

Bright Beginnings
Child Development
Center



Parent Handbook
2022-2023

MISSION

Bright Beginnings CDC's mission is to provide the highest quality childcare in a nurturing supportive environment by addressing each child as a unique creation of God. We will support their development by providing rich learning experiences to address their social, emotional, cognitive and motor skills. This will be accomplished by adhering to the Louisiana Department of Education Standards for Early Childhood and by hiring teachers with specialized training according to Louisiana Pathways Child Care Career Development System, thereby providing a measurable standard of quality.

GOALS

Our primary goal is for the children to succeed at the next academic level when they have completed the preschool program. We strive to provide an environment that will encourage children to become lifelong learners with positive academic attitudes. At Bright Beginnings CDC each child will:

- * Develop his or her unique gifts
- * Have an opportunity to participate in a faith-based and developmentally appropriate learning environment
- * Be prepared for the next level of education
- * Experience the joy of learning
- * Grow in understanding and practice of respect for the dignity of every human being

POLICIES

ADMISSION

Admission of children shall include an interview with the parent or guardian to secure necessary information about the child. This information shall include but not limited to; a copy of the child's birth certificate, immunization record, vital statistics, emergency information, a list of people approved to pick up the child, and any court documents establishing custody and/or parental rights.

DISCLOSURE OF INFORMATION

Licensing information of all childcare centers, including BBCDC, can be found at www.louisianabelieves.com

- Early Childhood
- Families
- Louisiana School and Center Finder

NON-DISCRIMINATION

Bright Beginnings, CDC welcomes any child without regard to race, color, religion, sex, national origin, handicapping condition or ancestry.

CHILD ABUSE

Any suspected abuse and/or neglect of a child will be reported in accordance with Louisiana Revised Statute 14:403 CPS 1-855-452-5437

COMPLAINT PROCEDURE

In the event a parent or guardian has concerns about the school or their child, we recommend the following steps for solving problems:

1. Make an appointment to speak with the child's teacher or supervisor about the issue. Many issues can be resolved at this level and are often the result of miscommunication or misunderstanding.
2. If this conference fails to resolve an issue, then the parent needs to speak with the director about the complaint.
3. If the issue still is not resolved to the parent/guardian's satisfaction then the parent/guardian shall be advised of the licensing authority of the Department of Education (DOE) and shall be given then current telephone number and address of the DOE and advised that they may call or write the DOE should they have significant, unresolved licensing complaints.

Provisional Employee Monitoring Policy

Should a prospective employee be delayed in receiving their CCCBC Determination (Usually when a prospective employee is from out of state) BBCDC will document on the state provided form that the potential employee has been monitored throughout the day. They will not be left alone with children until their background check is complete.

Parental Access Policy

Parents and guardians are welcome at BBCDC any time for short visits.

Classroom drop off and pickup should be limited to avoid classroom disruption.

Extended classroom visits should be scheduled with the teacher and director.

Camera access is available from 6am-6pm through www.pbnjtv.com.

Faculty are available from 6am-6pm via Brightwheel.

PARENT VOLUNTEER/PARENTAL INVOLVEMENT

All parents are encouraged and welcome to volunteer at Bright Beginnings, CDC. Your involvement in your child's school enriches their learning environment. If you are interested in volunteering, speak with the Director. Please ask your child's teacher about opportunities to volunteer.

Behavior Management Policy

Bright Beginnings uses conscious discipline as a first step in behavior modification. The school follows the time out method for any discipline problems. Students may be directed to a cozy or sensory center for a calming period before joining class activities.

Cruel, severe, unusual, or unnecessary punishment shall not be inflicted on children. This includes:

Physical or corporal punishment which includes but it is not limited to yelling, slapping, popping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.

Derogatory remarks shall not be made in the presence of children, about family members of children, or about the children themselves.

No child or group of children shall be allowed to discipline another child.

No child shall be deprived of snacks or active play for disciplinary reasons.

Behavior Modification

Occasionally, a child demonstrates a behavior that is extremely disruptive or hurtful to other children that the conscious discipline method has not been effective in eliminating. If the behavior is ongoing and the child has not responded to conscious discipline the Director will recommend to the parent that a behavior modification program be tried. Behavior modification provides for the child to receive positive reinforcement when their behavior at school is appropriate. It involves a cooperative effort between school and home in order to modify a child's behavior. The teacher will send home a behavior report for the child each day. When the child has behaved in an appropriate manner, the parent will provide a special reward. We have found that behavior modification to be an effective disciplinary tool and have rarely been forced to take measures beyond this step. However, if after having used time-out and behavior modification a child's behavior continues to be disruptive or hurtful to other children, the parent will be asked by the Director to remove the child from BBCDC.

BITING

Biting happens when children cannot express their needs. It is our job to solve this problem for the child! The director will be informed of every biting incident. Every time a child bites the teacher will evaluate the circumstances and address the child's needs. After a third bite the director and parents will develop a behavior modification plan which may include moving the child to another class.

TOYS, MONEY, ETC.

Children should not bring toys, money, and/or other valuables to school. Other children like to play with their friend's toys and sometimes this becomes a problem. We cannot be responsible for articles that are brought to school. **BBCDC reserves the right to confiscate any and all toys or other items** that are brought to school.

ELECTRONIC DEVICE POLICY

Electronic activities are prohibited for children under the age of two years old. Any electronic device from home is prohibited. Teachers have access to iPads in the classroom for use in curriculum development only. Children at no time have access to iPads without direct teacher supervision. Time allowed for electronic device activities for children ages two and above shall not exceed 2 hours per day. Television time is limited to one hour of the total device time. Children under the age of five are only allowed to watch G rated movies. PG rated movies may be viewed by children ages five and above with written parental supervision.

Computer Access Policy

Children at BBCDC have **NO ACCESS** to computers, iPads, or television. Summer Camp/Holiday Elementary care are allowed Wii gaming system access for one hour per day. All video games shall be suitable for the youngest child playing the game. All E10+ rated games shall be permitted for children ages 10 years and older.

Bright Beginning's Physical Activity Policy

Each day, pending active precipitation or weather alerts, each classroom will be given 30 minutes-1hour of outdoor recess in the morning and in the afternoon. If weather conditions are not favorable, the class will have "active play time" (dancing, exercising, yoga, etc.) in the classroom or in the back commons area.

Sleep and Rest Policy

Infants will follow "safe sleep" practices and are allowed to sleep on individual schedules. Children ages 1-4 will follow a scheduled sleep time for a two hour period. Children will be provided individually assigned napping necessities. Cots will be sanitized daily and bedding will be sent home each Friday, unless soiled. Early risers will be offered quiet activities in order to avoid disruption of classmates.

Children over the age of 4 will be given the opportunity for quiet time during this time.

CLOTHING

We encourage you to dress your child in clothing which is comfortable, easy to move around in, easy to fasten clothing that will encourage self-sufficiency. **Your child will get dirty.** We play outside everyday possible. **Rain boots are encouraged on wet days!** We also paint, glue, color, use markers and sand and water. Please keep this in mind when dressing your child. Tennis shoes or soft-soled shoes are our choice for school shoes. Hard-soled boots or flip-flops will not be worn at school. **You will be asked to pick your child up or bring them a different pair of shoes if inappropriate shoes are worn.**

Bright Beginnings Bottle Policy:

All bottles must come into the center pre-made and labeled (both bottle and top) with first and last name.

No bottles are allowed to be reused after being heated.

Formula bottles are good for 2 hours after heating, and only 1 hour after feeding begins.

Breastmilk bottles can be kept at room temperature after heating for 4 hours.

All unrefrigerated bottles will be dumped and rinsed, unless otherwise requested. Mixed formula and breastmilk bottles will be treated as formula bottles. Please notify your child's teacher, what is in each bottle, so that we may handle it properly.

MEALS

Breakfast and lunch along with an afternoon snack will be served daily according to the federal food guidelines starting at 12 months. Milk shall be served to the children at least twice a day. If your child is allergic to any foods, be sure to inform the teacher and director. If you would like to bring your child's food, please speak to the director. **Nuts are not allowed inside the building, due to severe allergies.**

TUITION

Parents shall honor the signed, annual tuition agreement upon enrollment.

CCAP

Parents receiving Child Care Assistance must pay full tuition until the first CCAP payment is applied to your account. It is the parent's responsibility to accurately sign their child in and out daily. Any charges not covered by CCAP due to parent error or CCAP regulations will be the parent's responsibility.

WITHDRAWAL NOTICE

Two weeks written notice must be given to the Director by parent/guardian prior to withdrawal of child/children from Bright Beginnings. Parent/guardian shall be obligated to pay the agreed upon tuition until the end of the required two week notice period.

HEALTH

Please help us keep everyone healthy by keeping sick children at home. If your child had a contagious illness (chicken pox, flu, etc.), please let us know so we can inform other parents. If symptoms of contagious or infectious diseases develop while the child is in our care, he/she shall be in supervised isolation away from the other children until a parent or designated person has been contacted and the child has been picked up from the center. Any child who has had a 101 F oral temperature or 100 F auxiliary temperature reading in the last 12 hours is suspect. Children with the following illnesses or symptoms shall be excluded from the center based on

potential contiguousness (communicability) of the disease. Periods may be extended beyond this depending upon individual conditions.

Illnesses/symptoms	Exclude Until
Meningococcal Disease (Neisseria meningitis)	Well with proof of non-carriage*
Hib disease	Well with proof of non-carriage*
Fever of unknown origin (100 degrees or higher)	No fever for 24 hours or cleared by child's physician or health department
Diarrhea (2 or more loose stool, or over and above what is normal for that child)	Diarrhea resolved or is controlled Contained in diaper or toilet.
Chicken Pox	No fever and skin lesions scabbed over completely
Hepatitis A	One week after illness started and fever gone
Aids (or HIV infection)	Until child's health, neurologic development, behavior, and immune status is deemed appropriate on a case-by-case basis (by qualified persons**, including the child's physician, and the director of the center)
Undiagnosed generalized rash	Well or cleared by child's physician
Any child with a sudden onset of vomiting , irritability or excessive sleepiness	Evaluated and cleared by child's physician
Strep throat	24 hours after beginning treatment
Ringworm, Parasites, Scabies	24 hours after beginning treatment
Conjunctivitis (Pink Eye), Impetigo	24 hours after beginning treatment
Head lice	When there isn't ANY sign of head lice which must be checked by director or Staff-in-Charge upon return to school.

COMMUNICATION

Daily reports, accident, incidents, injuries, illnesses, & unusual behavior are required by state law. Reports of each occurrence will be filed out daily and sent in Brightwheel. **Reports of a serious nature will be on Brightwheel and parents will be contacted by phone or email.**

MEDICATION

Prescription and over the counter medication may be given at school with a doctor's note, by a certified Medication Administration Employee. Please fill out the medication administration form and leave the medication in the original container at the front office. Medication is not allowed in classrooms!

DAILY ATTENDANCE

Starting in our ***12 month class***, children should arrive at school by 8:00 a.m. to eat breakfast. **Breakfast will not be offered after 8:30 am.** Children should arrive to their classroom by 9 am in order to not interfere with classroom schedules. **Children will be allowed to enter after 9 with a doctor's note, except during nap time.** Please enter the building using your access pin. This will alert our computer system of your child's arrival and departure. We close at 6:00 p.m. There will be a late charge of \$1.00 per minute for late parents.

WE WILL NOT ALLOW YOUR CHILD TO GO WITH SOMEONE WHO IS NOT AUTHORIZED TO PICK THEM UP UNLESS WE ARE AUTHORIZED TO DO SO IN WRITING.

Daily Schedule Procedure

Daily schedules are available at www.brightbeginningscdc.com and posted in individual classrooms.

Our annual calendar is also available on our website.

POTTY TRAINING

TEACHER AND PARENTS SHOULD DECIDE TOGETHER WHEN A CHILD IS READY TO BEGIN TRAINING. THIS IS A JOINT EFFORT! Teachers are to encourage independence, although children can be placed on the potty and removed from the potty by the teacher.

CLASS TRANSITION

BBCDC's class transitions coincide with the Zachary Community School's new school year schedule. Occasionally, middle-of-the-year spots become available and are filled according to developmental needs. Class transition decisions are made by availability and developmental readiness as assessed by TS Gold. This is a joint decision between parents, teachers, and administration. Students will begin to visit the next classroom prior to moving permanently, so to assess their social/emotional readiness and become familiar with the new teachers and friends. Parents will be continually updated on their child's progress and given verbal notice prior to any transition.

TRANSPORTATION

Transportation to and from the school is the responsibility of the parent/guardian. The parent/guardian may make arrangements with public, private, or parochial school buses to transport children to and from school.

TRANSPORTATION FURNISHED BY THE CENTER

1. When transportation is provided, the director shall insure that:
 - a) Transportation arrangements conform to state laws;
 - b) At least two staff, one of whom may be the driver, shall be in each vehicle unless the vehicle has communication device and/or staff ratio is met in the vehicle;
 - c) At least one staff in each vehicle shall be currently certified in CPR;
 - d) Children are under the direct supervision of staff at all times. The driver or attendant shall not leave the children unattended in the vehicle at any time while transporting children;
 - e) Each child shall board the vehicle from the curbside of the street and/or shall be safely escorted across the street
 - f) Each child is delivered to a responsible person authorized in writing by the parent
 - g) A designated staff person shall be present when the child is delivered to the center
 - h) Good order shall be maintained in the vehicle
 - i) The driver shall check the vehicle at the completion of each trip to ensure that no child is left in the vehicle and all children were picked up and dropped off at the correct locations.
 - j) The vehicle shall be maintained in good repair
 - k) There will be no use of tobacco in any form, use of alcohol and possession of illegal substances or unauthorized potentially toxic substances, firearms, pellet, or BB guns (loaded or unloaded) in any vehicle while transporting children is prohibited.
2. Children shall not be transported in the back of a pickup truck.
3. All drivers and vehicles shall be covered by liability insurance as required by law
4. The driver shall hold a valid appropriate Louisiana driver's license.
5. Each driver or attendant shall be provided with a current master transportation list including each child's name, pick up and drop off locations and authorized persons to whom child may be released.
6. The center shall maintain a daily transportation attendance record.
7. The vehicle shall have evidence of current safety inspection.
8. There shall be first aid supplies in the vehicle, i.e. Band-Aids, peroxide, etc.

9. There shall be information in each vehicle identifying the center's name, telephone number and address for emergency situations.
10. A fire extinguisher shall be stored in the vehicle.

C. FIELD TRIPS

Whether transportation for field trips is provided by the center, parents, or an outside source, there shall be signed parental authorization for each child to leave the center and to be transported in the vehicle. Children riding in parent vehicles must be checked out to the parent.

D. CONTRACTED TRANSPORTATION

When the center contracts with an outside source for transportation, there shall be an agreement on file signed and dated by the director and a representative of the transportation agency stating that all rules of transportation shall be followed as stated in the law and the regulations. The center shall select a transportation agency with a good reputation and reliable drivers.

BIRTHDAYS

You may help your child observe his or her birthday by providing a snack on the day you and your child's teacher arrange. Summer birthdays are observed any time during May if your child will not be attending during summer camp.

CURRICULUM

We use Frogstreet Curriculum. Information about the curriculum can be found at: www.frogstreet.com.

WEBSITE

Our website is updated on an as-needed basis.

Visit our website at www.brightbeginningscdc.com

SPECIAL EVENTS

Every month we have at least one special event, special guest, or holiday. The website/calendar will list that month's event. We will post reminders in the entrance and send notes when necessary. Parents are encouraged to volunteer to help with these events. Please speak to the Director if you are willing to help or have an idea for an event.

SOCIAL MEDIA

Any slanderous allegations or libelous comments made against BBCDC on any type of Social Media forum will be grounds for immediate dismissal from the center.

Accountability

In June 2015, the State Board established a unified, statewide Early Childhood Quality Rating and Improvement System, through Bulletin 140: Louisiana Early Childhood Care and Education Network. Each publicly-funded childcare center serving children birth-to-five in Louisiana, receives a Performance Profile that includes rating based on Classroom Observation, Child Assessment, High-Quality Curriculum, Teacher Credentials, and Program Investment in high-levels of individual attention for children.

Performance Profiles can be found at: www.louisianaschools.com

Bright Beginnings Emergency Preparedness and Evacuation Plan

In the event of an emergency that required evacuation of the facility, we have 3 alternative evacuation sites.

- Sherwin Williams (20012 Old Scenic Hwy, Zachary, LA 70791)
- BREC Park (20055 Old Scenic Hwy, Zachary, LA 70791)
- Copper Mill Elementary (1300 Independence Blvd, Zachary, LA 70791)

In order to evacuate, we would leave the premises with our designated Emergency Kit from the front office which includes: flashlights, radio, formula, baby food, cereal for older children, cups, water, first aid kits, and batteries. All teachers would bring their emergency bags containing their emergency cards, diapers, and first aid kits. The infant teachers would load the children into the emergency cribs and take their emergency bag and also the children's bottles.

Bright Beginnings takes the Weather-Related Closures by the Zachary School System under advisement during the school year.

PLEASE SIGN, DETACH, AND RETURN TO OFFICE

CHILD'S NAME: _____

I have read and understand the foregoing Parent Handbook (including the discipline policy) and agree to be bound by all policies and procedures contained therein.

PARENT SIGNATURE: _____

DATE: _____