



# *Parent Handbook*

*Planting the Seeds for a Lifetime of Learning*

Revised April 2011

## **Administration**

Director – Tammy Carlyle

Assistant Director – Allison Berndt

Assistant Director – Rachel Rothwell

## **Hours**

Monday through Friday 4am – 6pm

## **Classes**

Little Ladybugs 6 weeks – 15 months

Bitty Bears 10 months – 15 months

Baby Bumblebees 15 months – 2 years

Kickin Kangaroos 18 months – 2 years

Tumbling Tigers 2 years – 3 years

Tiny Turtles 2 years – 3 years

Cuddly Koalas 3 years – 5 years

Preschool Penguins 3 years – 5 years

Loveable Lions – Kindergarteners

Adventurous Alligators – School age

## **Holiday Closings**

We will be closed the following holidays:

New Year's Day, Martin Luther King Jr's Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day

## **Arrival Procedures**

Each family has a code. To enter the front door, push start - your code - enter. Key your code on the keypad on the front desk. Make sure to push finish twice. The keypad will then read "Thank you & Good Bye".

Walk your child to their classroom. If their classroom isn't open when you first arrive, we will let you know which room to take your child to.

Some children will need an adjustment period before they eagerly wave goodbye as they are being left. We have found that to make this period easier for everyone, the parent should help the child feel excited about coming to the center prior to dropping them off. Once you walk your child to his classroom, give him a hug and kiss goodbye, and remind him that you will be back to pick him up. Sneaking out is never a good idea. Let the teacher know if you need additional help with this transition.

Lingering and being uncertain yourself about leaving your child will only prolong the separation anxiety. Normally, it takes less than two full weeks for children attending our center to become adjusted.

Sign your child into the classroom you take him into on the notebook at the door. Record the time and your FIRST & LAST name. If your child will be absent, please call and let us know. If you will need to speak with your child's teacher, please park and do not pull under the awning.

Breakfast is served from 7:00 a.m. to 8:00 a.m. If your child wants to eat breakfast with us, please have them at the center

no later than 7:45. Any child arriving after 8:00 will need to have eaten breakfast before arriving. State regulations require a teacher to be seated at the table while a child is eating. Therefore, we need ALL children to finish breakfast before 8:00.

To allow your child plenty of time to participate in the activities please have them at the center by 9:00. If your child needs to arrive after 10:00, call the center so they will be added to the lunch count.

## **Departure Procedures**

An adult must sign your child out. List the names of everyone allowed to pick your child up on their application. If you need someone to pick your child up that is not on their pick-up list, you may call or send a note signed by you with that person. We will ask for a picture ID when someone new is picking your child up. All children will need to be signed out on the notebook in their class. Record the time and remember to sign your **first and last name**. Once you have signed your child out, keep him with you. You will need to check your child's cubby for anything that needs to go home. We ask all children to walk in the halls and use quiet voices inside. You will need to enter your code on the keypad on the front desk. Make sure the keypad reads "Thank you and Good Bye" when you are finished. We are required by state law to not release your child to ANYONE we feel might endanger the child.

Our center closes promptly at 6:00pm. Any child left after this will be charged \$1.00 per minute per child.

## **What to send with your child**

Once your infant is mobile, make sure he wears shoes to our center. We prefer shoes that tie so they can't be pulled off easily and find their way in another child's mouth.

### **All Other Children**

All children need to bring a change of clothes. Make sure all clothing is labeled with the child's name.

If your child is not potty trained, send diapers or pull-ups and wet wipes. Label these also. Keep in mind that we will change your child every two hours. Be sure to send enough supplies so that we won't have to call you to bring in more.

When your child is being potty trained, send extra outfits they can manage by themselves. Overalls and belts are not easy for the children to manage independently.

Dress your child comfortably. We are required to take the children outside daily as weather permits. **Tennis shoes** are the best choice for allowing your child to run and play outside. Your child will also be painting and using glue. Although the children wear smocks, they will sometimes get this on their clothes. All the paints and markers we use are washable and we will try our best to send your child home as neat as when they arrived.

Children may bring in a stuffed animal to sleep with at nap time. These will have to stay in their cubby and only come out during nap time. And of course, we will need them labeled with your child's name. We provide blankets and sheets for nap time. If your child has a special blanket they can't sleep without, you may send it. Make sure to label it with your child's name. The blankets will also have to remain in the cubby until nap time. If your child brings a blanket from home it will have to be taken home on Friday and washed before it can be brought back.

If a child wants to bring a toy from home our rule is: If you bring it share it, if you don't want to share it, leave it at home. And remember to label the toy with their name. We are not responsible for keeping up with toys brought from home.

We provide **all** sippy cups. It is too hard for us to keep up with special cups from home after they are sent to the kitchen to be washed.

## **Outside Activities**

Weather permitting; we play outside in the morning and in the afternoon. Children who are not well enough to fully participate in our activities are asked to stay at home. Special accommodations cannot be provided.

We do have dirt on part of our playground. Children love to dig in dirt. We will try to brush them off the best we can. Please do not get upset if their clothes get a little dusty. This is why we ask that the children come dressed to play.

## **Health Requirements**

It is your responsibility to notify us in writing of any medical conditions or allergies your child has or of any medications they take regularly. We will need a form signed by your physician of your child's allergies. A plan for children with allergies or chronic medical conditions requiring special accommodations must be agreed upon with your child's teacher and the administration. We will ask you to complete a form detailing the steps to take in case of an emergency and planning for any needed accommodations in the classroom.

We cannot dispense medicine at our center.

An up-to-date immunization record must be signed by your health care provider and submitted to us upon enrollment. Make sure the health examination portion is also signed. When your child receives further immunizations, please provide us with the new form. All children must have a health record on file.

If your child is showing symptoms of illness (fever, vomiting, diarrhea, etc.) please keep them at home until they are no

longer showing symptoms. Your child should be fever, vomit and diarrhea-free for 24 hours before returning to our center. Please notify us if your child has a communicable illness so we may inform the other parents that their child was exposed.

## **Inclement Weather**

We always try to open and remain open if it is safe for our employees and the children. If we cannot open, we will make the announcement on the local news stations (ABC, CBS, & NBC). Since there is another Bright Beginnings in Athens, we will specify Bright Beginnings Academy in Dayton. If we need to close early, we will call or send a text to you. Always make sure we have your current phone numbers on file.

## **Emergency Procedures**

Fire drills are practiced once a month. Severe weather drills are practiced twice a year. Your child's teacher takes her notebook with the personal information with her. In case of a real emergency, we will then notify you. Make sure that we always have updated phone numbers for you and the emergency contacts listed.

## **Payments**

Providing your child the best quality care is our priority. We need your help to make our center successful. Making your payments on time is important to keep our program running smoothly and ensuring your child receives the best care they deserve.

Tuition payments are due 1 week in advance. Any payments made after Tuesday morning will have a 10 percent of the unpaid balance (minimum \$10.00) added to the bill.

We accept checks, debit or credit cards, cash, or payments through Tuition Express (withdrawn directly from your bank account). There is a \$30.00 fee for checks returned for non-sufficient funds.

Registration fees of \$50.00 per child are due annually.

Fees are due regardless of attendance.

Fees are based on a 45 hour week. When your child attends longer, you will be charged an additional \$2.00 per hour.

We will provide you a statement at the end of the year for income taxes.

There is a late fee of \$1.00 per minute for each child left after 6:00pm.



Tuition Rates

<b>Age Group</b>	<b>21-45 hrs/week</b>	<b>20 hrs. or less/week</b>
Infants (6 Weeks-12 mo.)	\$113	\$75
One Year Olds	\$100	\$75
Two Year Olds	\$100	\$75
Three Year Olds	\$90	\$60
Four Year Olds	\$87	\$60
Five Year Olds	\$87	\$60

<b>Age Group</b>	<b>School out</b>	<b>School in In</b>	<b>Before School Only</b>	<b>After School Only</b>
Kindergarte	\$87	\$78	\$50	\$60
School Age	\$84	\$65	\$50	\$50

Registration Fees \$50 per year per child. Registration fees are non refundable.

## Communication

The most important element for any relationship is communication. If you have any concerns or suggestions, we are always eager to hear from you. We have telephones in all classrooms. If you need to speak with your child's teacher, feel free to call. Nap time (after 12:00) is the most convenient time to call. If lines are busy, we have a voicemail for you to leave a message.

If you need a translator, let us know. We have staff that is fluent in Spanish and Sign Language. If you need translation in another language we can make arrangements for another translator.

Daily Information Sheets will be sent home with children ages 6wks to 3 yrs. The teacher will report on your child's daily activities since they may not be able to tell you themselves.

Monthly newsletters will be sent home with all children at the beginning of the month. Check their cubby regularly to make sure you get any additional notes from the teacher.

The bulletin board in the foyer and in the hall by the front desk will also have information on child related subjects.

If your child is transported to or from school, it is imperative that you call or send a text message when they will not be riding our bus. It is too complicated to wait at a school for a child who has already been picked up. Tammy's cell phone number is 423-618-1600.

Please include your e-mail address on your child's application. You may contact us by e-mail. Our e-mail address is [discovery8495@aol.com](mailto:discovery8495@aol.com).

We will have two educational parent meetings per year. Your child's teacher will let you know the dates. If there is a subject you would like to learn more about let us know.

Your child's teacher will create a portfolio of their progress to discuss with you. If you need a conference before this, please let us know and we will be glad to schedule a time that is convenient for you.

A suggestion box is in the foyer. Feel free to write any suggestions to improve our center. We will go over these at our monthly staff meetings.

Our website is [www.brightbeginningstn.com](http://www.brightbeginningstn.com). Visit it regularly to keep informed of what is happening at our center.

Parent Conferences are held twice a year. Your child's teacher will create a portfolio of their progress to discuss with you. If we have concerns about your child's development we will discuss our observations with you. We understand that we are not experts in diagnosing problems, but we are sensitive to emerging concerns. We can help you with additional resources should either the teacher or the parent see a need.

## **Birthdays**

For your convenience, we do allow the children to celebrate their birthdays with their class. Let your child's teacher know in advance if this is something you wish to do. We can celebrate during lunch at 11:00 or snack at 2:00. You may send special refreshments and invite other family members.

## **Holiday Parties**

We celebrate Valentine's Day, Easter, Halloween, Thanksgiving and Christmas with a class party. Each class has their own way of celebrating. Your child's teacher will inform you in advance of their plans. We encourage you to provide special treats for holiday celebrations. We will post a sign-up list with suggestions on what to provide at the front desk. All family

and friends are always welcome and encouraged to join us. This will allow you a chance to get to know your child's classmates and the other parents.

## **Meals and Snacks**

We serve breakfast from 7:00am to 8:00am, lunch at 11:00; snack at 2:00 and at 3:30 for school kids.

The menu is posted on the bulletin board in the foyer.

If your child arrives after 10:00 and will need lunch, please call so they can be added to the lunch count.

## **Discipline**

Discipline begins before a child ever needs to be corrected. The teachers make sure all children know the classroom rules and will praise each child for positive behavior. Redirection is used to allow the child to make better choices. If there is a conflict in the classroom, we take advantage of the moment to reinforce empathy, verbal skills, relationship skills and problem solving skills. If there is a persistent problem, we will work with the child to exhibit better self control.

Physical punishment, depriving food or physical activities will never be allowed. Parents are not allowed to spank their child while in our center.

## **Personal Safety and Child Abuse**

The State of Tennessee Licensing Requirements mandates us to provide a curriculum teaching personal safety annually to children ages preschool and older. We teach a six week course which includes lessons on self-esteem, feelings, and body parts, safe and unsafe touches. Prior to beginning this curriculum

your child's teacher will hold a parent conference so you can view the lessons and learn the terminology we will be teaching.

State law mandates anyone who suspects child abuse or neglect to inform Child Protective Services.

## **Library / Literacy**

We are very proud of our library. All families are invited to visit and check out books for the children to take home. The books may be kept for two weeks and returned to your child's teacher.

We will also send home order forms for you to purchase books from Scholastic Books. Every book you order allows us to earn reward points to purchase books for the library.

Twice a year we will offer a book fair so you can purchase books at our center. We also use these reward points to purchase items to enhance our library.

Each year we host a Literacy Night. Each class will feature a book from a selected author. We will have activities for you to enjoy with your child. This will reinforce the importance of literacy in your child's life. We strongly encourage all family and friends to join us this night so your child can "show off" what they learn at our center.

## **Summer Camp**

Our summers are filled with exciting adventures for your school age child. The Tennessee Aquarium, Creative Discovery, and The Chattanooga Zoo visit our center throughout the summer and bring fun activities for the children. Paint The Town Pottery will also bring activities for the children throughout the year. We are constantly adding to our summer program to make it a summer your child will enjoy.

## **Grievance Procedure**

If ever you see or hear something at our center that you do not like or understand, please bring it to the attention of the administration or your child's teacher. Communication is the key element in our relationship with the families. If you do not let us know your concerns, we cannot address them.

## **Parent Involvement**

Parents are strongly encouraged to be involved in our program. Our enrollment packet includes a survey to let us know your strengths and special talents. All parents are welcome to volunteer. We will especially need volunteers on party days and when we have special activities. There will be a sign up sheet at the front desk for such occasions.

## **Fall Festival**

As a fundraiser, we have a Fall Festival once a year at our center. There will be games, food, music, a bake sale, a silent auction, and much more. Each class will donate a basket of items for the silent auction. Your child's teacher will let you know the items needed for their basket if you would like to participate. This is a great opportunity to volunteer and bring your family to support our center.

## Family Questionnaire

To better serve you, we would like to get to know your family better. Please take a few minutes to write about your family. We are interested in your childrearing practices, cultural practices, beliefs and values. In order to provide consistency with what you are doing at home write about your routines regarding meals (what your child likes or dislikes), naps, toileting and anything else you feel we should know.

We look forward to forming a partnership with you. With your help, we can provide the best care for your child.

## **Family Resource List**

### **Family Assistance**

Department of human Services  
224 4<sup>th</sup> Ave  
Dayton, TN 37321  
775-2681

### **WIC**

Rhea County Health Department  
334 Eagle Lane  
Evansville, TN 37332  
775-7819

### **Health Care (nutrition only)**

Rhea County Health Department  
334 Eagle Lane  
Evansville, TN 37332  
775-7819

### **Food Bank**

We Care Thrift Center  
1273 Dayton Mtn Hwy  
Dayton, TN 37321  
775-6595

### **Our Daily Bread**

359 Front St  
Spring City, TN 37381  
365-9481

### **Commodity Food Program**

SETHRA  
125 Court St  
Dayton, TN 37321  
775-4010

### **Expanded Food & Nutrition Education Program (EFNEP)**

Rhea County Agricultural  
Extension Service  
125 Court St, Unit 3  
Dayton, TN 37321  
775-7807

### **Adult Basic Education**



Rhea County Adult Literacy  
Council  
200 4<sup>th</sup> Ave  
Dayton, TN 37321  
365-5010

**Dayton Housing Authority**  
270 Railroad St  
Dayton, TN 37321  
775-1871

**Johnson Mental Health Center**  
7200 Rhea County Highway  
Dayton, TN 37321  
775-0077

**Women's Care Center**  
1332 Market St  
Dayton, TN 37321  
775-0019

**Families First**  
Nancy Travis  
200 4<sup>th</sup> Ave, Ste 108  
Dayton, TN 37321  
775-4043

\_\_\_\_\_ Given Child's Class  
Schedule

\_\_\_\_\_ Given Current Family Newsletter

\_\_\_\_\_ Shown where Menu is Posted

\_\_\_\_\_ Turned in Application

\_\_\_\_\_ Turned in Immunization Record

\_\_\_\_\_ Signed Payment Contract

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Assistant Director's Signature

## Family Orientation Procedures

\_\_\_\_\_ Toured Center

\_\_\_\_\_ Met Teachers

\_\_\_\_\_ Given Parent  
Handbook

