



Bright Futures Daycare/Preschool

Handbook 2008

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STATEMENT OF PHILOSOPHY

The focus of this daycare 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 daycare. Parents are encouraged to attend parent meetings and parent/child activities.

OUR PROGRAM TEAM:

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

- * All of our preschool staff has experience working with young children.
- * We employ a Licensed Practical Nurse as one of our Directors.
- * All preschool staff are required to participate in curriculum training and enrichment opportunities for professional development.

DAYCARE AND PRESCHOOL SCHEDULE

Calendar for 2007-2008

Bright Futures Daycare and Preschool hours of operation are 6:00 a.m. until 6:00 p.m. The center will observe the following paid holidays during which we will be closed:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving and the day after
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.

ENROLLMENT AND FORMS

Enrollment is limited and is granted on a first come, first served basis. It will be necessary that the following forms be filled out and kept on file at the center:

- a. State of Missouri Child Enrollment Form
- b. State of Missouri Medical Examination Report
- c. Immunization Record
- d. Get to know your child form

PRICING

Pricing is as follows:

Full Time

0-23 Months	\$130.00 per week
2 Year Olds	\$110.00 per week
3-5 Year Olds	\$100.00 per week
6 Years and Up	\$90.00 per week

Part Time (on a daily basis, more than 4 hours is considered daily)

0-23 Months	\$29 per day
2-5 Year Olds	\$26 per day
6 Years and Up	\$24 per day

Hourly (Less than 4 hours is considered Hourly)	\$5.00 per hour
After School Fee	\$35.00 per week
Late Fee	\$30.00
Returned Check Fee	\$30.00

Parents will be required to pay one week in advance for childcare. We accept cash and checks for payment. We also encourage convenient EFT electronic transfer as an option for payment. Through this system we are able to draft your bank account automatically each week. Weekly payments must be made each Friday unless you have prior arrangements with staff. Payments received after close of business on Friday will be charged a \$30.00 late fee. These fees must be paid before your child will be accepted for care. Children must be picked up no later than 6:00 p.m. unless you have prior arrangements with staff. 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.

INFANTS AND TODDLERS

Parents of infants and toddlers must bring:

1. A supply of baby food (unopened), formula or breast milk (include plastic bottles and caps) labeled with the child's name.
2. Disposable diapers and wipes.
3. An extra set of clothing.

A daily record of your infant's activity will be on their clip in the infant room for you to take at the end of the day.

This sheet will also note if you need to replenish any items and if there was anything special or of concern that occurred with your child that day.

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. Having children run out to waiting cars will not be allowed. Parents will be responsible for signing children in and out each day. A picture I.D. is required of any authorized person picking up a child upon request of the caregivers.

MEALS

Your children will be fed breakfast, lunch and a snack everyday. We follow the nutrition guidelines provided by the State of Missouri. Please do not bring food from home unless you have made prior arrangements.

TOYS

We provide numerous opportunities for play in the center. We try to have a variety of toys for the children's education and entertainment. Please do not bring toys from home. Safety is our primary concern and all of our toys have been evaluated for age appropriate play.

BIRTHDAYS

Children are encouraged to celebrate their birthdays at the daycare center. Please feel free to send a special birthday treat for your child to share with the other children. **Only prepackaged items can be served.** Your child can pass out party invitations to friends at daycare but only if everyone (or all the boys or all the girls) in the center are invited. If you are only inviting a few, please ask for a class list and take care of it outside of school.

VISITORS AND OBSERVATIONS

Parents and others are welcome to stop by the centers and observe the children at any time. All visitors are asked to please report to the Director that you want to observe and sign in and out. This is for the safety of the children.

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. Children will play outside daily except in inclement weather (heat index of 100° or above, wind chill of 0° or below). Please make sure your child is dressed appropriately for the weather (coats, mittens, hats, etc.). Please label with first and last name on all clothing, bookbags, hats, mittens, coats, etc.

Change of Clothing: Each child needs a change of clothing (underwear, old pants, shirt, 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 bookbag during the year. As seasons change, please send the appropriate clothing.

COMMUNICATION

Each child will be provided with a folder for communication to and from the daycare/preschool. Please make sure that you send the folder each day.

Each child needs a large bookbag to bring every day. Please be sure the bookbag is big enough to hold a change of clothing and a notebook for notes to and from the daycare center. It is important that your child's first and last name appear on his/her bookbag and notebook. The main communication between home and school is the bookbag, please check it daily for any notes or papers from the providers.

Please be sure your child's first and last names appear on clothing items such as coats, gloves, hats, etc. Children sometimes have identical clothing items and rarely know whose is whose unless there is a name on them.

DISCIPLINE POLICIES AND PROCEDURES

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.

A very important part of the daycare 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 providers 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.

- * Providers will help facilitate children in attempting to settle their own disputes.
- * Redirecting behavior whenever possible.
- * Occasionally, time out is helpful (one minute for each year of age for the child).
- * Sometimes separation of children who are having disputes remedies 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 (a copy is found in this handbook) 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.
- * A telephone call or conference with the parent may be necessary to discuss a problematic behavior. At this time, the parent and the Director will discuss strategies to assist the child.
- * If behaviors persist beyond the measures taken as described above, it may be deemed necessary to pursue alternative placement for the child.

HEALTH AND SAFETY

Health forms and immunization record must be submitted to Bright Futures Daycare and Preschool prior to your child's first day. **Your child may not attend the daycare unless all immunizations are up to date.** If your child has a known medical condition (allergies, asthma, diabetes, seizures, hearing or vision concerns, developmental delays, lactose intolerance, etc.), please be sure the staff is aware of what to do should a problem occur. Necessary medication must be available and the appropriate forms for its use must be completed. (**See Medication Form for Prescription and Non-Prescription Medication**) If a child has any of the following conditions, the parent will be notified to pick up the child immediately:

- * Contagious disease
- * Fever 100 degrees and over
- * Vomiting or Diarrhea more than one time
- * Accident requiring medical attention

Children who exhibit any of the above symptoms within the past 24 hours should not be brought to the center and will not be allowed to remain for the day. To help prevent children from contracting an illness while here, we ask that you adhere to the following guidelines:

1. Keep your child at home if he/she has any of the following symptoms within the preceding 24 hours of school:

- * Fever of 100 Degrees or More (please notify staff when your child received immunizations, has ear infections, or is teething as these are reasons for a fever to occur and the child can remain in care with us under these circumstances.)
- * Diarrhea
- * Skin Rashes
- * Nausea or Vomiting
- * Sore Throat
- * Discharge from Eyes or Nose
- * Cough
- * Swollen Glands
- * Congestion (thick, colored mucous)

2. A child should not return within the first 24 hours of taking antibiotics.

3. A child must be free of fever for 24 hours without medication before returning to school.

4. If a child contracts or is exposed to a contagious disease (i.e. chicken pox, pink eye, impetigo, ringworm), you must report this information to the daycare director immediately. A notice of possible exposure to the disease will be sent home to all families in the classroom.

Sick Child 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 school 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 form 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. 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.

Medication: The administration of medication should be limited to necessary medication that cannot be given on an alternate schedule. Prescriptions must have the following information: name of student, dosage, how often the medication is to be given, and reason for giving the medication. All medications sent to the center must be in the original container with the child's name on it. If these steps are not followed, medication will not be given and will be sent home with the child at the end of the day. (If your child will need to have medication administered during the school day, you must complete the enclosed Medication Form and send it with your child's medication.)

Accidents/Incidents: If your child is involved in an incident or accident at school, the provider will tend to the children involved. The parent will be contacted and a program accident/incident report will be completed. A copy of the form will be sent home to the 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.

PRESCHOOL PROGRAM DESIGN

Schedule – the Bright Futures Preschool program follows the Lafayette Co C-I school schedule.

The Bright Futures Preschool implements a developmentally appropriate practices curriculum:

- * 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. The classroom has computers and appropriate games and activities to enhance language and problem solving skills.
- * The site has a playground for outdoor play and kitchen facilities for cooking activities.
- * The environment and planned activities are designed to give opportunities for self expression and the development of a positive self image.

Each classroom will implement the "Growing with Mathematics and More" curriculum. The focus is hands-on experiential learning of math and literacy.

PARENT INVOLVEMENT:

The Bright Futures Preschool 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.

MULTI-AGE GROUPINGS:

Classes are multi-age and learning and instruction is individualized as children progress at their own rate and experience success. Children engage in real, meaningful activities at their own level of development. Research shows that when the classroom is composed of a community of learners with a range of abilities and gifts there are measurable gains in socialization, independence, and interactions with peers. Younger children will be nurtured by older children and benefit from collaborative learning, and older children will show increased levels of competence and leadership. Considerations will be given to the balancing of ages within each classroom.

CHILDREN'S PROGRESS:

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

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 preschool staff.
- * Parents will inform the preschool of updated phone numbers or addresses.