

**BRIGHT START LEARNING CENTER, L.L.C.
PARENT HANDBOOK**



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INTRODUCTION & MISSION STATEMENT

Welcome to Bright Start Learning Center! The philosophy and mission of our center is to provide the highest quality of care in a loving and family-like atmosphere where he or she can feel safe, secure, and happy. Our center believes that all children deserve the opportunity to develop to their fullest potential, both mentally and physically. The center's staff are carefully screened and certified in infant/toddler and early childhood education and have created an environment of trust and security, while providing intellectually and physically stimulating activities daily. Activities are provided at each stage of childhood development that promote social interaction, development of large/small motor skills, enhancement of cognitive skills, and establishing a strong sense of self. We work in partnership with parents and families to build mutual understanding and always welcome parent and family participation.

Bright Start Learning operates on a non-discriminatory basis in all center functions. This is demonstrated through appreciation and respect of cultural differences among staff, children, parents, and guardians. BSLC pledges equal treatment for everyone regarding sex, race, color, creed, sexual orientation, religion, disability, age, marital status, or national origin in the employment or administration of any of its educational programs or activities.

No student handbook can anticipate every circumstance or question about policy. As the center continues to grow, the need may arise and the center reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, at its sole and absolute discretion. Parents will be notified of such changes to the handbook as they occur.

Bright Start Learning Center is licensed for 59 children (30 Infant/ Toddlers ages 6 weeks to 24 months (2 years) and 29 children ages 2 years – 5 years.) Our hours of operation are Monday-Friday 6:30 am. - 5:30 pm. All parents have access to the center during normal business hours. We are eager to get to know your child/children and are looking forward to being a part of his or her learning experiences!

Sincerely,

Janet E. Breeden/ Owner

Julie R. Bound/ Co-Director

Phone/Fax: 304-725-8503

Website: www.brightstartlearningcenter.org

HOURS OF OPERATION

Bright Start Learning Center operates Monday - Friday 6:30 am. - 5:30 pm. BSLC is closed on the following Holidays: New Year's Day, Martin Luther King, Jr. B-day, President's Day, Good Friday, Easter observance, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving, and the week of Christmas. BSLC schedule of closings will be posted and distributed every January for the following year.

If the holiday happens to fall on a Saturday or Sunday, the holiday will be observed according to the government holiday. One-week notice will be posted on the sign in/out book and on the front door. **Tuition is paid for holidays and for all days posted on the closing schedule. Normal tuition will still apply for the day that we are closed due to it being a holiday.**

TUITION RATES & FEES

Full Time Care (ages 6 weeks to 5 years) \$ 285.00 per week

All center's fees, Private and Mountain Heart, are due the Friday before each new week of care. Tuition is to be paid if your child is here or absent to secure your child's spot.

Tuition Rates are based on a 9-hour day. Anything over a 9-hour day is an additional \$5.00 an hour per child. This also applies to Mountain Heart Parents.

POLICIES AND PROCEDURES

Enrollment Policy

Prior to enrollment a parent shall schedule an onsite visit. Information will be exchanged about the child and all necessary applications and fees will be submitted.

Open Door Policy

After your child is enrolled at the center, the center has an open-door policy for parents to visit the center at any time.

No child will be allowed to arrive after 9:00 a.m. unless the child has a medical, dental, or other appointments the parent should contact the center and explain the circumstances before bringing child.

A child that has had a verifiable appointment must arrive by **11:00 a.m.** to attend that day. Out of courtesy, the center would appreciate knowing when a student will be absent for any reason as this will inform the student's teacher and will assist them in planning their classes. If your child is out sick for more than 1 day, a physician's note is required to attend.

Safety:

When dropping off/picking up children, parents must turn engines off, remove the keys and all children from the vehicle. Parents are asked to show extreme care when entering and exiting the parking area. Parents must never allow their children to play in or near the parking area and to hold their child's hand to and from their car. No child shall be dropped off to enter the building unsupervised. Parents and staff should watch carefully for children and vehicles and drive slowly in and out of the parking areas of the center.

Tuition/Payment Policy

When a child is enrolled at BSLC, they occupy a space in a particular room. Regardless of whether a child attends daily, or is absent, the parent is responsible for payment each week. Payment is still required in the event unforeseen circumstances occur. Initial payment of registration fee, yearly supply fee, and first week's tuition are due prior to the child attending. Childcare payments are due the Friday before each new week of care. If your child is not here on that Friday, a payment will be expected on the next day the child attends the center. Payments made on or after Tuesday will be subject to a late fee of \$5.00 per day. Bright Start requires Tuition Payment's to be processed through your Brightwheel account.

Mountain Heart Participants

Initial payment of registration fee and signed Mountain Heart certificate specifying days, hours, and times needed for care are due prior to the child attending. Participants must attend at least 13 days to keep their slot each month. Overuse of the per day hours assigned to you by Mountain Heart will result in a late fee of \$5.00 per hour per child. Mountain Heart participants are not exempt from return check fees, late fees, or registration fees. Bright Start follows Mountain

Heart policy in which care will only be provided if parents are working or in school or on job search.

Late Payment Policy

If you are unable to pay your bill by the due date an overdue payment fee of \$30.00 will be added to your account and your account must be paid in full before your child returns unless payment arrangements have been made by speaking with Ms. Janet or Ms. Julie. A payment agreement will be established and kept on file.

Mountain Heart Participants, if the fees are not paid by their due date, care will be suspended until the account is brought current and Mountain Heart will be notified which could lead to case closer if unpaid.

After your account is outstanding for thirty days, civil court charges will be brought against you in Magistrate court, and you will be responsible for all court costs and an additional late fee of \$100.00.

Return Check Policy

If a personal check is returned to the center due to insufficient funds, the center will charge the parent a \$30.00 returned check fee in addition to the original amount of the check. A second offense will mean that checks are no longer accepted, and tuition must be paid via cashier's check, money order, or cash.

Withdrawals and Grounds for Dismissal Policy

Parents may withdraw a child from the program at any time. A written two-weeks' notice is required. Parents who fail to provide a two-week notice will be responsible for the last two weeks of tuition. Withdrawal and subsequent re-enrollment will entail an additional fee. The center reserves the right to dismiss a child from the program if he becomes an endangerment to himself or others. Non-payment for care can result in the dismissal of a child. It is our policy to take personal interest in each child and his family. If the parents do experience any financial difficulties, we will try to work with them before dismissing the child. Failure to provide up-to-date health records for the child will result in dismissal.

Late Pick-Up Policy

If you pick up your child after 5:30 pm., for each 15-minute period you are late or any portion thereof, you will be charged a late fee of \$20.00 per child.

Inclement Weather Policy

Bright Start Learning Center will follow the Jefferson County School System in the event of snow and icy conditions. Due to the impact snow and ice have on travel we find it necessary for student and staff safety to close during these times. **Normal tuition applies when the center is closed, closes early, or is delayed.** Notifications of our closings will be sent through Brightwheel and posted to our Bright Start Learning Center Facebook page, www.Facebook.com/BrightStartLearningCenter

Staffing Policy

All staff are educationally qualified to work with the children of the center and complete 16 hours of continuing education yearly. Staff have completed the necessary background checks and passed the WV State Child Protective Service Agency, WV Criminal Investigation Background, WV Child Sexual Predator Registry. They are CPR, First Aid, Medication Administration, and Food Handler's certified.

Employee Hiring for Childcare Policy

Employees are prohibited from providing childcare services outside of business hours. If a parent chooses to hire an employee to provide childcare, the parent and staff member must sign a Hold Harmless Policy Form that you agree not to hold the center responsible.

Child Abuse and Neglect Policy

As a childcare center, staff members are mandated to report to Child Protective Services any forms of suspected child abuse or neglect in any form such as verbal, emotional, physical, or mental abuse or neglect. Parents are not permitted to use corporal punishment on the premises of Bright Start Learning Center, nor are you allowed to use corporal punishment if you are volunteering or chaperoning an event off-site.

Shot Records and Physical Exam Policy

All children regardless of age are required upon submittal of application to provide a copy of the most recent shot record and are required to have a physical health examination by a licensed physician. It must be submitted to the center prior to enrollment. Health examinations must be provided every two years. **There are no exemptions for immunizations due to religious beliefs. Exemption from immunization requirements shall be available for parents who provide a signed statement from the child's licensed health care provider indicating that immunization is contraindicated based on the child's medical condition or reaction.**

Sick Child Care Policy

For the health and well-being of all children who attend Bright Start, the center cannot provide care for ill children. If a child is ill, please do not bring your child to the center. If a child becomes ill while at the center (this includes fever of 100.4 degrees or over, vomiting, diarrhea, rashes, discharge of eyes/ears, green discharge from nose, contagious virus) or if the child is unable to participate in daily activities, the parent will be notified immediately, and arrangements must be made to pick up the child within the hour after being notified. Your child cannot return to the center until they have been free of the above for 48 hours. For conditions, such as viruses, or common illnesses that are highly contagious, all parents will be notified via a letter from the director with information about the illness and center policy regarding length of time the child must be removed from the center. If a child develops a communicable or contagious illness outside the center the center must be notified immediately. Children may not be brought back to the center until they have a clean bill of health by physician and determined by BSLC. If we

deem a condition life-threatening or that requires the child be medicated for a condition, we may require a letter from the doctor specifying the condition, side effects or treatment of care. A sick child shall be excluded from the center when the illness prevents a child from participating in routine activities or when a child's illness results in a greater need for care than staff members can provide without compromising the health and safety of the other children.

Prescription and Non-Prescription Medications Policy

BSLC will not administer prescription or non-prescription medication to a child without written authorization given by the parent and physician. All prescription medication must be presented in the prescription bottle with the medical directions on it. Before designated staff members can give any medication to the children, parents must complete an " Authorization for Medication" form. Your child's teacher will give it to you upon request for medication. All medication is stored in a locked box out of reach of children.

Emergency or Urgent Care

Parents are required to sign a consent form for the staff to transport and secure all necessary medical treatment for their child at the closest local facility. All possible attempts will be made to contact the parent immediately regarding any health-related issues. If a parent refuses medical treatment, any injury or illness that is perceived to be disabling or life threatening the child will be transported to the nearest facility and the parent will be responsible for the cost.

Incident/Accident Reporting

If an accident occurs during center hours, a parent will receive an incident/accident report which requires parent/guardian signature.

Liability Insurance

The center does maintain a liability insurance policy. The liability insurance covers the business and the children.

Hand-washing Policy

All children must wash their hands upon arriving at the center in the mornings, before and after eating, and this is also practiced frequently throughout the day.

Dental Policy

In promoting good oral hygiene practices, tooth brushing will be offered one time each day. Prior to assisting your child with tooth brushing, parents must sign a permission form. Children are encouraged and provided with the opportunity to brush their teeth daily. The center will provide new toothbrushes for each child and will provide toothpaste.

Potty Training Policy

BSLC staff will help parents facilitate potty training for toddlers/preschoolers. Prior to staff assisting in potty training parents must read and sign a "Potty Training Consent" form. Parents must provide the center with an ample supply of proper training pants (or easy open pull-ups if

the parent prefers) and two extra changes of clothing. If the parent chooses to use the potty-training pants, they must be accompanied with plastics to wear over top of the cotton pants to prevent soiling the floors and equipment for sanitary purposes. Parents can also opt to use the easy open pull-ups to wear over the cotton pants instead of the plastics. No child in the potty-training process is permitted to wear just underwear until the child has been accident free for 2 weeks at the center and the teacher agrees.

Rest/Naptime Policy

Each child will be allowed a rest/naptime from 12:30-2:30 every day. It is a requirement by licensing that a child be allowed a minimum of 1 hour rest/naptime when in the care of our center for more than 4 hours. BSLC will provide the cot, cot sheet, and light weight blankets for each child.

Personal Item Policy

Parents are required to have 2 changes of clothing (shirt, pants, underwear, and socks) to be left in their child's cubbies for any accident that may occur. Please make sure to label your child's clothing. We will not be responsible if your child's clothing comes about missing. Please do not allow your child to bring toys, crayons, etc., to the center. We have plenty of toys for the children to use. Toys brought from home become a source of contention, and they might get lost or broken. The center does not accept responsibility for any child's toy or toys brought from home against damage, theft, or loss, including for "Show and Tell".

Food Program/ Meal Policy

BSLC participates in the CACFP. In accordance with Federal Law and the U.S. Dept. of Agriculture policy this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. BSLC will provide nutritionally balanced meals and snacks to all our children. Meals include breakfast, lunch, and an afternoon snack. The children will be encouraged to, but never forced to eat what is served. Breakfast is served from 7:30 a.m. until 8:30 a.m. Your child must be at the center by 8:25 a.m. to receive breakfast. Children who arrive after 8:25 am. are asked to have their children fed before arriving at daycare for our daily class schedule to operate smoothly. Menus are planned and posted for each month.

Children are allowed to feed themselves as much as possible and are encouraged to try all the food on their plates. Children are assisted as needed. The parent must note all allergies or special diet requirements on the medical sheet and have a physician complete a Special Dietary needs form. Any dietary restrictions require a completed CACFP form so that we can substitute your child's meal. We make sure the children are given water to drink several times during the day as many of them are too young to ask for water or express thirst.

For infants under the age of one year, parents must provide the center with the infant's formula, cereal, or baby food products. Teachers will give each parent advance notice for supplies needed for their infant. Please remember to mark your child's items with their first and last name and date that you bring the items to the center. Food and cereal must be sealed; we cannot accept opened items. When your child is old enough to start eating solid foods, State regulation states: "The center shall offer solid food to infants 6 months of age and younger only upon the

recommendation of the parent and the child's licensed health care provider". We must have written permission from the child's health care provider to do so. (CONT.)

State regulation states that **NO OUTSIDE FOOD** will be permitted to be brought into the center such as breakfast or snack. Only on Special Occasions store brought food such as cupcakes and 100% juice will be permitted, provided the center is made aware of the event

Emergency Plan/ Fire Drill and Safe Room Policy

As required by WV licensing regulations, Bright Start Learning Center has developed an Emergency Plan. The objective of emergency preparedness is to identify proper procedures and responsibilities for staff personnel in case of natural or other disaster situations. Copies of the Emergency Plan are in each of the classrooms and the office. The children will practice regular fire drills, emergency drills consisting of a safe place within the center and outside the center. The fire drills are conducted and recorded twice a month according to Fire Code Regulations. In the event of an emergency evacuation the children will be relocated to the Charles Town Presbyterian Church located on Washington Street in Charles Town WV 304-725-5316. Parents will be notified directly and if the parent is not reachable the emergency contact will be called.

Harassment Policy

Students shall have an environment free from intimidation and harassment because of their race, age, sex, sexual orientation, religion, handicap, or ethnic origin. BSLC prohibits any physical, verbal, or visual harassment by any employee toward any student. Parents are to report any complaints of this nature to the Director. These complaints will be thoroughly investigated, and should they be found to have any basis in fact, the person or persons involved will be appropriately disciplined, which may include immediate discharge.

Sexual Harassment Policy

The center does not tolerate sexual harassment and must be reported to owner or director immediately.

Confidentiality Policy

Written permission must be given for information to be released about the child except when disclosing information to the Licensing Specialist or Secretary of Early Childhood Education. A center shall maintain the confidentiality of all records for three years in a safe, secure location. Staff and parents are not allowed to discuss other children that attend the center.

Behavior/Discipline Policy

Bright Start Learning Center's policy regarding discipline relates directly to safety. One of our most important objectives is to always keep students safe. When a child is conducting himself in an unsafe way, the teachers will give two verbal warnings. If the child does not respond to the teacher's warning, then the child is removed from the activity for a short period of time and is redirected to a new activity. A child who is physically aggressive to other children or teachers is taught conflict resolution by learning how to use his words rather than his body to communicate

his feelings. For more severe issues, a conference (teacher, parents, and director) will be scheduled to determine the best course of action.

Staff shall not use punishment that is humiliating, shaming, frightening, or otherwise physically or emotionally damaging to the child. Punishment will not be associated with food, rest, toileting, isolation for illness or excessive exercise.

In the event discipline is needed the staff shall carry out the disciplinary measures in such a way as to help the child develop self-control and to assume responsibility for his or her actions. If redirection does not work, then time out may be used for reoccurring behavior and only for children ages 3 and up. Time out is based on 1 minute per age of child.

Disciplinary events may be documented depending on the nature of the incident for the parent and for the child's records. An original will be signed by the parent and a copy is provided to the parent as well.

A discussion will be held between staff and parents to determine ways to help with behavior problem. If no improvement is made by the child after several attempts, the center may terminate the child.

Parents will be contacted immediately for a child who displays aggressive behavior to staff such as hitting, slapping, punching, biting, kicking, etc. The parents must pick up the child and the child can be suspended for a day; however, the director will make the decision. If a child does aggressive behavior towards the teacher again the child will be terminated immediately with no notice given.

Children with severe behavior problems that are beyond control may be required to be picked up. Any behaviors that become uncontrollable and that cause bodily harm to themselves, staff, and other children may lead to dismissal of student.

Behavior problems shall be treated individually and privately. If there is an assessment of a child's pattern of unacceptable behavior, the entire staff will be made aware of it and cooperate in developing and carrying out a specific plan to correct the behavior. The plan will include a parent/teacher conference. Plans will have an ongoing assessment and will give feedback to parents.

Termination Policy

Not all children adjust to being in a childcare center, therefore, the center will allow a minimum of two weeks for your child to adjust to being in our center. If we feel your child is not adjusting in the two-week period, the director may suggest other options.

Any parent that uses severe verbal threats or physical action towards a staff member are grounds for your child to be terminated immediately.

Grievance Policy

Bright Start Learning Center wishes to provide a comfortable, productive, legal, and ethical childcare center. If any parent feels that the treatment, policies, or other issues at the center are unfair or unwarranted and may result in discriminatory actions, he/she may request a private consultative meeting with the Assistant Director within seven (7) days. Any such grievances should be written down. Every effort will be made to ensure that there is a responsive and sensitive effort to meet the concerns of our parents within ten (10) days.

Our philosophy is that contented and satisfied personnel will enhance the desired work environment and contribute ultimately to the well-being of children in our trust and care. If you are not satisfied with the Assistant Directors resolution or answer you have ten (10) days to appeal to the Director and within thirty (30) days, the Director will give a resolution or answer. If a grievance needs to be made you may contact the West Virginia Division of Early Care and Education at 304-356-4619 or www.wvdhhr.org/bcf/ece/earlycare/ccc.comp.asp. You have 5 days to file a complaint and it should be resolved within 10 days of the time you file. No retaliation will be made against those who file a grievance.

Childcare Regulations

Childcare Regulations are located at each of the entrances. You may also contact www.wvdhhr.org/bcf/ece/earlycare/regs/asp for more information

MISCELLANEOUS INFORMATION

Center Information:

Mailing Address: Bright Start Learning Center
208 East Tenth Avenue
Ranson WV 25438

Phone: 304-725-8503

Fax: 304-725-8503

Website: www.brightstartlearningcenter.org

Facebook: Bright Start Learning Center

CURRICULUM AND DAILY SCHEDULES

Preschool II Classroom: " The Butterflies" (3.5 / 4 Years - 5 Years): Ratio 1:12 The children in this preschool classroom are actively making decisions about their day and taking care of their classroom. Learning to interact positively with peers and adults is one of the most important accomplishments for this age group. Our classroom is set up with activity centers to inspire play. In the home center children can pretend, dress up, and create long dramas and stories. The block area has an assortment of building materials and props to build independently or with their friends. A science table displays interesting materials to explore. The language center children are learning to put alphabet letters together to make words and acting out a particular story with our puppets. Outside children can work at developing new large motor skills such as climbing, skipping, and shooting baskets. The Pre-K classroom follows a curriculum of daily activities that are centered on a particular learning objective, such as "community, or family." Daily activities incorporate a variety of opportunities for preschoolers to learn more about a particular learning objective by hands on learning. For example, if the learning objective for the month is winter, " some of the activities the children will complete might include the following: making a penguin suit, creating rainbow ice, making ice cream, and making a teddy bear cave and talking about hibernation. Each month the learning objective is updated, and a new set of activities are provided for the children. We also talk about the letter of the week and do a variety of activities that relate to the letter or number we are working on.

Circle Time: This daily large group activity includes music, dance, movement activities, and story time. We review colors, shapes, letters, and numbers, reciting the pledge of allegiance, updating the calendar as we verbally sing the days of the week and the months of the year, weather watching, and assigning jobs for the helper chart.

* Rest Time: According to WV State Licensing policy, children are required to have a rest period.

Preschool I Classroom: "The Caterpillars" (3 Years – 3.5 / 4 Years): Ratio 1:10 Children are eligible to join our preschool group when they are 3 years of age and able to benefit from a larger class size. Preschool children are natural explorers. They are eager to find out how things work and why. In preschool, children are beginning to learn to share and play cooperatively. Friendships are becoming a cooperative effort and parents will enjoy hearing about their child's emerging friendships. Our preschool group offers a variety of independent and small group activities. Pre-reading and pre-writing skills are learned through play. When children color they develop coordination for writing. Listening to stories gives children an appreciation for books and language. Pre-math skills such as sorting, counting, estimating and number recognition are introduced informally through play. The classroom is spacious with activity centers, such as a home center with child-sized furniture and props. A book area is provided with a sofa and chair

to enjoy a good book. A block area with wooden unit blocks, cars, plastic animals, multicultural people, and other building toys gives children an opportunity to create and imagine. A writing center is available for children who might appreciate a structured introduction to learning pencil control. Activities are planned on a weekly basis and revolve around the theme of the month. Children can enjoy experiences outside while developing muscles and coordination skills when the weather permits.

Toddler Classroom: "The Lady Bugs" (2.5 Years - 3 Years) Ratio 1:8 Toddlers are very interested in their peers and look forward to seeing the familiar faces of friends each day. Their attention span is beginning to increase and the activities in the toddler group reflect their new skills. More time is spent doing activities together as a group, such as playing with playdough or creating a finger painting. Our toddler teachers offer challenging hands-on activities and guide them in positive ways. The classroom is organized with centers for play such as a home living area and block center with various manipulative toys to create, build, and work with a friend. Toddlers begin to want to do things for themselves and make choices. A variety of toys are accessible to the children, on low shelves. We encourage the children to take care of their classroom by putting the toys away before a new activity begins. We do assist parents in potty training and teachers will document daily via Brightwheel. This gives parents information on how well their child ate, diaper changes, or toilet training progress, the length of their nap, and any other information that may be helpful to know.

Toddler Classroom: "The Busy Bee's" (2 Years) Ratio 1:8

Our twos are on the move! We have a safe and fun environment for toddlers to explore. Everything in our toddler classroom is designed for little explorers. That's because a lot is going on at this age. When your child is wandering all over the place, that means they're learning and discovering new things every day. Everything is kid-size! We put books and toys within easy reach of little hands. Our caring teachers set a daily rhythm for toddlers that includes group time, art, story time, outdoor play, meals, and snacks, naps, and most especially, lots of playtime (because we know so much learning happens when they play with attentive teachers nearby). At this age, relationships with classmates and teachers begin to form. We use social and emotional skill-building tools like feelings magnets and puppets to help them learn about their own feelings and notice the feelings of others. Toddlers build their vocabulary one or two words at a time by pointing to things and expressing needs. They also engage in prewriting and prereading by scribbling on paper and turning pages in books. Toddlers are expressing themselves creatively with movement and dance to simple songs.

Pre-Toddler Classroom: "Pandas" (18 Months – 2 Years) Pre-toddlers need opportunities to explore, be responsible and make significant choices. They view the world with wonder and look to their caregivers for guidance. Developmentally appropriate activities are planned weekly. The pre-toddler group enjoys books, songs, dancing, and sensory activities daily. The class is set up that allows for plenty of movement. A small, indoor climber gives an opportunity for them to slide and climb. Our young toddlers in this group are developing rapidly and have plenty of

opportunities to climb, slide and ride indoor gross motor equipment. A variety of toys are accessible on low shelves to encourage toddlers to choose independently. Music, circle time, creative time, and outdoor time are part of the daily routine. Following a daily schedule gives children a sense of security.

Our teachers understand that young ones don't always understand verbal messages and depend on their teachers to model and establish familiar routines. A daily report is documented in Brightwheel each day they attend. This gives parents information on how well their child ate, length of nap, and any other information a parent may want or need to know.

Waddler Classroom: "The Turtles" (12 months- 17 months) Ratio 1:4 The Waddler classroom is spacious and allows the waddlers freedom to explore. They view the world with wonder and look to their caregivers for guidance. Developmentally appropriate activities are planned weekly. This pre-toddler group enjoys books, songs, dancing, and sensory activities daily. The class is set up that allows for plenty of movement. A small, indoor climber gives an opportunity for them to slide and climb. Our young toddlers in this group are developing rapidly and have plenty of opportunities to climb, slide and ride indoor gross motor equipment. A variety of toys are accessible on low shelves to encourage toddlers to choose independently. Music, circle time, creative time, and outdoor time are part of the daily routine. Following a daily schedule gives children a sense of security.

Our teachers understand that young ones don't always understand verbal messages and depend on their teachers to model and establish familiar routines. A daily report is documented in Brightwheel each day they attend. This gives parents information on how well their child ate, length of nap, and any other information a parent may want or need to know.

Infant Classroom: "The Waddlers": (7 Months - 12 Months): Ratio 1:4 This infant classroom is spacious and allows the waddlers freedom to explore. The small group of eight children provides an atmosphere with minimal distractions and enables the teacher to be available to satisfy each child's needs with a minimal distraction and enables the teacher to be able to satisfy each child's needs while engaging in close interactions. Our teachers encourage exploration and provide familiar routines by following a schedule of planned activities; however, children's needs are still met on demand. Enjoying music is a part of their daily activities. Art is offered as a physical and sensory experience, as the emphasis is on the process of creating. We have an outdoor area for waddlers to enjoy if the weather permits. Nutritious meals are prepared on site by our full-time cook. We offer milk and other fluids in a toddler cup and encourage parents to also make the transition from the bottle to a cup. Children are learning to feed themselves and are becoming independent at this age. The children are allowed to feed themselves and are assisted as much as necessary. Parents are asked to supply two changes of clothing, diapers, and wipes.

Infant Classroom: "The Nursery"(6 weeks- 7 months): Ratio 1:4 Our Nursery provides a warm intimate setting for our infants. Continuity care is where it starts in the infant room, where the teachers will build a trusting relationship between the infant and their family and help babies feel safe and secure. Each infants' needs are met on demand and

Parents with children in the Nursery and Waddler classrooms must provide the following for their child:

- *A least a weekly supply of pampers and wipes
- *(2) changes of clothes to be always kept at the center
- *(3 or more) prepared bottles.
- * Food and cereal must be sealed; we cannot accept open items. All foods must be labeled with child's name and date it's brought into the center.

*** All breast milk must be labeled with the following:**

- Childs first and last name
- Date Expressed
- Date brought into center

*** All Formula bottles must be pre-made and labeled with the following:**

- Child's first and last name
- Name of Formula
- Date brought into center

Bright Start Learning Center follows Safe Sleep Practices. No infant will be placed on his or her stomach when sleeping. If you want us to lay your infant on their belly, you must get a signed letter from your child's primary care physician stating a medical reason for doing so. There are no exceptions. No Blankets are permitted in our infant classrooms.

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Again, we welcome you to Bright Start Learning Center. If you have any questions after reading over this Parent handbook, please contact us at your earliest convenience. We look forward to working with you and your family!

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identify, 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 basis will apply to all program 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 from. Send our 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.)

