



Parent Handbook



BRIGHT FUTURES LEARNING CENTER AT PRAIRIE GROVES

**CENTER: 701-478-3040
2600 52nd Ave S #200
Fargo, ND 58104**

BRIGHT FUTURES LEARNING CENTER AT ROCKING HORSE FARM

**CENTER: 701-532-1576
6244 51st Ave S
Fargo, ND 58104**

bright futures
learning center



Early Learning and Bright Futures!

At Bright Futures Learning Center we recognize the importance of a quality early childhood experience for all children and we also value partnerships with families. We realize that children learn both at home and at school, therefore our program is family focused and facilitates a child's learning in all developmental areas (cognitive, communication, physical and social/emotional).

Bright Futures Learning Center is designed for children 6 weeks-12 years old and offers the advantages of a small group setting with the benefits of regular wider group interaction through excellent playgroup facilities. We offer developmental and educational activities specified to your child's age and individual needs. Our commitment is to provide you and your child with the best in child care and education. In addition to this handbook which acquaints you with our policies and procedures, we are licensed by the State of North Dakota and abide by state rules and regulations.

As a parent you will put great consideration into choosing the right childcare and early education for your child. We know that good experiences in early learning help our children build a strong foundation for becoming life-long confident learners.

This handbook has been developed to help facilitate the relationship between teachers and parents by providing you with specific information about our center. Our professional staff will be happy to work with you in meeting any special needs or addressing any concerns regarding your child's care. We hope that this parent handbook will help in the communication process by explaining our policies, guidelines and procedures. It is written with the best interests of your child in mind, in addition to maintaining the integrity and quality of our program. We have an open door policy and encourage you to contact us if you have any questions regarding this handbook, please feel free to contact us by phone or email. We sincerely look forward to serving you and your child.

Our Center's Philosophy: We believe in the development of the whole child. Our curriculum is designed to focus on the creative, emotional, intellectual, physical, and social growth of each individual. The purpose of our approach is to foster competency in the young child. While the emphasis is on children, family involvement is encouraged and supported.

Our Center Provides Parents With Convenience To Parents With:

- Year-round operation — open for most snow days, school closings and throughout the summer
- Full or part-time preschool and school age options
- Handicap accessibility
- Accepting of ND and MN Child Care Assistance
- Bright Wheel communication smart tool

Your Child's Safety Is Important, We Provide:

- Fenced playground area
- ProCare electronic station/Bright Wheel Safety Check In and communication app
- Key access security system



- 24 camera recording and surveillance inside and outside of our facility
- Supervision during transportation pick-up / drop-offs
- CPR / first aid certified teachers
- Authorized pick up security

CHILD CARE REGULATIONS

1. **EARLY CHILDHOOD SERVICES - CASS COUNTY SOCIAL SERVICES** – Bright Futures Learning, LLC is licensed by the State of North Dakota. We are licensed for children ages 6 weeks to 12 years of age. The purpose of these regulations is to establish minimum standards for licensed child care centers and to assure that those standards are maintained. Should a parent suspect a licensing violation or want to report a complaint contact the local county social service office. Reports can be made in person, by telephone or in writing. Bright Futures Learning Center admits students of any race, color, and national or ethnic origin.
2. **CHILD ABUSE AND NEGLECT LAW** – Bright Futures recognizes the basic human and legal rights of each individual served. It is the policy of our center that all staff and volunteers treat individuals with dignity and respect. Physical abuse, verbal, or neglect of any individual within or outside the center is strictly prohibited. Any staff or volunteer who has knowledge of abuse or neglect of an individual or has reasonable cause to believe that an individual has been abused or neglected, **MUST** report this information to the Director and to the appropriate authorities. Failure to report abuse/neglect may implicate the observer and may lead to disciplinary measures. In addition, all possible abuse/neglect situations will be reported to the county of residence as required by North Dakota Century Code 50-25.1.
3. **HEALTH** - The center will have annual health and sanitation inspections completed by an environmental health practitioner. The center follows guidelines as suggested by North Dakota Health Services.
4. **FIRE** - The center will have annual fire inspections completed by local or state fire authorities. Fire evacuation drills will be performed in accordance with state fire department's guidelines.
5. **TORNADO** - Drills will be performed in accordance with state fire department guidelines.
6. **CONFIDENTIALITY** - Information pertaining to the admission, developmental progress, health or transition of a child is confidential. Access shall be limited to staff, parents, students, and persons who possess a written authorization form from the child's parent or legal guardian and Officers of the law or County Social Services.
7. **LIABILITY INSURANCE** – Philadelphia Insurance provides insurance for Bright Futures Learning, LLC.

RATIOS

The Center meets or exceeds the adult/child ratios established by the North Dakota Department of Human Services. The ratios are:

Staff to Child Ratio

- Infant 6 Weeks – 18Months 1 : 4
- Toddler 18 Months – 3 Years 1 : 5
- Preschool 3 Year Olds 1 : 7
- Preschool 4 Year Olds 1 : 10
- Kindergarten 5 Years Olds 1: 12
- School Age 6 years and up 1 : 18



HOURS OF OPERATION

Bright Futures Learning Center's hours of operation are 7 a.m. until 6 p.m. Monday to Friday.

The center will observe the following paid holidays during which we will be closed:

- January 1st - New Year's Day
- Memorial Day (Last Monday in May)
- July 4th - Independence Day
- Labor Day – (First Monday in September)
- Thanksgiving and the day after (The Friday)
- December 24th and 25th - Christmas Eve and Christmas Day

If any of these holidays fall on a Saturday, we will observe the holiday on the Friday prior. If any of these holidays fall on a Sunday, we will observe the holiday on the Monday following.

OUR PROGRAMS

Bright Futures Learning Center offers enriching programs specifically tailored to your child's age. Each program is orientated toward helping your child develop cognitive and motor skills appropriate for his or her age in a nurturing environment. Our programs are designed to the developmental stages and specific needs of your child and his or her age group. With years of experience we've had the opportunity to prepare children to do well in school by offering math, foundations of reading, art and science tutoring to preschoolers as well as equivalent educational opportunities and homework assistance to school aged children.

PROGRAM EXPECTATIONS

For Children:

- Children can expect to be in a safe and supportive environment.
- Children can expect to use all of the program equipment, materials and facilities on an equal basis.
- Children can expect to have respectful treatment.
- Children can expect to have discipline that is fair and non-punitive.
- Children can expect to receive nurturing care from staff members who are actively involved with them.
- Children can expect to experience learning activities that are fun and creative and appropriate to the developmental level of the individual child.

For Parents:

- Parents can expect that their children will be cared for in a safe and supportive environment.
- Parents can expect to have the opportunity to talk to the teacher or the program coordinator about concerns related to their child or the program.
- Parents can visit the program at any time. Parents are always welcome to help in the classroom or attend field trips, if they wish.
- Parents will be regularly informed about the program activities.
- Parents will have open communication with the classroom staff.
- Parents will inform the center of changes in the child's enrollment status, living status, or other areas that could affect the well-being of the child.



PROGRAM DETAILS - CONTINUED

Infant Program (6 weeks to 18 months)

- Your baby will have a primary teacher while at the center. He/she will be rocked, sung to and danced with throughout the day. You will hear music playing most of the day and teachers singing to your child. His / her schedule for the day will depend on his / her individual needs.
- We will follow your child's schedule on feeding and napping. Your child will have a crib that no other child will sleep in, individual spot for diapers, wipes and personal items. Your child will learn with all senses and will be talked to all day as well as being introduced to Baby Signs – a sign language program for infants.
- Our main goal in the infant program is that your baby is happy and you are comfortable that your child is safe in our care.
- **Infant sleeping Licensing Regulations** – All infants under 12 months of age will be placed completely flat on their backs in a crib for sleep. Parents are required to remove their infant from the car seat as well as any other outerwear when they arrive. Infants are not allowed to sleep in car seats. If you wish our program to place your infant in an alternate sleep position, or in another device/equipment for sleep, you must provide a written order from a health care provider stating the medical reason and time frame to follow the order as well as written parental permission. Our program reserves the right to refuse enrolling your infant if we do not feel comfortable following the order.
- **Cloth Diapers** - Cloth diapers are not prohibited by licensing, but are prohibited by Caring for Our Children unless they are medically necessary and ordered by a physician. Since the city ordinance requires programs to follow Caring for Our Children, cloth diapers are not allowed.
- **Diaper changes** -Diapers are changed every two hours and more frequently if needed.
- **Shoe-Free Area** - Since infants are on the floor and put everything in their mouths, the carpet area in the infant room is a no outside shoe area. Please help the infant teachers by either removing your shoes before entering the gated carpeted area.
- **Center formula, baby oatmeal/rice cereal, and baby food is provided until the age of 12 months.** At that time you would be able transition your child to table food or you are welcome to bring the supplies of your preference from home.

Infant Feeding

- Bottles are labeled with name and time warmed or prepared
- We follow Child Care Aware's recommendations regarding both breast milk and formula.
- Infants will be fed on demand. The national standards for child care "Caring for Our Children" state that programs are required to obtain a written order from a physician for scheduled feedings.
- Breast milk is warmed separately in a cup of warm water.
- All infants are held when given a bottle. If a baby is independent and can hold a bottle themselves, a teacher will be within arm's reach ready to assist if needed.



Infant Sleep Policy We follow the recommendation of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for safe sleep environments to reduce the risk of SIDS. A sleep permission form must be completed for Center records.

- Infants (under one year of age) will be placed completely flat on their backs in a safety approved crib or playpen unless a written note from the infant's health care provider is provided stated the medical reason and the specific time frame that an alternate sleep position or alternate sleep surface is required. Once a child is placed on his/her back, the child may reposition themselves to a comfortable sleeping position, which may include their stomach.
- Infants will not sleep on water beds, sofas, soft mattresses, car seats, swings, bouncy seats, or other soft surfaces.
- Infants must be removed from their car seats (and have any outer clothing removed) by their parents and handed over to our classroom teacher during drop off times.
- All infants' heads will remain uncovered.
- Soft materials such as pillows, stuffed toys, loose bedding, bumper pads, quilts, and comforters will not be placed in infants' sleep environment.
- Infants will not share cribs/playpens at the same time.
- Supervised "tummy time" will be observed while infant is awake.
- Infants will remain lightly clothed and room temperature will be kept between 68-72 degrees F. No hoodies or hooded sweatshirts are allowed during sleep times.
- Bibs, and hats will be removed before laying an infant down for sleep.
- Pacifiers will not be tied around an infant's neck or clipped on to an infant's clothing at any point during the child's day.
- We will not accept pacifiers with stuffed animals or toys attached.
- Infants will only sleep on a firm tight-fitting mattress with a tight-fitting fitted crib sheet.
- Positioning devices will not be used unless a written note from the infant's health care provider is provided stating the medical reason and the specific time frame that the positioning device must be used.
- All infants will be closely monitored when they are sleeping, by listening to and directly observing them.
- Infants being swaddled, only one blanket that is thin will be used and it will come no higher than the infant's shoulders. Swaddling will be discontinued once infant becomes mobile or showing signs of rolling roll over.
- Teachers will check the crib before laying an infant down to make sure the mattress is down to the lowest level appropriate for the child's age and abilities.
- Teachers and staff in the classroom will conduct regular visual checks which means that the staff member will walk up to each crib and check the infant's color, breathing, make sure head is uncovered and adjust clothing if needed.
- We do not accept decorative or teething jewelry and ask that parents do not put décor in their children's hair. This is a choking hazard for young children.

Toddler Program (18 months to 3 years)

- Your toddler is a ball of energy and we at Bright Futures understand this! Your child is continuing to learn about how they move around the room. He / she will be encouraged to try new skills. He / she will continue to have teachers who will keep you updated with what your child has tried each day.
- Language is an important skill your child will gain. Daily conversations with your child will happen at meals, diapering, large group time and individual play time. Your young toddler will have activities in art, science, math, story time, sensory, dramatic play, and music. Most important is that your young toddler will begin to make friends and learn to socialize with other children.



- Your older toddler is always on the move and believes that he / she is the center of the world, and at Bright Futures he / she is the most important person! In this program your child will learn how to share toys, communicate his / her needs and begin to develop social skills.
- Your child will have the opportunity to experiment with many different art methods, learn about science, develop pre-math skills, develop pre-reading skills and learn to plan for their day. He / she will continue to have the opportunity to experiment with language while sitting at meal time, joining large group time, talking to an adult or friend at individual work time or singing and dancing to music.
- We work with you and your family on potty-training. All children have their own schedule to be potty-trained and we respect this choice. We will follow the same schedule you have at home to make training more positive. We highly discourage any food based motivation. We motivate and encourage with the use of stickers and special incentives.

Preschool (3 years to 1st day of kindergarten)

- This is a time for discovery in a child's life! In our full day preschooler will gain independence and positive self-worth. He / she will have the opportunity to create art work with material found in the art area, perform science experiments, listen to stories in a large group, move to music and sing, plan their day, learn math skills and the foundations of reading and be a positive member in the center by choosing a daily "job".
- The focus is hands-on learning from experiences with a variety of classroom activities.
- The classroom environment and curriculum are designed to provide experiences that stimulate a child's social, physical, intellectual and language development.
- Each activity is chosen based on the developmental skills of the children. This practice promotes independence and enhances thinking skills.
- The classrooms are well equipped with developmentally appropriate materials.
- All children are exposed to technology in the classrooms as well as appropriate games and activities to enhance language and problem solving skills.
- The site has a playground for outdoor play which is used by each group twice daily (weather appropriate).
- The environment and planned activities are designed to give opportunities for self-expression and the development of a positive self-image.

School Age Program (Kindergarten to 12 years)

- Our before and after school program helps your school aged child become responsible for themselves and to be a positive role model to others. In the morning he/she will be offered a healthy breakfast, and then be driven to school in our mini-bus. You child will be dropped off in the designated drop off zones established by the school and monitored by a center staff member until they reach the school entry way.
- We offer a nutritional snack to your child when they return from school, ask them if they have any homework that needs to be done, and provide a wide variety of activities, stories, and structure throughout the afternoon. They will be given the opportunity to socialize with others, make art projects with a variety of materials around the room. The center is open during most snow days, school holidays and all summer.



- As always, outside time is vital to having a healthy child. All age groups do go outside daily; except for when the wind chill/temperature is below zero degrees Fahrenheit or at or above ninety degrees Fahrenheit. Children are required to go outside unless they have a written order from a health care provider.

OUR TEACHING TEAM

The Bright Futures Learning Center has a team of experienced teachers who enjoy working with young children. Our team implements a program that is child centered by planning activities that are engaging and educational. The following are important facts for you to know about our team:

- Our staff has vast experience working with young children.
- We consult a child care health consultant on a regular basis to ensure our policies and procedures area always a priority and up to date.
- All staff are required to participate in ongoing curriculum training and enrichment opportunities for professional development.
- Our teachers are trained in CPR and First Aid
- Our teachers have background checks prior to beginning employment in our center

STAFF BABYSITTING POLICY

As a client of Bright Futures Learning Center, you are notified that the Center supervises its employees and programs within the confines of the facilities. Our employees are not supervised by the Center during off-duty hours and are not acting within the scope of their employment.

ENROLLMENT PROCEDURES

Parents may enroll their child at either of our center offices or via email to our site director. If your child cannot be immediately enrolled, they will be placed on a waiting list and the two weeks of tuition will not apply until your child can be enrolled. Please see the below information regarding enrollment procedures. Forms that need to be completed before your child starts in the center include:

- Enrollment Packet
- Age appropriate "All About Me" form
- Certificate of Immunization (updated as new immunizations are given)
- Parent's statement on health of child (annual form)
- Tuition Express form
- Care plans for children with asthma, allergies or a chronic illness as well as a release of information form (care plans must be updated at least yearly)
- Birth Certificate (copy)

All forms will be kept on file in the director's office and entered into the child care database system. Before your child attends Bright Futures, a short pre-admission conference will be scheduled with Center Director and classroom teacher. Visiting the program allows both the parent and child to become comfortable with our environment, staff, and schedule. During the year, if you wish to change your enrollment status from a full time position to a half time position or vice versa, you can only do so if there is a position available. To change your enrollment status, please submit a **written request** to the Director. Your child's name will be placed on the "**waiting list**" for the type of position you are requesting. There is no



financial obligation to join the Center's waitlist. Please check with the Director for openings and availability prior to starting the enrollment process.

WAITING LIST

The Director will maintain an enrollment list. Priority on this list will be given as follows:

1. Bright Futures Learning Center employees.
2. As openings occur within the Center, those children already enrolled in the program will have priority.
3. Siblings of children in the program.
4. Remaining families on the list by date and center receipt of application.

If parents do not accept an opening within 48 hours of when they are offered it, they have the option of staying on the waiting list but will drop to the bottom, or are taken off completely.

Enrollment Fee

A non-refundable registration fee of \$50 per child or \$70 per family is required upon enrollment. **The registration fee and completed enrollment contract will reserve your child's spot. We will do our best to accommodate your requested start date; however, we need to know your requested start date at least 4 weeks in advance in order to make the proper arrangements.** Once a start date has been determined, two weeks prepayment of tuition is required.

TUITION

Prepayment of two weeks childcare tuition is required. Childcare tuition is fixed-no deductions for holidays, absence due to illness or inclement weather. Payments can be made by automatic credit card (Visa or MasterCard), automatic ACH from check or savings account, a check or money order payable to "Bright Futures". Payments must be made each Friday by 6:00PM unless you have prior arrangements with the Director. Payments received after close of business on Friday will be charged a \$10.00 late fee per business day. These fees must be paid before your child will be accepted for care. Any violation of these policies will be brought to your attention verbally and documented. After two violations we will notify you in writing. Three violations of these policies will result in dismissal from the center. As your child's legal guardian it is your responsibility to work out payment arrangements with an estranged spouse, relative, or other entity.

Bright Futures Learning Center – 2600 52nd Ave South Suite 200 Fargo, ND 58104

- Infants (6 weeks to 18 Months) \$220/week
- Toddlers (18 months to 36 Months) \$205/week
- Preschool (36 months to 1st day of Kindergarten) \$185/week
- School age care – after school only (September to May- Bennett or Centennial Elementary) \$95/week
- School age care – before and after school -(September to May- Bennett or Centennial Elementary) \$100/week
 - No school day rate - Additional \$15 per non-school day
 - Summer Care – must have completed Kindergarten \$160/week
- School age care – **daily option** (Typically August to May)
 - Daily rate from 3:00-6:00PM (3 day minimum) \$22/day



Early Childhood Center at Rocking Horse Farm - 6244 51st Ave S Fargo, ND 58104

- Infants (6 weeks to 18 Months) \$225/week
- Toddlers (18 months to 36 Months) \$210/week
- Preschool (36 months to 1st day of Kindergarten) \$185/week
- School age care – after school (September to May) \$95/week
 - No school day rate - Additional \$15 per non-school day
- School age care – after school only (September to May- Osgood, Independence, Legacy, Kennedy) \$95/week
- School age care – before and after school -(September to May- Osgood and Legacy Elementary) \$100/week
 - No school day rate - Additional \$15 per non-school day
 - Summer Care – must have completed Kindergarten \$160/week
- School age care – **daily option** (Typically August to May)
 - Daily rate from 3:00-6:00PM (3 day minimum) \$22/day

Fees (applicable to both centers)

- Enrollment fees \$50 per child/\$70 for a family of 2 or more children
- Late Payment Fee \$10.00 per business day after 6PM on Friday
- Returned Check Fee \$30.00
- Late Pick Up fee (after 6PM) \$1/minute per child

VACATION

- All full time children will be awarded a one-week “vacation” after one year of enrollment has been accrued for 5 consecutive days of pre-planned absence. Vacations will be granted the day after your one year anniversary date. Vacations must be used in one-week intervals before the next anniversary date. Vacations cannot be carried over to the next year. Please notify the director in writing one week prior to your vacation week so we can apply the 50% discount for the week.

Discounts:

- **Multi-child discount available for the oldest child of \$10/billing cycle**
- **Multi-child discount available for the second child of \$15/billing cycle**

OTHER

- **NSF CHECKS AND DECLINED ACH/CREDIT CARD FEES** - We will charge a **\$30.00 handling fee** for the processing of any returned check or declined payment due to insufficient funds. Upon receipt of **second NSF check**, all future child care tuition payments must be paid by **cash, cashier's check or money order**.
- **RATE CHANGES** - Tuition rates are subject to review and change on an annual basis at the businesses' discretion. There will be a minimum of a 30 day notice on any rate changes.
- **STORM, NATURAL DISASTER, PANDEMIC ILLNESS** Should the Center be closed because of local, state, federal request/recommendation, or an inability to meet mandated ratios, days one to five consecutively following the request/recommendation will be 100% tuition. Starting on the fifth consecutive day, 50% tuition will be charged until the Center reopens. If your child is unable to attend, but Bright Futures is open, the Illness policy will be in effect.



- Absences for parent illness, maternity leave, or funeral, **100%** tuition shall be charged.

WITHDRAWAL PROCEDURE

- If you plan to withdraw your child from our center, please give a written three weeks' notice to the director. Children are often on a waiting list. Our greatest wish is that our center's experience will be a happy time for your family and your child.

ARRIVAL AND DEPARTURE

Parents are required to bring their children into the center and come into the center to pick the children up each day the child attends. We appreciate when you accompany your child into the classroom and are able to verbally or visually connect with a teacher prior to exiting— we are not responsible for your child unless the child is brought directly to a staff member. Having children run out to waiting cars will not be allowed. Parents will be responsible for signing children in and out each day and visually or verbally connecting with a staff member. We are not responsible for your child until you have signed he/she in for the day and we are not responsible for your child once you sign him/her out. A picture I.D. is required of any authorized person picking up a child upon request of the teachers. Teachers are not allowed to get infants ready and place them in their car seat for departure due to liability of our program.

If a staff member suspects that the person picking up the child is under the influence of alcohol or drugs, the child will not be released. Another person authorized to pick up the child will be called. The safety and well-being of the children in our care is of primary importance. Determining whether or not to release a child in this situation is difficult for the parent, the child, and the staff member. The Fargo Police stand ready to assist us in any decisions we make.

LATE PICK-UP PROCEDURES

All parents must have three emergency contact persons on their lists with phone numbers and addresses that are current. Parents may not list themselves or their spouse as an emergency contact, nor should they list a relative that lives far away. Contacts must be people who would be available to pick up a child in the event of an emergency. Anyone picking up a child from preschool must be 16 years of age or older. If we are unable to contact a parent or guardian within 30 minutes of the centers closure at 6:00PM, we will notify the Fargo Police Department.

WEATHER

You child will go outside every day for outdoor learning and physical development. If there are severe, inclement or excessively cold weather conditions that may be hazardous, outdoor play will be canceled, however teachers will provide alternate activities inside the building. We do provide a minimum of 1 hour of physical activity throughout the day. Please make sure that your child is dressed appropriately for the weather each day. Any child that is well enough to attend childcare will be considered well enough to go outside.

OUTDOOR PLAY

We believe outdoor play is valuable to children's physical well-being. Doctors have stated that fresh winter air is healthier for young children than the "stuffy closed up rooms." The staff will determine the length of



time spent outdoors based on the weather conditions and children's interest. The National Weather Service temperature and wind-chill chart will be used to determine whether the exposure risks are too great. As always, outside time is vital to having a healthy child. All age groups do go outside daily; except for when the wind chill/temperature is below zero degrees Fahrenheit or at or above ninety degrees Fahrenheit. Children are required to go outside unless they have a written order from a health care provider. During spring time when the snow is melting and our playground gets pools of water and mud, the children will still go outside and play. Children will not be allowed to walk, sit or play directly in the water or mud but will be allowed to scoop, pour and touch.

AQUATIC POLICY

There is not a swimming pool at our child care facility, however we do contract with outside swimming instructors to offer lessons off site. Our program must have your parental permission and a description of your child's swimming ability in writing before we will allow your child to participate in any elective swimming lessons. When electing to sign up for these additional activities with swimming lessons, you are releasing Bright Futures Learning Center from liability with associated activities. Our staff is certified in pediatric first aid and CPR.

CLOSING OF CENTER

Bright Futures will follow an independent decision for weather related closings. We take into consideration travel advisory and ability of our staff to get to the site. Every attempt will be made to communicate with parents as early as possible through TV and radio (WDAY, KVLV, etc.). It is imperative that emergency contact numbers be up-to-date and not be the same number as the parent's phone numbers. Please be aware that in some emergencies the center phones may be out-of-order or be busy. If this happens, contact could possibly be made from another phone. Our first priority in any emergency situation is the safety of the children. Please contact our site director's cell phone in case you are unable to get through.

VISITORS AND OBSERVATIONS

Parents are welcome to stop by the centers and observe the children at any time. All visitors are asked to show a government issued ID and their name MUST match with the authorized pick up list from the child's registration records. If you would like to authorize a third party observer/therapist of any kind to work with your child, you must sign a release form for Bright Futures to allow them into the building to work with your child if not accompanied by a parent. Please email a Site Director for a general release form.

FOOD POLICY

We provide healthy snacks and meals throughout the day. Breakfast is served from 7:15-8:15; Lunch is served from 11:15-12:00; and snack is served from 2:30-3:15. Infant schedules are fed on demand with approval by the parent and supported by our teaching team. We post our menu in each classroom for the month – please be sure to notify us immediately if your child has any allergies to the foods being served. We will substitute the food if it is accompanied with a doctor's note. If your child has an allergy to milk or dairy products, we ask you to provide an appropriate substitute for meal times. We provide the recommended US food serving sizes for children in our program – this information is posted on the kitchen door. Fruits and vegetables are



served at each meal. Our center meals are eaten family style whenever possible and our teachers encourage healthy food decisions through modeling tasting and trying of food being served at the center. If you determine that you would like to bring a lunch from home for your child, please make sure it meets the USDA guidelines and is nut free. We do not have accommodations to refrigerate food for children. Please plan appropriately. Children are encouraged to bring a water bottle and always have ongoing access to drinking water throughout the day. For children ages 2 and older, we serve 1% milk. For mothers who wish to offer breastmilk, expressed milk is provided to their child. Please see your child's teacher or the director if you have any special circumstances or questions.

CLOTHING

Children should wear comfortable everyday clothes. They should wear something in which the child may sit on the floor, cook, paint, etc. Tennis shoes are strongly recommended for your child to assist in his active play on the playground and equipment. Each child needs a change of clothing (underwear, pants, shirt, and socks) at school in case of accident or spill. Please put your child's name on each item and place clothes in a plastic bag and label it, too. Clothing will be kept in your child's backpack during the year. As seasons change and as children grow, please send the appropriate clothing.

TOILETING

Children will be frequently asked to use the bathroom and to at least try when they show interest in toileting. Children will not be forced to use the toilet since forcing a child can actually delay the process. Children have control over their bodies and they want to stay in control. Children need to feel wet in order to realize the feeling of needing to go to the bathroom. Although time consuming for adults, children need to have accidents in order to learn how to prevent them in the future. Typically developing children are expected to be potty-trained prior to entering the preschool classroom; however, we understand that accidents will sometimes occur. In the event of a toileting accident, we will help the child change and the soiled clothing will be sent home with the child in a plastic bag. Please provide extra clothing labeled with your child's name daily in case of accidents. If no extra clothing is provided, the center has limited clothing for emergencies. Please return the loaned clothing promptly after it has been washed.

REST TIME/NAPS

Parents will be consulted at the time of enrollment and as needed about their child's napping habits. Infants and toddlers nap according to their individual schedules. Infants will always be placed to sleep flat on their backs in a crib unless a health care provider provides a note to specify otherwise (medical reason, specific instructions, and length of time to follow order must be included. We reserve the right to refuse enrollment or ask you to find other care if we do not feel comfortable following the order). A two hour period will be set aside every day for the children to rest and take a break from the day's activities. A cot will be provided by the center. Children are more than welcome to bring a security item from home such a small stuffed animal, blanket, and/or small pillow. These items will need to be taken home and washed weekly. Any child that has completed a nap or rest period will not be made to stay on his/her cot after 30 minutes. There are wake up activity areas for all ages.



DISCIPLINE AND BEHAVIOR GUIDANCE

Children are taught the importance of being a friend and treating others with care and respect. It is our belief that the goal of discipline is to help young children gain inner self-control so they become aware of what is acceptable behavior. If unacceptable behavior is displayed, we explain why the behavior is inappropriate. If the behavior continues, the child will be directed to another activity. A child continuing to have difficulty will be removed from his activity for a short period of time in order to regain his/her self-control.

Each classroom utilizes positive behavior supports and developmentally appropriate behavior guidelines. If you have any questions regarding the guidelines, please ask your child's teacher or the center director. We try to foresee and prevent problems by structuring an appropriate environment and setting basic limits. These limits are mainly for reasons of safety and respect for oneself, for others, and for property. These limits are explained or shown to a child in terms that s/he can understand.

As your partner in caring for your child, it is important that good communication exists between home and our center. If your child is experiencing a change in the home environment that may result in changes in behavior, it is important for you to notify your child's teacher. Your teacher will keep you informed of any behavioral concerns that may occur with your child at the center. Every effort will be made to resolve any problem that may occur.

Children can present challenging behavior as they learn to interact appropriately in the educational setting. Bright Futures is committed to using positive guidance strategies when teaching young children how to manage their own behavior. Developmentally appropriate guidance and classroom management promotes positive social skills, fosters mutual respect, strengthens self-esteem, and supports a safe environment. However, at times some children will exhibit severe behaviors that cannot be managed within the classroom setting. The center has a responsibility to protect the safety of all children as well as that of the staff, and therefore have developed procedures to deal with severe behavior. In these situations, the parents will be contacted. The parents will need to meet with the teacher and/or the director to discuss the situation and appropriate measures. Behavior that is chronically unacceptable may be an indicator that further support or assessment is needed. This support may include a referral process for further support or assessment is needed. If the center's procedures for dealing with severe behavior problems do not result in the restoration of an acceptable and safe education environment, the Center Director reserves the right to temporarily or permanently remove a child from the center.

The definition of inappropriate behavior is verbal or physical activity which may include, but is not limited to, such behavior that:

- Requires constant attention from the staff.
- Inflicts physical or emotional harm on other children or adults.
- Demonstrates disrespectful or inappropriate behavior during the day.

Bright Futures Learning Center will:

- Ensure that each child is provided with a positive model of acceptable behavior.
- Tailor to the development level of the children that the center is licensed to serve.



- Redirect children and group away from problems toward constructive activity in order to reduce conflict.
- Teach children how to use acceptable alternatives to problem behavior in order to reduce conflict.
- Protect the safety of children and staff persons.
- Provide immediate and directly-related consequences for a child's unacceptable behavior.
- Praising, encouraging, and modeling positive behaviors
- Setting clear, reasonable, and consistent rules and explaining them to the children
- Planning developmentally appropriate activities
- Observing the environment and children for possible causes of behavior
- Allowing flexibility within routines
- Encouraging problem-solving skills in children
- Maintaining developmentally appropriate expectations of children

If and when unacceptable behavior occurs, staff will use one or a combination of the following guidance techniques:

- Ignoring minor misbehaviors
- Verbally reminding children of the rules
- Redirecting children to another area
- Providing natural and logical consequences for behaviors
- Working with parents in a partnership to develop guidance technique
- Bright Futures will provide extra resources should a classroom be dealing with behavioral issues if available
- Bright Futures Teachers and Support Staff will observe and record the behavior of the child and staff response to the behavior.
- Any child whose behavior places himself/herself in danger of jeopardizing the health, safety, and welfare of others in attendance will have a parent notified to pick up the child based on the severity.
- An incident report will be completed. If a child has been sent home three times in 1 week, we will have an initial consultation with the parents to establish goals and create a partnership to address the behaviors. A second conference will be completed to follow up on established goals, outline new approaches and discuss consequences. The child may be dismissed from the program based on the severity of the behavior.

A very important part of the child care experience is helping children learn how to get along in the world and enjoy being with other children as well as following the direction of an adult other than the parent. The teachers will focus on the positive behaviors of the children and try to reinforce those behaviors as often as possible. Our discipline policy will consist of the following strategies:

- Corporal punishment is never used.
- Encouraging children to "use their words" when having a disagreement with another child.
- Teachers will help facilitate children in attempting to settle their own disputes.
- Redirecting behavior whenever possible.
- Redirection from the activity if needed
- Sometimes a temporary separation of children who are having disputes may remedy the problem.
- When appropriate, children will be spoken with individually about a concern.
- The parent will be made aware of any significant discipline concerns from the staff.



- An incident report will be completed to document any concerns about behavior that has a direct impact on another child, staff member or the group as a whole. This report will be shared with the parent and will clearly state the behavior and how the behavior has affected the group or individual. The report will also clearly state how the situation was resolved. A conference with the parent may need to be scheduled to discuss the concern. All parents of the children involved in the incident will be notified by note, phone call, or conference. The incident form will be on file in the Director's office.

BITTING AND HITTING

Biting and hitting may occur in several of the classrooms. This happens periodically in even the best child care programs and is an unavoidable consequence of group care. When it happens it can be scary, frustrating, and very stressful for children, parents, and teachers. It is not something to blame on the children, parents or teachers and unfortunately there are no quick or easy solutions.

- **BITE POLICY:** If a child bites 3 or more times in a day, the parents will be notified and need to pick up immediately. If a child bites through the skin 1 time, the parent will need to pick up immediately and protocol for both families will be followed.
- Both biting and hitting are normal toddler behavior, but the safety of all children in our care is the priority. Bright Futures will do everything we can to prevent a situation where this policy must be put into effect. Staff will follow the unacceptable behavior procedure listed above if biting or hitting occurs.

What teachers do when biting or hitting occurs:

- 1.) Focus attention on the child who was injured and apply first aid (if necessary).
- 2.) The aggressive child will be redirected.
- 3.) Simple language is used "Biting hurts!"
- 4.) Explain to the child that they need to use gentle touches. Explain what our mouth is used for.
- 5.) Accident/Injury/Incident Report will be given to parents of child who bites and the child bitten. It is recommended that parents of both the child who was bitten and the child who did the biting to notify their child's physician for advice if the skin is broken. Staff will track occurrences of biting or hitting by listing time of day, reason (if known), and staff response.
- 6.) Conference with parents will be scheduled at teacher's discretion.
- 7.) Strategies will be developed to reduce hitting/biting behavior.
- 8.) Strategies will be evaluated.

Confidentiality will be maintained at all times (ex. name of the child who bites will not be released to the parents of a child who is bitten). Biting is a developmentally appropriate infant/toddler phenomenon. A child who bites other people is not on the path towards being a discipline problem. This behavior is not the fault of the home, the parents or the teachers. Learning not to bite is part of the socialization process. Infants and toddlers do not connect an event of one time of the day to be a consequence of an event, activity or action of an earlier time of the day. Young children's understanding of cause and effect is very short-term oriented. Rather than correlating their parents' disapproval to the biting incident, a child may associate the disapproval with his or her current action. This can be very confusing to the child. Teachers address the biting incident when it happens and assist the children in appropriate alternatives at that time.



We discourage parents from punishing or reprimanding their child later in the day/evening for a biting incident, which occurred in the classroom.

HEALTH AND SAFETY

Health forms and immunization record must be submitted to Bright Futures Learning Center prior to your child's first day. **Your child may not be admitted into childcare unless all immunizations are up to date.** You are required to keep your child current with all immunizations. Each time your child is immunized please notify our program so that we can update the record of your child's immunizations in our files. If you do not choose to immunize your child, you are required to provide our program with a valid document of exemption. If your child has a known medical condition (allergies, asthma, diabetes, seizures, hearing or vision concerns, developmental delays, lactose intolerance, etc.). Medication must be available and the appropriate forms for its use must be completed. (**See Medication Form for Prescription and Non-Prescription Medication**)

Accidents/Incidents: If your child is involved in an incident or accident at school, the teacher will tend to the children involved immediately. The parent will be contacted if necessary and a program accident/incident report will be completed. A copy of the form will be signed by parents of each child involved as well as a copy kept in the Director's file. If the injury is such that we feel the child may need care or treatment beyond what we are able to provide at school, parents will be contacted immediately to determine a course of action for remedying the situation. Emergency medical care will be summoned if we deem it necessary for the welfare of the injured child. Repeated incidents involving the same child will result in a conference with the parent to determine a plan of action. Bright Futures will NOT provide medical subsidy for accidents or injuries– please be ensured that you have proper medical insurance information on file.

Americans with Disabilities Act (ADA)

The ADA is a federal civil rights law that went into effect in 1992. The Act states that people with disabilities are entitled to equal rights in employment, state and local public services, and the public accommodations such as preschool, child care centers, and family child care homes. ADA presents an exciting opportunity to plan for and include children with disabilities in early childhood settings. Children and families benefit from inclusion. Children with disabilities share learning opportunities with their peers. Inclusion also fosters caring attitudes and teaches children about interdependence and understanding for human differences. For early childhood professionals it is an extension of continuing efforts to meet the individual needs of each child and family.

INFECTION CONTROL AND DISINFECTION

Children's hands are washed:

- Upon arrival at center
- Before helping set the table for meals or snacks
- Before and after all meals
- After toileting or having diaper changed
- After sneezing, coughing or wiping noses



- Before and after using water tables or play dough
- After art activities (painting, gluing, etc.)
- After playing outside
- Whenever hands are visibly dirty
- Before going home

Provider's hands are washed:

- Upon arrival at work
- Whenever entering classroom to cover breaks, or if staff leave classroom and re-enter.
- Before handling food, preparing bottles, or feeding children
- Before setting the table for meals or snacks
- After handling mouthed toys
- After using the toilet, assisting a child in using the toilet, or changing diapers
- After coming in contact with a child's bodily fluids-blood, urine, stool, vomit, saliva, mucus, etc. (including wiping noses)
- Before and after eating
- After handling pets, pet cages or other pet objects
- Whenever hands are visibly dirty
- After cleaning up or handling garbage
- After playing outside
- After removing gloves for any purpose
- Before giving medications
- Before going home
- Before and after diapering

Cleaning:

- All toys are sanitized weekly or when dirty. Infant/toddler toys are sanitized as mouthed.
- Toilets and sinks are cleaned and disinfected daily.
- Tables are sanitized before and after each meal
- Blankets and sleep toys are sent home each week for cleaning
- Cots are disinfected each week and between uses
- Floors are swept and vacuumed daily
- Bathrooms are disinfected daily.

Outside Rules

- Children walk up the ladder and down the slide
- Feet first when sliding down the slide
- Sand and snow stay on the ground
- Sand stays in the sand box
- No Pushing or Hitting our Friends
- Use positive language
- No tag or chasing games when younger children are present



- Children may not climb on or hang on any fence
- Children's hands need to stay off the windows
- Adults must walk around the playground and observe
- Children will not be allowed to go the bathroom by themselves
- Children will not be allowed to go outside the fenced area to retrieve a toy without adult accompaniment
- All toys must be picked up and put away everyday
- First Aid kit must be accessible
- Teachers will do head counts going outside, head counts during play and head counts when coming inside.

There will be no exceptions made regarding health and a child going outside. The child that is well enough to attend child care is well enough to go outside. The center does not have enough staff to monitor a child left inside while the class goes outside. Research has shown that a child that is exposed to fresh air daily has fewer colds and respiratory infections than a child that typically stays indoors.

ILLNESS/SICK POLICY

If your child is ill or will be absent for any reason, please call the center and notify a Director that they will not be attending that day. When a child becomes ill while at the center the parent/guardian will be contacted to pick up the child. If the parent/guardian cannot be reached, those persons listed on the child's emergency contacts will be contacted to pick up the child. While the child is waiting to be picked up, he/she will be isolated in his/her classroom or the office away from the other children while being supervised. A provider will be available to comfort the child as needed until parent/guardian or other designated adult arrives. Please be sure all phone numbers on your child's emergency form are up to date.

Parents should exercise every caution to keep their child home should other unusual symptoms occur. The child will not be allowed to attend if any of the following conditions exist:

1. The illness prevents the child from participating comfortably in activities as determined by the child care provider.
2. The illness results in a greater need of care than the child care staff can provide; therefore, compromising the health and the safety of the other children as determined by the child care provider.
3. The child has any of the following conditions: Fever (taken axillary) of 101° (not adding a degree) or any additional signs or symptoms of onset illness (listed below)

Symptoms and signs of possible severe illness such as lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, wheezing, or other unusual signs for the child.

- Diarrhea (if stool is not contained in the diaper; if causing "accidents" for toilet-trained children; if stool frequency exceeds 2 or more stools above normal for the child). When a child is teething their stools may become looser but diarrhea is not associated with teething. Children can return once diapered children have their stool contained by the diaper, when toilet-trained children do not have toileting accidents, or once stool frequency has reduced to fewer than 2 stools above normal for that child.



- Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs or symptoms.
- Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.
- Head lice, from when it is notice until the child is lice and nit (egg) free.
- Scabies, until after treatment has been completed.
- Active Tuberculosis, until a health care provider or health official states that the child is on appropriate therapy and can attend child care.
- Impetigo, 24 hours after treatment has started.
- Strep throat, until child has been treated for 24 hours and no longer has a fever.
- Chickenpox, until all sores have dried and crusted over.
- Pertussis (whooping cough), until 5 days of antibiotic treatment.
- Mumps, until 5 days after the onset of parotid gland swelling.
- Hepatitis A virus, until 1 week after onset of illness, jaundice, or as directed by the health department when immune globulin has been given to appropriate children and staff members.
- Measles, until 4 days after onset of rash.
- Rubella, until 6 days after onset of rash.
- Unspecified respiratory illness (including the common cold, sore throat, croup, bronchitis, runny nose, or ear infection), only exclude a child if their illness is characterized by one or more of the following conditions:
 - The illness has a specified cause that requires exclusion, as determined by other specific performance standards listed above.
 - The illness limits the child's comfortable participation in child care activities
 - The illness results in a need for more care than the staff can provide; therefore, compromising the health and safety of other children.
 - Vomiting illness (2 or more episodes in the previous 24 hours)-more than spit up. One episode if other symptoms are present or if child has history of recent head injury.
- Shingles, exclusion should be decided by the health care provider. If child or staff member is allowed in child care, all sores must be covered by clothing or a dressing until all sores have crusted over. The virus is present in small, fluid filled blisters, and is spread by direct contact
- Herpes simplex, if child is drooling and mouthing toys/items. In selected situations, children with mild disease who are in control of their mouth secretions may not have to be excluded if recommended by a health care provider.
- Blood in stools
- Hand, Foot, and Mouth Disease – exclude until fever-free and lesions crust over.
- Mouth sores with drooling (except for canker sores, thrush), unless a health care provider determines that the child is noninfectious
- Apparent signs of pain or discomfort
- MRSA, exclude if the child is running a fever, if lesions cannot be covered, if dressings cannot be kept dry, and/or if child cannot participate comfortably in care.

Unimmunized Children



- Due to ND law, child care programs cannot refuse to provide care to unimmunized children who are otherwise eligible if they present a valid exemption from immunization requirements; therefore, there may be unimmunized children enrolled at our Center. It is recommended for our program to discuss with an attorney the liability risk of enrolling unimmunized children. If a vaccine preventable disease to which children are susceptible occurs at the Center, it is recommended for unimmunized children to be excluded for the duration of the possible exposure.

CHILDREN WITH SPECIAL NEEDS

- All children diagnosed with special needs (food allergies, diabetes, asthma, ADHD, etc...) are required to have a care plan signed by a health care provider and a parent. Care plans must be update yearly. Emergency medication/supplies specified in the care plan must be provided by the parents to have available at all times during care hours (on and off site).

ACCOUNTABILITY POLICY

While we highly encourage regular attendance with our learning programs, we understand and value time with family. Please let our teachers know verbally, phone, email, or brightwheel message by 9AM the day of the absence for safety, planning, and lunch purposes. If we do not hear from you by 9AM, a brightwheel message will be sent from our teachers, if we do not receive a response by 9:30AM, phone calls will be made to primary guardians of the child. We value safety and appreciate communication regarding your child's attendance.

MEDICATION POLICY

THE TERM "MEDICATIONS" APPLIES TO ALL PRESCRIBED AND NON-PRESCRIBED PRODUCTS, ALL TOPICAL MEDICATIONS, OINTMENTS, ETC. When a child in the Center requires medication, parents **MUST** fill out a medication permission form. All medications **MUST** be labeled and given to a staff member so the medication may be properly stored. The administration of medication should be limited to necessary medication that cannot be given on an alternate schedule.

All prescribed medications need to be kept in the original container labeled by a pharmacist with the following information:

1. The child's first and last name
 2. The date the prescription was filled (must be current)
 3. The name of the health care provider who wrote the prescription
 4. The medication's expiration date
 5. The manufacturer's instructions of prescription label with specific, legible instructions for administration, storage, and disposal
 6. The name and the strength of the medication
- The period of use of the medication will be for a **limited time** and not to be given "**as needed**".
 - Over the counter products need to be kept in the original container as sold by the manufacturer and labeled with the child's name.
 - OTC products will be given according to the instructions on the container unless there is a physician's note provided. If the directions are not provided by the manufacturer, a writer order from a health care provider will be required.



- Over the counter products will be given only with written parental consent.
- No OTC cold medications will be given to children under 6 years of age without a doctor's note.
- The measuring device that comes with the product will be used to measure exact dosage.
- Diaper ointment will be provided by parents and each tube is only for the specified child.
- Every year the center will obtain new authorization forms for sunscreen, insect repellent, and over-the-counter products such as diaper ointment/cream, skin lotion, toothpaste, etc. Staff will notify parents as to when each of these items was applied to their child. Sunscreen will be applied prior to children going outside. If parents have not signed a new permission slip we do have on file an all-inclusive permission statement and children will have sunscreen on before going outside.

EMERGENCY PROCEDURES

All drill procedures are posted in the preschool classroom by the door. If you would like a more detailed description of the procedures, please talk with your child's teacher. All classrooms will participate in practice drills throughout the year.

Evacuation - Emergency procedures in case of an off-site evacuation are posted by the classroom door. In case of an actual emergency, parents may be asked to pick up their children at an off-site location. Please talk to your child's teacher about the designated off-site evacuation location.

Lost Child Procedure - Children are actively supervised during preschool; however, in the unlikely event that a child is missing, the following emergency plan is put into effect:

- The staff will thoroughly search the school and grounds for the child.
- After ten minutes, the parents/guardians and the police will be contacted.
- The staff will start to search the area surrounding the school.
- Emergency personnel will be contacted

Fire Upon hearing the fire alarms sound, staff will immediately exit the building with **ALL** children. The center has an evacuation plan posted. If evacuation is necessary our fall-out shelter is Madison School, located two blocks south of the center. Children must wear shoes at all times in case of fire. Infants will be transported out of building in an evacuation crib.

Tornado - The director and teachers will monitor threatening weather conditions. In case of danger and/or a tornado warning, staff and children will seek shelter in the designated area. Older children will be positioned with backs against the wall, head down and hands over their heads. Staff will place infants in their laps and shield them with their arms. We will remain in the designated area until the threat of a tornado has passed.

Winter Storm - When the Center is open and weather situations appear serious, the Center Director will monitor weather reports and conditions and whether the Fargo Public Schools close or the West Fargo/Fargo Police Department issue a no travel advisory within city limits. If the Center needs to close, the Center Staff will call the parents and notify you of our early closing. Monitor the radio, local television channels, and Facebook site for any closing or late opening announcements. If we need to close before the



center opens, we will make the decision before 7:00a.m., and notify radio, television channels, and post it to our website.

CURRICULUM

Our curriculum is based on the development of the children. We do a variety of activities in our day including sensory, social/emotional, cognitive, fine/large motor, music/language, creative and science. We also feature an anti-bias curriculum which teaches children to respect their own culture as well as that of others and encourages children to experience people of diverse cultures working together as unique parts of a whole community. Along with our anti-bias curriculum we use the word “friends” to get the attention of our class instead of “guys” and we address the teachers as Miss, Ms. or Mr. Our art/creative projects emphasize the “process” not the “product.” Therefore, you may not know exactly what your child has made and is bringing home. Ask your child about the process of how they made the project, not “what is it?” You will be amazed at the imaginative answers you will hear!

As your child goes through our program, we introduce numbers, colors, letters and other academic information. Through the Creative curriculum, we start teaching the children in our infant room by utilizing teachable moments and incidental teaching. We add words onto the children’s sentences: “Teacher, I have a truck.” “Yes, I see you have a red truck. What else do you see that is red?” Or “What does your red truck do?” “How many hops does it take to get to the gym?” “I bet if you count to five I will be done wiping the table and you can use it.” These are all techniques that our teachers use. We will not use any worksheets or coloring books in the younger age groups. Many parents may not realize that these items not only do not help children learn, but also may hinder a child’s learning. We focus on what a child should be doing instead of what they should not be doing. Instead of saying “please do not throw the books” we say “we need to leave the books on the shelf.”

When you focus on what a child should not be doing it has the opposite effect of what you want, so focus your statement on what you want. As the children progress through the center the teachers will emphasize learning on “school skills” working on where we live (address and phone numbers), the alphabet, writing names, learning shapes and numbers. We will also work on self-help skills such as zipping, snapping, dressing self and tying shoes.

WATER PLAY

We use water play with the children outdoors and in. Inside water play is used in the sensory tables. Sensory tables will be emptied and sanitized daily. Children’s hands will be washed before and after any water play to cut down on the spread of germs. Outdoors, we use sprinklers and various types of water play in the summer time. We will not use swimming pools, as they are too dangerous and can harbor bugs and germs. The teacher’s will post any upcoming water play activities so you can bring the necessary items. Water play can also be in the form of spray bottles and paint brushes as the children “paint the deck or fence” not each other. The only swimming activities we plan on having access to is swimming lessons through a reputable source and a field trip for the splash pad. Children must be 3 years old and potty trained for field trips and swimming lessons. No child will participate in any aquatic activity without written parental permission, which will include parent disclosure of the child’s swimming ability.



FIELD TRIPS

Field trips may be planned throughout the year as a part of the curriculum. The times of the field trip may vary depending on the class. Notices with all information will be sent out before a field trip is taken. The preschool policy on field trips is as follows:

- A permission slip signed by a parent/guardian is required for each field trip.
- The staff-to-child ratio must be maintained at all times and students will be actively supervised for the entire field trip.
- First aid kit and emergency medication/care plan will be available for those with diagnosed special needs.

Fieldtrips are planned for the children throughout the year at Bright Futures Learning Center. A fieldtrip is considered to be any supervised trip with the children that are outside the viewing area of the Center. They may be walking or riding in the center van to visit people or places of interest.

Center staff will always inform parents of the field trip by posting a notice with the destination, departure, and return times. Children will be supervised at all times and if transportation is needed, staff will maintain the ND Child Passenger Safety Laws. First Aid kits are always available on field trips.

TRANSPORTATION POLICY

Bright Future provides transportation via van or bus for the children who attend Bright Future's Aftercare Program. The vehicles pick the children up from the Elementary School and transport them back to Bright Futures. The children arrive back onto the Bright Futures Site no later than 3:20pm. A Bright Futures staff member will always accompany your child during this transition. All children are expected to follow the rules on the bus. All children are expected to remain seated, stay out of the aisle and in their seat, speak quietly to the person(s) next to them in their seat and keep their hands and feet to themselves. Children who cannot follow the rules on the bus will have their parents notified immediately.

PARENT-TEACHER COMMUNICATION

Parent-Teacher communication is achieved through several methods including but not limited to:

- **NEWSLETTER**- A monthly or weekly newsletter will be available for parents. Information will be made available on parenting, happenings in the rooms, community activities, and various other items of interest.
- **BRIGHTWHEEL SMART APP** – An interactive smart app in receiving real time communication about your child's day. This connects you directly to the classroom teachers. Please provide an up to date email address to receive an invite. You can also access this communication at www.mybrightwheel.com and follow the instructions emailed to you from our Center Director.
- **PARENT BULLETIN BOARDS**- Menus, information regarding the program and parent education notices will be posted.
- **DAILY ACTIVITIES**- Each room provides daily information on your child regarding activities, physical care, supplies needed and special events.
- **PARENT-TEACHER CONFERENCES**- Scheduled conferences are held 2-3 times each year. Parents will be notified of dates in advance. Other conferences may be held throughout the year at either the parent or teacher's request. Ongoing assessment is provided through benchmark conferences,



which includes portfolios (samples of children's work), performance assessment, observation, and documentation. All assessment results are shared with parents in a timely and beneficial manner. Parent - teacher conferences are offered two/three times per year. Parents and/or teachers may request additional conferences as desired.

- Goals will be developed from the assessments and shared with the child's family. All information gained in the assessments and observations is confidential and will only be shared with the child's parents (guardian).
- Bright Futures opens our door to allow screenings, assessments and therapy to take place on site to aid parents' busy schedules. Parents are always welcome to join for these activities.
- **PHONE CONTACTS-** Classroom teachers and the Center Directors will be very happy to discuss any questions or concerns with you. You should feel free to call them; however, the teacher may need to call you back at a more convenient time so she/he can give you the attention you deserve.
- **EMAIL-** Parent feedback and newsletters can be emailed. You may also receive emails regarding recall notices and events for the center.
- **DAY TIME VISITS-** The center has an open-door policy to all parents of registered children and to those individuals listed as "Authorized to Pick Up" on the child's emergency card. The Center welcomes and encourages parent visits and involvement.
- **PARENT INVOLVEMENT-** The center welcomes parent involvement. Whether it be activity ideas, suggestions for visitors, coming to join us for a meal or snack, helping with field trip supervision, helping the room with busy work (cutting, coloring, etc....), helping to plan or run a fundraiser, helping to plan or run a staff appreciation event, inviting us on a fieldtrip to your work or coming on site to do a presentation that involves your work or hobby, etc. The Bright Futures places a high priority on parent involvement in the education of young children. Teachers and parents work together in partnership where frequent communication is encouraged. The focus of our child care center is to provide children and families with a variety of learning and social experiences utilizing opportunities for hands-on activities. Parent involvement is an important part of our program. Parents are encouraged to attend parent meetings/conferences and parent/child activities.

GRIEVENCE POLICY

The following may be contacted if there is a complaint regarding our program:

- 1) Teacher
- 2) Site Coordinator/Director
- 3) Owner/Operator

CLASSROOM TRANSITIONS

We strive to make Bright Futures feel as comfortable to the children as possible. This is why we feel that transitioning the children into a new classroom is so important. The child/children will be introduced to their new teacher and classmates at their own pace. The times that we implement this policy for the children are when they become an age that is no longer appropriate for the class they are assigned to, in August during the beginning of a new school year, or per our licensing requirements.

The steps that we take during a classroom transition are as follows:



1. Determine that the child is ready for the transition by discussing the developmental abilities of the child with the child's teacher.
2. Inform the teacher in the classroom that the child will be transitioning.
3. Discuss the transition to the new classroom with the child's Parent/Guardian.
4. Introduce the child's Parent/Guardian to the new teacher and give a tour of the classroom.
5. Bring the child to their new classroom in the afternoon, after nap/quiet time to eat afternoon snack with the new classmates. The child will remain in the new room for the rest of the day.
6. Repeat step 5 until the child is comfortable.
7. Bring the child to their new classroom for lunch and nap time. The child will remain in the new room for the rest of the day.
8. Repeat step 7 until the child is comfortable.
9. Bring the child into their new classroom for the morning Circle Time. The child will remain in the new room for the rest of the day.
10. Repeat step 9 until the child is comfortable
11. Once the child is acclimated to the new teacher, children and classroom, they will be comfortable enough for morning drop off.

TELEVISION EXPOSURE

We believe that active learning is a very vital part of a child's development. Therefore, we do not allow watching television or videos in our center for any child under the age of 3 years. If a video is shown for our preschool classrooms or older it must be involved in a lesson plan and be "G" rated and less than 30 minutes per week.

ANIMALS IN THE CENTER

Prior to animals visiting Bright Futures Learning Center will ensure children do not have allergies and will notify parent of the visit in the event there is an unknown fear. Staff will supervise all interactions between children and the animal and instruct the children on safe behavior when interacting with animals to ensure safety of the children and the animal. Reptiles will not be allowed as visitors to the center because of the risk of salmonella. Children will wash their hands if they touch the animal.

BIRTHDAYS CELEBRATIONS

The Center staff is willing to help celebrate a child's birthday by serving your treats at lunch or snack time if desired. We encourage parents to join us for the party to help make the birthday child feel extra special. If you wish to bring treats for your child's birthday, please let us know in advance (in case of food allergies). All treats must be sealed and store bought.

HOLIDAY CELEBRATIONS

Holidays represent opportunities for young children to learn about the celebrations various cultures observe. Certain holidays are recognized in the preschool classrooms in ways that are consistent with the individual program's curriculum and the age of the children. Examples include (but are not limited to) Halloween, Thanksgiving, Hanukkah, Christmas, and Easter. The center staff, however, recognizes,



understand, and value other holidays which reflect the cultural diversity represented among our families. Teachers encourage all parents to propose the observance of additional holidays that reflect their family background and traditions. Such celebrations represent unique opportunities for children to experience and understand various cultural heritages.

PARKING/PEDESTRIAN SAFETY

Please use the parking spaces on the South side of the building when dropping off or picking up your child. To prevent injuries in our parking lot, please keep your child with you at all times, drive slowly, and watch closely.

Thank you for considering Bright Futures Learning Center for your family's child care needs! You and your family are important to us! Please let us know if we can help answer any questions regarding our program! We look forward to working with you and your family!



Enrollment Contract Signature Page

I have read and understand the policies set forth in the Parent Contract and Fee Schedule. I agree to abide by the policies and procedures outlined. I understand that I am responsible for the financial obligations throughout the service of this contract. I have, in my possession, a copy of the parent handbook and will refer to it with questions as they may arise. I understand that Bright Futures will NOT provide medical subsidy for accidents or injuries– please be ensured that you have proper medical insurance information on file.

Today's Date: _____

Child's Name: _____

Child's Date of Birth _____

Parent Signature: _____

Parent Signature: _____

Requested Start Date: _____

Family Contact Information:

Parents First and Last Names: _____

Address: _____

Telephone(s): _____

Email Address: _____

Please ensure you have provided the following:

_____ Deposit Received (\$50 for 1 child; \$70 for family)

_____ Registration Paperwork

_____ Copy of updated Immunizations

_____ ND Health Statement

_____ Your child's "All About Me Form"

_____ 2 weeks tuition down payment