

Bright Start Learning Center

Serving Lake County since 2005

Family Handbook

2018-2019

Bright Start Learning Center Mission

Our mission is to provide a safe, developmentally appropriate, high quality care and educational environment for children 1-5 years of age in all domains of learning. By using a whole child approach, our experienced and trained educators will work collaboratively with families to build a bridge between community, home, and school, and will use evidence-based strategies and curriculum to prepare children for a successful Kindergarten experience.

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Welcome

Welcome to Bright Start Learning Center! We are very excited to have your family join our early childhood community. It is a privilege to work with you and we look forward to getting to know your child and family. Please take a little time to familiarize yourself with our policies and procedures. We welcome any questions or feedback you might have. Please carefully read this handbook and keep it for future reference.

Our Philosophy

We believe...

- Children are unique and must receive care from adults who are educated, experienced and caring and whose values enable them to be excellent educators.
- Children should experience numerous positive learning experiences in a safe, age-appropriate environment. This will help children reach their full potential by providing activities that touch on all domains of learning.
- Children learn through play
- Family partnerships are important to our work and to the overall development of each child.

Facility Contact Information

230 East Fifth Street
Leadville, Colorado 80461
Phone (719) 486-1211
Fax (719) 486-0214
E-mail: brightstartlcdirector@gmail.com

Ages of Children

Bright Start Learning Center currently serves and accepts children 1 through 5 years old. We have designed our program into two rooms. We can accommodate older children up to 13 years of age.

Caterpillar Room	Ages 1 – 2.5 years
Butterfly Room	Ages 2.5 – 5 years

Hours of Operation

Monday-Friday from 7:30 a.m. – 5:30 p.m.

In-service Days

Bright Start closes three times a year for professional development and required trainings.

Tuition for these days is included in your overall agreement. We strive to post these days at least one month in advance so families can make proper childcare arrangements.

Holidays

Bright Start Learning Center will be closed for the following holidays. All holidays included in tuition:

- New Year's Day
- Martin Luther
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Thursday & Friday)
- Christmas Eve
- Christmas Day

Unexpected & Emergency Closures

In the event of an emergency, snow day or a severe outbreak of illness among staff or children, Bright Start may have to close for the day. Every effort will be made to give you as much notice as possible. Please tune in to radio and television stations that broadcast school closures in the event of a weather or other emergency that might require us to be closed. Families will not receive tuition credit for days when Bright Start is closed for emergencies.

Registration Information

- Enrollment at Bright Start Learning Center shall be granted without discrimination with regard to sex, race, color, creed or national origin.
- In the event that BSLC is full, a waitlist will be created for each classroom. New enrollment will be determined based on the order of each classroom's waitlist.
- BSLC operates year-round. New enrollments are accepted throughout the year in a rolling admissions style on a space-available basis.
- Children may attend the center anytime between 7:30 a.m. and 5:30 p.m., Monday through Friday.
- A registration fee of \$60 is due once the director has assigned a start date. This is a one-time, non-refundable charge.
- Please refer to our **Enrollment Checklist** to ensure you have read and/or completed of the necessary forms:
 - Bright Start Learning Center Handbook
 - Tuition Information
 - What to Bring
 - Bright Start Learning Center Food Policy Agreement
 - Child Care Immunization Chart & Copy of Immunizations (**obtain from your family doctor**)
 - Colorado Child Care Assistance Program Policies for Families, if applicable
 - Enrollment Agreement
 - General Health Appraisal Form (**Please submit to your family doctor to complete and return to BSLC**)
 - Getting to Know Your Child

Attendance Policy

Please consider the best days and hours for your child to attend BSLC. Regular and consistent attendance is important in learning and building skills. Predictable routines are helpful. **It is important to call when your child is sick or will not be attending prior to 10:00am, the day of. Please inform the director of any leave such as vacation. (See Communicating Absences)** We understand family problems, serious illness, financial concerns, and other issues can cause absences; however, a predictable routine for your child can also provide support during these times. Please contact the director for information on local resources to assist. We will make every attempt to communicate with you if we see attendance a concern using the following interventions:

- 1) Child has a routine of missing sporadically with no notification. We will speak with the family to rectify the attendance.
- 2) Following the 4th day of consecutive absence with no contact, the director will try to contact the family or other persons listed on the enrollment forms to determine the reason for the absence.
- 3) If there is no improvement in attendance following a contact, the family will be asked if they would like to drop their child from BSLC and make the opening available to a child from the waiting list.
- 4) If we are not able to reach someone within 7 business days, we will dis-enroll your child as understanding that lack of communication is reasonably understood as dis-enrolled on part of the family.
- 5) After the decision, the director will drop your child from enrollment and your child can be put on a waiting list based on your family needs.
- 6) If you choose to re-enroll, a signed Attendance Improvement plan may be required.

Communicating Absences

If your child will be absent due to illness, vacation, or scheduling purposes, or if he or she will be late or leaving early, we ask that you please contact the Director by 10:00 a.m. Communication is key for planning our daily activities with the children. This communication allows us to know who will be in our care and to plan accordingly. In addition, the communication will allow us to know if there will be openings for drop-ins.

Children with Special Needs

The *American Disabilities Act* mandates that children with disabilities be given equal access to childcare programs. We welcome the opportunity to collaborate with the state, regional and local agencies to make sure to access any supports that are available and our teachers will work tirelessly to obtain all training opportunities to continue to increase their skills so that all children receive the highest quality care and educational experiences.

Tuition and Enrollment

Tuition is based on monthly rates. We are holding a spot for your child based on the days for which you have signed up. Days cannot be traded. Tuition will not be refunded due to illness, doctor visits, vacation, etc. Two weeks of vacation are calculated into your tuition agreement.

Our tuition rate is \$39/day. Monthly tuition payment is based on the following formula:

$$\text{Monthly Tuition} = [\text{rate (39)} \times \text{number of days/week} \times 50 \text{ weeks}] / 12 \text{ months}$$

Current Tuition <i>Based on \$39/day</i>	
\$812.50/month	5 days/week
\$650/month	4 days/week
\$487.50/month	3 days/week
\$325/month	2 days/week
\$162.50/month	1 day/week

- If a family has a tuition agreement and their child is in need of an additional day during the week on an “on/off” basis and there is space, the additional day may be added for an additional day’s tuition. Each day will be charged as part of the next month’s bill for the additional day’s fee.
- Monthly payment is due the 1st day of each month on which BSLC is open. Payments will be considered late after the 6th day of the month.
- A \$10 fee **per week** will be added for late tuition payments. *This late fee will be applied for every week thereafter until the tuition is paid in full.*
- Other payment options (bi-monthly or weekly payments) will be considered on a case-by-case basis. If needed, please arrange this with the director to avoid late fees.

Drop-Ins

We are happy to invite children to Bright Start Learning Center on a drop-in basis when staffing allows. Here are our guidelines for drop-in services:

- A one-time, non-refundable \$60 Enrollment Fee is due for each child prior to drop-in service. Enrollment Fee is good for 3-years.
- All documents are required upon drop-in. See Enrollment Packet. Document must be updated annually.
- We offer a **7% discount for oldest child**
- **The daily drop-in rate is \$50 for Full and Half-days**
- All drop-in funds are due the day of service or pre-registration
- Refunds will be honored if there was 72-hour notice. Enrollment fee is non-refundable.
- All returned checks will be charged a fee up to the maximum amount allowed by law. Two or more incidents will result in account being placed on money order or cash-only status.

CCCAP

Parents who receive Colorado Child Care Assistance Program (CCCAP) have two options:

- 1) Children can start attending BSLC before the CCCAP process is officially completed, but families will have to pay applicable tuition until approval is received by the Department of Human Services. Payment will be the full regular tuition rate (by cash, check, or money order). Once families are approved, they may be reimbursed whatever they have paid *up to 30 calendar days*, with exception of the enrollment fee, if the Department of Human Services has approved participation in the program.
- 2) Attendance can begin once approval is given by DHS and CHATS cards are received and Activated. **IT IS IMPORTANT to maintain COMMUNICATION with DHS for AUTHORIZATION.**
- 3) **IMPORTANT: Please read and sign the “Policies for Colorado Child Care Assistance Program for Families” for Bright Start Learning Center.**

CCCAP Tuition Information

- Families are responsible to pay any applicable Parent Fees directly to BSLC on the first day of each month. Payments will be considered late after the 6th of the month. Rates may vary according to State disbursement.
- A \$10 fee **per week** will be added for late tuition payments. *This late fee will be applied for every week thereafter until the tuition is paid in full.*
- Other payment options (bi-monthly or weekly payments) will be considered on a case-by-case basis. If needed, please arrange this with the director to avoid late fees.

Withdrawal

A two-week notice is required before withdrawing a child from our center. Your account must be paid in full before withdrawing—including your child's tuition for that two-week period. Your monthly tuition can be prorated for the month if a two-week notice is given.

All tuition must be paid for the current month or child will be dis-enrolled the first day of the next month. A 35% handling charge will be added if account is sent to a *Collection Agency*.

The Bright Start director reserves the right to cancel the enrollment of a child at his/her discretion. A parent will be given proper notice if BSLC elects to withdraw a child. Here are the following possible reasons yet limited and based on circumstances:

- Non-payment or excessive late payments of tuition and fees.
- Lack of communication and cooperation
- Not observing the rules of the center as outlined in the parent agreement.
- Physical and/or verbal abuse of staff or children by parent or child.
- Expired immunizations and/or physical.
- Consistently picking-up or dropping off a child outside of BSLC hours.
- There are times when a child is not adjusting well to our program. In the event that our care is not a good fit for your child and your family, we may request that you withdraw your child from our program; however, we will give you a 2-week notice to find alternative care.

- **Challenging Behaviors:** We work hard to identify the social, emotional and developmental needs of each child. However, there are times when children may need additional care that our staff are not able to provide. Please see more information under “Challenging Behavior.”

Family Participation & Conferences

We have an open-door policy and you are always welcome. We also invite you to arrange a meeting with your child's teacher any time--even just to become better acquainted! Please do not hesitate to speak to your child's teacher or the Director.

Visitors to BSLC

All visitors, planned or unplanned, must sign in upon entering on the sign-up sheet in the area marked “Visitor.” All visitors will be accompanied by staff at all times.

Updated and Accurate Contact Information

Please talk to the director about any changes in your child's schedule, your contact information, immunization or health updates, employment, insurance coverage, etc. We must be informed, in writing, regarding any changes to the people authorized to pick up your child.

Drop-Off and Pick-Up Policies (Authorize and Unauthorized Persons)

For your child's safety and to follow state regulations, children must be brought to the classroom, and your child must be signed in and out each day by a parent or a person over the age of 18 who is permitted on the enrollment packet to pick up or drop-off your child. A sign-in/sign-out sheet will be provided.

If you need someone on the authorized list to pick up your child or if you need to add someone to your drop-off/pick-up list, you can do this in person or with a phone call. For your child's safety, text messages or email is not acceptable. Authorized persons will be documented in your child's file. The person added or persons unfamiliar to staff will need to be verified through identification of a valid state driver's license or identification card to ensure they are an authorized person.

Unauthorized persons will need to wait until an authorized person is called and the person is verified. If the person is unauthorized to pick-up, we will ask the person to leave. If there is any concern, staff may be required to call appropriate authorities.

Late Pick-Up

BSLC closes at 5:30 p.m. Staff will double check each classroom as well as outdoor play areas to ensure that there are no children unaccounted for. If a child has not been picked up by our closing time, that child will continue to be cared for by one or more of our qualified staff and the parent(s)/guardian(s) will be called to ensure pick-up. If a parent or guardian cannot be reached, we will call the emergency contacts listed. **A fee of \$1.00 per minute will be charged for each minute after BSLC closes at 5:30pm for each child in our care.** This fee is subject to change. If a child remains in our care for more than an hour after BSLC has closed and we have been unable to reach a person, the center Director or qualified staff will contact Department of Human services and/or law enforcement.

Identifying Where Children Are at All Times

Each classroom will have 2 qualified teachers/aides that will verify attendance on a half hour basis within their classroom to identify where children are at all times. Children will have a name to face head count taken after each transition. The classroom teachers will ensure that each parent/guardian signs in their child upon arrival and signs out their child upon leaving the classroom daily. The center Director or Assistant Director will also make periodic head counts throughout the day.

Supporting Positive Behavior & Social Emotional Needs

Each teacher or aide at Bright Start Learning Center has received training on positive teaching practices that ensure that children's behavior is guided in a positive manner. We continuously update our families through daily communications regarding their child(ren) and encourage family involvement to ensure that their child(ren) are being guided in a positive direction.

1. All of our teachers and aides encourage positive interactions with each child through demonstration and teachings that allow children to learn and be capable of respecting others socially and emotionally.
2. Through training, each teacher is able to effectively and positively reinforce children's positive behavior and redirect any behavior that is harmful to a desired behavior. Each teacher continuously demonstrates positive interactions with each child, which helps children learn how to treat others in a positive way and allows them to be more socially and emotionally aware of the feelings of their peers.
3. Bright Start Learning Center believes in working as a team to identify the specific social and emotional needs of each child. Our staff are trained in methods that enable them to understand children's behavior and develop positive behavior support plans for each child. This reduces challenging behaviors and may prevent suspensions and expulsions.
4. At Bright Start Learning Center, we continuously strive to strengthen our relationships with our children and their family. Through our continuous specialized trainings, our teachers are able to identify the individual needs of our children. While working with our families, we are able to provide each child with the specialized care that he/she may need within our classrooms. When a situation occurs that make a child's needs difficult for staff and parent(s)/guardian(s) to adequately address, the family will be given information on how to access an early childhood behavioral health specialist to support their child in all environments. We will work alongside to support the needs of the child and family to our best of our abilities.

Challenging Behavior

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children! A parent may be called at work or home at any time the child exhibits uncontrollable behavior that cannot be modified by the center's staff. The parent may be asked to take the child home immediately. The following steps may be taken regarding children who display *chronic* disruptive behavior that is upsetting to the emotional or physical well-being of another child or an adult.

Initial Consultation:

The director may request that the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the center director, teacher, and parent or guardian.

Second Consultation:

If the initial plan for helping the child fails, the parent will again be asked to meet with the director and teaching staff involved. Another attempt will be made to identify the problem and establish a new or revised approach for solving the problem.

Dis-enrolled:

When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be disenrolled from the center at the discretion of the center director.

Corporal punishment is **never** allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.). No unusual punishment will be allowed such as humiliation, ridicule, threat, or coercion.

Children who display destructive or harmful behavior to themselves or other children and/or who disregard the authority of the teachers and director will be sent home immediately. A parent will be called and asked to come get his/her child for the remainder of the day. After three occasions of being sent home, we may choose to suspend the child for a certain period of time that will be discussed with the parent. Please refer to our detailed discipline policy for more information regarding the steps that are taken by our staff to work with children who are displaying challenging behaviors. Once the child returns to our program, if the child is still a danger, we will discuss if we are the best environment in which to care for the child. The parent will be given two weeks to find alternate child care and the child will be disenrolled from our program.

Child Abuse and Neglect

Bright Start recognizes that families have their own parenting styles and beliefs. By law, we are mandated to report suspected abuse or neglect. The procedures are as follows:

1. Any suspected abuse or neglect will be documented by the person observing the situation
2. That person will contact his or her director to relate relevant information and they will report the incident to the Department of Human Services.
3. After reporting the incident to DHS, their office will investigate and let the center know what, if anything, needs to happen and the outcome.

Filing a Concern or Complaint

The following steps outline a procedure to receive and address complaints:

If the complaint is in regards to something **happening in a classroom**:

- 1) Speak to the teacher(s) about the issue
- 2) If this issue is not resolved, speak to the Director
- 3) If resolution still cannot be reached, the parent may ask to speak with a member of the Board of Directors

If the complaint is about something **not directly related to the classroom**, it should be reported to the Director. The matter can be taken from there to the Board of Directors as described above.

State Licensing Violation

If there are any concerns of if you would like to file a complaint regarding our child care program, please contact:

Office of Early Childhood, Division of Early Care and Learning Licensing
1575 Sherman St. Denver, CO 80203
(303) 866-5948

If you suspect child abuse within our program, please contact the Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-KIDS (1-844-264-5437). The report will be filed with our local Child Protective Services agency.

Illnesses

It is both your responsibility and Bright Start's to maintain children's health. Our trained staff follows policies on illness prevention and the spread of infection. Young children get sick more often since their immune systems do not fight illness like adults, nor have they been exposed to many of the germs that cause infection. ***Bright Start does not have facilities to care for children who are ill.*** If your child exhibits any of the following symptoms, he or she should be kept home for at least 24 hours. If the symptoms develop at Bright Start, you or your emergency contact will be called to take your child home.

Children with these symptoms should not attend:

- Unknown rash.
- Fever of 100° or higher. (Children cannot return for 24 hours after the fever dissipates)
- Unusual behavior (cranky, less active, listless, crying, won't eat)
- Severe red or sore throat
- One diarrhea (loose or runny stool)

- One vomit
- Lice
- Severe coughing
- Pink eye
- Impetigo (bacterial skin infection)

Children may return to the center after:

- Obtaining written verification from a doctor.
- Taking an antibiotic for a contagious illness for 24-hours
- Fever-free and non-contagious for 24-hours.
- In the case of head lice, following treatment with appropriate shampoo. Lice free 24-hours.

Exclusion Policy

Children will be excluded from attendance at Bright Start if:

- The child's illness prevents the child from participating in routine activities.
- The illness requires more care than childcare staff is able to provide.
- Keeping the child in childcare poses an increased risk of illness to the child or to other children or adults with whom the child into contact.
- The child exhibits any of the following symptoms, which require immediate attention: fever, rash, abdominal pain, unusually irritable behavior, sore or red throat, upper respiratory infection, diarrhea, vomiting, impetigo, lice, ring worm, pink eye with pus coming from the eye, severe coughing.

If questions arise when a child may return to the center, the final decision will be that of the Center Director.

Illness While at Bright Start

If your child arrives at Bright Start with symptoms falling under the Exclusion Policy, the staff will check your child when they arrive at school. If the child shows any of the symptoms described above, you will be asked to take your child home until they are free of the above symptom. If the child develops illness under this policy while at Bright Start, the child will be separated from classmates and cared for in the office until he or she can be taken home. **Parents or emergency contact are expected to pick up the child within one hour of the time they are contacted.**

Please keep all contact information current so we are able to reach someone to take your child in case of illness.

Injuries, Accidents, Illness & Emergency Reports

If a child has an accident or is injured while at Bright Start, an accident report will be completed and presented to the person picking up the child. The person picking up the child will sign the report and receive a copy.

In the event of a major medical emergency or an accident, the center teacher or director will call 911 first. The child will be transported by ambulance to St. Vincent's Hospital. If staffing permits, an early childhood teacher or director will accompany the child. The parent/guardian and family physician will be called immediately. Serious injuries will be reported to the Colorado Department of Human Services, Division of Child Care within 48 hours. In the case of head injuries, an online head injury report will be filed within 48 hours of injury to the Early Care and Learning website.

Outbreaks are instances in which more than one person is ill or a communicable disease. Staff will report known or suspected outbreaks within four hours of detection to Lake County Public Health or call 303-692-2700.

A first aid kit is available in each classroom. First aid supplies will be taken on any field trip (including walking trips). Emergency phone numbers are posted by each phone. Child Enrollment forms and health/medical information has been copied for each classroom teacher and will also accompany the class on any field trip. Teachers will keep an accurate daily attendance list. In the very unlikely event a child should be found missing, the following steps will be taken immediately:

1. A director will be notified.
2. Available staff members will assist in a search inside and outside the facility.
3. If the child is still not located, the local police will be called to assist in the search.
4. Parents will be notified.
5. The center director will conduct a thorough investigation after the incident and a report will be given to parents and staff.

Evacuation Drills/Plan

On a monthly basis, we conduct practice evacuation fire drills to ensure that all staff and children are familiar with the drill procedures in case of a real emergency.

In the event of an emergency exit of the facility, the children will walk or be taken to the Annunciation Catholic Church at 609 Poplar Street. The phone number at the church is (719) 486-1382.

Storing and Administering Children's Medicines

All medications given to the center to administer to children will need to have annual parental permission and doctor's orders for each medication prescribed. For children under age two years old, the orders will need to be renewed according to the American Academy of Pediatrics well-child exam schedule. All medication will be administered by trained and delegated staff and in accordance with the prescribed directions and will be documented in our medication log book. All medication will be stored in areas inaccessible to children at all times. If a medication is expired or left over, those medications will be given back to the parent(s)/guardian(s). If the parent(s)/guardian(s) are not able to be reached, the left-over medication will be properly disposed of. Emergency medications will be stored in an area that is easily accessed by staff, but inaccessible to children.

Immunizations and Physicals

All children who attend child care programs in Colorado are required by law to be vaccinated. An immunization waiver is available in our office for those who wish to file an exemption to this law.

Outside Time

Our outdoor environment is considered to be an extension of our classroom and we have planned activities that connect to our lesson plans. In addition, licensing regulations require children be taken outdoors each day. We strive to have the children will play outdoors if the temperature is 20° or warmer with calm winds. Children should be dressed accordingly: light jacket, cap, rain boots in fall and spring; heavy winter jacket, snow pants, mittens, scarf, hat, and snow boots in winter. An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. **All clothing must be labeled clearly with your child's name.**

Inclement Excessively Hot and Cold Weather

To ensure the safety of the children, during excessively hot and cold days, outside time will be limited. While the children are outside they will have access to drinking water and shade. If the “feels like” temperature is below 20 degrees or exceeds 85 degrees, we will not take children outside. We will continue with indoor large gross motor activities.

Diapering and Toileting

For children who require diapers, we have a changing area in the toddler room. Staff are trained in proper diapering procedures. Parents are responsible for providing diapers and wipes for their child. A note will be sent home when more are needed. **Please label packages with your child's name.**

When your child begins to show an interest in toilet learning and the parent(s)/guardian(s) are also ready to begin the process, a plan will be developed that is developmentally appropriate for your child. You will be responsible for bringing several extra changes of clothing and either pull ups or underpants during this time period.

For safety reasons, a staff member always monitors children during trips to the bathroom. Staff members take children in gender-specific groups to the bathroom several times during the day, however, bathroom trips are also made available to individual children when needed.

Bottles, Blankets, Pacifiers, Other Personal Belongings, and Money

You may send extra bottles, a small security blanket, other needed item and/or a pacifier for your child. Staff will make every effort to keep track of these items but will not be held responsible if lost. Because our storage space is limited, we encourage children to keep valuable personal items at home. We do not allow children to bring money to BSLC. If there is money that is required for a field trip or special activity, all funds will be collected by the director from the parent(s)/guardian(s) prior to the field trip and/or special activity. **PLEASE LABEL ALL BELONGINGS.** Items to consider are cups, lunch box, lunch containers, clothing and bedding.

Concerning nap items and due to space limitation, please bring only one blanket, one sheet and one lovey. For the storage of items, items can touch other children's items. Basically, do not overfill your child's cubby area that may overlap into another child's cubby area.

Field Trips, Television or Video Viewing, and Special Activities

BSLC plans for occasional walking field trips, television/video viewing and special activities. Field trips require parental permission with emergency numbers for the day in order for your child to participate. Walking field trips and nature walks will be taken during warmer months. The center will ensure that each group of children has a qualified early childhood teacher accompanying them for these excursions and other events. We will ensure that proper staff-to-child ratios are maintained at all times. Attendance will be verified every 30-minutes to account for all children. Parent volunteers are welcome to assist with field trips.

BSLC will occasionally show educational G-rated videos for children that will require permission from the parent(s)/guardian(s). Videos are limited to 30 minutes per week.

If a child arrives late to the center, and the class has already left on a walking field trip, the child may be asked to participate in another class, a director may watch the child until the class returns, or the parent can take their child to meet their class.

Please communicate by calling the director by 10:00 a.m. to make arrangements. Director may be out on the excursion with the children.

Classroom/Birthday Celebration

Parents are welcome to send cookies, cupcakes or cakes to share with their child's classmates on birthdays or special occasions. Please let your child's teacher know in advance that you will bring a treat. Parents are always welcome at their child's birthday celebration. Please do not bring balloons. If your family does not celebrate birthdays or other holidays, please discuss this with your child's teacher. Bright Start is respectful of your culture and choices. A plan can be developed to meet your child's needs during any classroom celebrations. ***We will advise you of any allergies as needed to ensure the safety of all children at BSLC.***

Activity Fees

Activity fees are determined by activity opportunities in our community. Examples: swimming, train ride, parade participation or walking field trips to local businesses. We notify you in advance of any upcoming activity with the cost.

Photographs and Publicity

Photographs of the children participating in our programs may be taken from time to time and may appear on our Facebook page, newspapers, magazines, brochures or other publicity materials. Permission for photographs of your child was included in the Enrollment Agreement material. You will not receive compensation for use of your child's photograph.

We know we love to take photos of the kids with their center friends. However, we ask that you check that ensure that all children whose photo you want to share has given permission.

Meals

The center will provide milk, water and two snacks, morning and afternoon, for each day that meets the State nutritional requirements. BSLC does not provide lunch. We appreciate you sending a healthy lunch for your child that does not need to be heated or cooked. To accommodate children with food allergies, there may be some food items that are restricted from being served or brought into the center.

Upon enrollment, you will sign Food Guidelines that indicates your understanding of our food policies.

Transportation, Seating, Supervision and Emergency Procedures on the Road

**Please Note: Currently, we are NOT transporting children in vehicles.*

In the case that Bright Start Learning Center has a vehicle and is transporting children on field trips, we ensure that Colorado State Laws are followed at all times. A qualified driver will be present in each center vehicle with each group of children. All center vehicles are equipped with first aid supplies and will have an individual currently certified in First Aid and CPR. Each driver will also be instructed in emergency roadside procedures. Children are required to remain seated, with their seatbelt fastened appropriately and children are never left unattended in a vehicle.

Transportation could include drop off, pick up and field trips. In order for our program to provide transportation, we require that each child has written permission from the parent(s)/guardian(s). It is the responsibility of the parent(s)/guardian(s) to return the permission slip to Bright Start. We will not transport any children on field trips, drop off or pick up if we do not have a copy of the permission slip.

Changes in Policies

The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the center director. This *Bright Start Parent Handbook* was last revised in July 2018.