

**Bright Ideas Childcare**

**Parent Handbook**

**2020-2021**

Bright Ideas Childcare

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# Parent Handbook

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## **Bright Ideas Childcare Mission:**

To provide a safe and nurturing environment for children to grow and learn about the world around them.

## **Vision Statement:**

At Bright Ideas Childcare we believe that our job is much like that of a lighthouse. During the journey of life, the early years go by so quickly, yet they are so important. Our goal is to keep your child from harm by steering him/her away from danger and guiding them down a safe path until they return home with you. The light keeper position was not fulfilled by one person alone. They lived with and depended on their family members for help and support. Teaching and nurturing a child cannot be done alone, but by working together we can provide positive and educational experiences to ensure their safety and expand their mind



## **Core Values:**

- **Teach-** We plan our activities and environment in a purposeful way to teach the children about the world around them.
- **Everyone-** Teaching and nurturing a child cannot be done alone. It is important for the teachers and families to communicate and collaborate with each other with the success of the child as the goal.
- **Atmosphere-**Bright Ideas is a positive and fun place for children, families and staff to learn and play.
- **Make a difference-** We strive to make a positive difference in the life of every child and family that comes through our doors.

# Statement of Purpose

Our philosophy can be explained by our logo, a lighthouse. We chose a lighthouse because of its symbolism. The purpose of a lighthouse is very important yet often overlooked. Even though, during a journey on the ocean one does not encounter a lighthouse very often, it is there when it is most needed. It is strong and ready to keep the sailors from harm by steering them away from danger and using its light to show the best path to travel. The lighthouse guides the ships so that they may avoid dangerous areas and safely reach their home ports.

At Bright Ideas Childcare we believe that our job is much like that of a lighthouse. During the journey of life, the early years go by so quickly, yet they are so important. Our goal is to keep your child from harm by steering him/her away from danger and guiding them down a safe path until they return home with you. The light keeper position was not fulfilled by one person alone. They lived with and depended on their family members for help and support. Teaching and nurturing a child cannot be done alone, but by working together we can provide positive and educational experiences to ensure their safety and expand their mind.

Bright Ideas Childcare was established to provide a safe place for children ages 1 month-8 years to play and learn in a comforting and positive atmosphere. We believe the first step in a child's learning and development is feeling safe and welcome. When a child is comfortable, they are able to become confident and begin to understand their own self-worth and that of other people in their world. They are ready to experiment with their own independence and are eager to learn.

Children learn best by doing things themselves. This may at times look like just playing but play is a child's work. We provide opportunities for children to expand their emerging abilities and interests within the five main areas of development. These areas are: Fine Motor Skills, Gross Motor Skills, Cognitive Development, Social and Emotional Development and Speech and Language Development. We use age appropriate equipment, supplies and activities so that they can advance at their own pace. Children are given the freedom to try new skills and to sharpen those that they have already learned. We approach learning in a fun, enthusiastic way to capture the children's interest. We want learning to be fun.

## Goals and objectives

The goal of Bright Ideas Childcare is to enhance the social development and readiness skills of children. By working together; parents, teachers and the children; we can provide many opportunities for children to grow and learn about the world around them in a safe and nurturing environment. We plan our day in such a way that we can ensure that the children in our care:

- Are safe
- Can feel good about themselves
- Learn to respect the feelings and property of others
- Can develop positive relationships with their peers and adults
- Can learn and play in a positive environment
- Can have fun

## Administration Organization

Bright Ideas Childcare is licensed by the Department of Early Education and Care (EEC) and must make available any information requested by EEC to determine compliance with any Department regulations governing the program, by providing access to its facilities, records, staff and references. Parents may contact EEC for information regarding the program's regulatory compliance history. **Department of Early Education and Care Region 5 - Southeast/Cape and Island Regional Office** 1 Washington Street, Suite 20, Taunton, MA 02780 Phone: 508-828-5025, Fax: 508-828-5235.

**Director**, Brenda McClay is in charge of all administrative and program development duties. She is responsible for the overall supervision of staff and children and is on the premises during the hours of program operation.

**Teachers** are assigned to each classroom. Their duties include maintaining a safe and enriching environment for the children in their classroom. The Teachers are responsible for classroom management and the preparation and implementation of an appropriate curriculum.

**Assistant Teacher** is under the supervision of the assigned classroom teacher. The Assistant Teacher aids the Teacher in the classroom and reports directly to the Teacher they are assigned to.

## Children Served

Bright Ideas Childcare is open Monday-Friday from 7:00 a.m. to 6:00 p.m. We provide care for infant, toddler, and pre-school age children, ages 1 month to 8 years. We offer a pre-school curriculum and school age care before and after school and during vacations. Enrollment is based on a first come, first serve availability. We do not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation, or the special needs or disabilities of any child. Toilet training status is not an eligibility requirement for enrollment. We are open to all children who may benefit from our program.

## Intake Procedures

Children are enrolled into a class after a personal interview, which includes the parent(s), the child and the Director. During the interview the parent(s) and child are given the opportunity to tour the facility and ask any questions that they may have. The child's developmental history will be discussed at the time of enrollment and must be updated annually and maintained in the child's record. In order to make for a smooth transition into care at Bright Ideas Childcare it is important to provide any pertinent information about your child's and family's interests and needs. In order to support transitions and coordinate with services offered by other providers, it is requested that parents share information regarding other therapeutic, educational, social and support services received by your child.

**Before a child's name can be placed on a class list an application must be completed and submitted with a non-refundable registration fee of \$75.** This fee is required with each new registration and secures a space for your child.

## Fee Schedule

**All** tuition is due in advance. Full payment of tuition and fees are due even if your child is absent because of an illness, stormy weather, holidays, or other reasons such as family vacation or if the center needs to close for any reason to include an emergency, sickness, quarantine, mandated closure, etc. Tuition is due on the Friday of the week before care. There will be a charge of \$5.00 per day late fee. Payments returned for insufficient funds will be subject to a \$25.00 service fee. We offer automatic payments through the parent communication app Brightwheel. Please see the Director for more information.

**The following rates are effective July 1, 2020.**

	full day	full day +	full week	full wk +
Infant	\$70	\$79	\$336	\$378
Toddler	\$67	\$77	\$326	\$368
Pre-school	\$63	\$73	\$305	\$349

Additional care: \$10.00/hour or any portion of an hour

Full day is care up to 8 hours in a day.

Full Day + is care up to 10 hours in a day.

Full week is care 5 days a week up to 8 hours a day.

Full week + is care 5 days a week up to 10 hours a day.

An infant is any child from 1 month -15 months. Once a child turns 15 months, they will be reduced to the toddler rate. A toddler is a child that is 15months- 2 years 9 months. A child will only be reduced to the Pre-school rate when they are 2 years 9 months **and** potty trained.

Bright Ideas Childcare will be **Closed** to observe the following 2020-2021 holidays.  
Tuition is **due** for these days.

Friday, July 3	Independence Day
Friday, September 4	Professional Development
Monday, September 7	Labor Day
Friday, October 9	Professional Development
Monday, October 12	Columbus Day
Wednesday, November 11	Veterans Day
Wednesday, November 25	close @1:00
Thurs/Fri, November 26-27	Thanksgiving
Thursday, December 24	close @1:00
Friday, December 25	Christmas Day
Friday, January 1	News Years Day
Friday, January 15	Prof. Development/QRIS
Monday, January 18	MLK
Monday, February 15	President's Day
Monday, April 19	Patriot's Day
Monday, May 31	Memorial Day

## **Our Curriculum**

Each classroom at Bright Ideas Childcare has a planned daily schedule. We do however remain flexible in the execution of the schedule. The learning environment of each classroom is developed according to age appropriate and individual characteristics of the class. We use a theme-based curriculum that is planned by the Director and classroom Teachers. While planning, we keep in mind the five main areas of development: Fine Motor Skills, Gross Motor Skills, Cognitive Development, Social and Emotional Development and Speech and Language Development. We offer children a balance of structured and individual choice opportunities both indoors and outside.

### **Infant/Toddler Daily Schedule:**

The following schedule for our infant and toddler room is a guideline for our daily activities. Although it is important to have a plan, it is just as important to remain flexible. By remaining flexible we are ready and willing to deal with whatever is presented to us at any given moment. We strive to replicate the same schedule that infants have at home. As toddlers, they begin to participate in more group activities. Infants and toddlers need lots of one on one attention. As their caregivers, it is our job to give them the attention that they need and to know when they are ready to try new skills. Infants and toddlers are encouraged to crawl/creep/walk freely throughout our classroom to explore their surroundings. They are held, rocked, comforted and attended to whenever they need it.

7:00-9:00	Children arrive; pertinent information from home is gathered, free play, tummy time. Diaper change/bathroom. Breakfast is given at the request of the parent. All food and drinks are brought daily from home.
8:45-9:00	Diaper change, handwashing
9:00-9:30	Hand washing, snack
9:30-10:00	Group time for toddlers (weather, songs and finger plays)
10:00-10:45	Art projects and sensory
10:30-10:45	Diaper change/bathroom, handwashing
10:45-11:45	Large Motor; Outdoor play (weather permitting)
11:45-12:00	Come in from outside, books, songs, hand washing
12:00-12:30	Lunch
12:30-1:00	Teeth brushing, quiet play (books, puzzles, soft blocks), diaper changes before rest
1:00	Afternoon nap
2:45-3:30	Children are changed upon waking
3:30-4:00	Hand washing, snack
4:00-6:00	Fine Motor; Manipulative, puzzles, play dough, sensory, art, free play
4:00-6:00	Large Motor; Outdoor play (weather permitting) free play, children depart.
4:30-5:00	Diaper change as needed/bathroom, hand washing

\*Diapers are changed every 2 hours or as needed.

**All infants will be napped in an individual crib. Infants will be placed on their backs for sleeping.**



## Pre-school Daily Schedule:

Our Preschool program is designed to provide children with developmentally appropriate activities, materials, and experiences to develop their Fine Motor Skills, Gross Motor Skills, Cognitive Development, Social and Emotional Development and Speech and Language Development. We offer a safe and nurturing environment where children can explore, experiment, manipulate and use their natural curiosities to solve problems and learn about the world around them. We present children with opportunities to develop their independence and boost their self-esteem to foster positive feelings toward learning.

We offer a full day program designed for working parents and a 4-hour program for those interested in only the pre-school class time activities.

7:00-9:00	Children arrive; Breakfast for those who did not eat prior to arrival (all food is brought from home daily), free play, morning craft
9:00-9:15	Bathroom time, hand washing
9:15-9:45	Snack
9:45-10:15	Circle Time; Pledge of Allegiance, Calendar, Music, Story time, and preview of days' activities
10:15-11:00	Centers: Art, Math, Reading Readiness, Science, computer and Sensory. Children move between various center activities.
11:00-12:00	Large Motor; Outdoor play (weather permitting), Indoor Large Motor activities
12:00	Prepare for lunch, hand washing
12:00-12:30	Lunch
12:30-1:00	Bathroom time, hand washing, brush teeth
1:15-2:45	Quiet time/Naptime (non-sleepers are provided with an activity)
2:45-3:30	Children wake up, quiet play.
3:30-3:45	Bathroom time, Hand washing
3:45-4:15	Snack
4:15-6:00	Large Motor; Outdoor play (weather permitting), free play, story time, afternoon craft. Children depart.

When a child is ready to transition from one classroom to another, the classroom teachers will work together to make that transition as smooth as possible. They will assist the child in a way that they can understand and at a pace that they are ready for. If the child is transferring to a different program, with the parent's permission Bright Ideas will share information with the new program that may be pertinent to the success of a smooth transition.

# Behavior Management Policy

Children want to succeed. At Bright Ideas Childcare we strive to teach children how to succeed in controlling their own behavior. Children will be guided to learn appropriate social, communication and emotional regulation skills based on their developmental level. Our goal is to maximize the growth and development of children while we protect the group and its individuals. We plan our classroom environments and activities to encourage appropriate behaviors and prevent challenging behaviors. Each classroom will have a list of its established rules that the children will help to establish.

## **Catch them being good!**

When we notice appropriate behavior and recognize it, children are eager to repeat that behavior. It builds their self-esteem. We make every attempt to notice and comment on their good behavior.

- **Establish appropriate expectations**

Set limits with regard to the child's developmental level.

Give effective instructions. Keep it simple, clear and fair.

Give the child choices.

- **Redirection**

Redirecting a child to a new activity is very successful in allowing the child to control their behavior and begin the new activity with a clean slate.

- **Time out**

Time out does not teach a child what appropriate behavior is expected. It only teaches a child what not to do. Time out is used for aggressive behavior when a child must be removed from others for their safety or the safety of others and to give the child a little time to "cool down". If time out is needed, the child will be asked to return to the group when the child feels they are ready to act appropriately, at no time will "time out" exceed 1 minute per year of the child's age (for example 4 minutes for a 4-year-old child). The child must be within the view of an educator at all times. When the child is ready, a staff member will talk with the child about the incident. They will discuss acceptable alternatives to better handle the situation in the future and then return to the group.

- **Environmental modifications**

Our environment, planned activities, teaching strategies and adult and peer interactions can all have an effect on behavior. By keeping this in mind and modifying any one of these aspects we can encourage appropriate behavior and prevent challenging behaviors.

- **We will never use:**

- Corporal punishment, to include spanking
- Cruel or severe punishment, such as humiliation, verbal or physical abuse, neglect or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks.
- Depriving a child of outdoor time, meals or snacks.
- Force feeding a child or otherwise making them eat against their will, or in any way using food as a consequence.
- Disciplining a child for soiling, wetting, or not using the toilet; or forcing a child to remain in soiled clothing or forcing a child to remain on the toilet or using any other unusual or excessive practices for toileting.
- Confining a child to a swing, highchair, crib, playpen or any piece of equipment for an extended period of time in lieu of supervision.

# Procedures for Emergency

(Parents must receive copy)

## Plan for Evacuation of Center in Emergency (must be posted at each exit)

In the event of a **fire, natural disaster, or other situation requiring evacuation of the building**, the following steps will be taken:

- Verbal **alarm**, flashing fire alarm light, and/or sound alarm will notify everyone in Center of an emergency.
- All staff and children will **evacuate the building** through the closest, safest exit and **meet on the playground along the back fence**. The Lead Teacher will be responsible for evacuating the children and staff in her classroom, the attendance, the Emergency Medical Care Consent Form for any child (located on clip board with attendance in classroom) and any prescription medication in the classroom. Once outside the Lead teacher will take **attendance** again.
- The Director will take a telephone and any prescription medication in the refrigerator. She will complete a visual inspection of every classroom and program space, (to include bathrooms). The Director will be the last person out of the building. Once outside, she will conduct a face to face comparison of children using the classroom attendance to ensure that all children are accounted for.
  - The designated **evacuation cribs** may be used to transport the **infants and toddlers** outside to the meeting area. The evacuation crib has a 200lb weight limit. Additional toddlers may hold hands to evacuate.
  - **Children with disabilities**: Special care and **instructions shall be posted** in each classroom that is used by the specific child. The instruction information shall be provided by the child's parents and physician.
  - Unannounced evacuation drills will be held by the Plymouth Fire Department. All drills will be documented by the Director to include the date, time, exit route used, number of children evacuated and the effectiveness of each drill. The Director will ensure that drills are held at different times of the program day and are practiced with all groups of children and staff at least every month. A variety of escape routes will be used. An Evacuation Drill Log shall be maintained in the office so that the Director can review the results of each evacuation drill.

In the event of an evacuation of a greater scale (i.e. **Pilgrim Nuclear Power Station**) Bright Ideas Childcare will be notified by phone and/or by Special Population Communicator by the Town of Plymouth Office of Emergency Management 508-830-4076. We will be instructed on what procedures to follow according to the Radiological Emergency Response Plan. If necessary, Bright Ideas will be evacuated and transported to Edward F Leddy Elementary School in Taunton. If possible, we will notify the parents to pick up their children before the Center is evacuated. Transportation will be coordinated and provided by the Town of Plymouth. The staff will be responsible for supervising and accounting for all children during the transit and at the host location until they are released to a parent. Parents will be informed by phone and/or posting as well as directions for picking up their children if the Center is closed for the day. When the parent arrives to pick-up their child, they will sign a Parent Sign in/out Sheet.

# Procedures for Emergency cont.

(Parents must receive copy)

## Weather emergencies

In the event of severe weather or emergencies creating a **power outage, loss of heat or water** it will be up to the Director's discretion whether the Center will remain open. If the Director feels that due to the circumstances the safety and comfort of the children cannot be met the parents or emergency contacts will be notified to pick up their children. The Center will not remain open if the heat is not restored within 2 hours or if the temperature falls below 65\*. If the emergency occurs after hours and cannot be rectified before children are scheduled to arrive the Director will notify parents of the Center's Closing until power, heat or water can be restored.

Notification will be via: [www.thebostonchannel.com](http://www.thebostonchannel.com), a phone message will be left on the Center's phone (when possible), a message will be sent on Brightwheel, a Facebook post will be made and a notice posted on the front door; if possible. Parents will be notified of the Center's opening via the same means.

I value the experience that the Plymouth Public Schools have in determining safe conditions to travel during **inclement weather**. In most cases Bright Ideas Childcare will follow the Plymouth Public Schools expertise. If the Plymouth Public Schools has a delay or cancels school, we will mimic their decision. The Director does however have the discretion to either open or close Bright Ideas Childcare depending on our individual circumstances. Notification will be via: [www.thebostonchannel.com](http://www.thebostonchannel.com), a phone message will be left on the Center's phone (when possible), a message will be sent on Brightwheel, a Facebook post will be made and a notice posted on the front door (if possible). Parents will be notified of the Center's opening via the same means.

## Plan for missing children

If a child is believed to be missing from the premises of Bright Ideas Childcare time is of the utmost importance. The Director shall be notified immediately along with details of the circumstances that led up to the child being unaccounted for. Staff will conduct a thorough search for the child, taking into consideration the events that led up to the disappearance and the tendencies of the child. If the child is not found, the authorities along with the parents will be notified immediately.

## Communication to parents

We do our best to keep parents abreast of happenings at Bright Ideas Childcare.

- We are happy to use the parent communication platform [Brightwheel](#). Our infant and toddlers' daily activities are logged on Brightwheel and can be viewed real time on the Brightwheel app. Parents are able to make payments through the app using their mobile device. The Brightwheel app also enables us to send messages and reminders and have 2 way communication with families.
- We send home a weekly email for preschool parents of the activities of the week.
- Monthly newsletters are emailed (Hard copies are available upon request).
- Illness notifications are posted on the Parent Board in the foyer.
- Emergency closures are posted online at <https://www.wcvb.com/weather/closings> and on [Facebook](#) and our website [www.BrightIdeasChildcare.net](http://www.BrightIdeasChildcare.net) if possible.
- The Director can be reached at Bright Ideas Childcare 774-413-7466, by cell 508-317-5460, or by email [BrightIdeasChildcare@comcast.net](mailto:BrightIdeasChildcare@comcast.net)
- If you ever have any questions, please ask.

# Procedures for Illness or Injury (Parents must receive copy)

## Contacting Parent Regarding Illness/Injury

Parents will be notified **immediately** of any injury or illness which requires emergency treatment. The Director, or in her absence the Lead Teacher, will determine, if necessary, who will perform 1<sup>st</sup> aid/CPR and who will make the necessary calls. Each incident will be handled on a case by case base. Entries will be made in the child's file and in the central log that will be maintained in the office. The Director shall ensure that EEC is notified of any illness or injury that results in hospitalization or emergency medical treatment. The following procedure will be followed to care for a sick/injured child:

- Assess the severity of emergency or illness
- Begin 1<sup>st</sup> aid treatment/CPR on child while another staff person makes emergency calls, if necessary.
- Have a staff member remove the other children from the area. **DO NOT MOVE** the child unless it is safe/necessary to do so.
- Keep the child as comfortable as possible.
- When the parent or rescue arrives, calmly state the facts, making note of the time and circumstances that occurred.
- If the child is taken in a rescue vehicle, a staff person will accompany the child at all times unless the parent is immediately available to accompany the child in rescue transport. A copy of the child's file, to include contact information and consents for treatment, shall be brought with the staff member in the rescue vehicle.
- Log Injury or accident in Incident Log and fill out Injury Report Form. Place a copy in the child's file. Procedures when Parents cannot be reached

Parents(s) must designate in writing, prior to enrollment, two other persons capable of transporting the child in case of an illness. The designated adult's name, address, telephone, and relationship to the child shall be listed in the child's file.

### Method of transportation

Parent(s) will be responsible to transport their own child in the case of a medical emergency or illness if the emergency personnel/staff determines a rescue vehicle is not necessary. If the parent(s) cannot be reached, the designated adult (from the authorization and consent form) will be contacted. **AT NO TIME WILL A STAFF PERSON USE HIS/HER VEHICLE TO TRANSPORT A CHILD IN NEED OF MEDICAL ATTENTION.**

### Emergency Procedures for Field Trips

Staff will bring parent and emergency phone numbers, a first aid kit and attendance on all Field Trip events. In the event of an injury the same procedures will be followed as if you were in the Center. In the event of an illness the child will be kept comfortable with a staff member until they can be returned to the school **or** until a parent/designated adult (from the authorization and consent form) can pick the child up. When the staff member returns to the Center the incident will be logged in the Incident Log and an Injury Report Form will be filled out with a copy placed in the child's file.

## **Plan for Care of Mildly Ill Children** (Parent's must receive copy)

Bright Ideas Childcare is a well child environment. The children are active and engaged in many social activities. If your child is not feeling well, for any reason, please be considerate and find alternate care. Do not send your child to childcare and wait for us to call you. We ask this in order to protect the entire group of children and staff. In general, if your child is not well enough to participate in the Center's regular activities to include playing outside, they should remain at home to rest until they are able to participate.

## **Management of Infectious Diseases**

When a child appears ill at the Center, the teacher/Director will evaluate the child's illness. Each case will be treated individually. If it is believed that a child has a serious illness/contagious disease that poses a threat to other children and staff but does not require emergency medical assistance they will be excluded from activities and their parent will be notified. It will be required that the child be picked up immediately. The child will be made as comfortable as possible while awaiting the arrival of their parent. The Center's Health Care Consultant will be contacted for any questions.

- **Exclusion:** It will be required that a child be picked up immediately if they should have any of the following symptoms: diarrhea, vomiting, fever (over 100 degrees), undiagnosed rash (without a note from a doctor), and excessive discharge from the nose or eyes. The child will be allowed to rest quietly and kept as comfortable as possible while the parent/designated person is contacted. While a child waits for a parent or designated adult, he will be attended to ensuring that his needs for food, drink, rest, and play materials are met.
- Children may return to the Center only after the contagious period has passed (as noted by a Doctor's evaluation) and they have been "symptom free" for 24 hours. If a child is not well enough to participate in the Center's regular activities, they should remain at home to rest until they are able to participate.
- The main bulletin board will be used to notify parents regarding exposure to contagious illness and related exclusionary policies. Up-to-date information obtained from the Center's Health Care Consultant, The Department of Health, The American Academy of Pediatrics or other reputable sources may be posted. At a minimum the Center will post the name of the illness with the possible exposure dates.
- Precautions will be taken to prevent the spread of germs. Some special precautions for helping to control infectious disease of gastro-intestinal, respiratory, and skin or direct contact infections include:
  - Regular correct hand washing
  - Protection of open wounds
  - Sanitizing of diaper changing, toilet areas
  - Sanitizing of toys and furniture
  - Keeping children clean and dry
  - Airing out classrooms
  - Allow 2 feet between cots
  - Teach children how to cough/sneeze in a tissue or crook of their arm
  - Require updated immunization/health records of all children who attend Center
  - Communication to parents on precautions for the home.
- Any cleaning that involves blood or other bodily fluids should be done with a strong bleach solution –one part bleach to ten parts water.

## Medication Administration Plan (Parent's must receive copy)

Each person who administers prescription or non-prescription medication to a child must be trained annually to verify and to document that the **right child** receives the **proper dosage** of the **correct medication** designated for that particular child and given at the **correct time(s)**, and by the **proper method**. Each person who administers medication (other than topical medication) must demonstrate competency in the administration of medication before being authorized by the Director to administer any medication.

- All medication administered to a child, including but not limited to oral and topical medications of any kind, either prescription or non-prescription, must be provided by the child's parent.
- All medications must be in the containers in which they were originally dispensed and with their original labels affixed. Over-the-counter medications must be in the original manufacturer's packaging.
- The educator must not administer any medication contrary to the directions on the original container, unless so authorized in writing by the child's licensed health care practitioner. Any medications without clear instructions on the container must be administered in accordance with a written physician or pharmacist's descriptive order.
- All medications shall be stored out of the reach of children and under proper conditions for sanitation, preservation, security and safety during the time the children are in care and during the transportation of children.
- Those medications found in the United States Drug Enforcement Administration (DEA) Schedules II through V must be kept in a secured and locked place at all times when not being accessed by an authorized individual.
- Prescription medications requiring refrigeration shall be stored in a way that is inaccessible to children in a refrigerator maintained at temperatures between 38°F and 42°F.
- Emergency medications such as epinephrine auto-injectors must be immediately available for use as needed. Epi-pens will be located in the child's classroom. Infant room- in cubbies on wall, Toddler room- on top of cabinet, Pre-school and Pre-K- on top of white cabinet.
- All unused medication shall be returned to the parent when no longer needed.

### Plan for Dispensing Medication

#### Prescription Medication:

- May be administered to a child with both a written Medication Consent Form which indicates that the medication is for the specified child **as well as** written order from a physician (may include the label on the medication) stating the child's name, dosage, times per day, and number of days it is to be administered.
- **Will not** be administered contrary to the directions on the original container unless so authorized by a written order of the child's physician.
- **Will only** be administered by a staff member who is trained in medication administration
- We **will not** administer the first dose of any medication.

## Medication Administration Plan cont.

A Medical Administration Record Form must be filled out. It will be placed on the child's classroom clipboard. This form will include the time and date of each administration, the dosage, the name of the staff member administering the medication and the name of the child. When the prescription is gone the form will be placed in the child's file.

The Teacher shall safely store the medication in the classroom, administer the medication and ensure that the dose is logged correctly. When administering the medication, the Teacher shall make a mental note of the amount of medication in the bottle and shall report any suspicions of missing (due to loss or being stolen) medication. If the medication requires refrigeration it may be kept in the main refrigerator in a container labeled "Medication".

In the event that a medication error is made the parent will be notified and the Health Care Consultant may be contacted to determine how to correct the error.

If a child refuses a prescribed medication the parent will be notified and may either come to the Center to administer the medication or determine that they will administer the medication at home after care. In either case it shall be logged on the Medication Administration Record.

### Non-Prescription Medication

#### Oral medication:

- Will **only** be administered with:
  - Authorization from a child's physician which lists the non-prescription medication, dosage and criteria for administration and gives the Center permission to administer the listed medication.
  - A signed Medical Consent Form authorizing staff members to administer the medication. A Medication Administration Record will be filled out as the medicine is administered and placed in the child's file.
  - Consent forms for any non-topical, non-prescription medication must be renewed annually.

**Please note:** The use of non-prescription medications (such as Tylenol, cough medication, etc.) is not encouraged at Bright Ideas Childcare. If a child is not feeling well and is not able to participate in all activities they should remain at home to rest. The use of such products only masks the symptoms; the child is still ill and in all probability contagious.

Parents will be notified in writing each time an oral non-prescription medication is administered.

#### Topical medication:

- **May** be administered with the written parental consent stating the criteria for administration. This statement will expire after one year.
  - Which are applied to open wounds, rashes, or broken skin (i.e. diaper rash ointment) **must** be stored in the original container, labeled with the child's name, and used only for an individual child. The child's parent will be notified at the end of the day if a topical medication was applied to a diaper rash.
  - Which are not applied to open wounds, rashes or broken skin (i.e. sunscreen) may be generally administered to children with written parental authorization.



## **Plan for Meeting Individual Health Care Needs** (Parent's must receive copy)

Upon enrollment of a child, the parent must give in writing any information regarding allergies, suspected allergies, or other specific health care needs. Staff will protect children from exposure to any known food, insect, chemicals, etc. that a child is allergic to. In some cases of highly allergic reactions the Director may send out a memo to the child's classmates' parents requesting that a specific food not be brought to school. All allergies will be posted conspicuously in each classroom. In the event of an allergic reaction the staff will follow the parents written instructions. If the reaction is severe it will be treated as a Medical Emergency and the **Procedures for Illness and Injury** will be followed.

### **Individual Health Care Plan**

Bright Ideas Childcare must maintain as part of a child's record, an Individual Health Care Plan 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.

- The parent or the child's health care practitioner may provide any additional training that would be required to specifically address the child's medical condition, medication and other treatment needs. This training will be updated at least annually or when changes in the Individual Health Care Plan dictate.
- The written parental consent and the licensed health care practitioner authorization shall be valid for one year, unless withdrawn sooner. Such consent and authorization must be renewed annually for administration of medication and/or treatment to continue.
- All appropriate specific measures will be taken to ensure that the health requirements of children with disabilities are met.

## **Termination Policy**

A child may be terminated from Bright Ideas Childcare under the following circumstances:

- The health and safety of the child, other children or staff cannot be assured.
- The child's developmental needs are not being met at the Center.
- Failure to make scheduled payment for Center services.
- Continuous tardiness in picking up child at the end of the day.
- Before termination, a meeting with the parents would be offered to discuss options other than termination; to include referrals for evaluation, diagnostic or therapeutic services and payment plans. If desired the pursuit of options for supportive services to the program, including consultation and educator training would be researched and a plan developed for behavioral intervention at home and in the program.
- Parents will be notified in writing, the specific reasons for the termination and under what conditions, if any the child could return to the program. A copy of this letter will be kept in the child's record.
- The Director will inform parents of the availability of information and referral for other services through Child Care Network of the Cape and Islands (508) 778-9470 <http://www.childcarenetwork.cc> & EEC (<http://www.eec.state.ma.us/>).
- When a child is terminated from the Center whether initiated by the Center or the parent(s), the classroom Teacher will prepare the child in a manner consistent with the child's ability to understand. If a child's departure is sudden and the child and the Center are not given an opportunity to say good-bye. The Teacher may write a simple note of good-bye addressed to the child.

## Transportation

In an emergency that requires Bright Ideas Childcare to evacuate the building Staff members and children shall follow the procedures set forth in the **Plan for Evacuation of Center in Emergency**.

- In the event of an evacuation of a greater scale (i.e. Pilgrim Nuclear Power Station) Bright Ideas Childcare will be notified by phone and/or by Special Population Communicator by the Town of Plymouth Office of Emergency Management. We will be directed on what procedures to follow according to the Radiological Emergency Response Plan. If necessary, Bright Ideas Childcare will be evacuated and transported to Edward F Leddy Elementary School in Taunton. If possible, Bright Ideas will notify the parents to pick up their children before the Center is evacuated. Transportation will be coordinated and provided by the Town of Plymouth. The staff will ensure the children are supervised and accounted for during the transit and at the host location until they are released to a parent.
- Bright Ideas Childcare does not provide transportation services to or from the program for childcare.
- In the case of an emergency, 911 will be called. If the emergency personnel determine that a rescue vehicle is not necessary. Parent(s) will be responsible to transport their child. If the parent(s) cannot be reached, the designated adult will be contacted. **AT NO TIME WILL A STAFF PERSON USE HER VEHICLE TO TRANSPORT A CHILD IN NEED OF MEDICAL ATTENTION.**
- Bright Ideas Childcare has no scheduled off sight field trips and therefore will not transport children off sight.
- Prior to their arrival at Bright Ideas Childcare, children are under the supervision of their parents. Parents are responsible to escort their child to their child's classroom.
- Children leaving or arriving by school bus or van will be escorted by a staff member of Bright Ideas Childcare. The attendance will be updated appropriately by the staff member.

## Parent/Program Notification of absence or late arrival

- **Please notify us if your child will be absent or will arrive later than scheduled.** We shall note the absence or late arrival on our attendance sheet.
- For any child who is privately transported or is transported in a vehicle supplied by a public school (Indian Brook Elementary School bus or Plymouth Early Childhood Center Judco van) and who fails to arrive at the child care program within thirty minutes of his or her scheduled arrival time, Bright Ideas Childcare shall contact the parent and/or the school to determine the child's location. If the parent or guardian cannot be reached directly (we must speak directly with them), Bright Ideas Childcare shall then contact the child's emergency contacts. We shall note the individual spoken to on our attendance sheet. **If you know that your child will be absent or late, please call us as soon as possible.**

## Baby Sitting Policy

Bright Ideas Childcare does not encourage, nor do we recommend staff members babysitting for families of children enrolled. If parents/legal guardians choose to employ any staff member to babysit during their off hours, it must be understood that Bright Ideas Childcare has nothing to do with the arrangement and shall not be held liable for any activities or injuries that may occur.

# Parent Information

## Parent Conferences

The Director and Staff are always available to discuss the progress of a child with their parent. If a parent wishes to schedule a conference, they should notify the Director. The Director, classroom teacher and parent(s) can meet at a mutually agreeable time. Families are encouraged to interact daily with their child's classroom teacher to discuss their day or any questions or concerns.

## Reports to Parents

During the first month of attendance, all children will be screened for the purpose of identifying special needs using the Ages & Stages Questionnaires (ASQ) developmental screening tool. Parents will be notified of any concerns. A written progress report shall be prepared by the classroom Teacher twice per year. The progress report will be based on observations and documentation of the child's progress in a range of activities over time. The report will address the development and growth of the child including but not limited to the developmental domains of Cognitive, Social/Emotional, Language and Fine and Gross Motor and Life Skills. All educators working with the child has an opportunity to contribute to the progress report of the child. The reports will be sent home at the end of January and June. For infants and children with disabilities, the teacher will prepare a written progress report of the child's development every 3 months. Parents of infants and toddlers will also receive a daily report emailed to them, with regard to their child's basic needs of food, rest, toileting, and favorite activities. Bright Ideas uses the app Brightwheel. You will receive a welcome letter to download the app.

Each classroom will have posted their plan of the week so that parents can see the activities that are going on in the classroom on a daily basis. A newsletter will be sent home monthly to inform families of important messages, the activities and special events at Bright Ideas. These materials will be provided to families in their preferred language upon request.

## Notifications to Parents in Advance

Bright Ideas Childcare will inform parents:

- immediately of any injury of their child which requires emergency care beyond minor first aid (parents shall be informed in writing within 48 hours of the incident);
- Immediately of any allegation of abuse or neglect involving their child while in the care and custody of the licensee (parents shall be informed in writing within 48 hours of the incident);
- immediately if any special problems or significant developments arise;
- at the end of the day regarding any minor first aid administered (parents shall be informed in writing within 48 hours of the incident);
- prior to or as soon as possible following any change in educators;
- prior to any change in program policy or procedure
- prior to the introduction of pets;
- prior to any herbicides or pesticides being used.

The program must maintain a copy of the regulations, 102 CMR 7.00: Standards for the Licensure of Approval of Group Day Care and School Age Child Care Programs, on the premises of the center and must make them available to any person upon request. If you have a question about any of the regulations, ask the center to show them to you.

## Parent Input

Parents are encouraged to be involved in the Center's program and in the development of its policies. We welcome discussions and suggestions to aid us in providing the best care for all of the children.

## Parent visits

Parents are welcome to visit the Center at any time while their child is present.

## Children's Records

Information contained in a child's record shall be privileged and confidential.

- The Center shall not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without the written consent of the child's parent(s). This includes giving out phone numbers and addresses for play dates or birthday parties.
- The Center shall notify the parent(s) if a child's record is subpoenaed.
- The child's parent(s) shall, upon request, have access to his child's record at reasonable times. In no event shall such access be delayed more than two business days after the initial request. Upon such request for access the child's entire record shall be made available.
- A written log in each child's record will indicate any persons to whom information contained in a child's record has been released.
- Each time information is released or distributed from a child's record the following shall be recorded: name, signature, position of the person releasing or distributing the information, date, portions of the record which were disseminated or released, the purpose of such dissemination or release, name and signature of the person to whom the information is disseminated or released.
- Such log shall be available only to the child's parent(s) and program personnel responsible for record maintenance. Bright Ideas Childcare shall make available to the Department of Early Education and Care (EEC) any information required to be kept and maintained under the regulations (102CMR 7.00) including any child's record.

## Amending a Child's Record

- A child's parent(s) shall have the right to add information, comments, data or any other relevant materials to their child's record.
- A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's record.
  - If the parent(s) is of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in the child's record, the parent shall have the right to have a conference with the Director to make his objections known.
  - The Director shall, within one week after the conference, render to the parent(s) a decision in writing stating the reason or reasons for the decision. If the decision is in favor of the parent(s), steps shall be taken immediately to put the decision into effect.

## Transfer of Records

When the child is no longer in care, upon written request of the parent(s), the Center shall transfer the child's record to the parent(s), or any other person the parent(s) identifies.

## Charge for Copies

Copies of information contained in the records will be provided as allowed by the State Regulation 102 CMR at a cost of .10 per page.

## Research and Experimentation; Unusual Treatment

Bright Ideas Childcare shall not conduct research, experimentation, or unusual treatment involving children.

## Unauthorized Activities

Bright Ideas shall not allow children to participate in any activities unrelated to the direct care of children without the written, informed consent of the parent(s) or guardian. "Activities" shall mean, but not be limited to: fund raising and publicity, including photographs and participation in the mass media.

# Referral Services

(Must be provided to all staff and reviewed during orientation)

Bright Ideas Childcare shall use the following procedures for referring parents to appropriate social, mental health, educational and medical services, including but not limited to dental check-up, vision or hearing screening, for their child should the Center staff feel that an assessment for such additional services would benefit the child. It is the director's responsibility to ensure that this written plan is implemented when necessary.

## Referral Process

- When any staff member is concerned about a child's development or behavior and feels that further evaluation should be done, they should report it to the child's classroom teacher, who will review concerns with the director.
- If the director agrees, the teacher will be requested to complete an observation report to record the child's behavior and to review the child's record prior to making a referral.
- The director will schedule a meeting with the parents to notify them of the Center's concern and prepare a current list of possible referral resources.
- If a parent expresses concern with their child's development, the director and staff will provide support and information during the referral process.

## Referral Meeting with Parents

- The director will provide to the parent a written statement including the reason for recommending a referral for additional services, a brief summary of the Center's observations related to the referral and any efforts the Center may have made to accommodate the child's needs.
- The director will offer assistance to the child's parents in making the referral. If parents need extra support, the Center may, with written parental consent, contact the referral agency for them.
- The director shall maintain a written record of any referrals, including the parent conference and results.
- If a child is at least 2 ½ years of age, the Center shall inform the child's parent(s) of the availability of services and their rights, including the right to appeal, under Chapter 766 (Massachusetts law which guarantees the rights of all young people with special needs (age 3-22) to an educational program best suited to their needs). Contact Mount Pleasant Preschool 508-830-4347.
- If a child is under the age of three, the Center shall inform the child's parent(s) of the availability of services provided by Early Intervention Programs. Contact Kennedy-Donovan Center 508-747-2012.

## Follow-up to the Referral

- The Director will, with parental permission, contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the Center. If it is determined that the child is not in need of services from this agency, or is ineligible to receive services, the center shall review the child's progress at the center every three months to determine if another referral is necessary.

The Director will ensure that documentation of the concern and action taken on behalf of the child including the parent conference, signed and dated authorizations and the results of the referral and follow up is made and placed in the child's file.

## Resource and Referral List

- **Department of Transitional Assistance** provides individuals and families with food assistance, job assistance, and cash assistance. 508-732-3100 <http://www.mass.gov/dta>.
- **Kennedy-Donovan Center** supports individuals and families with disabilities and similar needs (approved Chapter 766 day school/Early Intervention) 508-747-2012 <http://www.kdc.org/index.htm>
- **Plymouth Early Childhood Center** Inclusive Preschool through Plymouth Public School (508) 830-4347  
<https://www.plymouth.k12.ma.us/Page/753>
- **Plymouth Public Schools Family Support Services** 508-830-4343  
<http://www.plymouth.k12.ma.us/FamilySupportResources/PupilPersonnelServices/tabid/148/Default.aspx>
- **Family TIES of Massachusetts** statewide information and parent-to-parent support project for families of children with special needs and chronic illness. (781) 774-6736 <http://massfamilyties.org>
- **Jordan Hospital Community Resources** 508-746-2000 <http://www.jordanhospital.org/body.cfm?id=83>
- **The Arc of Greater Plymouth** provides support for people with mental retardation and related developmental disabilities and their families. (508) 732-9292 <http://www.thearcofpg.com/>
- Massachusetts Association of Chapter 766 approved schools (781) 245-1220 <http://www.maaps.org>
- **Child Care Network of the Cape and Islands** A childcare Information Resource and Referral (CCR&R) agency (508) 778-9470  
<http://www.childcarenetwork.cc>
- **Department of Early Education and Care** (617)-988-6600 <http://www.eec.state.ma.us/>
- **Department of Early Education and Care Region 5 - Southeast/Cape and Island Regional Office** 1 Washington Street, Suite 20, Taunton, MA 02780 Phone: 508-828-5025, Fax: 508-828-5235
- **Department of Children and Families (DCF)** (508) 732-6200  
<http://www.mass.gov/?pageID=eohhs2agencylanding&L=4&L0=Home&L1=Government&L2=Departments+and+Divisions&L3=Department+of+Children+and+Families&sid=Eeohhs2>
- **Child Development, Family, Health, and Education Research** <http://www.cfw.tufts.edu>
- **Department of Public Health** <http://www.mass.gov/dph/>
- **Department of Education** <http://www.doe.mass.edu/>

# Procedure for Identifying & Reporting Suspected Abuse or Neglect

(Parents must receive copy)

- All Staff members are **mandated** reporters. They are required by law to report suspected or known child abuse and neglect to the Department of Children and Families (DCF) and to the Department of Early Education and Care (EEC).
- All staff members shall be familiar with the indicators of neglect or abuse (see **Indicators of Abuse and Neglect**) and shall protect the children from abuse and neglect while in the Center's care and custody.
- All staff members are required to report any suspected child abuse or neglect to the Center's Director. The situation may be addressed with the parent(s) regarding concerns, suspicions and obvious signs of unexplained injuries, abuse or neglect. All information that is obtained will be documented.
- If there is a difference of opinion among staff and administration regarding the necessity to file EEC will be notified for guidance.
- The Director shall then call and report the suspected abuse or neglect to the Department of Children and Families (DCF) (1-800- 792-5200).
- A written report must follow-up the verbal report within 48 hours (use Form 51A).
- The Center's Director must notify EEC after filing a 51A report, or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of Bright Ideas Childcare or during a program related activity.
- Bright Ideas Childcare, to include it's Staff, shall cooperate in all investigations of abuse or neglect including: identifying parents of children currently or previously enrolled in the program and providing consent for disclosure to EEC of information from, and allowing EEC to disclose information to, any person and/or agency they may specify as necessary to the prompt investigation of allegations and protection of children.
- Employees, suspected of child abuse or neglect, will be immediately suspended. As stated above a call to report the suspected abuse or neglect will be made to DCF and within 48 hours a written report shall follow (Form 51A). All benefits and pay will be suspended pending the outcome of findings by the Department of Children and Families and the Department of Early Education and Care. Under no circumstances will a staff member who is being investigated for suspected abuse or neglect work with children at Bright Ideas Childcare. Upon completion of the DCF and EEC investigations a determination will be made whether the staff member will be terminated or re-instated. A staff member will only be re-instated if the allegations were found to be false.

# Snack and Meal Suggestions

Bright Ideas Childcare is a **Nut Free** center. Please do not send any foods that contain peanuts or nuts. Due to the prevalence of food allergies and food preferences we ask that you provide all food for your child while at care. We will have time for a morning snack, lunch, and an afternoon snack. We do not have the capabilities (or time) to warm up food items. Please send foods that can be eaten at room temperature. If you send an item that requires to be kept cool (i.e. yogurt) don't forget the ice pack. Please provide a separate drink for each meal/snack your child is in care.

Children are very busy in the course of a day. They need the proper food to fuel their bodies to keep them healthy and active. Keep the following suggestions in mind when packing your child's lunch and snacks. Please do not send gum, candy or soda to school.

## Fruits and Vegetables

Bananas  
Apples and Pears – Sliced into wedges  
Melons and Cantaloupe  
Berries  
Orange wedges  
Grapes cut in quarters or halves  
Plums, Peaches and Nectarines  
Sugar Snap Peas  
Broccoli  
Cucumbers  
tomatoes

## Breads and Grains

Whole wheat crackers or pretzels  
Whole wheat breads  
Pita bread  
Tortillas  
Fruit or vegetable muffins  
Cookies or granola bars

## Protein Foods (Meat / Meat Alternate)

Hard Boiled Eggs  
Beans – Make bean dips like refried bean dip or hummus  
Deli meats

## Milk

Yogurt  
Cheese  
Cottage Cheese

## Toothbrushing

Early Education and Care requires that educators assist children with brushing their teeth if children are in care for more than four hours or if children have a meal while in care [606 CMR 7.11(11)(d)].

This regulation is intended to:

- Help children learn about the importance of good oral health
- Provide information and resources regarding good oral health to childcare programs and families
- Help address the high incidence of tooth decay among young children in Massachusetts, which is associated with numerous health risks.

EEC licensed programs must comply with this regulation. However, parents may choose that their child (ren) not participate in tooth brushing while present at the childcare program. If you prefer your child not participate in tooth brushing while they are in childcare, please see a teacher for a non- participation form.

**Bright Ideas Childcare provides all supplies necessary for children to brush their teeth while in our care.** Children's toothpaste is used. Toothbrushes are child sized and are replaced every 3 months or more often if worn, dirty or a child has been sick. Each toothbrush is labeled with the child's name and the date that it was 1<sup>st</sup> used.



## What to Bring

- **A smile.** Your child has a fun filled day ahead of them.
- A nutritious **lunch** and snacks for the day. Please see the Snack and Meal Suggestions provided in this packet. Bright Ideas Childcare is a **nut free** center. For infants, formula (enough pre filled bottles for the day) labeled and dated. Please note that due to the prevalence of food allergies and food preferences we ask that you provide all food for your child while at care. Please send foods that can be eaten at room temperature and do not require being heated up. Please send a separate drink for each meal/snack that your child is in care. At least 3 drinks for a full day of care.
- **Bibs** for infants and toddlers
- A **change of clothes** (labeled). Each child is required to leave an extra set of clothing at the center. Infants and Toddlers should leave two sets of extra clothes. Please dress your child comfortably and appropriately for the weather. We are very busy throughout the course of the day and we do get messy.
- **Blanket.** Please supply a small, labeled blanket for rest time. You may also send in a crib sheet to make sleeping on the cot a bit more comfortable. We will send the blanket home at the end of the week to be laundered.

Please label all items from home to avoid confusion.

## What not to Bring

- Please do not bring toys from home. Personal toys from home can cause conflicts. We have a wide variety of play items for the children. We cannot be responsible to be looking for misplaced toys from home.
- Candy, gum or soda. These choices are not healthy and when we don't have enough to share with everybody can cause problems. We will have occasional special celebrations for the children.
- A sick child. If your child is not feeling well, please be courteous and make alternate plans for his childcare. See Plan for Care of Mildly Ill Children and Management of Infectious Diseases in this packet.

# Safe Sleep Policy

(Parents must receive copy)

Bright Ideas Childcare's schedule is planned so that there are periods of time where children can rest or engage in quiet activities. Staff will be trained in the program's safe sleep policy. The information will be reviewed annually.

During the sleep, rest or quiet period Bright Ideas Childcare will:

- Minimize noise and disturbance
- Provide a separate mat, cot, or crib for each child present
- ensure that there is at least two feet between each crib or cot
- ensure there is adequate lighting to allow proper supervision
- The length of the sleep, rest or quiet activity period must be appropriate to the needs of the children.
- During sleep, rest or quiet activities educators must ensure that children are easily accessible during an emergency.
- When children choose not to sleep or awaken early, they must be offered quiet activities for the remainder of the sleep or quiet activity period.

## Infants

Infants are cared for according to their own individual schedules. They are fed, held, played with and sleep, as their wants and needs dictate.

### Sleep Positions

- Infants must be placed flat on their backs to sleep.
- The only exception to the back to sleep position would be when there are written orders from the child's physician that specifically indicated an alternate sleep position and a time frame for how long the instructions are to be followed. The alternate sleep position must be posted on the child's crib and the written order maintained in the child's file.
- Infants will not be placed on their side for sleep. Devices such as wedges or infant positioners will not be used.
- Swaddling should only be done for newborns up to 8 weeks of age or younger if the infant is able to move and escape the swaddle.
- Infants who use pacifiers will be offered the pacifier when they are placed to sleep. The pacifier will not be put back in their mouth if it falls out while the infant is asleep. Staff should check the pacifiers periodically for tears.
- After being placed on their back to sleep an infant who can easily turn over from back to front and front to back may remain in whatever position they prefer to sleep.

## Sleep Environment

- Infants will be napped in an individual crib or port-a-crib.
- The program will not use drop sided cribs.
- The mattress must be firm and fit the crib without allowing space between the crib sides and the mattress. If you can squeeze more than two fingers between the mattress and the crib the mattress is too small.
- The mattress must be covered with clean, snug fitted sheets
- Cribs must be free from loose bedding, toys and other soft objects. This includes but is not limited to pillows, quilts, comforters, sheep skins, bumper pads and /or stuffed toys.
- If an infant has a toy or blanket used to help them fall asleep, this is allowable only if a staff person stands next to the crib monitoring the infant until he/she is asleep. As soon as the infant is asleep, the toy should be removed.
- Infants who fall asleep in highchairs, bouncers, swings, car seats or other equipment will be removed from such equipment and placed in a safe sleep environment.
- To prevent infants from overheating the temperature in the room will be monitored and any outdoor or excessive clothing will be removed.
- Blankets are not to be used in the crib. Sleep clothing such as sleepers, sleep sacks and wearable blankets may be used as an alternative.
- Bibs and pacifiers will not be tied around the infant's neck or clipped to their clothing during sleep.
- Smoking is not allowed in or near the program.

## **Toddlers**

Toddlers are transitioning from an on-demand schedule to a flexible classroom schedule. Some toddlers still require 2 naps throughout the day. We plan quiet activities in the morning to allow those younger toddlers to have a quiet space to nap. We also provide an afternoon quiet time after lunch.

## **Preschoolers**

For children in care for more than four hours we offer a sleep, rest or quiet period in the afternoon. After the children have eaten their lunch, they brush their teeth and use the bathroom. We begin the quiet time with a group song/story time and then transition to the children's cots.

## Supervision

- All Children enrolled in group childcare programs must be provided adequate supervision that ensures their health and safety. Staff must be able to visually supervise children without obstructions such as blankets draped over the sides of cribs, shelving units or other classroom furnishings.
- All rooms will have sufficient lighting to allow staff to monitor children at all times, including during sleep.

# Bright Ideas Childcare Contract

I agree to pay the following rate for childcare:

Non-refundable \$75 registration fee.

Tuition of \$\_\_\_\_\_ per week. Days and times: \_\_\_\_\_

Tuition is due on a weekly basis. Payments are to be made in advance on the Friday of the week before care is given. A late charge of \$5 per day will be assessed to the tuition for each day that payment is late. If a family is delinquent on tuition for more than two payments, termination procedures will be invoked.

Tuition is charged for 52 weeks each year; including holidays, snow days, when your child is absent due to illness or vacation and if the center needs to close for any reason to include an emergency, sickness, quarantine, mandated closure, etc.

Please pick up your child promptly at the contracted time. Our staff schedule is planned according to the contracted enrollment. A late pick up fee will be charged after 10 minutes at the rate of \$5.00 per minute, payable at pick up on that day.

Payments returned for insufficient funds will be subject to a \$25.00 service fee. If this should occur more than two times, tuition will need to be paid by money order or cash.

A two-week advance notice, in writing, is required for withdrawing your child from the program.

I have read the Parent Handbook and agree to adhere to the policies within.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Permission to Photograph

Our days are busy and fun. What better way to document that fun than by taking photos and videos and displaying them for the children to see? The photos that we take here at Bright Ideas Childcare are used to make projects with the children and to display in our classrooms. We could even email photos of your child to you upon request. Because the children are here to enjoy their time with friends, some pictures may contain more than one child in them. In this case we could email the photo to the parents of the children in the photo. I would also like to use some of those pictures on our social media sites to showcase what makes us special, your children and the work that they do.

I understand that the photos and videos will be used in ways to highlight the many wonderful things the children do during the course of the day at Bright Ideas Childcare. This may include being displayed on the walls of the daycare, in artwork and on the internet.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Toothbrushing Authorization

Early Education and Care requires that educators assist children with brushing their teeth if children are in care for more than four hours or if children have a meal while in care. Bright Ideas Childcare provides all supplies.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Ages and Stages Screening

During the 1<sup>st</sup> 30 days of attendance, all children will be screened for the purpose of identifying any potential challenges in learning or development. Screening tools are administered to determine if a referral for further evaluation is necessary. We use Ages and Stages Questionnaires to conduct the screening.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Sunscreen Authorization

I authorize Bright Ideas Childcare to apply Rocky Mountain Sunscreen, SPF 50 on my child as needed for sun exposure. I understand that the product will only be applied according to labeled directions. It is expected that parents/caregivers will apply sunscreen in the morning before arriving to school. We will re-apply it in the afternoon on all exposed skin areas. If you prefer your child to use a different sunscreen, please provide that to us and complete the applicable authorization. This authorization is valid for 1 year.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)