



Parent Handbook

Welcome to Bright Beginnings Early Learning Center

We are so excited you have decided to have your family join ours!! Here at Bright Beginnings our teachers are passionately dedicated to ensuring your child is cared for in a nurturing and educational environment. The curriculum grows with your child, and we encourage exploring and imagining so learning is fun! We focus on social, emotional, physical, and intellectual growth designed to give children the tools to become confident individuals setting the foundation for a bright future and lifelong love of learning. A bright beginning!

Please read this handbook carefully as it is designed to make sure your child and family receives the best care and educational experience possible. If you have any questions, please call the Center or email the owner/director Christine directly.

508-465-1215

Table of Contents

- Meet The Owner - pg. 3
- About Us - pg. 3
- What We Need From You - pg. 4
- Center Operations - pg. 7
- Tuition & Fee Information - pg. 8
- Healthcare Policy - pg. 8
- Children's Records - pg. 14
- Progress Reports - pg. 15
- Child Guidance - pg. 15
- Biting Policy - pg. 15
- Diapering & Toilet Training - pg. 16
- Safe Sleep - pg. 18
- Rest Time - pg. 19
- Mandated Reporting - pg. 19
- Emergency Situations & Evacuation Plans - pg. 20
- Termination & Suspension - pg. 21
- Referral Services - pg. 21
- p
- Serving Children With Special Needs - pg. 22
- Staff, Interns & Volunteers - pg. 23
- Background Checks - pg.24
- Transportation Policy - pg.24

Meet The Owner

Hi! Thank you so much for choosing Bright Beginnings Early Learning Center for your little one. Children and Early Childhood Education have always been a passion of mine. My journey began in 1999 as an assistant teacher at a preschool as a part-time, after school job. After graduating high school, with hopes of one day opening my own school, I got my degree in Early Childhood Education and Administration while continuing to work in a childcare center throughout my schooling. I also became a mother of two amazing daughters, Jaylyn & Ariaah. Being a mom and horses are two other things I am passionate about and in my spare time you can find me with my family or my horses! I feel beyond blessed to own Bright Beginnings, as it has always been a dream of mine to have my own school. If you ever have a question or concern, big or small, I am always here to listen! Please know there is an open-door policy, and I will continue to provide your family with the best possible care I can!! XO, Christine

About Us

Owner/Director: Christine Coulstring

Please feel free to reach out for any of your family's needs.

Bright Beginnings serves children from 8 weeks - 8 years old. We enroll children into our school on a space available basis. Upon enrollment, children are assigned to a classroom based on age and developmental level. Our age guidelines are as follows:

Infant Classrooms: 8 weeks to 15 months
Toddler Classrooms: 15 months to 2 years 9 months
Preschool Classroom: 2 years 9 months to 4 years
Pre-K Classroom: 4 years to 5+ years

When your child is ready to transition from any of our age specific classrooms to the next level, a two-week transition will occur. During this transition, your child will have two weeks (or longer if necessary) to become acclimated to their new classroom. The teachers will work together and with you to ensure this is a positive and easy transition for your child. You will receive a transition schedule that is tentative on your child's needs and comfort with change.

Here at Bright Beginnings, we understand that every child is different, and every child has different needs. Bright Beginning's policy is to accept children in compliance with state, local or federal laws pertaining to the provision of services to individuals with disabilities. We review each child's needs on a case-by-case basis and make reasonable accommodations for any child who can safely

participate in a group childcare environment. Please discuss your child's needs with the center Director before you enroll. All information provided can ensure your child will receive the best possible care.

We are licensed by the State of Massachusetts and follow all policies and guidelines as they adhere to the state to measure the quality of our program. We conduct progress reports and screenings based on the age group periodically as required by the Massachusetts regulations. We also complete additional screenings and help families make referrals to outside agencies as needed.

EEC is the agency that oversees early education and care for Massachusetts located at 1 Washington St. Taunton, MA 02780. As the agency that licenses childcare, they have quality standards that Bright Beginnings continues to abide by to ensure the educational value and health and safety for your child. For more information, to obtain a copy of EEC regulations, information regarding regulatory compliance history, or to contact EEC please go to www.mass.gov or call 508-828-5025

What We Need From You

The first day your child attends Bright Beginnings, we need the completed Enrollment Packet. Without these completed documents (which must be updated annually) we cannot care for your child. The reason for this is so we have all the important information and phone numbers we will need to provide the best possible care for your child. If you have not already done so, every family is welcome to tour the school and meet with the director and teachers prior to enrollment to discuss all pertinent information about your child's needs. If your child is receiving services from an outside source, it would be a good idea to share that information with us so we can continue to care and educate your child with all of the necessary tools.

Forms

- Enrollment form
- Developmental History form
- Receipt of Handbook (pg. 25 of this Handbook)
- Photo/Media Authorization
- Tooth brushing opt in/opt out
- Payment Agreement
- Medical Information
 1. Physical Examination - A statement from a physician or health care professional that says that your child received a physical exam within the past year
 2. Immunization Record - Evidence that your child has been immunized as recommended by the Department of Public Health
 3. Lead Screening - If your child is nine (9) months of age or older, a statement from a physician or health care professional which says that your child has been screened for lead poisoning.
 4. Information on allergies, special diets, chronic health conditions and/or any special limitations or concerns, including medications the child is taking at home or school and possible side effects of those medications

Please note: Your child's immunization record must be updated and given to Bright Beginnings in accordance with the Department of Public Health's immunization schedule. Also, your child's lead screening report must be updated as required by the Department of Public Health Regulations. This report must also be given to Bright Beginnings.

Communication and Staying Involved

It is important to keep an open dialogue with your child's educator, and to maintain an active role in your child's care. Feel free to visit, not just at pick up and drop off times, but at a variety of times during your child's day—it's your right as a parent. Please also make sure to follow-up with the Director if you have any questions about the program or your child's care.

Meals

You are responsible for all your child's food. Please bring your child a morning snack, lunch and an afternoon snack, every day in a lunch box with an ice pack that will keep perishable foods cold. We will re-heat foods (not cook) that you prepare. Please do not bring your child's lunch in a plastic bag. Bright Beginnings is **not nut free**, but we will make appropriate accommodations on a case-to-case basis in specific classrooms. Accommodations for additional allergies will be made as needed as well. Please also send a separate water bottle/cup for your child in addition to any other cups that you send.

For Infants: Formula is prepared as directed on the can unless documented otherwise in writing or parents should send it in prepared. Bottle warmers, microwaves or crockpots cannot be used for bottle warming. If necessary, a bottle can be put in a container of warm water to bring it to room temperature.

Allergies/Dietary Restrictions

Please inform us immediately of any allergies that you suspect your child may have. The director circulates an allergy list to all classrooms to inform teachers of all the children's allergies, dietary restrictions, and emergency procedures for treatment. If your child has been prescribed an epi-pen for allergic reactions, you must give the director two pens, with the prescription label on them, along with an Individual Health Care Plan specifying procedure for treatment. Both epi-pens go in a secure bag zippered into the classroom backpack whenever classrooms travel off site or to the Playground, otherwise they are stored in the Office. Epi-pens must be replaced annually.

Supplies

We ask that you provide all the following items for your child. Please make sure to keep all items in ample supply. We cannot allow children to use each other's personal items at school. Please be sure to label everything with your child's name. Any packaged food must also be marked with the date on which you brought it into the school.

Infants-

- Diapers & Wipes
- Change of clothes x2
- Formula/Breast milk
- Bottles/Sippy cups
- Baby food
- Any topical creams or lotions
- Bibs
- A pacifier (if needed)
- Sleep sack if under 12 months or blanket if over 12 months. We provide the crib sheets in the infant room and wash them weekly or as necessary

Toddlers-

- Diapers & Wipes
- Change of clothes (multiple sets for potty training)
- Sheet & Blanket for nap time
- Any topical creams or lotions
- Lunch Boxes with ice pack
- Sippy cups/Water bottle

Pre-School

- Change of clothes (multiple sets for potty training)
- Sheet & Blanket for nap time
- Lunch Boxes with ice pack
- Water bottle

Sunscreen

Sunscreen is needed for any child over 6 months old during the summer months. **PARENTS are required to apply sunscreen to their child prior to arrival every morning.** We will only reapply sunscreen as needed-after water play activities or in the afternoons.

Clothing

Dressing appropriately for school is essential for a comfortable day for your child. Please make sure your child is dressed for the current weather conditions. If your child comes to school in clothing or apparel that is not sufficient, please be aware you are responsible for any accidents pertaining to not following this policy and we may contact you to bring a change of clothing for your child. Children should not wear clothing of any kind with long strings as this may be a strangulation hazard. Children should always have a variety of extra clothing in their cubbies in case of emergency or accidents. Please do not bring your child's clothing or items in a plastic bag. Plastic bags are prohibited at the school per EEC regulations. Please choose a backpack or other form of carryall.

***Any personal belongings brought to school are the parent/guardians' responsibility. Bright Beginnings does not take responsibility for lost, stolen, or damaged property.**

Center Operations

Bright Beginnings is open from 7:00 a.m. - 5:00 p.m. Monday through Friday.

The center will be closed New Year's Day, Memorial day, The whole week of 4th of July, Labor day, Columbus day, Thanksgiving day, the day after Thanksgiving, (Christmas Eve early closure 3:00 if on week day) Christmas day and the day after Christmas *Holidays are subject to change.

The center will be open whenever possible on a regularly scheduled day, except in the case of severe weather or another emergency.

*Tuition is not reduced due to holiday closures, weather or emergency closings, your child being out sick and/or on vacation or any other reasons that an absence may occur.

-Drop Off/Pick Up - Guardians will enter the building using their supplied code. The Director will monitor who enters the building as well as cameras that are in use. Only authorized guardians who are in the child's file are permitted to pick up the child. In case of an emergency, pupils not on the list will only be allowed to pick up the child with the consent of the parent directly to the Director and only once person shows the Director a form of identification.

- Please do not attempt to drop off your child prior to 7:00 a.m., even if center staff are in the building. This is an MA state regulation.

- Children should arrive at school by 9:30 a.m. unless otherwise discussed with center staff. Late drop-offs should be notified to center staff. If your child arrives later than 10:00 a.m. without the center staff being notified, we may ask that your child not attend that day due to staffing needs. Also, if your child has not arrived by 10:00 a.m. we may call you to make sure your child is safe.

- If a parent/guardian fails to pick up child and/or has not contacted the center and/or another authorized person cannot be reached within 30 minutes after closing time, center staff may release child to protective services or other local authorities. (MA state regulation)

- Child Cubbies - Please check your child's cubby daily and take home any forms, announcements, and your child's work left there for you. Teachers also sometimes use the cubbies to post reminders of supplies your child needs and to provide you with monthly curriculum plans, etc.

- Daily Report - Your child's daily report is in the Procure app. that we use to communicate information about your child's day including eating, sleeping, and toileting behaviors. Teachers use the app. also to communicate special announcements or requests for low supplies.

Tuition & Fee Information

- Tuition is based on how many days per week your child is scheduled to attend Bright Beginnings. Please be aware that tuition prices are subject to change at Bright Beginning's discretion.
- ALL TUITION IS DUE IN ADVANCE. Tuition is due at the close of the business day, the Friday prior to service. If tuition is not paid on time, a late fee of \$5 per day will accrue. If payment is two weeks past due your child will be suspended until full payment is received.
- Please be prompt to pick up your child by 5:00 p.m. An initial late pickup fee of \$5 per teacher, per child, plus \$1 each additional minute per teacher, per child to be charged. Multiple late pickups may result in termination of enrollment.
- A non-refundable annual registration fee of \$50 (\$25 for each additional child) is due at the time of enrollment. If your child is withdrawn from Bright Beginnings and later re-enrolls, a new registration fee is due at that time. Registration fees are subject to change at Bright Beginnings' discretion.
- Any returned checks are subject to a \$25 fee. If your check is returned twice, you will need to pay with a money order.
- Returned checks may result in termination of enrollment.
- Overdue accounts may be referred to a collection agency. Any fees associated with a collection will be the responsibility of the Parent/Guardian that is signing this enrollment agreement.
- Two weeks' written notice is required prior to the last day of attendance. If a two-week written notice is not received, tuition charges and fees will still be due regardless of the child's attendance. No credit will be given in mid-month withdrawal from the program whether your child will be present during the final weeks of school or not.

Health Care Policy

The health and safety of the children enrolled in the center is the responsibility of all employees and all staff members will receive and be required to understand the contents of the school's health care policy as part of their staff orientation and will be trained in the center's infection control, injury prevention, care of mildly ill children and administration of medication procedures. At least one staff member, who is certified in CPR for children, will always be onsite when children are present. All staff members, both administrative and teachers will be certified in both CPR and First Aid by the American Red Cross within the first six months of employment. All guardians enrolling in Bright Beginnings will receive a copy of this policy.

Emergency Phone Numbers

Carver Fire, Police and Ambulance 911
Massachusetts Poison Control 1-800-682-9211
Beth Israel Deaconess Plymouth Hospital 508-746-2000
Tobey Hospital Wareham 508-295-0880
Health Care Consultant - Ashley Sullivan RN BSN 781-690-2470

Plan For Managing Infectious Disease

Staff will take extra special precautions when children who are ill are diagnosed at the Center and when children who are mildly ill remain at the Center. Children who exhibit symptoms of the following types of infectious diseases, such as gastro-intestinal, respiratory, and skin or direct contact infections, may be excluded from the Center if it is determined that any of the following exist:

- The illness prevents the child from participating in the program activities or from resting comfortably
- The illness results in greater care need that the childcare staff can provide without compromising the health and safety of the other children
- The child has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness; (Child may not return to school until symptom free without medication for 24 hrs.)
- Diarrhea (Child may not return to school until symptom free without medication for 24 hrs.)
- Vomiting two or more times in the previous 24 hours at home or once at the center (Child may not return to school until symptom free without medication for 24 hrs.)
- Mouth sores, unless the physician states that the child is non-infectious
- Rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease
- Purulent Conjunctivitis (defined as pink or red conductive with white or yellow discharge, often with matted eyelids) until examined by a physician and approved for re-admission, with or without treatment
- Tuberculosis, until the child is non-infectious
- Impetigo, until 24 hours after treatment has started or all the sores are covered
- Head Lice, free of all nits or scabies and free of all mites
- Strep infection, until 24 hours after treatment and the child has been without fever for 24 hours
- Many types of Hepatitis are caused by viruses. The symptoms are so alike that blood tests are needed to tell them apart. In the U.S., the most common types of Hepatitis are A, B, and C. Types B and C are spread through blood and other body fluids. Type A is spread through contaminated food and water or stool (feces). Fact sheets are available from the state Department of Public health. www.state.ma.us/dph
- Chicken Pox or Hand Foot & Mouth disease, until the last blister has healed over.

A child who has been excluded from childcare may return after being evaluated by a physician, physician's assistant or nurse practitioner, and it has been determined that he/she is considered to pose no serious health risk to him or her or to the other children.

Nevertheless, Bright Beginnings may make the final decision concerning the inclusion or exclusion of the child.

If a child has already been admitted to the Center and shows signs of illness (for example: a fever equal to or greater than 100.5 degrees by the oral or auxiliary route, a rash, reduced activity level, diarrhea, etc.), he/she will be offered their mat, cot, or other comfortable spot in which to lie down. If the child manifests any of the symptoms requiring exclusion (as listed above) or it is determined that it is in the best interests of the child that he/she be taken home, his/her parent will be contacted immediately and asked to pick the child up as soon as possible.

When a communicable disease has been introduced into the Center, parents will be notified immediately, and in writing by the Director. Whenever possible, information regarding the communicable disease shall be made available to parents. Directors shall consult the Child Care Health Manual for such information. DPH must be contacted when there is a reportable communicable disease in your program.

Further the center will ensure that the staff and children wash their hands with soap and water, applying friction and using individual disposable towels:

- Before eating and handling food
- After toileting and diapering
- After encountering bodily fluids or discharge
- After handling animals or other equipment
- After cleaning

The center will adhere to the following schedule for cleaning equipment (with soap, water, and appropriate bleach solution) after each use:

- Toilet training chairs
- Sinks and faucets after being used to clean or rinse toilet training chairs
- Diapering surfaces
- Toys mouthed by infants and toddlers
- Mops used for cleaning bodily fluids
- Bibs
- Thermometers

At least daily:

- Toilet and toilet seats
- Containers and lids used to hold soiled diapers
- Sinks, faucets, drinking fountain, water tables, and water play toys
- Play tables
- Smooth surface non-porous floors
- Mops used for cleaning
- Cloth washcloths and towels

Weekly or as needed, when wet or soiled, and before use by another child

- Cribs, cots, mats or sleeping equipment
- Sheets, blankets, or other coverings
- Machine washable fabric toys

The center will use the EPA registered sanitizing disinfectants, securely stored, following the labeled directions for use

*The program requires, on admission, a physician's certificate that each child has been immunized in accordance with the Department of Public Health's recommended schedule. No child shall be required, under 102 CMR 7.00 to have any such immunization if his parent(s) object, in writing, on the grounds that it conflicts with their religious beliefs or if the child's physician submits documentation that such a procedure is contradicted. This must be maintained in the child's file.

No child will be admitted into the program without the required documentation for immunizations. (Childhood Lead screening must be done on all children; it is not considered an immunization). The program will maintain a list of the children who have documented exemptions from immunizations and these children will be excluded from attending when a vaccine preventable disease is introduced into the program. The Massachusetts Immunization Program provides free childhood vaccines. The toll-free telephone number is 1-888 658-2850.

Plan For Administration of Medication

Prescription Medication

1. Prescription medication must be brought to school in its original container with the prescription label with the child's name. The doctor's note must include the child's name, the name of the medication, the dosage, the number of times per and the number of days the medication is to be administered.
2. The Center will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.
3. The parent must fill out the Authorization for Medication Form and be signed by the parent and doctor before the medication can be administered.

Non-prescription Medication

1. Non-prescription medication will be given only with written consent of the child's physician. The Center will accept a signed statement from the physician listing the medication(s), the dosage, and criteria for its administration.
2. Along with the written consent of the physician, the Center will also need written parental authorization. The parent must fill out the Authorization for Medication form, which allows the Center to administer the non-prescription medication in accordance with the written order of the

physician. The statement will be valid for one year from the date it was signed.

3. The center will make every attempt to contact the parent prior to the child receiving the non-prescription medication unless the child needs medication urgently or when contacting the parent will delay appropriate care unreasonably.

Topical Ointments and Sprays

1. Topical ointments and sprays such as petroleum jelly, sunscreen, and bug spray, etc. will be administered to the child with written parental permission. The signed statement from the parent will be valid for one year from the date it was signed.
2. When topical ointments and sprays are applied to wounds, rashes, or broken skin, the Center will follow its written procedure for non-prescription medication which includes the written order of the physician, which is valid for a year, and the Authorization for Medication form signed by the parent.

Plan For Mildly Ill Children

Children who are mildly ill may remain in school if they are not contagious (refer to Plan for Infectious Disease) and they can participate in the daily program including outside time.

If a child's condition worsens or, if it is determined that the child poses a threat to the health of the other children, or if the child cannot be cared for by the classroom staff, the Program Director will contact the child's parent(s). The parent(s) will be asked to pick up the child. The child will be cared for in a quiet area, a classroom or in the Center's office by a teacher qualified staff member or by the Program Director until the parent(s) arrive to take the child home.

Any toys, blankets, or mats used by an ill child will be cleaned and disinfected before being used by other children.

First Aid & Transportation to the Hospital

In case of minor injury, a teacher trained in first aid will administer simple first aid and will notify the parent(s) by phone during an appropriate time. An injury report will be filled out and a copy given to the parents (parent will sign our copy). The center will maintain first aid supplies in a first aid kit. The director will periodically review the contents of the first aid kit to ensure adequate supplies of necessary equipment are on hand. First aid equipment and supplies will be only used in a manner prescribed, and only by a qualified individual trained in first aid administration

1. In the case of an emergency or illness (such as a seizure, a serious fall or serious cut), the teacher in charge will begin administration of emergency first aid while the assistant teacher or second teacher takes other children to another area or room.
2. Other staff will be alerted to send for assistance.

3. One of the supervisory staff will contact the parent to come and pick up child or, if response time is a factor, to have the parent meet the child and accompanying staff at the emergency room of the hospital utilized in emergencies.
4. If necessary, an ambulance will be called immediately. The parents will be called to meet the child and staff at the hospital. The teacher or other designated staff will go with the child in the ambulance. The child's file will be taken, including permission forms.
5. When parents cannot be reached, those listed as emergency contacts will be called as a further attempt to reach parents. In the event a parent cannot be reached immediately, a designated staff person will continue to attempt to reach parents.

Plan For Injury Prevention

To prevent injury and to ensure a safe environment, the staff member who opens each classroom is responsible upon arrival each day for monitoring the environment and for the removal of any hazards. Any needed repairs or unsafe conditions will be reported to the Director. No smoking is allowed on the premises.

- Toxic substances, sharp objects and other hazardous objects will be stored out of the reach of children.
- injury report for any incident which requires first aid or emergency care will be maintained in the child's file. The injury report includes the name of the child, date, time and location of accident or injury, description of injury and how it occurred, name(s) of witnesses, name(s) of person(s) who administered first aid and first aid required. Staff will use an Accident/Injury Report Form to record the above information.
- Once the Program Director has reviewed the Accident/Injury Report form and has signed it, it will be given to the parent. The parents will be allowed to review it, sign it, and then be given a copy.

Procedures That Will Be Followed in Urgent Emergency Medical Situations:

1. Administer First Aid and CPR to the child as deemed necessary based on the nature of the emergency.
2. Call emergency medical services right away. 911
3. After EMS or emergency medical services have been contacted, call the child's legal guardian.
4. Take child's medical information and emergency consents to doctors' office or emergency room

Plan For Meeting Individual Children's Specific Health Needs

During intake, parents will be asked to record any known allergies on the face sheet. The face sheet will be updated yearly.

All allergies or other important medical information will be posted in each classroom, on the refrigerator in the kitchen, and on the snack storage cabinet. The allergies list will be updated, as necessary. The names of children with allergies that may be life threatening (i.e. - bee stings) will be posted in conspicuous locations with specific instructions if an occurrence were to happen.

An individual health care plan will be kept for each child with a chronic medical condition, which has been diagnosed by a licensed health care practitioner. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment and the potential consequences to the child's health if the treatment is not administered.

Oral Health

All children over the age of two in care for more than four hours and eat a meal at the Center will engage in supervised tooth brushing after lunch. If you would not like your child to brush their teeth at school, please fill out the Oral Health Non-Participation form to waive this.

Children's Records

EEC regulations require Bright Beginnings to maintain an individual written record for every child we have in care. These records include the information that parents complete at enrollment, as well as progress reports, incident reports and other documentation regarding your child's care. Records are updated at least annually but may be updated as frequently as is needed.

As a parent, you have access to the record that we maintain for your child, and you have the right to add information or to request that information in your child's record be changed or deleted. You also have a right to receive a copy of your child's record; however, a reasonable fee may be charged for that copy. Written permission is required from the child's guardian to release records to another party. All records are kept for five years after the child has left the school.

Progress Reports

Progress reports will be completed periodically for all children in care. For infants and children with identified special needs, the child's teacher will be completing progress reports every three months. For toddlers, preschool and kindergarten prep those reports are completed every six months.

Your child's progress reports will be shared with you, as well as offering an opportunity to meet and discuss your child's progress. Feel free to ask me about curriculum and progress reports and how they are implemented in the program.

Child Guidance

Not only do our teachers focus on keeping your child safe and providing them with an educational environment, but they are also teaching them self-help skills and how to interact with each other appropriately. This guidance is positive, consistent, and based on the individual needs and development of your child. We encourage self-control and using positive language to solve problems. Helping children to learn social, communication and emotional strength is important for their growth and development. We teach strategies that are used to encourage appropriate behaviors to enable children to use their language rather than aggression.

Your child's teacher will have classroom rules that the children will be involved in creating. This gives the children a sense of ownership over these rules. Teachers recognize and reinforce appropriate behaviors, have reasonable expectations, set clear and consistent limits and redirection as positive guidance tools.

At no time is corporal punishment and/or verbally degrading a child, depriving a child of food or outdoor time, or confining it to a piece of equipment/and or excessive time outs allowed. Instead, we encourage students with positive reinforcement.

Biting Policy

We understand that biting in young children is typical in normal early childhood development. However, we do believe it is in the best interest of the children placed in our care to set limits for aggressive behaviors such as biting, which has the potential to harm others. Biting will not be tolerated and to ensure the safety of the children in care we will enforce a strict biting policy. If a child bites or begins to bite, the child and the child's parents will have two weeks to correct aggressive behavior or a team meeting with teachers and parents will be requested. If a child bites three times during the day they will be sent home for the remainder of the day.

It is our goal to recognize triggers that cause biting and redirect a child before the incident occurs but, in the event, we are unable to intervene the following steps take place:

1. We will attend to the bitten child by comforting and then cleaning the bitten area with soap and water. Ice will be applied if bruising occurs.
2. The child who did the biting will be removed from the setting and in an age-appropriate manner; we will explain that the behavior is unacceptable: "Biting hurts" or "We bite food, not people." Care will be taken not to reward the child who did the biting with extra attention.
3. The incident will be documented on an accident/incident form that will need to be signed by the parent of the child who bit and the care provider. The parent will receive a copy; the original will be placed in the child's file.
4. Bright Beginnings will not identify the child who bit the parents of either child.
5. Parents will be asked to work with their child in discouraging aggressive behaviors.

Diapering & Toilet Training

Diapering

We check and change children's diapers every two hours throughout the day and whenever they are wet or soiled. During each diaper change, children are washed and dried with their own wipes. After each diaper change, teachers wash their hands with liquid soap and running water, using friction, and dry their hands with paper towels, and the child's hands are washed with liquid soap and running water and dried with paper towels. Soiled diapers are placed in a closed container that is lined with a leak-proof disposable lining. The diapers are removed from the school at regular intervals throughout the day. Any wet or soiled clothing is placed in a sealed plastic bag, labeled with the child's name, and returned to you at the end of the day. Please take all wet or soiled clothing home with you promptly at the end of each day.

Only disposable diapers are used at the school. You are responsible for maintaining a supply of diapers, wipes, and any creams or lotions at the school adequate for your child's needs.

Toilet Training

When you feel your child is ready for toilet learning I ask that you begin this teaching time at home during a weekend or vacation. PLEASE NOTE: We will only begin to assist your child in potty training if you have successfully begun training at home for one-week prior. We will follow through and encourage your child while in care. Toilet training will be done in a relaxed manner with the cooperation of the family. We require the child to be at least two years old and must also show signs of readiness (see Toilet Learning readiness checklist below). Positive reinforcement and consistency must be continued at home. Please keep in mind that the activity level here can distract your child from

responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use diapers until your child can and will announce that he/she must use the bathroom and can control his/her bladder and bowels for a few minutes beyond that moment. It is required that parents supply diapers/underwear and multiple extra changes of clothing.

Toilet Training Readiness

Basic verbal skills- the child can speak in three to four-word sentences

- Stage 1- The child tells you he/she has a wet diaper/recognizes that he/she is wet
- Stage 2- The child tells you he/she is wetting/recognizes the sensation of being wet
- Stage 3- The child tells you he/she needs to go to the bathroom, can control him/himself and use the toilet.

Physical and Psychological Signs of Readiness

- Stays dry for long periods of time (the child can "hold" his/her urine and bowel movements)
- Can recognize his/her diaper is wet or soiled
- Has bowel movements at regular times (child chooses when to move his/her bowels)
- Adult can recognize when child is moving his bowels (child is deliberately moving bowels)
- Can undress and pull up his/her own pants (important because this is the work of the child, not the caregiver)
- Initiates interest in using the toilet and asks to wear underwear
- Wants to be independent (which is especially important to the learning process)
- Child is emotionally ready and is open to learning (is child generally cooperative?)
- Child has awareness and knowledge of the world beyond him/herself (this sign may seem unrelated to toilet learning, but it is a behavior that has been in children who are ready to use the toilet)
- Can follow three to four step directions (critical for learning to urinate or move bowels, wipe him/herself, flush the toilet, and then wash hands)
- Can use consistent words or gestures to communicate
- Can physically get to the toilet and sit on it without help
- Must show a willingness to want to sit on the toilet and understand its functions

Proper Clothing:

DO NOT bring your child in underwear without first talking with your child's teacher for approval. Children must have naptime and bedtime control established. During potty training, the child needs to be dressed in "user friendly" clothing as much as possible. The best items are shorts and/or pants with elastic waists. Please do not dress your child in the following items:

- No tight clothing
- No shirts that snap in the crotch

- No overalls or bib type clothing
- No belts
- No one piece outfits

The clothing listed above can make it difficult for your child to reach the potty in time. Your child also needs to be able to pull his/her own pants up and down and these items will hinder your child's ability to do so. If your child arrives wearing any of the above items, we will not work on potty training that day.

Required Supplies:

The following items are to be left at the school and replaced as needed. State licensing requires that soiled clothing be returned in a plastic bag at the end of the day.

- Two changes of clothing including socks and an extra pair of shoes

Toilet Learning Schedule:

For the first week, the child will be scheduled to use the toilet at consistent times of the day whether the child indicates the need to use the toilet or not

- Upon arrival
- After meals
- Before and after rest
- Before and after going outside
- Just before going home

***NO ADJUSTMENTS FOR PRESCHOOL TUITION WILL BE MADE UNTIL THEY ARE POTTY TRAINED WITH NO ACCIDENTS FOR THREE FULL WEEKS AT SCHOOL**

Safe Sleep

Supervision of children is equally important during the times that a child is sleeping at the program, particularly when that child is an infant. EEC has very specific regulations around safe sleep practices. All infants are placed on their backs to sleep, unless a child's physician orders otherwise (such an order must be given to me in writing). Children in our infant room are not allowed to have any stuffed animals, pillows, comforters, or other padding in their crib. All cribs are up to date with the new crib regulations that took effect for EEC in 2012. If your child is less than six months old, your child's teacher will directly supervise them during naptime for the first six weeks they are in care. For

more information regarding Safe Sleep, please feel free to review the 'Family Child Care Policies' section of www.eec.state.ma.us

Rest Time

All Children in care for more than 4 hours are required by state law to have a rest period while in childcare. Our rest period is designed based on the needs of the age of the child. To avoid disturbing the children who are napping, please try to avoid scheduling pick-ups during this time unless necessary (between 1-3pm). If you must pick up your child during quiet time, please notify your child's teacher in advance so that we may have your child ready when you arrive.

Infants are provided with individual cribs. To reduce the risk of Sudden Infant Death Syndrome (SIDS), infants are put to sleep in their cribs on their backs, as recommended by the American Academy of Pediatrics and the National Association for the Education of Young Children. Blankets, swaddling blankets, pillows, quilts, comforters, stuffed toys, positional wedges, and other soft items are not allowed in the cribs for infants under 12 months. You may provide a sleep sack for your child if needed.

For Toddlers and Preschoolers, we will provide each child with their own mat or cot. You will need to provide us with a sheet (crib size) and blanket. If your child has a special stuffed animal/doll to sleep with, they will be allowed to use them during this time. All items must fit in a labeled drawstring sized bag. Children who do not fall asleep after 30 minutes or wake early will be given/directed to quiet activities that will not disturb other sleeping children. It is mandatory that all children at least rest.

Nap Bags - We provide each child with a drawstring bag for storing his or her own mat sheet and any other items that may be needed for naptime. Each Nap Bag should go home on Fridays (or your last scheduled day) to wash the sheets and whenever they are wet or soiled. We ask that you take home any other blankets, pillows, or stuffed animals to wash regularly at home as well. If you inadvertently take your child's drawstring bag home, please return it to the school the next morning, as your child needs it for naptime.

Mandated Reporting

As a licensed Educator in Massachusetts, Bright Beginnings must operate its program in a way that protects children from abuse and neglect. As such, all educators are mandated reporters (under M.G.L. c.119 s51A) and must make a report to the Department of Children and Families (DCF) and/or local law enforcement whenever they have reasonable cause to believe a child in the program is

suffering from a serious physical or emotional injury resulting from abuse inflicted upon the child, or from neglect, no matter where the abuse or neglect may have occurred or by whom it was inflicted.

No staff member if accused of abuse or neglect would be allowed to work with any child at the center. If a 51A were filed, the staff member would be suspended from teaching at the center pending the outcome of the investigation. At the end of the investigation, a meeting would be held with staff member and director to discuss further action or plan to move forward. If a staff member is found at fault they will be terminated immediately.

Emergency Situations and Evacuation Plans

We make every attempt to be prepared for potential emergency situations. We regularly practice emergency evacuations and lock down procedures. An emergency plan and list of evacuation routes are posted in every classroom. If an actual emergency requires evacuation, you will be notified once the children are in a safe area.

Specific Emergency Events:

1. **Missing Child-** Person who suspects that a child is missing/kidnapped will immediately notify the director. Police will be notified immediately. It is the responsibility of the police to notify the parent(s). The director is responsible for all communication with the public and media.
2. **Evacuation of Children-** Take Contact Cards/cell phones/students and staff medical information/Emergency Backpacks/student medication. Public Transportation will be used whenever possible, emergency and staff cars as last options.
3. **Fire-** We will evacuate immediately, following the classroom/building/evacuation procedures and all educators will remain with their students. Attendance will be taken once outside. Fire officials will be fully in charge and will determine when re-entry is possible. Parents will be advised of the situation and given procedures to follow.
4. **Natural Disaster (blizzard, earthquake, flood, tornado, severe thunderstorms) -** At the first site of lightning all staff and students should go inside and/or remain inside the building. We will contact parents of early dismissal if necessary. Students should be kept away from external doors and windows. We will follow evacuation procedures if necessary.
5. **Loss of Power, Heat, or Hot Water-** The directors will be notified. Weymouth DPW and Mass Electric/National Grid will be contacted. If they cannot restore the situation within a reasonable time (considering time of year/weather/temperature, etc.) parents will be notified of a pending closing. If we are required to evacuate, we will follow the evacuation procedure.
6. **Shelter In-Place Emergency:** When there is a hazardous situation nearby or a dangerous storm, children and staff remain inside the school while the director notifies parents of the emergency via e-mail and telephone.

7. Lock-Down: If there is a dangerous situation outside that necessitates securing the school and keeping the children away from any windows, the director will coordinate with Public Safety officials as to how long to remain in lock-down. Under no circumstances may anyone enter or leave the building during a lock-down

Termination and Suspension

A child may be terminated from the center for various reasons, including non-payment of fees by the parent, not observing the rules of the center, theft or damage of personal or school property, excessive late arrivals, jeopardizing the safety of children, families or staff, lack of parental cooperation, if the health and safety of the child at the center cannot be assured, the child's developmental needs are not being met, failure on the parents part to provide necessary mandated records, behavior demonstrated by the child that is continuously unacceptable, verbal abuse or harassment of a staff member by a child or parent, etc.

Our staff works hard to ensure that the school is a safe place for all our children. While we strive to encourage positive guidance techniques, there are occasions when these techniques do not suffice. If your child becomes a danger to the welfare and safety of students and/or staff, we may disenroll your child immediately. We reserve the right to disenroll any child or terminate services as deemed necessary or appropriate at our sole discretion with or without notice. We will however do our best to work with you to avoid this situation. We may provide an opportunity to meet with you to discuss options other than suspension or termination; offer referrals for evaluations, diagnostic or therapeutic services; pursue options for supportive services to the program; develop a plan for behavioral intervention at home and in the program. We encourage a strong home/school connection to work together to avoid termination and create a successful environment for all our children. We may suggest outside resources for you to enlist to help with your child's behavior.

Please understand that we do not take this lightly and do everything we can to avoid a situation as so, but we are here to make sure all our children and teachers are safe. If Bright Beginnings decides to suspend or terminate your child, you will receive written documentation of specific reasons. Also, if we feel a parent, guardian or other family member or friend is being inappropriate or abusive towards children and/or staff we have the right to ask that the person does not enter the premises any longer.

Referral Services

If at any time we feel as though your child may need services for social, mental health, educational services or medical services a written plan will be put in place that may include, but may not be limited to; staff informing the director of their concerns, observing and recording the child's behavior and reviewing the child's record prior to making the referral, meeting with the parents to notify them of the program's concerns, a current list of referral resources in the community, written notice to the appropriate administrator of special education if the child is older than 2.9 years of age, written notice to the DPH Early Intervention program if the child is younger than 2.9 years of age.

Non-Discrimination Statement

We are committed to maintaining an environment that is free from unlawful discrimination and harassment. Bright Beginnings strictly prohibits and will not tolerate harassment by anyone, including any parent, family member, teacher, administrator, or service provider. We expect each member of the Bright Beginnings community to take responsibility for creating and maintaining a comfortable and constructive environment in which all children, teachers, family members and service providers are treated with respect and dignity.

Bright Beginnings shall not discriminate in providing services to children and their families based on race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation, or disability. In addition, toilet training status is not an eligibility requirement for enrollment.

Bright Beginnings will not discriminate with the respect to hiring and admissions based on race, religion, cultural heritage, sexual orientations, disability, or national origin.

We will investigate all allegations of discrimination or harassment in a fair and expeditious manner and will act on, including termination, against anyone in violation of our policies.

Serving Children with Special Needs

Children with Disabilities- Childcare programs provide public accommodation and therefore must comply with the ADA. Inclusion of children with special needs has been shown to enrich the childcare experience for all staff, and children and families of enrolled children.

1. Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA)
2. All families will be treated with dignity and with respect for their individual needs and/or differences
3. Bright Beginnings will be responsible for ensuring that confidentiality about special needs is maintained for all families and staff in the program.
4. Children with special needs will be given the opportunity to participate in the program within our means. To accomplish this, Bright Beginnings may consult with other caregivers or agencies to support their medical needs and learning needs, provided parental permission is granted. Inclusion of program staff on IFSP and IEP case conferences is desired to ensure Bright Beginnings provides the most supportive environment possible.
5. All staff will receive general training on the benefits of inclusion of children with special needs and training on specific accommodations that any child in their classroom

may need as well as additional training by our healthcare consultant as needed for medical needs.

Staff, Interns & Volunteers

All teachers are certified by EEC; all professional staff members have had first aid, and CPR training. All staff members will be certified in both within the first six months of employment. We choose our teachers carefully based on their education, professional experience, and their demonstrated ability to work with children. Monthly staff meetings are held to jointly review curriculum ideas and the children's development progress.

Professional Development

1. All educators must attend an orientation (on-line) to early childhood education & care approved by EEC. Verification should be in the staff member's file.
2. All educators must register annually with the ECC in accordance with EEC policies and procedures.
3. Educators working fewer than 10 hours per week = 5 hours per year
Educators working at least 10 hours but fewer than 20 hours per week = 12 hours per year
Educators working more than 20 hours per week = 20 hours per year
4. At least 1/3 of the required professional development must address diverse learners

Student Interns

The Center will provide in writing to parents, any arrangements with any school or professional training program to inform families when new people may be coming into a classroom. The Center will include a description of student responsibilities and supervision of the students by the school or training program and the childcare program. No student interns will ever be left alone with a group of students or one on one with a student, this is not expected of them or allowed. All interns must always be under the direct visual supervision of an EEC qualified educator. Interns must also comply with EEC BRC regulations.

Volunteers

Volunteers are any person who assists in an unpaid capacity on a regular basis. All volunteers must always be under the direct visual supervision of an EEC qualified educator. Volunteers must also comply with EEC BRC regulations.

1. All volunteers must complete both EEC orientation and site orientation and other necessary trainings
2. All dates and hours of service and responsibilities will clearly be documented

3. All volunteers will always be under the direct visual supervision of EEC certified educator
4. All volunteers must comply with the EEC Background Records Check
5. All volunteers/student interns will be expected to follow rules and policies set forth in the Center's handbook

Background Checks

To ensure the safety of our children, families and staff, all employees undergo a series of background checks before they are hired at Bright Beginnings. The director completes fingerprint-based checks of national and state criminal history databases and Sex Offender Registry Information (SORI) checks from the Sex Offender Registry Board (SORB) clearance for each employee before an offer of employment is confirmed. CORI, DCF and Background Record checks are also completed on the program's licensee, reviewer, employees, volunteers, and interns. These will be renewed every three years or any time the program receives information that may indicate that a new CORI or DCF background record check review is appropriate.

Transportation Policy

Bright Beginnings does not provide transportation. Guardians are responsible for transporting children to and from the program. The Center staff will assist school age children on and off the Carver Public School buses if guardians set this arrangement up with the Carver Public School and Bright Beginnings.

Acknowledgement of Receipt of Addendum to Handbook

New Policy Added:

It is against Bright Beginnings' policy for parents or guardians to ask/have staff members of the school to care for any students that attend Bright Beginnings, during hours which the school is in operation (7:00am-5:00pm Monday-Friday) whether the child is normally scheduled to be at the school that day or not.

I attest I have read and fully understand the policies, procedures and guidelines of the Bright Beginnings Early Learning Center LLC's Parent Handbook and will abide by all content. I have also received a copy of this handbook for my reference.

Parent/Guardian's Signature

Date

Parent/Guardian's Name (Print)

Date

