance notice to submit updated forms.

**Due, completed, within 30 days** after the child starts attending:

* Form DPH-4192, "Day Care Immunization Record" or an electronic record of your child's immunizations

**Due within 90 days**

* Form CFS-60, Child Health Report, signed by a medical professional and updated regularly.

Bright Beginnings may also require other paperwork to be listed, such as picture releases or necessary forms.

Children may be enrolled full-time for more than 5 hours per day or part-time for 5 hours or less per day. BBA does not enroll hourly or for drop-off care. All children must be enrolled in the program to attend.

A child may be discharged from the center for reasons such as, but not limited to:

* Failure to pay fees on time. (Grounds for immediate termination, without advance notice.)
* Lack of parental cooperation.
* Continuous unsafe actions by the child that put themselves, other children or staff at risk.
* Disrespectful, inappropriate, or unsafe actions or threats from families towards staff members.
* Repeated badmouthing of the center to others or on social media.
* Any parent or child found posting pictures or information about other families or staff members on social media.
* Inability of child care program to meet the needs of the child. Staff will consult with the parent about solving problems before ending the care arrangement. The parent will be referred to other community resources.
* Repeated failure to pick up the child at the scheduled time.
* Failure to complete and return required forms.
* Failure to provide a schedule

Parents are required to meet with the director prior to regular attendance to go over paperwork and schedule. They are also encouraged to visit the classroom with their child prior to regular attendance to make the transition into our care smoother for all involved.

Parents are encouraged to give input regarding policies by putting them in writing, requesting a meeting with the director, or attending our bi-monthly parent group meetings held by the director.

Parents must give a two-week written notice of their intent to withdraw the child (ren). Failure to give a two-week notice will result in fees being charged for those two weeks. We will not refund any parent for care already given.

Any parent requesting access to their child’s records must speak with the director. We request 24-hour notice if copies of any records are needed. No records will be given to anyone other than the parent without a court order.

**FEE PAYMENT AND REFUNDS**

Fees will be paid in advance on Monday for the week unless other arrangements are made with the Director. Credit/Debit Card or ACH payments may be made. Bright Beginnings does not accept cash or check payments. All payments can be made at the sign-in kiosk, in the office with a staff member, or online at [www.myprocare.com](http://www.myprocare.com) To access myprocare.com, you must register with the same e-mail address the center has on file.

If a third-party payment, such as from an employer or the county, will be made, a unique payment schedule can be arranged and detailed in the contract. Parents will be responsible for any co-payments or unpaid amounts. All payments through child care assistance will be made via[www.ebtedge.com](http://www.ebtedge.com).

 A fee of $40.00 will be charged for any NSF payments.

Our hours are 6:00 a.m.- 6:00 p.m., Monday through Friday. No child or parent will be let into the building before 6:00 a.m. If you are late picking up your child, a charge of $5.00 per minute per child will be given to you, and you will need to pay in cash before your child will be allowed to return to care. If you are late more than three times in a calendar year, care will be terminated.

Each child enrolled will receive two weeks of “vacation” absences for which they are not responsible for payment. The number of days per week will be prorated if the child does not attend full-time. For example, if the child is enrolled three days per week, they will receive six absences. If your family has a varying or partial-year schedule, no vacation days are given. Notice must be given of absence to use these days.

Only full-time children attending five days weekly will receive 10 for the year. If a child will be attending on a regularly scheduled day, parents should let the Director know by 8:00 AM. If notice is not given, the family is responsible for payment of that day and may not use a “vacation” absence.

If your schedule varies, you must provide a schedule on Wednesday before needing care. If your schedule is not received by Wednesday, we reserve the right to charge for a full week of care. Your child/ren must attend a minimum of two full days per week unless sharing a spot with another child is available.

The Director will establish a regular rate based on each child's enrollment hours.

There will be a 10% discount for the second child from a family who attends the same hours on the same day and a 5% discount for each additional child who attends the same hours and same days. The discount will be applied to the oldest child’s rates.

If a regularly scheduled child does not show up, the director will call the parent to confirm whether the child is coming in. Two full weeks of no-shows will result in a spot loss.

Bright Beginnings will announce any tuition increases at least two weeks in advance.

Bright Beginnings will announce any scheduled days closed in November of the year prior so families can plan accordingly. In the event that BBA closes unexpectedly, families will be notified as soon as possible.

**HEALTH CARE POLICY**

Special Health Care Needs

When a child is known to have any special health care needs, that information will be shared with those staff who are assigned to care for that child, but will otherwise be treated with confidentiality. Special needs, including dietary requirements, all information are kept in each classroom in a binder. When specialized equipment is needed, such as nebulizer or epi-pen, the child’s parent or a medical professional will train staff in correct procedures.

Child Illness

Children who are ill are not to be brought to the center. Examples of children who are ill:

* A temperature of 101 degrees F. or higher. Vomiting that has occurred in the past 24 hours. Diarrhea is handled on a case-by-case basis depending on other symptoms, and the Director must get approval to attend.
* A contagious disease such as chicken pox, strep throat or pink eye, strep throat and pink eye requires prescription medication for 24 hours before returning.
* An unidentified rash
* Have not been on prescribed medication for 24 hours or continue to have symptoms of illness

Children may return to the center when they are symptom-free, have been appropriately treated, or have been given medical approval to return to child care. We will follow the procedures on personal cleanliness and communicable diseases stated in licensing rules and the guidelines for exclusion of children from child care, as adapted from the Division of Public Health.

When required, we will report all infectious diseases to the local health department and parents of all enrolled children.

If a child should become ill or seriously injured while at the center, parents will be contacted immediately. Sick children will be isolated within sight and hearing and made comfortable. Children should be picked up as soon as possible. If the child is not picked up within 1 hour, the emergency contact person on the enrollment form will be called.

Superficial injuries will be washed with soap and water, covered with a bandage, or treated with ice. Parents will be told about the minor injury when they pick their child up. Any injury to the head or neck will be reported to the parent immediately via ProCare or phone call.

We will practice universal precautions when handling all blood injuries and bodily fluid. All staff will use disposable gloves when treating blood injuries. Surfaces touched by blood will be washed and disinfected, and all materials used to treat the injury will be wrapped in an airtight plastic bag and disposed of immediately.

If emergency medical treatment is needed, 911 will be called, and the child will be taken to SSM Hospital. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. All staff will have training in infant and child CPR and first aid. First aid supplies will be stored in the office area.

When children are off-site for a walk or field trip, staff will take along emergency contact information and a first aid kit in case an injury occurs to children or staff. The injury will be recorded in the medical log book upon return to the center. A cell phone will also be carried along in case help is needed.

We will practice universal precautions when handling all blood injuries and bodily fluids. All staff will use disposable gloves when treating blood injuries. Injuries will be properly washed and sanitized, and all materials used to treat the injury will be wrapped in an airtight plastic bag and disposed of immediately. Staff hands will be cleaned regularly when dealing with illness, injuries, bodily fluids, diapering, food prep, and as necessary.

Cleanliness

Staff will clean toys with sanitizer solution and/or bleach water at least once a week, and infant toys will be cleaned daily.

Handling Bodily Secretions

Facial tissues are always available, and staff will wipe noses as needed. After wiping a nose, staff will wash their hands with soap and water and encourage children to wash their hands after using facial tissues.

Medications

Bright Beginnings can administer medications under the following conditions:

Prescriptive and non-prescriptive medicines will only be given to children if parents have completed the authorization form provided. All medications must have a start date, end date, and specific time. Per licensing, we cannot give children medicines on an “as-needed basis.”

All medicine must be in its original container, bearing the label with the child's name, dosage, and administration directions. It will be stored in a medication box that is inaccessible to children. Medicine requiring refrigeration will be kept in a covered, labeled container in the refrigerator. Per licensing, medication cannot be kept in diaper bags or backpacks.

We will only exceed the age-related dosage on the label of any medication with a written doctor's authorization.

All medication administered, accidents or injuries occurring on-site, marked changes in behavior or appearance, or any observation of injuries to a child's body received outside of center care will be entered into the center's medical logbook.

If any medications are missed, the parent will be notified by phone. All medication information is confidential and shared only with staff members who need to know.

**INFANTS AND TODDLERS**

**Intake forms**: An intake form must be completed prior to the child’s start date so that we can ensure consistency as parents.

**Diapering:** Before changing a diaper, the staff member involved will wash his/her hands. Following the diaper change, the soiled diaper will be bagged and disposed of in a plastic-lined, foot-activated diaper pail. Any wet or soiled clothing will be put into a plastic bag and tied. The hands of both the child and the staff member will be washed. The changing pad will be cleaned and disinfected.

**Toys:** Toys used by infants and toddlers will primarily be ones that may be washed and sanitized. All toys do not require laundering will be sanitized and allowed to air dry daily. Toys requiring laundering, such as stuffed dolls or animals, will be laundered weekly or sooner if needed.

**Breastfeeding Policy:** Breastfeeding provides a multitude of health benefits to both infants and mothers. Because breastfeeding employees need ongoing support from childcare providers to provide their milk for their babies, Bright Beginnings Academy for Kids LLC subscribes to the following policy.

1. **Breastfeeding mothers shall be provided a place to breastfeed or express their milk.**

Breastfeeding mothers, including employees, shall be provided with a private and sanitary place to breastfeed their babies or express milk. This area provides an electrical outlet, comfortable chair, and nearby access to running water.

1. **A refrigerator will be made available for storage of expressed breast milk.**

Breastfeeding mothers and employees may store their expressed breast milk in the center's refrigerator. Mothers should provide their own containers clearly labeled with name and date. The center will follow guidelines from the American Academy of Pediatrics and Center for Disease Control to ensure that breast milk is properly treated to avoid waste. Universal precautions are not required when handling human milk.

1. **Sensitivity will be shown to breastfeeding mothers and their babies.**

The childcare center is committed to providing ongoing support to breastfeeding mothers. This includes providing an opportunity to breastfeed their baby in the morning and evening and holding off on giving a bottle, if possible, when mom is due to arrive. Artificial baby milk (formula) and solid foods will not be provided unless the mother has requested them. Babies will be held closely when feeding, and bottles will never be propped.

1. **Staff should be trained in handling human milk.**

All childcare center staff will be trained in the proper storage and handling of human milk and ways to support breastfeeding mothers.

1. **Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.**

Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children. At most, the time allowed would be the standard time allowed for lunch and breaks. For time above and beyond typical lunch and breaks, sick/annual leave must be used, or the employee can come in a little earlier or leave a little late to make up the time.

1. **Breastfeeding promotion information will be displayed.**

The center will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the center.

Adapted from the Mississippi Breastfeeding Coalition’s *Building breastfeeding Friendly Communities* project by the Wisconsin Department of Health and Family Services in collaboration with the Wisconsin Breastfeeding Coalition Division of Public Health- Nutrition Section

PPH 40070 (6/03)

www.dhfs.state.wi.us/WIC

Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS staff will do the following with any child under the age of ONE year.

· All infants will be placed to sleep on their backs in a crib, unless the child's physician's authorizes another position in writing.

· Soft objects will be removed from the crib.

· Blankets if used will be tucked tightly around the mattress. Swaddling is not allowed while at the center.

· Sheets will be tight fitting.

· If a child falls asleep in a car seat we will move them to their crib unless a written note from the child’s physician is on file.

· Staff will ensure that awake, non-mobile children have time each day to spend in a prone position ("tummy time").

· All staff members, substitutes, and volunteers will be trained on these procedures before they begin working with children.

Abusive Head Trauma

Before being allowed to work, all staff, including substitutes and emergency back-up providers, must have attended approved training on the identification, prevention, and grave effects of shaking babies.

Bright Beginnings will maintain a medical log where we will document the administration of medication, accidents or injuries that happen when children are in care, and observations of injuries to a child’s body received outside of care. Parents will have access to entries regarding their child.

Proper hand-washing procedures will be followed to prevent the spread of disease. These procedures will be posted at all sinks.

All children will need to have a Health Report on file. The examination for a child under age 2 needs to be dated at most 6 months prior or 90 days after the first day of attendance at Bright Beginnings Academy for Kids. The examination for a child age 2 and older must be dated no more than 12 months prior or 90 days after first day of attendance. Physicals for children under 2 years of age will need to be updated every 6 months. Physical exams for children over 2 years of age will need to be updated every 2 years. School aged children will need only a health history on file.

Children will need to be properly immunized and an immunization record will need to be on file within 30 days of the first day of attendance.

Rest or naptime will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Children who are awake after 30 minutes of resting will be allowed opportunity for quiet play. Children that wake up before naptime ends will be allowed the opportunity for quiet play. Children 5 years and older will be given a 30-minute rest period if in care more than 4 hours in which they will be given quiet activities so as to allow the other children to fall asleep and enjoy some quiet time themselves.

A crib or playpen is provided for each child less than one year of age. Children age 14 months and older will transition from playpen to cots for sleeping.

**TRANSPORTATION TRACKING**

As of June 5th 2025, Bright Beginnings will no longer provide transportation to or from any schools. Until that time the following policies will be in place.

Children being transported to and from school will be transported by Bright Beginnings Academy for Kids staff. A clipboard with the names of children to be picked up and phone numbers of the schools will be taken along and times documented at the time of pick up or drop off. Each vehicle is equipped with alarms to ensure that all children have exited the vehicle. These alarms are used any time children are transported. Bright Beginnings will provide booster seats for those children under the age of 8 years old.

During field trips children will be transported by Bright Beginnings, chartered vehicles or parent’s vehicles. Bright Beginnings is insured for non-owned, borrowed and hired vehicles as well as our vehicle. With any method of transportation, the Lead teacher or Director will check each vehicle prior to leaving the destination to ensure all children have been loaded and are properly restrained. When arriving back at Bright Beginnings Academy the Director or Lead Teacher will check again to be sure all children are accounted for and all vehicles are empty. Each driver will receive a list of children they are to have in their vehicle if parents are transporting and they will count after loading and unloading.

All vehicles are equipped with Kiddie Alarm system, first aid kits and emergency paperwork. All vehicles will undergo and pass an annual inspection. All drivers including volunteers for field trips will receive specialized orientation with transportation policies and pass an annual driving record check.

**NUTRITION POLICY**

Bright Beginnings participates in The USDA Child and Adult Food Program. We follow USDA guidelines when planning our menus

**Nondiscrimination statement with Complaint Filing Procedure**

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

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

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

Lunches will be prepared at the center in accordance with CACFP standards. Breakfast and snacks will be prepared at the center. We will provide breakfast, lunch and afternoon snack and dinner to all children in attendance at the times identified in the daily schedule. School-aged children will be offered an afternoon snack upon return from school. All kitchen staff will have specialized orientation along with CACFP trainings along with cleaning procedures.

Bright Beginnings Academy for Kids does not allow children to bring in outside food, except for class parties in which the teachers will make requests and birthday treats. NO PEANUTS OR NUTS OF ANY KIND ARE TO BE BROUGHT IN AT ANY TIME!

Children who attend during the early morning or late afternoon hours will be offered a snack to ensure that they never go without food for more than 3 hours. Weekly records of meals and snacks are available for parents to review. If a menu must be changed for any reason, the food substituted will be noted on the posted menu.

Children ages 2 and older will eat family style, children under age 2 will have plates prepared for them given them all the options and opportunity for seconds at lunch and dinner. Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners and develop sound nutritional habits. Children will be encouraged to clean up after themselves. Eating surfaces will be washed and sanitized before and after meals and snacks and everyone will wash their hands before and after eating. Children will not be forced to eat; they will be encouraged to try new foods as appropriate. Meals will not be withheld as a form of punishment.

Birthday and holiday treats are allowed. Please try to provide nutritious choices low in fat and sugar. Bright Beginnings Academy is a peanut free center. Please do not send snacks or treats that include peanuts, peanut butter or anything containing those things.

Children younger than 12 months must be served formula or breast milk, unless written direction is on file from the child's health care professional. All bottles and commercial baby food must be labeled with your child's name.

Babies will be held for bottle-feeding. Bottles will never be propped and unused formula or breast milk will be disposed of immediately. Bottles will be sent home daily for washing, as we are not allowed to reuse or wash bottles.

If your child has special dietary needs or has food allergies parents must notify the center in writing. The center will work with the parent to ensure the child has a CACFP approved meal that does not contain the allergy. Food allergies will be posted for staff to view.

Food will be stored up off of the floor and once opened, in airtight containers.

Refrigerator (40 degrees or colder) and freezer temperatures (0 degrees or colder) will be properly maintained.

Dishes will be washed and sanitized in accordance with licensing regulations using a commercial dishwasher or the 3-bucket method using hot soapy water, clear water and a bleach water solution for 2 minutes.

**Snack and Meal Schedule**

Breakfast will be served at 9:00am

Lunch will be served at 12:00pm

Snack will be served at 3:00pm

School age children will be offered breakfast before school and a snack after school

**EDUCATION POLICY**

All staff will have information about Developmentally Appropriate Practices and we will review this information at least annually.

Bright Beginnings staff will plan activities and provide children with a variety of experiences.

Language development: Books, writing materials, music, stories and games, finger plays, poems and flannel board stories

Large muscle skills: Balls, hoops, bubbles, running, jumping, dancing and outdoor play which includes 15 minutes of teacher lead activities.

Small muscle skills: Puzzles, art and craft activities, manipulative toys and blocks

Creative expression: Dramatic play props, puppets, musical instruments and movement activities

Self-help skills: Cleaning up after ourselves, helping with mealtime preparation, daily responsibilities, and dressing ourselves

Learning through play is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials, manipulative and housekeeping equipment. Our curriculum will provide exposure to a variety of cultures through music, stories, games and art, and we will celebrate how we are all the same and how we are all different from one another.

There will not be a religious component to our program, such as mealtime prayers or songs, stories and displays of the religious aspects of particular holidays. The children do however say “thank you” prior to meals. (“Thank you for the food we are about to eat, we may start”)

Children, including infants and toddlers, **will go outdoors daily and will perhaps get dirty** when weather permits. The children age 2 and above will be kept indoors if the temperature is below zero degrees including the wind chill. Children younger than 2 years will be kept indoors if the temperature, including wind chill, is below 20 degrees. Children will also stay indoors when it is raining or when the temperature is above 90 degrees. If the inside temperature rises above 80 degrees, we will provide fans or air-conditioning; if it falls below 67 degrees, we will call for furnace repair and contact parents to come for their children.

School age children will have a quiet place to study or relax, access to appropriate materials and activities, and will have ample time for large muscle activities and to participate in food preparation.

Children under two years of age will have a flexible schedule, which reflects the child's individual needs. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. We will provide safe, open spaces for children whom are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects.

A written report will be maintained documenting what each child ate, when they slept and when they wet or soiled a diaper. These reports will be on the app ProCare. Parents will share information with us about the child’s night and morning activities and disposition.

Preschool age children will have opportunities to play and explore their surroundings. They will be given many learning experiences in a variety of developmental areas that are age appropriate. Daily activities will include math, science, large and small muscle movement, art and literacy.

We occasionally take field trips, including walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises. You will be notified in advance of any field trip requiring transportation. If a child is unable to go on field trips parent must find alternate care for that day. Parents are responsible for paying any fees associated with the field trip.

A schedule of daily activities is posted in each classroom. Activities at the beginning of the day and at the end of the day will be designed for a wide age range of children working and playing together. Lesson plans will be posted with activities especially for the beginning and end of the day. Groups of children may be combined at the beginning and at the end of the day. A program of activities is planned a week in advance. Staff uses a variety of resources in their planning. We will also use the services of the Wisconsin Child Care Information Center (800-362-7353) and access their resources to plan activities. The activities focus on a weekly theme based on the interests of the children and lesson plans are available for parents to review.

Pets: If for any reason Bright Beginnings Academy adds a classroom pet or is bringing in animals for a special activity parents will be notified at least 24 hours in advance by either written and posted notice or the ProCare app.

Photos: Any photo taken of the children in the center will be used for decorations, advertisements, the center’s social media, and ProCare unless otherwise stated on the photo form during enrollment process. No staff member is allowed to post pictures of the children on their personal social media.

Transition: Children advancing to the next age group will be transitioned for a minimum of 2 weeks prior to the move. The parents will receive a letter regarding the transition start date, the date of the advancement as well as the teachers’ names and will be offered an opportunity to meet with the teachers. The children will transition at 2-hour increments per day, with the increments being at different times of the day, including naptime, lunchtime, outside time and center time. All portfolios and child records will transfer to the new classroom with the child and the teachers from the old and new classroom will discuss any issues before the move.

Screen Time: Any child under 36 months shall have no screen time. Children age 36-60 months can have up to 30 minutes of screen time a week and school-age children may have 90 minutes per day of screen time.

**CHILD GUIDANCE POLICY**

Children's behavior will be guided by setting clear limits or rules for children. Bright Beginnings staff will talk with children about expected behaviors and model those behaviors consistently for them. Staff will state positively what children can do, using specific terms; e.g. "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.

We understand that there will be times when a child will become distraught, fussy or won’t quit crying. Our first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. We understand that crying is normal, and that all babies will have times when they cannot stop crying. At these times, we will stay calm and will do whatever we can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when we need your advice or assistance, and we won’t hesitate to call you if we feel that it is necessary.

"Time-Out” is a guidance technique that can be effective in reducing challenging behaviors of young children. Time outs may be used with children **age 3 and older**, but never for more than **3 minutes**. The term 'time-out' is short for 'time out from positive reinforcement.' The strategy is similar to an extended form of selectively ignoring disruptive behavior. Children are removed for a brief time from all sources of reinforcement (e.g., teacher and peer attention) following serious challenging behavior. Usually, this strategy requires that a child be removed from an ongoing activity for a brief time, typically by having a child sit on the outside of the activity within the classroom until the child calms down and is ready to rejoin the activity and try again. Time-out is intended to be a non-violent response to conflict that stops the conflict, protects the victim, and provides a 'cooling off period' for the child.

 "Time-out” is only effective when used in the context of a comprehensive approach to behavior support that is designed to teach, nurture and encourage positive social behaviors. Time-out should be used only by well-trained teachers and caregivers when less intrusive discipline procedures have been tried and deemed unsuccessful and only in combination with positive procedures designed to teach new skills and prevent challenging behaviors from occurring.... Effective management of behavior should always start with praise and encouragement for pro-social behavior and self-regulation and be accompanied by distraction, redirection, withdrawal of attention, and logical and natural consequences." The child will be praised after completing the time-out, and will be helped to rejoin the group.

We recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, I will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from care.

If behaviors continue with no change Bright Beginnings may suspend the child ranging from the rest of the day up to three days depending on the severity of the behaviors. After three suspensions the child will be disenrolled from care. These behaviors include but are not limited to: any actions of serious violence to children or staff, continuous inappropriate language, leaving a classroom or building without teacher permission, intentional bullying of other children.

In accordance with "Wisconsin Rules for Group Child Care Centers," actions that are aversive, cruel, humiliating, and actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, or inflicting any other form of corporal punishment on the child; verbal abuse threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement or enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

If a child gets suspended or expelled from an outside activity (ex: school or clubs) due to behaviors or illness Bright Beginnings will not allow the child to attend during those hours. We do not staff for children around their scheduled hours. Bright Beginnings will only allow a child to attend child care during outside activity hours if those activities are closed.

These policies apply to all enrolled children, staff members, staff children, families and management.

**BEHAVIOR POLICY**

At Bright Beginnings Academy for Kids, the safety and well-being of all children and our dedicated staff is our top priority. We have some **nonnegotiable behavior expectations** that must be followed to maintain a safe, respectful, and nurturing environment for everyone.

At Bright Beginnings Academy for Kids, we have a zero-tolerance policy for certain behaviors. Effective immediately, the following actions will **not be tolerated** under any circumstances:

1. **Running out of the classroom**—This is extremely dangerous and puts at risk the child who runs and other children and staff members at risk.
2. **Hitting or physically harming staff** – Our staff members work hard to provide your children with the best care and education. It is unacceptable for anyone to be subjected to physical harm. Please understand that our staff members are professionals who deserve respect; they are not paid to endure abuse.
3. **Destruction of property** – Any damage caused by children, such as kicking holes in doors, breaking windows, damaging fences, or any other deliberate destruction of property, will result in parents being financially responsible for repairs. These repairs must be paid for before your child is allowed to return to the center. We want to stress that this is a serious matter, and we expect full cooperation from parents in such situations.

Additionally, we want to emphasize that **children will not be allowed to move to another classroom due to unacceptable behavior**. If a child must be removed from their current classroom for behavior issues, they must be **picked up immediately** by a parent or guardian.

We understand that some children may have special needs or behavior challenges. We want to assure you that we are committed to **working with parents and mental health professionals** on **Individualized Family Service Plans (IFSPs)** or **Individualized Education Programs (IEPs).** We believe that with your active involvement and cooperation, we can provide the best support for your child. These plans must come from a **board-certified mental health professional** or **school district**, and all arrangements must adhere to **state licensing rules**.

Please note that any behavior that violates our safety standards will result in the following consequences:

* **First offense**: Immediate dismissal from the center for at least **three (3) business days**.
* **Second offense**: Dismissal for **five (5) business days**.
* **Third offense**: Immediate and permanent dismissal from the center.

A**ll tuition fees remain due** during suspension to ensure your child's continued enrollment at Bright Beginnings Academy.

**FIRE / TORNADO AND OTHER EMERGENCY POLICY**

Attendance will be kept in each classroom daily and arrival/departure times recorded. During early AM arrival and late PM pick-up, teachers will be kept aware of children they’re responsible for, as rooms are condensed and staff leaves the center. Teachers will know the names of each child and their whereabouts at all times.

Fire and Tornado evacuation plans will be practiced monthly. The Director will document dates of fire and tornado drill and checking the smoke detectors (weekly) on a form provided by the state.

In case of an emergency that would require an evacuation, children will be evacuated by all available staff through the nearest exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken out by the staff member designated to be “in charge” to assure that all children are accounted for and all families can be notified. Children will be assembled at the Georgetown Cleaners on Main and 10th St. The director will call the fire department at that time and parents will be notified. In case of evacuation of a special needs child a plan will be made with the director, teacher and parent to ensure safe evacuation of child.

In the event of a tornado warning, the children will be taken to the basement by all available staff members. Blankets, a portable radio and flashlight, with extra batteries for both, are kept in the tornado shelter area at all times. The attendance form and emergency contact information will be brought along by the staff member designated to be “in charge”. Staff will engage the children in activities until we are assured by the authorities that the danger has passed.

In the event of a swimming emergency, Bright Beginnings will call 911 and stay with the child. The parents will be called immediately. Bright Beginnings Academy will not swim where there is not a lifeguard present at all times.

In the event of a lost child, Staff will check all areas of the center. If the child cannot be found, the child's parents and/or emergency contact and the police will be immediately notified.

If the center should lose the use of heat, water or electricity before the center opens; parents will be notified as early as possible and will be asked to not bring their child that day. We will also post all cancellations on KFIZ (AM1450) If the center should lose the use of heat, water or electricity while children are in attendance for any extended amount of time, the Director will call the parents of all children and ask them to pick them up within 1 hour. We will also post all early closings on KFIZ (AM 1450), ProCare and our center’s Facebook page

When there is only one staff person on site, we will ensure that an emergency provider is available within 5 minutes. That person will be trained on SBS, and will sign a document agreeing to serve as an emergency back-up. All phones in the center have lists of emergency numbers to be utilized. The center shall have at least one vehicle at the center for emergency use.

**Bright Beginnings Academy Rates 2025**

*There will be an additional 6% increase to childcare rates in June 2025*

**4 weeks-2 years**

*Must attend three (3) days per week, unless a spot can be shared with another family*Daily Rate - $61.00 Weekly Rate - $250.00

**2 years – 5 years**

*Must attend three (3) days per week, unless a spot can be shared with another family*

Daily Rate - $59.00 Weekly Rate - $235.00

**School Age**

*Summer, no school days, and half school days*

Daily Rate - $52.00 Weekly Rate - $226.00

*There will no longer be transportation to or from school – this includes walking transportation*

* Fees are due on Monday before care is provided. A late fee of $1.00 per day will be added for each day late after Wednesday. Fees that become delinquent more than 10 days will result in termination. Families that are contracted for weekly fees will not receive an invoice weekly.
* Discounts for oldest child of 10% when children of the same family attend the same schedule all year. Additional children after 2 receive a 5% discount if attending the same schedule.
* There is a monthly discount of 2% of the total monthly invoice if paid by the 5th of each month. This only applies to families contracted to do this. If more than 2 months are missed the family will forfeit any further monthly discount.
* Holiday/Closed days are charged at the rate of full day: this ensures that our staff can get paid for the holidays as well as other needs of the center.
* Vacation days: Each full-time family receives 10 days per year in which they are allowed to be absent without charge. Vacation days can be used for closed days. Families that have varying schedules do not receive these days.
* We close promptly at 6:00 pm and a fee of $5.00 per minute, per child is accessed if children are not picked up by this time. Late pick up fees must be paid in full in cash before the child/ren can return.
* Families with varying schedules must turn the schedule in before Wednesday of the week prior. If the family fails to provide a schedule, we cannot guarantee a spot for that week and Bright Beginnings Academy for Kids reserves the right to charge for a full week.
* If children are only here certain months of the year (school year vs. summer etc.) will be billed $100 per month per child to hold spots while they are gone. This fee is non-refundable and does not credit towards your account.

Thank you for being a part of Bright Beginnings Academy for Kids. By signing this handbook, you agree that you have read and understand the contents. Before signing, please ask for clarification if you are unsure or don’t understand something that you have read.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_