

**BRIGHTER MINDS**



**DREAM \* INSPIRE \* ACHIEVE**

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**1905 John Stine Road**

**Westlake, LA 70669**

**337-497-9393**

*Class B Licensed*

## Introduction

**Brighter Minds LLC, Day Care** is a state Licensed Facility. We are Inspected and regulated by the Department of Education, Department of Public Health and the State Fire Marshall. Contained in this handbook you will find the goals, rules, and regulations of Brighter Minds Daycare. We strive to develop an atmosphere that is healthy to your child's physical and emotional wellbeing.

1. Physically – To enhance your child's fine and gross motor skills. These skills are acquired through indoor and outdoor play, coloring, cutting, eating, etc.
2. Social/Emotional – To develop a positive self-concept, to recognize and respect the feelings of others, and learning to participate in a variety of group activities.
3. Language Development – To develop the social skills needed in everyday life. Using these skills to ask questions and verbalize expressions.

I ask that you read this handbook carefully and its entirety so that you'll understand our goals and policies. If you have any reservations about anything you read, hear, or see at Brighter Minds Daycare please feel free to discuss it with me. All of the following policies will be strictly enforced for the benefit of you and your child, as well as the others here at Brighter Minds Daycare

**Milford Troclair**

**Owner**

## Enrollment

We encourage parents to stop by Brighter Minds Daycare before enrolling their child our center. This allows for the Introduction of the staff and procedures for both parents and children prior to admission. All enrollment forms and a copy of the child's update immunization record must be completed upon admission and kept on file. Children 6 weeks – 5 years are eligible to enroll at Brighter Minds Daycare. We operate on a first come, first serve basis. If you would like to reserve an opening, we ask that you pay a deposit in the amount of the enrollment fee and one week of childcare. When your child begins daycare, the deposit will be applied to the first week of the childcare. The one week deposits are only refundable within a 30-day period, after 30 days **NO REFUND** will be given. An enrollment fee of **\$50.00** per family is due at the time of enrollment. The enrollment fee is **Non-Refundable**.

## Hours and Holidays

Brighter Minds is open Monday – Friday from 6:30 am – 6:00 pm. The Daycare will be **CLOSED** in observance of the following holidays.

**\*\* New Year's & Christmas**

**Good Friday**

**Memorial Day**

**Labor Day**

**Thanksgiving Day and Day After**

**Independence Day**

***\*\* We will be Closed for 5 days between Christmas Eve and New Year's, this allows time for needed repairs to the center and for our staff to have a break.***

**Weekly Tuition Fees**

Ages 6 weeks thru 5 years old .....	\$125.00 weekly
Each additional Sibling .....	\$ 95.00 weekly
Registration Fee .....	\$ 50.00 one time
Curriculum Fee (3-5 years old) .....	\$100.00 yearly

*(this pays for supplies and learning material for the year)*

- A. Weekly Fees are due on Monday in advance of each week and must be paid **BEFORE 6 pm** on Monday.
- B. The weekly fee includes care and instruction with breakfast, lunch and afternoon snack.
- C. The weekly fee does not include curriculum book fees for preschool.
- D. Tuition is due even if child is absent. There will be no deductions for illness, absences during the week or weather related closures.
- E. **NO DEDUCTION FOR THE HOLIDAYS OBSERVED.** (see Hours and Holidays observed) \* You may waive one week of tuition for the Christmas break only.
- F. Payments are accepted in check, money order, cash, Credit Card or ACH Bank Transaction. Checks, Cash and Money Orders are to be deposited into the Payment box at the door. **Credit Cards and ACH payments are accepted thru our Parent App (SmartCare).** All receipts will be sent via Email to the Account Owner.

**Preventable Fees**

Weekly Late fee (After Noon on Wednesday if Balance exists) .....	\$20.00 per week that no payment is made
After closing fee (after 6 pm) .....	\$1.00 per minute (based on time of checkout at <b>SmartCare Kiosk</b> )
NSF Fee .....	\$25.00 per returned check
Collection Fee .....	20% of outstanding balance

Brighter Minds operating Budget is derived solely from tuition fees. Fees are due to be paid every Monday in advance. Any outstanding balance that is not paid in full by Wednesday by 12:00 noon will be charged a \$20.00 late fee. **If your account is overdue you will be sent a late notice, and if there is no attempt to pay up to date... your child may not attend and your account will be turned over to collections. After being turned over to collections, Brighter Minds Daycare has the right to charge a collection fee of 20% of the outstanding balance. (This does not include the fee charged by the collections agency.)**

**Non Discrimination Policy**

Brighter Minds Daycare will not discriminate against race/color, creed, sex, ancestry, national origin or handicap.

**Checking In and Out**

All parents **will be provided** with an OCR Key chain tag when child is Registered. All parents **MUST** Check in and out their child at the **SMARTCARE** Kiosk. It is imperative that Children Be Clocked in and out. Clocking out past 6:00pm or failure to Clock out will result in late fees being charged. (See *preventable fees*). So Please do so, to prevent unnecessary charging. You may also do so through the Parent App. Kiosk is located in the Hallway inside the front door. You may scan the key Tag, or utilize your Pin # at the Kiosk and you will be given the option of Checking in or Out.

### Daily Routine

Brighter Minds Daycare opens its door at 6:30 am. Breakfast is served from 8 am – 8:45 am. Each class has a routine daily schedule where there will be individual and group activities, indoor and outdoor activities (weather pending), routines for meals, naps, restroom time, etc. For the benefit of the children, please have them arrive at daycare no later than 9:00 am. Our nap time is 12:00 Pm – 2:00 pm. Children are required to bring a nap mat. No adult, oversized mats or bedding allowed. A mat, mat cover (king size pillow case), and a light weight blanket must be provided by the parent. No Pillows, allowed, unless for medical reasons. Every child's bedding will be washed by the daycare once a week. **We DO add Bleach to our wash to disinfect all fabrics. Please, DO NOT send anything that has sentimental value!**

**Please check your child's cubby daily:**

*Papers to be taken home, wet / soiled clothes, restocking of personal items*

### Food and Nutrition

Our menu includes breakfast, lunch and afternoon snack. Well balanced and nutritious meals are made available to the children in our care. Fruit juice is served with breakfast, milk with lunch and water is served with afternoon snack. Please consult with your child's caregiver to find out the meal times for his/her class. We only serve food during these scheduled times. In the case of a doctor/dentist appointment and your child misses the mealtime at daycare, you will have to feed them before arriving at the daycare. The State Department of Health and Hospitals require that all food served at Brighter Minds must be bought and prepared by the center. Exceptions are: children on special diets, special occasions, infant formula and baby food. We are required to serve the food posted on the daily menu. If there is something that your child can not be served or if your child has food allergies, we must have a signed physicians statement to keep on file stating the items the child cannot have. Do not allow your child to bring food (candy, donuts, snacks) unless approved or requested by the daycare. If a child has food items not being served by the daycare, the food items will be kept in the kitchen and you may retrieve your items upon departure.

### Health Policies and Requirements

In accordance with the Louisiana Licensing standards and regulations, the parents or guardian must submit an updated copy of the child's immunization record, a list of special health needs and the child's physicians contact information. Required immunizations must be kept up to date and a periodic check will be made to ensure that each child's immunizations are current. Any child showing symptoms of a contagious illness, **Will Not** be allowed to stay at the daycare. **Any child with a fever of 100.0 degrees, diarrhea, vomiting, unusual rashes, evidence of head lice, or any condition that is questionable to the staff cannot enter or remain at daycare.** The child must be picked up immediately. If the parents cannot be reached, the persons listed on the contact list will be called to pick up the child. **Children sent home from the daycare because of any of the above symptoms cannot return to daycare the next day and must be FREE from any sign of illness for at least 24 hours before returning. Please do not cover up their fever by giving medications and sending them to daycare, they will be miserable when the medication wears off and would still be spreading the illness to others.** Any child sent home with head lice cannot return until all eggs are removed from the hair (dead or alive). This is in the best interest of

not only your child but also anyone else who enters the daycare. When a child is absent with an illness or anything contagious, we ask that you would let us know as soon as possible so that we can notify staff and alert other parents. Please keep in mind, if a child leaves the daycare ill they cannot return the next day. You must wait until they have been symptom free for 24 hours. Again, these policies are the health and well-being of everyone!

### **Discipline and Biting**

Brighter Minds Daycare believes in the respectful behavior of people and property. We are non-corporal and practice the time-out method. Discipline will be used for aggressive, disruptive or destructive behavior. We do allow a child time to practice obeying the rules before putting them in time out. However, after learning the rules and the child refuses to be obedient to their caregiver, the parents will be called for direction. After we must call the parent 5 times in a 4-week period, the child will be suspended from daycare for 3 days (***No fee deduction while suspended***). If the child comes back and continues with discipline issues, we will ask that you seek other means of childcare. Biting is a common problem in the childcare setting. If a child is bitten, the staff will clean the area with soap and water and apply a wash cloth to the bite. The parent will receive a written notification describing the incident. The biter's parents will also be notified. If a child bites 10 times in a 4-week period, the child will be suspended from daycare for 3 days (***No fee deduction while suspended***). Please understand that no matter how closely your child is watched, we cannot guarantee the actions or reactions of the other children in their group. Bites occur very quickly. This is and will always be a concern in the childcare setting. Do not panic, as this is a stage some children go through. If a child becomes a "biter", we will work closely with the parent and child to discourage this behavior. Parents must agree to work with the daycare in controlling this behavior within a reasonable time or the child will be dropped from enrollment.

### **Emergency Procedures**

In the event of an emergency or severe weather conditions Brighter Minds Daycare will at all times follow the advisory of the Calcasieu School Board. **We will CLOSE if public schools will be closing** due to hazardous weather. Stay tuned to local radio or KPLC for update on closures. In the event of an emergency that involves the relocations of children, Brighter Minds Daycare will not transport children. Brighter Minds Daycare will keep children in a safe place in the facility or on the facility property if the facility is deemed unsafe. Parents will be contacted to pick their children up.

### **Accidents**

In the case of a serious accident, we will make an immediate attempt to contact you. If we cannot reach you, we will contact the child's physician's office. If necessary, an ambulance will be contacted. Brighter Minds Daycare will maintain a parent signed consent form agreeing to this provision. **It is absolutely necessary that you keep the daycare up to date on all contact information.** Minor accidents will be reported to you by a written incident/accident report, Bumps, scrapes and scratches are inevitable when children play. In the event of a minor injury, a wet wash cloth, ice and or bandage will be applied.

### Lost Items

Brighter Minds Daycare will not be responsible for lost items. The chances of losing items can be greatly reduced by clearly labeling your child's belongs and leaving unnecessary items at home.

### Toys and Movies

We ask parents to not allow children to bring personal toys into daycare. If extra unnecessary items are brought in they will have to keep them put away in their cubby. Show and Tell days are an exception. Only G-Rated movies. **No PG or PG13.**

### Dressing for Daycare

Every child at daycare must arrive completely dressed and ready for daily activities. NO sleeping clothes or slippers! Activities at daycare are child oriented and may get a little messy! Although we take every precaution to protect the children's clothing, accidents do occur. Don't send children in good clothes. Send them in "**play clothes**" that are comfortable, allow freedom for movement and clothes that are **easy to remove at potty time!** For the child's safety please No sandals without socks or hard-soled shoes. They MUST wear shoes that they will keep on their feet. Tennis shoes can be worn with no problems Walking children must wear shoes. During the potty training time, please remember to leave extra clothes at daycare (labeled with their name on the tag) and check their cubby each day for wet/soiled clothing that needs to be taken home.

### Infants (6 weeks – 24 months)

Our "baby room" is constantly attended by a dedicated staff who give the special love and attention your baby needs. We follow the babies schedule for eating and sleeping, although as they approach their 1<sup>st</sup> birthday we try to hold off naps until after they eat lunch, this will make the transition into the 1-year-old class much easier. When the babies are not eating or sleeping they are involved in playtime on the floor interacting with others their age. They will be encouraged to learn to roll over, crawl sit up, begin to walk and develop all necessary motor skills. You will need to supply: All jar food, formula, juice, diapers, wipes, creams and extra change of clothes. All supplies need to be labeled with your child's initials. It is not necessary to bring a diaper bag into daycare. If you do need to leave a bag at the daycare, please do realize that diaper bag are subject to an inspection by the State Department of Social Services/Education. DO NOT leave anything in the bag that reads "Keep out of reach of children" on the label. **For Sanitary Reasons: Absolutely NO Cloth Diapers**

### Toddlers(12 months – 24 months)

In a supervised environment your child will learn social skills such as play, sharing and communication. At this age many are "biters" (See Discipline and Biting) Toddlers are served from the regular menu, have a scheduled rest time and have a cubby with their personal belongings that you will need to check daily. You will need to supply diapers, wipes, creams, and a mat with cover for nap time. Please keep an extra change of clothing labeled with their name in their cubby.

### Preschoolers (2 years – 5 years)

Preschoolers are provided with a daily educational program and follow a scheduled meal and rest time. We take all steps needed to prepare your child for the entrance into kindergarten. We will enhance

your child's interest in learning new skills while he/she is taught the basic fundamentals while working individually and/or in a group. It will be to the benefit of your child to be here by 8 am.

### Methods of Discipline

#### **Infants and Toddlers:**

1. Say no, no
2. Redirect child's attention
3. Placed in time-out against wall, if child refuses to sit they will have to sit in their bed or in a highchair for 1 minute per age of child.

#### **Two years and up:**

1. Remind them of the class rules.
2. Have to sit beside the teacher
3. Take them aside to talk to them and have them sit against the wall for one minute per age group
4. Call parent for direction

#### **Biting**

1. Time-out
2. Note sent home to parent (biter and child bitten)
3. Consult parent for direction

### Action that will not occur

1. Cruel, severe, unusual or unnecessary punishment shall not be inflicted on any child.
2. Derogatory remarks shall not be made about my child or family members in the presence of any children.
3. No children will be allowed to be disciplined by another child.
4. No child will be deprived of meals for discipline reasons.

- Please be up front with us if you have any questions or reservations about the care of your child
- Please allow each child at least a two-week adjustment period
- We will teach your child to be respectful not only to their friends but to the staff: we encourage yes/no mam, thank you and please. This will stick with them if you will also be consistent and practice good manners with them at home.
- We **Do NOT** allow uncontrollable behavior and foul language, if this should occur your child will be dropped from enrollment.
- Please help by rewarding your child for **Good behavior** at schools and NOT for being disobedient.
- **We Do** reserve the right to Refuse business for anyone we cannot satisfy or anyone whom we feel is a threat to the children, employees, the property and/or anyone affiliated with **Brighter Minds Daycare**.

If you have any question, comments or concerns feel free to call the Daycare at **497-9393**. Your input and support as a parent is very important.

***Please keep this handbook for future reference.***