

# Bright Beginnings Preschool



## REGISTRATION & PARENT HANDBOOK 2024-2025

### **How to start the year off:**

1. Registered online and paid Registration and Supply Fee
2. Complete and turn in all medical and waiver forms.
3. Provide and turn in a copy of your child's birth certificate and immunization records
4. Read through Registration and Parent Handbook
5. All paperwork has to be turned in prior to your child attending school - they can not attend until we have all necessary paperwork. Thank you!

### **Hours of Operation:**

**4/5's Sprout's Class-** Preschool is open for drop off at 8 am, Class time is 8:00am - 12pm Monday through Thursday. No classes on Fridays. Pick up is at 12 pm and a late charge of \$10 will be added to your next monthly tuition invoice if you are more than 10 minutes late to pick up your child. We understand things come up and sometimes this may occur, but we do have other students and classes to prepare for. Please be respectful of this time frame.

**3/4's Seedling's Class-** Preschool is open for drop off at 12:30 pm. Class runs from 12:30pm -2:30 pm Monday through Thursday. No classes on Fridays. Pick up is at 2:30 pm and a late charge of \$10 will be added to your next monthly tuition invoice if you are more than 10 minutes late to pick up your child. We understand things come up and sometimes this may occur, but we do have classrooms to clean and children to pick up from school as well. Please be respectful of this time frame.

### **Location:**

Bright Beginnings Preschool is located at 295 East Dominion Avenue in Colville in the basement of St. Paul Lutheran Church.

**Bright Beginnings Preschool Student Fact Sheet**

Circle: **SEEDLINGS** **SPROUTS**

**Family History:**

Child's full name: \_\_\_\_\_ nickname: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Mother (or guardian): \_\_\_\_\_ phone number \_\_\_\_\_

occupation: \_\_\_\_\_

Father (or guardian): \_\_\_\_\_ phone number \_\_\_\_\_

occupation: \_\_\_\_\_

Does the child live with both parents? yes no Marital status: \_\_\_\_\_

Other adults in the home: \_\_\_\_\_

Custody/Visiting Arrangements: \_\_\_\_\_

If the child is adopted, age of adoption: \_\_\_\_\_ Does the child know he/she is adopted? \_\_\_\_\_

**Brothers/Sisters of child:**

Name: \_\_\_\_\_ date of birth: \_\_\_\_\_ grade in school: \_\_\_\_\_

Name: \_\_\_\_\_ date of birth: \_\_\_\_\_ grade in school: \_\_\_\_\_

Name: \_\_\_\_\_ date of birth: \_\_\_\_\_ grade in school: \_\_\_\_\_

Name: \_\_\_\_\_ date of birth: \_\_\_\_\_ grade in school: \_\_\_\_\_

List any other members of the household (relationship and age): \_\_\_\_\_

**Health History:**

Dietary Restrictions or Food Allergies? yes no If yes, explain \_\_\_\_\_

Immunizations need to be up to date and on file or an exemption form completed and returned. If you choose to not immunize and a contagious illness breaks out at school your child will be sent home until it is safe to return.

Copy of Birth Certificate needs to be on file, copies of originals can be made at the school.

Physical Limitations or other health issues we should be aware of: \_\_\_\_\_

**Social Experiences:**

Has the child experienced group play? \_\_\_\_\_ where? \_\_\_\_\_

Who has cared for the child other than parents? \_\_\_\_\_

Does the child dress self? yes no Undress? yes no right or left handed? R L ?

How would you describe their personality? \_\_\_\_\_

Any fears or specific things we should know about? \_\_\_\_\_

Briefly explain your expectations of preschool for your child: \_\_\_\_\_

**Emergency Information:**

**Persons Authorized to Pick up your child:**

Name: \_\_\_\_\_ phone: \_\_\_\_\_ relationship: \_\_\_\_\_

Name: \_\_\_\_\_ phone: \_\_\_\_\_ relationship: \_\_\_\_\_

Name: \_\_\_\_\_ phone: \_\_\_\_\_ relationship: \_\_\_\_\_

Name: \_\_\_\_\_ phone: \_\_\_\_\_ relationship: \_\_\_\_\_

Under no circumstances will a child be released to anyone not approved by the parent/guardian prior to pick up.

**Emergency Contacts:**

Name: \_\_\_\_\_ phone: \_\_\_\_\_ relationship: \_\_\_\_\_

Name: \_\_\_\_\_ phone: \_\_\_\_\_ relationship: \_\_\_\_\_

Name: \_\_\_\_\_ phone: \_\_\_\_\_ relationship: \_\_\_\_\_

Child's Physician: \_\_\_\_\_ phone: \_\_\_\_\_

Insurance Information (policy name and number): \_\_\_\_\_

Group Number: \_\_\_\_\_ Name of Policy Holder: \_\_\_\_\_

### **Parent/Student Medical and Release of Responsibility Form**

I hereby grant permission for my child to use all of the play equipment and participate in all of the activities of the school. I also grant permission for my child to leave the school premises under the supervision of a staff member for neighborhood field trips or walks.

In the event of an emergency, and I can not be reached, I give my consent for Bright Beginnings Preschool to obtain medical aid for my child \_\_\_\_\_ (child's name).

I, \_\_\_\_\_ release Bright Beginnings Preschool of all liability and responsibility for any injury/harm to my child, that may occur either at preschool, on field trips, or being transported in a privately owned vehicle to be treated.

I hereby grant Bright Beginnings Staff to take whatever steps deemed necessary to obtain medical care. These steps include, but are not limited to.....

1. Attempt to contact parent, guardian, doctor or emergency contacts.
2. If emergency contacts can not be reached, call another doctor or have the child taken to the emergency room at the local hospital, accompanied by a staff member.
3. Any expenses incurred as stated above will be the responsibility of the parent/guardian.
4. The school will not be responsible for anything that may happen as a result of false information given at time of enrollment.
5. The school will not assume responsibility for a child who is not enrolled in our school.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Photo Release Form:**

I grant Bright Beginnings Preschool the right to take photographs of my child in connection with preschool events. I authorize Bright Beginnings Preschool, its assigns and transferees to copyright, use and publish the same in print and or electronically. I agree that Bright Beginnings Preschool may use such photographs of my child, without their name, for any lawful purpose, including for example publicity, illustration or advertising.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Bathroom/Change Form Waiver**

I grant Bright Beginnings Preschool staff the ability to help my child in the restroom to assist with hand washing and drying, potty accidents or other issues that may arise. Extra clothes will be provided in my child's backpack and dirty clothes enclosed in a plastic bag to be taken home.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Closings:**

Bright Beginnings Preschool follows the Colville School District schedule for conference days, snow days, and vacation breaks. See our communication log, and event calendar for info.

**Registration and Admissions:**

All required forms filled out and current fees paid ensuring registration for the 2024 school year.

**Financial Questions:**

Contact Samantha at Colville Bookkeeping 509-684-6844 for all tuition, scholarship or payment questions. Her address is: Colville Bookkeeping 121 East Astor Colville, Wa 99114

**Payment Policy:**

A non-refundable registration and supply fee is required and due at time of registration. Monthly tuition payments are due on the 1st of each month. After the 10th it is considered late and there will be a \$10 late charge added on. Payments can be made online through our website, put in the tuition box in the classroom, mailed to either Bright Beginnings or Colville Bookkeeping or dropped off at Colville Bookkeeping.

**Returned Checks:**

If a check is returned due to insufficient funds, you agree to pay any and all bank dues for both banks involved. You also agree to an additional \$10 NSF fee for additional time and processing of returned check.

**Classes and Fees:**

All Students are required to pay: Registration and Supply fee \$175

3/4 Seedling's Class (8 hours per week)	Monday - Thursday	12:30 pm - 2:30 pm	\$215 per month
4/5 Sprout's Class (16 hours per week)	Monday - Thursday	8 am - 12 pm	\$315 per month

\*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 1st of that year.\*

**Scholarships**

Each year we have fundraisers to help raise money for scholarships. Scholarships are not 100% free tuition. We meet you half way - you are responsible for 50% of the monthly amount due.

Scholarships are available to all student's based on family size and income. We use the Federal School free and reduced lunch guidelines to determine qualifications. A copy of W2's or current tax returns are required to confirm eligibility. Scholarship applications available online.

**Late Entrance Policy:**

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

**Withdrawal Policy:**

If at anytime throughout the school year you wish to withdraw your child from our program, written notice must be given 30 days in advance and all fees paid up to date.

## **Challenging Behavior Policy:**

Early Childhood educational settings define challenging behavior as any behavior that:  
-interferes with children's learning, development and success at play. -is harmful to the child, other children or adults;-puts a child at high risk for later social problems for school failure. It can be direct(e.g.hitting, pushing, biting, kicking) or indirect (e.g. teasing, ignoring rules or instructions, excluding others, name-calling, destroying objects, having temper tantrums).

### **1st Step after Challenging Behavior**

Child will receive a warning and talked to about their behavior. Apologizing to the student that was involved. Making sure they talk about how they could have chosen a green choice instead of the red choice.

### **2nd Step after Challenging Behavior**

The child will be given a time out and then talked to about the behavior again. Discussing and re-considering green choices. An apology will be given to the child involved.

### **3rd Step after Challenging Behavior**

A conference/phone call will be advised with the parents to discuss a plan of action to help with the challenging behavior at school and at home.

### **4th Step after Challenging Behavior**

The child will be sent home for 2 days and then they can return back to school.

Parents will be notified if teachers feel the challenging behavior needs to be addressed.

We are here to nurture, care, educate, promote a healthy educational environment and give each child a chance to grow and flourish.

## **Body Autonomy Policy**

Student-Teacher, Teacher-Student, Student-Student

When possible, both staff members will be physically present with the students at the same time. However, during the school day, there will likely be situations where staff members will be engaged in separate activities and may therefore have individual contact with the student and or students.

We encourage fist bumps, high 5's, hugs (if requested or initiated by the student), helping with sad feelings and consoling children when they are upset.

Whenever possible, all physical touch will be limited to whatever is needed to assist students with their behaviors, activities or emotional regulation. Physical intervention may be needed in the event a single student is engaging in self harming behaviors or when multiple students are involved in harmful behaviors towards each other. Otherwise, when possible, physical intervention will be limited to assisting students with their behavior, activities or emotional regulation.

All inappropriate touching by any person, staff, student, or parent towards another is prohibited.

Inappropriate touching is defined as physical contact between an individual that is unwanted and unnecessary. Any fondling, kissing, or touching underneath clothing or above clothing in private areas by a teacher or parent towards a student is de facto inappropriate and has a zero tolerance policy. In the event an inappropriate contact occurs between students or from a student towards a teacher, the situation will be addressed respectfully and in an age-appropriate manner. Parents will be notified of the situation promptly and have an opportunity to discuss. If the inappropriate conduct continues, more discussion and intervention may be needed between staff, parents and or student(s) involved. Including but not limited to dismissal of the student from the program. Any inappropriate behaviors will be taken seriously and not tolerated. We will do our best to make sure all behaviors are appropriate. Maintaining a respectful and safe environment is very important to instill a positive and safe learning atmosphere.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Bathroom Policy:**

4/5's Sprouts class- Children must be fully toilet trained and out of training pants to attend our Sprouts class.

3/4's Seedlings Class- We understand your child may still be working on their toilet training and will allow the use of training pants at the beginning. They do need to be potty trained.

All Students- The child must be able to recognize independently when they need to use the restroom and be able to sit on the potty without help. Reminders to use the bathroom will be given out during the day. During free play and snack are great times for them to use the bathroom, so they do not miss out. Dressing your child in "potty -friendly" clothing is important. We encourage independence and want them to be successful. Hand washing, proper toilet paper and paper towel usage will be encouraged. Accidents do happen, having a change of clothes in their backpack, is vital in helping your child get cleaned up, changed and back to the classroom. Stools and potty seats are provided in each bathroom to use as needed. If major accidents occur parents will be called.

**Lost and found:**

Items left at school will be hung on the hooks at the top of the stairs. Please check on your way in just in case it belongs to your child.

**Drop off and Pick up Policy:**

Parents are required to walk their child into class each day. Please help your child with the morning routine to help with reassurance, guidance and confidence. Fill out the authorized pick up form so we make sure each student is going home with the right person, If there is a change please let us know with a phone call or write a note in their folder. At the end of the class we will release each child one at a time to their authorized pick up person. Sometimes we end the day outside, if this is the case please let the teachers know when you are ready and we will release the student to you. Please do not open the gate, we will as each student leaves.

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. For the safety of our school please keep the door closed, and do not prop it open.

**Volunteering:**

We love volunteers! Either in class or on field trips we are always in need of extra help. If this is something your interested in just fill out the background check form and you are good to go.

**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, custody restrictions or custody battle please let us know and give us a copy of the necessary paperwork. We will not release any of your personal information to anyone 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 through out the day to ensure everyone is accounted for. If for any reason a student is missing we will search the grounds for the child, notify parents, and if need be the Colville City Police Dept may be called.

**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 parents 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 to others in the program emotionally or physically
  - ~child can not 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

**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 needs of the child and a participation plan developed. At no time can anyone's situation put other participants, staff or our organization at risk. Decisions related to enrollment, placement, or dismissal of a child with a disability or chronic condition must and will be in compliance with the American with Disabilities Act.

**Allergies and Medications:**

For your child's safety please inform teachers of any allergies or special dietary instructions. Special arrangements must be made for medications, inhalers, epi-pens, etc. If your child suffers from severe allergies, diabetes, asthma, or another debilitating condition, please provide a doctor's order and action plan for staff to follow in the event of an emergency.

**Injuries:**

Occasionally accidents happen, we will remedy minor injuries with soap, water and a band-aid. In the event of a serious injury, parents/guardians will be notified as quickly as possible and action taken to secure and provide the best possible care to your child. Please make sure we always have the most recent phone numbers and emergency contact information. All staff members are CPR and First Aid Certified.

**Sickness/Illness Policy:**

If your child becomes ill at school, he/she will be isolated in a comfortable spot away from activities. You will be notified to pick up your child. A parent or authorized person will need to pick up your child within 15 minutes of receiving notification.

If your child is sick please keep them home. Symptoms include: a temperature, tummy ache and diarrhea or vomiting, any undiagnosed rash, sore or discharging eyes or ears, yellow or green nasal discharge, and a persistent cough.

A good rule is to keep them home if they can not participate fully in class activities.



**Child Abuse:**

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

**Safety Drills:**

Fire Drills will be practiced throughout the year.

**What not to bring:**

Bright Beginnings Preschool is not responsible for lost or broken items brought from home. If a child brings a toy from home they will be asked to return it to their backpack.

**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 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. We use GREEN and RED choices as part of our behavior curriculum this helps children determine what kind of choice they made and think about how to change it into a green choice.

Thank you for choosing Bright Beginnings Preschool. We look forward to an exciting year and all the new adventures to come!

Bright Beginnings Board and Staff Members



Circle: Seedling or Sprout

Child's name: \_\_\_\_\_

**I have read the Registration and Parent Handbook and are aware of all procedures, rules and responsibilities.**

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_