

Bright Beginnings Parent Handbook

Welcome to ***Bright Beginnings Preschool***. We're glad that you are a part of our family. Clear communication is one of the keys to a successful preschool program. This handbook contains specific information and requirements set forth by ***Bright Beginnings Preschool***. After reading it, please sign the handbook verification form stating that you have received, read, and understood this information. This verification form will be kept in your child's file and must be turned in within 30 days of his/her enrollment at the preschool. This handbook is designed as a reference for you. We suggest that you keep it in a handy place for easy referral throughout the school year.

Entrance:

We accept children between the ages of 2 years to 4 years. We will take 5 year old children that you feel are not ready for Public Kindergarten programs. Please see Ms. Brigitte if you have a 5 year old.

----2 year olds must be 2 by Sept. 1st to enter the 2 year old program.

----3 year olds must be 3 by Sept. 1st to enter the 3 year old program

----4 year olds must be 4 by Sept. 1st to enter the 4 year old program

* All 3 and 4 year olds must be potty trained.

*There is a limited enrollment space for each age. Should we reach our limit, we will place your child on a waiting list and notify you as soon as we have any openings.

School Hours: The Preschool is in session from 8:00 am until 12:00 pm. Please drop off and pick up your child promptly. Our year corresponds with the

Pickens County School year. We will observe the same holidays as the school system.

Early Dropoff and Late Pickup: This year we will be implementing an early drop off and late pickup program. This is for parents whose work schedule interferes with the normal drop off and pick up time of 8 and 12. Children can be dropped off by 7:30 for an additional \$25.00 a month. The same charge will apply for children that need to stay until 12:30. If you will need to use this program due to a work schedule, please let Ms. Brigitte know ahead of time. **Prior arrangements must be made.** This program can also be used on a daily basis for a \$5.00 a day addition fee.

Payment Procedures:

Registration Fee: A \$100.00 registration fee will be due at the time of enrollment to hold your child's place. This money will be used toward purchasing the A Beka books your child will be using throughout the year and other materials such as construction paper, crayons, etc. that will be used throughout the year.

Monthly Tuition: Our monthly tuition is \$155.00. When two or more children are enrolled from a single family, a 10% discount will be given to the second child.

Tuition Policy: It is the policy of **Bright Beginnings Preschool** that all preschool tuition be paid on or before the first of the month. If payment is not received within ten (10) days, an *additional fee* of \$10.00 will be added to the amount due. If payment is not received by the end of the month, your child will be dropped from the roll. A \$25.00 reinstatement fee will be charged if payment is not paid by the end of the month to re-enroll your child. Tuition dues cannot be refunded for absences or illnesses due to the consistent cost of running the **Preschool**. Payment can be made by check or cash and made to **Bright**

Beginnings Preschool. Our secretary will write you a receipt after payment is made each month. Be sure to place tuition in an envelope marked with your child's name, age group, and the month you are paying for.

Withdrawal Notice: A two-week advance written notice is required to withdraw a child from the **Preschool** or program. This will allow us time to fill your child's spot and keep our program running smoothly.

Re-enrollment: There is an annual re-enrollment fee of \$100.00 for the following school year. Again, this is to hold your child's place and to purchase your child's books and materials for the following year.

Late Pickup Fee: Parents who fail to pick their children up on time after **Preschool** or drop their child off before **7:45 a.m., which are not enrolled in our early or late drop off program,** will be charged a late and/or early pickup fee of \$1.00 per minute late or early. Payment can be made to the adult supervising your child at the time of pickup.

Medical/Emergency Information

Absences: We plan our programs with the assumption that every child will attend all scheduled classes. If your child is unable to attend **Preschool**, please notify the **Preschool** office. If your child is absent due to illness with a communicable disease, please let us know as soon as possible. We are required to notify all parents of possible communicable disease outbreaks. Due to the cost of running our **Preschool**, we will not be able to refund or deduct money from your monthly bill due to absences.

Sick Children: If your child displays any of the following symptoms, he/she must be kept at home:

- Fever

- Diarrhea
- Nasal secretions that are thick, yellow or green and accompanied by a fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.
- Sore throat with fever or throat spots
- Cough accompanied by fever, chills, and the coughing up of green or yellow mucous, vomiting, or nausea
- Eye drainage of any type should be checked by a doctor to rule out infection
- Unusual rashes should be checked by a doctor to rule out bacterial infection
- Child not feeling well, such as lethargic behavior and/or crying

The child may return to the Preschool after illness when:

- fever has been broken for 24 hours
- nausea, vomiting, or diarrhea has subsided for 24 hours
- at least 4 doses of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection
- child is feeling well again and normal behavior has returned

Medication: The giving or application of medication, or individual special medical procedures shall be provided only on written order or a prescription from a physician to the child's parent(s) or guardian(s). The parent or guardian must sign a medication release form stating what the medication is, the quantity to be given, and the time when the medication is to be administered.

Allergies: All allergies to medication and/or other substance must be stated on the emergency and medical forms. Your child's teachers will post a list of all allergies in their classrooms. The director will keep a master list in the **Preschool** office of all children with allergies.

Accidents: All teachers are certified in infant/child care and infant/child first aid. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or director. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. All accidents are recorded on a "Boo-Boo" report. A copy will be sent home and a copy will be kept on file at the church.

Inclement Weather: We will follow the Pickens County School System's inclement weather policy. When they are closed due to inclement weather, we will be closed also. Money cannot be refunded or deducted due to inclement weather days.

Tornado and Fire Drills: We will have scheduled tornado and fire drills at our **Preschool**. Should a real incident occur, this will allow our teachers and students to know where to go and what to do. The **Preschool** has been inspected by a fire marshal and will be up to code when school begins. This information can be found in the **Preschool** office.

Child Abuse: The staff of **Bright Beginnings Preschool** is required to report any suspicion of child abuse. The staff will report any suspicions to the director of the **Preschool** who will then notify the appropriate authorities.

Preschool Curriculum: Bright Beginnings will be using a structured A Beka program that is appropriate for preschoolers. Each month we will have specific themes that include Bible-based character building studies, art activities, music, learning activities, and much more. We are most excited about the fact that our children will not only be learning academics, but they will be learning scripture and Bible stories each day as well. Please know that we are not a babysitting service but we are here to teach your child basic Bible principals, academics, and show them Christ's love.

Field Trips: Parents will be notified of any field trips in advance. We encourage all parents/grandparents to go on trips with us since all of our children will still be in car seats. Specific information will be sent home regarding field trips as information becomes available. (where, when, and how much it will cost)

Parent Involvement: We welcome parent involvement in the **Preschool** classroom, and we feel that it benefits not only the **Preschool** but the parent and child as well. Parents are encouraged to participate in the classroom as helpers on a regular basis. All parent volunteers should talk to his/her child's teacher about scheduling volunteer time. Please be sure to sign in at the **Preschool** office on the days you volunteer. Please remember that on some occasions, it may be a distraction to your child to have you in the classroom, and disrupt our learning environment. If this should happen, we ask that you consider helping out in another room or in another area of the **Preschool**.

Special Day Events: Throughout the school year the **Preschool** staff plans special activity days to enhance the monthly classroom themes. We will also be having special snacks throughout the year that coincide with our lessons. (example: Apples on letter "A" day) Parents are encouraged to participate by helping in the classroom, providing special snacks, or attending special programs after school hours.

Snacks: This year, we are asking that all parents send a lunchbox to school each day that contains their child's snack and drink for the day. We are finding that more and more children have allergies and in order to be as careful as possible we would like for you to be responsible for the snack your child eats each day. We will return the lunchbox each day for you to clean your child's spill proof cup or to put in a new juice box and snack. If you do forget your child's snack, we will provide your child a snack for that day. (Reminder: Please make sure to fill out your child's allergy form so we will be aware of any allergies your child might have.)

Birthdays: Birthdays are a very important time in the life of a preschooler. We want to celebrate these important days with your child at **Bright Beginnings**. Your child's teacher will be glad to discuss having a "special" birthday snack for your child and will work with you to set up a time. We do ask that you do something simple like cookies/or cupcakes, fruit, and some type of juice box to prevent too many spills and accidents. Please be aware of any food allergies that may be present in your child's classroom.

Forms: (Please return all of the forms listed below. They can be found in the remainder of your handbook.)

- ❖ **Health Form:** All children are required to have an immunization form (yellow form #4232) that is issued by the health department or your child's pediatrician. We will need a copy that will be kept in your child's file at the **Preschool**. These are due by the beginning of school in August.
- ❖ **Handbook Verification Form:** This can be found in the back of this book and will need to be signed and returned to the **Preschool** to be kept on file. These are due at the beginning of school in August.
- ❖ **Emergency Contact Form:** This form will contain the names and numbers of people that can be contacted should an emergency or sickness arise with your child. A copy will be kept with your child's teacher and a copy will be in our **Preschool** office.
- ❖ **Authorization for Pickup Form:** Information giving permission for person(s) other than the parents to pick up the child from **Preschool**. Any person other than the child's parent will be asked to show identification. It is good practice for the parent to notify the staff or director when other person(s) are picking up the child on a given day. In emergency situations, parents sometimes need other person(s) not on the authorization for pickup form to pick up the child. In such cases, the parent must give written authorization or verbal authorization over the phone. The authorization for pickup also includes information indicating anyone who is not allowed to pick up a child. The **Preschool** has specific instructions for the director and/or staff in the event of an unauthorized person attempts to pick up a child. These instructions are located in the room.
- ❖ **Photo/Video Release Form:** A parent/guardian signed consent for your child to be photographed or video taped shall be in the child's file. We would never include your child's whole name on or information on the internet but we plan on making class photos that can be used on our **Preschool** website or photos that can be used in our monthly newsletters, flyers, or progress articles.
- ❖ **Medication Release Form:** This form can be copied and used when your child needs to receive medication at the **Preschool**. A parent or guardian must fill in all information required and turn the form into the **Preschool** director when medication should be administered by the **Preschool** staff.

Handbook Verification Form

My child, _____,
will be attending **Bright Beginnings Preschool**. I
have read over the **Bright Beginnings Handbook** and
am willing to follow all the guidelines and
policies that are in the handbook.

Parent/Guardians name(s) (please print below)

Parent/Guardian signature(s):

Date: _____

Emergency Contact Form

Emergency Information for

A parent or someone who has parental authorization to pick up your child **MUST BE AVAILABLE AT ALL TIMES** in case of illness or emergency. Please list emergency contact numbers in the order they should be contacted.

1st Contact Person:

Name: _____
Relationship: _____
Home Phone : _____
Cell: _____
Work Phone: _____

2nd Contact Person:

Name: _____
Relationship: _____
Home Phone : _____
Cell: _____
Work Phone: _____

3rd Contact Person:

Name: _____
Relationship: _____
Home Phone : _____
Cell: _____
Work Phone: _____

*Feel free to list more on back.

Authorization for Pickup Form

My child _____ has my permission to be picked up from **Bright Beginnings Preschool** by the following people:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

****If someone not on this list is asked by you to pick up your child, we must be notified at the Preschool. We will not allow children to leave with anyone whose name does not appear on the list. Until we get to know your family and friends on the list, we will need to see identification before a child is released.**

The following list are specific names of people that are NOT allowed to pick up my child: (example.. if one parent has custody of a child and the other parent is not allowed to pick them up)

1. _____
2. _____
3. _____

Parent Signature: _____

Date: _____

Video Release Form

I give Bright Beginnings Preschool staff my permission to videotape my child, _____ for school productions.

Parent Signature: _____

Date: _____

Photo Release Form

I give Bright Beginnings Preschool staff my permission to photograph my child, _____ during Preschool activities. Photos may be used on the Preschool website, in the classrooms, general news- letters, progress articles or flyers.

***Full names of children and confidential information will never be used on the website.*

Parent Signature: _____

Date: _____

Medication Release Form

(This form should only be turned in, if and when, your child should be given medicine at Bright Beginnings Preschool.)

Child's Name: _____

Date: _____

Name of Medication to be administered by the
Preschool Staff:

Is this medication over the counter? ____yes ____no

Is this a prescription medicine? ____yes ____no

Amount of Medicine needed? _____

What time should medicine be given? _____

Is this medicine to be kept at school or returned
each day? _____

Parent signature: _____

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