

# Bright Beginnings Preschool



## Parent Handbook

2018/2019

### How to Register:

- 1) READ ENTIRE PACKET
- 2) COMPLETELY fill out one registration per child.
- 3) Complete all forms provided.
- 4) Provide immunization history documentation within a week of the 1<sup>st</sup> day of school.
- 5) Provide a copy of your child's birth certificate.
- 6) Pay all registration fees.



### **Hours of Operation**

**4's Class** - Preschool is open for drop off from 8:00 and 11:00. Instruction time is 8:15-11:00 and 11:45-2:30 Monday through Thursday. No classes on Fridays. Pick-up is 11:00 and 2:30. Pick up late charges is \$10 after 11:10 a.m. and 2:40 p.m.

**3's Class** - Preschool is open for drop off from 8:00 and 11:00. Instruction time is 8:15-10:30 and 11:15-1:30 Tuesday through Thursday. No classes on Monday or Friday. Pick-up is at 10:30 and 1:30 Pick up late charges is \$10.00 after 10:40 a.m. and 1:40 p.m.

**Late fees must be paid with the next month's tuition.** This will be strictly enforced. Parents are asked to call if running a few minutes late. **This however does not excuse you from the late fee.**

## **Location**

Bright Beginnings preschool is located at 295 East Dominion Avenue in Colville in the basement of the St. Paul's Lutheran church.

## **Closings**

Preschool classes follow the Colville School District schedule for holiday closings, conference days, snow days and vacation breaks.

## **Registration**

All registration paperwork must be completed fully and legibly before your child starts. Any changes to pick up lists, medical information, or schedule must be given in writing.

## **Admissions**

Your child may not start preschool until ALL paperwork is completed and turned in. Forms are found in the Registration packet:

- Application for enrollment
- Child Fact Sheet
- Identification and Emergency Information
- Medical release
- Financial arrangements
- Photo Release Form
- Certificate of Immunization Status
- Copy of child's birth certificate

## **Financial Questions**

Contact Marci Purvis at 684-6844, Bright Beginnings Preschool Bookkeeper, for scholarship information and payment options. The address to Marci (Colville Bookkeeping 121 E Astor, Colville WA 99114)

## **Payment Policies**

A non-refundable registration and supply fee is required to register your child. Monthly tuition payments are due on the 1<sup>st</sup> of each month. After the 10<sup>th</sup> it is considered late and there will be a \$10 late charge.

## Classes and Fees

<b>CLASS</b>	<b>TIME</b>	<b>Registration &amp; Supply Fees</b>	<b>Monthly Fee</b>
3 year old class. (3 consecutive days) Tuesday-Thursday	8:00 a.m. - 10:30 a.m. 11:00 a.m.-1:30 p.m.	Registration \$45 Supply Fee \$90	\$135/month
4-5 year old Kindergarten Readiness class. (4 consecutive days) Monday-Thursday	8:00 a.m. - 11:00 a.m. 11:30 a.m. -2:30 p.m.	Registration \$45 Supply Fee \$90	\$200/month

**\*Our entrance policy states your child must turn 3 years of age for our 3's class and 4 years of age for our 4's class on or before September 1<sup>st</sup> of that year.\***

## Late Entrance Policy

Late registration will be reviewed by our board on an individual basis.

## Withdrawal Policy

If at anytime throughout the school year you wish to withdrawal your child from our program. Written notice must be given 30 days in advance and all fees must be paid at the time of withdrawal.

## Staff/Child Ratios

In order to provide children with a higher level of individual attention we keep our teacher-to-child ratio low.

4's class -We plan for a teacher-to-child ratio of 2 to 16

3's class – We plan for a teacher-to-child ration of 2 to 14

## Guidance Policy

The purpose of discipline is to teach self-control and encourage good decisions. Talking about feelings, empathy, and behavior that is acceptable helps children to understand how their behavior can affect themselves and others. It is important for children to realize that there may be consequences that are directly related to their behavior. When children are held responsible for their actions, they learn to become independent and self-sufficient.

## Discharge Policy

Bright Beginnings Preschool tries to meet the needs of each child enrolled in our program. We make every effort to communicate and work with the parent if there are concerns. However,

Bright Beginnings Preschool reserves the right to terminate enrollment of a child for one or more of the following reasons:

1. Our program does not meet the needs of the child. Factors considered may include:
  - ✦ Consistent problematic and disruptive behavior
  - ✦ Extra demands on staff time
  - ✦ Behavior detrimental emotionally or physically to the others in the program
  - ✦ Child cannot adjust to the program's environment
2. A parent fails to meet their obligations as set forth by Bright Beginnings Preschool, including but not limited to the following reasons:
  - ✦ Nonpayment or persistent late payment of fees
  - ✦ Failure to comply with the procedures for arrival and departure of the child
  - ✦ Physical or verbal abuse of children or staff by the parent
  - ✦ Disrespect for policies and procedures of Bright Beginnings Preschool's program

***A serious behavior problem** is defined as: one in which a child is hampering the smooth flow of the program requiring an extraordinary amount of attention; is inflicting physical or emotional harm on self or others; or otherwise unable to conform to the rules and guidelines of the program.*

## **Special Needs**

We will make reasonable accommodations for children with special needs. Our objective is to provide all children with an amazing preschool experience and learn to accept and understand diversity. An assessment will be made by the director to determine our ability to meet the individual needs of the child and a participation plan developed. At no time can anyone's situation put other participants, staff, or the organization at risk. Decisions related to the enrollment, placement, or dismissal of a child with a disability or chronic condition must and will be in compliance with the Americans with Disabilities Act.

## **Medication**

Special arrangements must be made for inhalers and EPI-pens. If your child suffers from severe allergies, diabetes, asthma, or another debilitating condition, you must provide a doctor's order and an action plan for staff to follow in the event of an emergency.

## **Allergies**

For your child's safety, please inform the teachers of any severe allergies or special instructions.

## **Injury**

Occasionally accidents occur. We will remedy minor injuries with an ice pack, or soap and water and a band-aid. If an emergency occurs, we will contact you as soon as possible, and take measures needed to secure the safety of your child. Those with serious injuries requiring emergency medical attention will be transported to the nearest hospital unless otherwise specified by medical personnel.

For this reason, it is important that you leave us up-to-date phone numbers for work, home and cell phones.

All staff is CPR and First Aid Certified.

## **Illness**

If your child becomes ill at preschool, he/she will be isolated in a comfortable spot away from activities under the care of a staff person. You will be notified immediately to pick up your child. **A parent or authorized person is to pick up within 15 minutes of notification.**

Children who are sent home **may not return to preschool until they have been symptom free for 24 hours.** If it is a communicable illness, they may not return to school without a doctor's note.

For the protection of all children, your child must be kept home or will be sent home if he/she shows any of the following symptoms:

- A temperature
- Intestinal disturbance accompanied by diarrhea or vomiting
- Any undiagnosed rash
- Sore or discharging eyes or ears
- Profuse yellow or green nasal discharge
- A persistent cough

Conversely, if your child is well enough to be at preschool, he/she is considered well enough to participate in full activity.

## **Immunizations**

Immunization records must be on file within 1 week of your child starting his/her first day of school. Immunization records must be UPDATED YEARLY.

## **Bathroom Policy**

**4's Class** - Children must be fully toilet trained and out of training pants to attend Bright Beginnings Preschool. Specifically they must be able to recognize independently when they need to go to the bathroom and be able to sit on the potty without help.

The children will be reminded to use the bathroom regularly throughout the day. Dressing your child in "potty-friendly" clothing is important. Clothing such as sweat pants, leggings, dresses, or any other kind of pants with an elastic waist are easy for the children to do themselves. We will make sure that proper hand-washing is a natural end to using the bathroom.

If your child has an accident at preschool, he/she will be isolated in a comfortable spot away from activities. You will be notified immediately to come assist your child. **A parent or authorized person must come with a change of clothing as soon as possible within 15 minutes of notification.**

**3's Class** – Children will be encouraged to use the bathroom independently, including changing clothes when an accident occurs. If adult help is needed, teachers will step in (provided a release form has been completed by parents) or parents will be called to come and assist.

## **What Not to Bring**

Bright Beginnings Preschool is not responsible for lost or broken items from home. Children are not allowed to bring toys, action figures, trading cards, books, dolls, music devices, or cell phones to preschool. These items will be collected until the end of the day.

## **Lost and Found**

Lost and Found items will be collected in the classroom. These items are kept for 2 weeks then donated to local charities.

## **Policy on the Release of Children**

**Parents are required to walk their child into the building and to sign in at the office everyday** with the time and their full legal signature.

Although we have an open door policy for all parents who would like to visit the Preschool, visitors must check-in and complete our volunteer paperwork in order to be in the classroom or on field trips.

**Children will only be released to parents/guardians and those over 18 years of age authorized by the child's legal guardian.** Two authorized adults other than the parents are to be listed as your "Authorized to Pick Up." Please make sure these contacts are kept accurate and are within a 15 minute reach of the preschool. We will not release your child to anyone not listed. Changes need to be made in writing with a clear signature to be compared with the signature on your registration paperwork. Verbal notification will NOT be accepted.

Any adult who is not recognized by staff will be asked to show legal identification.

Your child must be picked up by the class closing time. Teachers put in a full day of fun but exhausting work, and children become anxious about being last at school, so please arrive in a timely manner.

Parents will be telephoned if they are late. If staff cannot reach the parents, we will try to contact those on your emergency pick-up list until someone is found to pick up the child. After 30 minutes, if no contacts have been made, the Colville City police department and social services may be called. This policy will be strictly enforced except in cases of poor weather.

Active restraining orders should be on file or specific schedule of court ordered visitation rights. If the situation is unclear, we request that the family obtain the proper court documents.

Monitoring your child at drop off and pick-up times is vital for your child's safety. Parents should keep their children within their view and reach at all times.

## **Security and Confidentiality**

Please discuss any special family circumstances with our teachers. If you are working with an agency for your child's welfare or if there is a restraining order or custody restrictions concerning your child(ren), we must have a current copy in our files. We will not release any of your personal information to anyone who is not on your emergency pick up list. We may need to discuss issues concerning the health and welfare of your child with the Board of Directors.

## **Missing Child Policy**

Head counts are done on a regular basis to ensure all children are accounted for. If a child leaves the program, our staff will gather the children, take attendance, and search for the child. Parents will be notified immediately. The Colville City Police Department may be called.

## **Reporting Child Abuse**

Washington State law requires anyone who works with children to report suspected signs of child abuse or neglect. Proper authorities investigate after a report is made. We are not allowed to discuss the situation with the parent before making a report.

## **Snow Days**

Bright Beginnings Preschool follows the Colville School District for snow days. Please listen to the local radio station for more information regarding school closures.

## **Safety Evacuation**

Lock down and Fire drills will be practiced throughout the year.

Thank you for choosing the Bright Beginnings Preschool. We're happy to have you as part of our preschool family. We have a great year ahead of us!



**Please sign below stating you have read over the handbook and are aware of all the procedures and responsibilities.**

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Signature

Date