



38720 Cascadia Village Dr. Sandy, Oregon 97055

Parent Policies

Welcome

We are delighted you have chosen to make Bright Beginnings Learning Center and Daycare a vital part of your family life. We are committed to doing everything possible to make sure that we are the best choice for your child and family. We recognize the trust you place with us when you leave your child in our care, and we work hard every day to live up to that responsibility.

The parent policies contain important information about our policies, approach to education and day-to-day operation. This is designed to answer your questions regarding your child's experience at Bright Beginnings Learning Center and Daycare. Our rules are few and straight-forward, but were developed to protect the safety, security, and health of all the children and staff. If you have additional questions or concerns we will do everything we can to address them and keep you informed. We believe the best way to meet your needs as a parent is by working closely with you to provide a warm, secure atmosphere and caring professional services for your child. This is essential to the growth and development of our families and their children.

Philosophy

Our teachers and staff are dedicated to working in partnership with you and your children in an open, nurturing, learning environment. We foster the physical, intellectual, and social growth of each child. We offer a variety of planned activities with well-qualified loving teachers and assistants.

Staff

All of our teachers have passed criminal background checks prior to employment. They have current CPR, First Aid, and Food Handlers cards. They have taken a state required child abuse class and maintain continuous hours annually in child development and early childhood education. All of our staff have met all the state qualifications to be Directors, Assist. Directors, Teachers, and Teacher Assistants.

Location

Bright Beginnings Learning Center and Daycare, LLC is located conveniently at 38720 Cascadia Village Dr. one block off HWY211 on the corner of Bornstead Rd. and Cascadia Village Dr.

Visits

Parents and/or legal guardians have an open door policy and may visit at any time during hours of operation.

Hours of Operation

We are open Monday through Friday from 6am-6pm

Registration Fee

A \$60 non-refundable annual registration fee per/child is due upon registration and every January thereafter. If a child is enrolled after September 31 the annual fee would be waved that January and not due until the following year.

Tuition

Tuition is due and payable by 6:00 p.m. each Friday for the following week. At 6:01 p.m. payment is late and the late fee will be added. It will be added at 6:01 p.m. each day thereafter. This is a minimum payment plan. In addition, parents may pay in advance bi-monthly, monthly, however it meets your financial planning needs.

There is a late fee of \$10.00 per day added for each day that payment is late, up to 30 days) Children may not attend the day care unless FULL payment and ALL late fees have been paid up to date. THERE ARE ABSOLUTELY NO EXCEPTIONS TO THIS RULE.

Parents on state assistance need to make any co-payments at the first of each month upon arrival. AFS billing forms must be received prior to enrollment. Parents/Guardians are responsible for staying current with DHS not the center. If there is a change in billing with DHS it is your responsibility to let us know and stay current on payments with the center.

Returned checks: There will be a \$35 charge to accounts for returned checks.

Like any other home and business, Bright Beginnings Learning Center and Daycare, LLC operates on a budget. We count on receiving payments on time, so we can make purchases and pay salaries to ensure our school runs smoothly and meet our family's expectations. For that reason,

Parents pay for a space. The Child Care Division, our licensing agency, and Bright Beginnings Learning Center and Daycare needs to know an accurate count at all times as to how many children are in attendance on a daily basis, and approximate hours they will be in our facility. We have specific child to teacher ratios within each classroom.

Tuition rates for your child or children are determined at the time enrollment between director and parents, and vary according to age and needs. We accept cash, checks, money orders, and cashier checks. If we have a request with advance notice, gift certificates can be issued to anyone who wants them.

If you need care for your child on a day that he/she is not signed up for, you'll need to check with us to space availability of the day needed. We have specific child to teacher ratios and limited space within each classroom and have to be within our agency guidelines.

Late pick up fees

Children become upset when parents are late picking them up. Additionally, when you are late, Bright Beginnings Learning Center and Daycare faces staffing and licensing issues. As a result, we charge a \$1.00/minute per child that a parent arrives after closing.

It is understood that conditions arise beyond one's control and we know that if we have several families still at the center after 6pm there was a mishap or emergency on the freeway or something, we take that into consideration. If you are more than 1 hour late and Bright Beginnings has been unable to contact anyone on the emergency pick up list, law requires that we contact Social Services who will pick-up your child for safekeeping.

Damage Policy

Parents will be liable for any damage to Bright Beginnings Learning Center and Daycare, LLC property and building other than the normal wear-n-tear that their child does.

Call-in Policy

A courtesy call is required by 9am, if your child will not be in attendance on their scheduled day due to illness or absence. If your child use the Bright Beginnings Transportation it is essential we be notified prior to leaving the center.

Vacation/Schedule Changes

1 week prior notice is required. To us a vacation day or to change your child's daily enrollment schedule, the parents must submit a vacation schedule change notification form located at the front desk. To change a child's daily schedule we must have space availability to accommodate for the change. Please talk to the director for space availability. Students will allocate five vacation days per year. Vacation days start over every September. If there are two or more children in a family, vacation days must be used together. *Special exceptions made only by director.*

Nutrition

Breakfast is offered between 6:30-8:30am. Lunch will be served between 11-12. We will provide a variety of USDA approved meal. We will have a weekly/monthly menu on the front bulletin board.

If your child has any food allergies or special dietary needs, please discuss this with the director prior to your first day of care. Also, talk to the director about any special occasions like birthday or holidays if you want to bring treats, store bought only.

Closures and Holidays

As a courtesy you will not be charged on days Bright Beginnings Learning Center and Daycare, LLC is closed.

We are closed 7 days of the year as follows:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Day

Early closures are at 3pm on the following days:

- New Year's Eve
- Christmas Eve Day

If we are ever closed due to weather conditions parents will not be charged. We will leave a message on our voicemail and also try to contact the local radio and television stations.

If emergencies happen such as fire, severe weather or other emergency occurs, we will notify you as soon as possible.

Arrival/Departures

To protect your child, every time you arrive or leave the center your child must be checked in and out at the front desk. Bright Beginnings Learning Center and Daycare, LLC and our licensing agency requires that the person bringing a child to the center remain with the child until the child is accepted by staff or taken to the classroom and greeted by the teacher.

Bright Beginnings staff will only release a child to a parent or another person named and identified by the parents on the enrollment form. A valid driver's license with picture ID will be required upon pick up of any child with whom a staff member has never met including parents.

Transportation Policy

Transportation to and from local schools is a courtesy service offered by our center. Children are transported by either our van or our employee's private vehicles. If your child is being transported to and from school, it is the parent's responsibility to notify the center if your child will be absent or not going via our scheduled mode of transportation. It is also the parent's

responsibility to notify the daycare center if you are picking up your child from school for any reason.

The daycare is not responsible for any other driving to and from the schools. If your child becomes ill or injured at the school, it is the parent's responsibility to retrieve your child and notify the daycare center. Under no circumstances will the daycare make extra trips to and from the schools to pick up or deliver forgotten homework, lunches, swim bags, or pick up a child for appointments.

Every effort will be made to transport the children to and from school. In the event inclement weather is a safety factor, we will not transport any child to and from school or any field trip activity.

If for any reason a child acts inappropriately or causes any willful damage to the vehicle, the child will be immediately suspended from the daycare transportation privileges. The parent will be notified and arrangements will be made and implemented for any future transportation needs of the child.

Health

Each child is required by the state to have in his/her file upon enrollment a completed immunization record (updated as necessary) and a medical release form, which parents will be asked to update annually.

Illness

Bright Beginnings Learning Center and Daycare, LLC is not licensed to provide care for children who are ill.

You would want to know immediately if your child were to be exposed to a communicable childhood disease. Please let us know right away if your child is exposed, or diagnosed with something communicable so we can alert other parents.

Bright Beginnings Learning Center and Daycare, LLC will not admit or retain in care, except with the written approval of the local health officer, a child who is diagnosed as having or being a carrier of a child care-restrictable disease like, measles, chicken pox, lice, etc...

Or has one of the following symptoms, or combination of symptoms of illness:

- Fever of 100 degrees F or higher taken under the arm
- Diarrhea (more than one abnormally loose, runny, watery or bloody stool)
- Vomiting
- Severe cough
- Unusual yellow color to skin or eyes
- Stiff neck and headache with one or more of the following symptoms listed above.
- Difficult breathing or abnormal wheezing or
- Complaints of severe pain

Children who show signs of illness will be isolated; the parent notified and asked to pick up the child from the center as soon as possible. The isolation area will be up-front with staff, a nap mat, and blanket provided along with our loving care until the parent arrives.

If the sick child has a sibling in the center, we ask that the sibling stay home or be taken home as well. Most illnesses are contagious before showing any signs of being sick.

If a child has mild cold symptoms that do not impair his/her functioning, the child may remain in the center and the parent will be notified when they pick up their child.

Injuries/Accidents

While we take precautions to prevent childhood accidents and injuries, they are a normal part of growth and development as children begin testing their movements and limitations. It is VERY important to keep your child's file updated with your current phone numbers and emergency contacts at all times.

Minor Accidents: All minor accidents and injuries, which are made known to us, are charted in our accident book that is kept at the center's front desk. When the parent comes to pick up the child, we then notify the parent and have them sign and date the accident/injury book.

Serious Accidents: All serious accidents and injuries are called into the 911 system and then the parent is contacted. The incident is charted in the accident and injury book that is kept at the center's front desk. The next time the parent comes in with the child they are asked to sign and date the accident/injury book.

Emergencies

If a fire, severe weather or other emergency occurs, it is crucial that children react in a safe and orderly fashion. Children participate in regular drills and practices so they will know what to do in case of an actual emergency. In the event of an actual emergency, you will be notified by phone, if we are unable to reach you, your emergency contacts would be called. A copy of our fire/emergency evacuation plan is available upon request.

Medication Procedure

Before Bright Beginnings staff can administer prescription or non-prescription medication including but not limited to, pain relievers, sunscreen, cough syrup, diapering, and first aid ointments or nose drops, we need the following:

- A medication form must be filled out at the front desk
- Prescription medication must be in the original container and labeled with the child's name, name of drug, dosage, and directions for administering, date, and physician's name.
- Non-prescription medication must be in the original container, labeled with the child's name, dosage, and directions for administering.
- Staff will sign the medication book with the date, time, and dosage given upon administering.

Guidance/Discipline Procedure

Occasionally it is necessary to utilize the policy. This occurs when a child's behavior threatens their own safety, another's child safety, is disruptive to the general classroom climate or contrary to the set of values and rules.

The first response to an unacceptable behavior is a verbal one. The actual content of this response is always relative to the child's age and maturity. Our goal is to help them understand why their behavior was unacceptable. In some situations the verbal response may be accompanied by a physical cue, such as hold onto the child's hand when necessary.

The verbal response will be followed by redirecting the child's attention and his/her energies, helping them to concentrate on a more constructive positive activity and attitude.

If certain behavior persists, the child may be given a "time out", (separated from the group for a few minutes, usually 1 minute per year of age). The child will then be returned to the group with a reminder of the reason they were issued this separation.

In the event the behavior becomes persistent, the teacher will consult with the director and parents. Our goal is to search for a possible cause and ask the parents for helping working with their child outside of the school day in an attempt to eliminate the negative behavior.

We do not under any circumstances hit, spank, make negative character remarks, withhold food or punish for toilet accidents. The staff at Bright Beginnings is dedicated to the nurturing of your child and will utilize our discipline policy only with the parents approval and when viewed beneficial to your child's emotional growth.

Toys/Sharing

Friday is our sharing day. We understand that sometimes a child wishes to share something very special with his/her friends at school. Please leave toys at home on other days, unless the teacher has granted a special request. If your child does not attend on Friday, the last day of attendance for the week, they can bring their special share item.

Backpacks/Clothing

Children (ages 2 ½ thru Pre-K) must have a backpack labeled with their name, containing a complete change of clothes to include socks, underwear, pants/shorts, and a shirt. Please update their clothing periodically for growth and seasonal changes. Parents will need to go through their backpack daily as this will be used for his/her daily school work, notices, etc...

Diaper Bags

Infants/Toddlers - Parents must bring a diaper bag with all the necessary items, such as: multiple changes of clothes, diapers, bottles ready to feed, extra formula for emergencies, snacks, foods appropriate for the needs of their child.

Field Trip Procedures

Field trips are posted on the monthly and summer calendars. Sign-up sheets are at the front desk at the beginning of each month. Parents are responsible for signing up their own children if they want them to participate. Car/booster seats are a must and required by state law for all children 60lbs and under.

Infant/Toddler Program

Consists of: 0-2 year olds, teachers are dedicated to fostering healthy, emotional, social, and cognitive development of infants and toddlers through fun activities and play.

Preschool Program

Consists of: 2 ½ - 5 year olds. We have a readiness program in which we assess children upon enrollment for placement in the proper classes. Preschool and Pre-K will be lead in group activities as well as educational class time and free play time. We will focus on getting your child ready for kindergarten both academically as well as emotionally and socially.

Summer Program

We believe kids need to continue learning year round so they won't lose what they have learned during the school year. Preschool programs active year round with extra fun activities such as tumbling lessons, water play activities, music lessons, and Spanish classes.

Termination of Space

A two week prior paid notice is required upon terminating your child/children space. Once terminated a registration fee is required upon re-enrollment.

Summer Leave of Absence

A \$35 re-registration fee is required to hold your space for the fall term, in addition a new set of enrollment forms need to be filled out and turned in prior to leaving for the summer.

How to contact us:

Parents, if you have any questions or concerns regarding your child, their teachers, or the center, please contact owner/director Dayna Brown at 503-793-4320 or leave a message for her to return your call.

If you feel your concerns are not being addressed or you are uncomfortable discussing the issued with the center's staff, please feel free to contact our state certifier, Bonnie Baird, at 503-669-7112.