Please be sure to carefully read over the practices and procedures guide as it contains important information regarding your child care contract. This is a legally binding contract and it is important that you discuss with me any concerns you may have.
# Table of Contents

Welcome! ............................................................................................................................ 3  
Mission Statement: ....................................................................................................... 4  
Philosophy: .................................................................................................................. 4  
Curriculum Statement: ................................................................................................. 4  
Admissions & Enrollment................................................................................................. 5  
Supplies: ....................................................................................................................... 5  
Termination/Disenrollment .............................................................................................. 6  
Hours of Operation ......................................................................................................... 6  
Tuition ............................................................................................................................. 7  
Overtime Rates & Late Fees .......................................................................................... 8  
Payment Schedule ......................................................................................................... 8  
Receipts .......................................................................................................................... 8  
Attendance .................................................................................................................... 8  
Religious & National Holidays ...................................................................................... 9  
Vacations......................................................................................................................... 9  
Substitute Policy ........................................................................................................... 10  
Open Door Policy .......................................................................................................... 10  
Complaints .................................................................................................................... 10  
Signing In & Out ........................................................................................................... 10  
Confidentiality ................................................................................................................ 11  
Website Photos ............................................................................................................. 11  
Arrivals & Departures .................................................................................................... 11  
Meals ............................................................................................................................... 12  
Dress Code .................................................................................................................... 13  
Nap/Quick Time ............................................................................................................ 13  
Diapers/Toilet Training ................................................................................................. 14  
Toys................................................................................................................................. 14  
Television ....................................................................................................................... 14  
Field Trips ..................................................................................................................... 14  
Learning Curriculum .................................................................................................... 14  
Discipline ....................................................................................................................... 16  
Center Rules .................................................................................................................. 16  
Manners ......................................................................................................................... 17  
Illness .............................................................................................................................. 17  
Medications .................................................................................................................... 18  
Child Abuse Reporting ................................................................................................. 18  
Smoking ......................................................................................................................... 18  
Animals ........................................................................................................................... 18  
Miscellaneous ............................................................................................................... 19
Welcome!

I respect and appreciate the trust you have placed in Bright Beginnings to care for your child. Bright Beginnings is pleased to provide your child with a fun, nurturing, safe, and educational environment for your child to grow. We will do our best to ensure that your child is provided with everything he/she needs to get an early start in life. You as the primary caregiver to your child can assist in the growing process by staying involved in your child’s early years with us here at Bright Beginnings, as well as keeping us informed regarding any helpful and needful information needed about your child’s growth and activities during the time spent in our program. As a parent, you are the most important person in your child’s world and we will make every effort to support you as a family. We understand how difficult it can be for working parents to balance all of their commitments and responsibilities in their lives. For this reason we strive to offer a program that will enrich your child’s development while putting your mind at ease. With our strong outlook on what is critical to achieve optimal success for children, we believe that your child will receive whatever it is he/she will need to surely get a positive head start in life.

It is our goal to offer your family the quality childcare experience you deserve. Please feel free to openly discuss any problems or concerns you may have at any time throughout our childcare relationship. Open and honest communication is the key in the development of your child.

Please help us operate the childcare business in a professional manner by carefully reading through the Parent Handbook and filling out all of the necessary forms. It is important you are aware of all our policies, as we want you to be able to make your decision about childcare based on the terms that we provide.

Again, thank you for considering Bright Beginnings Child Development Center as the place for your child to be attending. We look forward to providing your family with the best possible care and learning experience for your child.

Sincerely,
Alizza ‘Ali’ Gonzalez
Bright Beginnings Child Development Center Director
505-425-2715
ali@brightbeginningsnm.com
Mission Statement:
Our Mission at Bright Beginnings Child Development Center is simple. We strive to provide a safe, nurturing, and inspiring school environment full of academic rich materials and plentiful opportunities to ensure each child gets the best possible start in life. We offer structured but learning rich and fun programs that are developmentally and age appropriate for each child. Our facility is open to all children ages 6 weeks to 12 years of age of the Las Vegas community, as well as surrounding areas.

Philosophy:
We at Bright Beginnings Child Development Center believe that every child has the capacity to learn and only with the assistance of a good foundation, can every child truly reach their potential. Here at Bright Beginnings we provide a foundation geared around the idea that children need a safe, nurturing, healthy environment that will stimulate and encourage positive growth and development. To fully succeed in aiding in a child’s successful development, both the school and home must work together to build a strong and healthy relationship to agree on what is best for the child.

We envision children learning the fundamentals of life that will help shape who they will become. Staff and teachers not only teach, but model as well, positive character traits such as caring, confidence, cooperation, kindness, honest, respect, responsibility, and fairness, just to name a few. Children will learn how to build good character traits, as well as learn important early developmental and academic skills that will prepare them for the school years ahead. Teachers will strive to provide a structured daily routine filled with a combination of learning activities including whole group and small group activities geared towards achieving proper academic growth and stimulation in each child. Learning environments will be structured around the concepts of promoting social, cognitive, language, and physical skills and development. A multitude of strategies including hands-on activities, read-alouds, dance, music and movement will be applied to stimulate learning in each age group.

Curriculum Statement:
Here at Bright Beginnings Child Development Center, believe in age-appropriate learning based on the understanding that children learn best in a structured environment that provides opportunities that will enhance and promote learning. Learning environments in the classrooms will be structured around the concepts of promoting social, cognitive, language, and physical skills and development for each age group.

We understand that children learn best in their natural state-through play. Playing has long been proven to be an effective way for children to learn. Through play, children are exposed to opportunities to learn how to communicate, share, and make choices. Children in their early years learn a tremendous amount from their surroundings as well. We encourage children to learn and experience new things through play. Through providing a social inviting environment in each classroom, we can promote the social-emotional development of each child. Bright Beginnings will
utilize and expose children to new experiences including indoor and outdoor learning, media/technology, outside resources, and possible field trips all in the goal to ensure that all resources are being utilized to enhance child learning.

**Admissions & Enrollment**

*Bright Beginnings Child Development Center* serves children from birth to school age children. The ages range from birth (6 weeks) to school age children. No child will be denied admission on the basis of race, religion, or handicap. I will do my best to accommodate children with special needs by taking necessary measures needed to meet the needs of the child. I do retain the right to deny admission if all my slots for a particular classroom are filled. However, an opportunity to be placed on a waiting list will be provided should the classroom of choice be filled. To begin the enrollment process, please follow the proceeding steps:

1. Request and fill out a complete enrollment application packet
   - A one time application fee of $25 will be assessed at the submission of the application. If your child enrolls into one of the Bright Beginnings Child Development Center classroom, then the $25 fee will be credited towards your child’s account.

   **Required Paperwork:**
   - The following paperwork must be filled out and returned to me by the first day of care.
     - Completed enrollment packet
     - Policies and Procedures Checklist
     - Annual Physical (provided by physician)
     - Annual Immunization Record (provided by physician)
     - Transportation Consent (field trips and outings)
     - Authorization to Administer Medication (I must have this signed with a Physician’s signature and instructions in order give your child ANY medication. This will be strictly enforced.)

2. If your child’s designated room is at its capacity, then a waiting list will apply. Once a slot opens up, the next on the waiting list will have the first opportunity to fill the slot or it will then go on the next child on the waiting list.

3. If you plan to include CYFD daycare assistance as part of your payment to the center, then the proper paperwork must be submitted in a timely manner. You will be held responsible for making the proper payments to the center should your daycare assistance not be completed at the time payment is due.

4. Should your child be accepted and enrolled into one of our classrooms, 1st payment is due prior to the agreed upon start date.

**Supplies:**

The following supplies are to be left at the childcare. All items will be placed in your child’s cubby. Clothes will remain in the child’s classroom cubby. The only time we will send clothes home to be laundered is if they have been soiled in which case, they will be sent home that day. You will also be notified when your child’s supplies need to be replenished. Please label all personal items with your child’s name on it.

**Infants (up to age 12 months)**
- Complete change of clothes
- Plenty of diapers
- Wipes of your choice
• Burp cloths
• Formula or pre-made bottles
• Extra bottles
• Pacifiers (if needed)
• Security blanket or favorite toy(s) your child seeks for comfort

**Toddlers (2 & 3 years old)**
• Complete change of clothes, including socks and underwear (**weather appropriate please**). 2 sets of clothes are required for children not yet potty trained.
• * Pull-ups and wipes (only if your child is not potty trained yet)
• Blanket & pillow for nap time
• Toothbrush

**Pre-K (4 & 5 years old)**
• Complete change of clothes, including socks and underwear (**weather appropriate please**). 2 sets of clothes are required for children not yet “fully” potty trained.
• Blanket & pillow for nap time
• Toothbrush

**After school (5 & up)**
• No permanent items are to be brought and left at the facility as they will not have personal cubbies assigned to them. All items they bring to the center will be the soul responsibility of the student to take care of. Proper name labeling of their items is recommended. They are to take all items home with them at the end of each day.

*A child is considered Potty Trained when he or she can remain dry throughout the day including naptime. They must also verbalize the need to go and be able to use the restroom with minimal assistance.*

**Termination/Disenrollment**
A two-week notice is required to withdraw your child from care at Bright Beginnings Child Development Center. Since payment is required bi-weekly, full tuition payment for the two-week notice period is required at the time the Notice of Withdrawal form is submitted whether or not your child will be present during the final two weeks of care. Any remaining balance is due upon submission of the Notice of Withdrawal. Further childcare services will be refused should the ending balance not accompany the Notice of Withdrawal and legal action will be taken. In the event we feel the need to terminate a contract, I will also give the parent at least two weeks written notice. However, certain circumstances such as, but not limited to: destructive, uncontrollable or violent behaviors, habitual tardiness in pick up of child, and or lateness of payment or nonpayment that might result in termination of contract CAN BE done so without a 2 weeks written notice. If it becomes necessary for me to resort to legal action to collect fees, the parent(s) will be responsible for any legal fees incurred by Bright Beginnings Child Development Center.

**Hours of Operation**
Monday through Friday 7:30 to 5:30 PM

**Arrival Procedures**
• The center opens at 7:30 AND NO EARLIER! Staff will be earlier than 7:30 to prepare for the day but are not on duty to care for children until the designated time of 7:30 A.M.
• Since this is a “curriculum based” center, we do stick to a regular scheduled routine each day. We ask that children arrive no later than 8:30 A.M. in order to receive the full benefits of the program.
• Breakfast will be served between 8:00-8:30 A.M. If your child will be arriving to the center late, we ask that you please FEED YOUR CHILD BREAKFAST PRIOR TO ARRIVING!
• There will be a time clock to record attendance. This will be explained to you by the Center’s Director and you will be required to clock in your child to record time and date of attendance.
• Occasionally some children have a difficult time transitioning into the classroom at the beginning of enrollment or just at the beginning of the day. We ask that you please entrust the teachers and allow them to help your child adjust the classroom by dropping your child off and leave the classroom.

**Part-Time Care**
• Children who are attending the center part-time can choose from two different time blocks in which their child can be at the center. Children must arrive at their scheduled time, no earlier or later, and must be picked up at the designated upon time. Failure to do so may result in late pick up fees (see late pick up fees for more info)
  1. From 7:30 - 12:30
  2. From 12:30 – 5:30

**After School Care**
• Children attending school may arrive at the center beginning at 2:30 PM. Pickup time remains the same at 5:30. However, in the even that your child has a half day of school, which is common in East and West Las Vegas school districts, your child may arrive at the center beginning at 12:30 noon with no additional charge.

**Tuition**

**Full-Time Care**
$23 / day = $115 / week = $230 / bi-weekly = $460 / month

**Part-Time Care**
$18 / day = $90 / week = $180 / bi-weekly = $360 / month

**After School Care**
$14 / day = $70 / week = $140 / bi-weekly = $280 / month

Payment required bi-weekly regardless if your child will be attending all days or not

**Though Bright Beginnings does not always increase tuition costs on an annual basis, sometimes it is a must to keep up with the constant increase of prices in daily living expenses. We do reserve the right to increase tuition with a minimum of 30 days notice to families enrolled**
Overtime Rates & Late Fees

**Late pick up flat rate fee:** $20 for first 15 minutes of being late

**Incurred late pick-up fee:** $1 per additional minute

**Late Payment Fee:** $10 per day

**Return Check Fee:** $25

**Definitions for fees assessed:**

**Late pick up flat rate fee:** A flat rate fee of $20 will be applied for the first 15 minutes of being late (between 5:31 P.M. up to 5:45 P.M.)

**Incurred late pick-up fee:** After the first 15 minutes (beginning at 5:46 P.M.), an additional $1 fee will be assessed for each additional minute you are late to pick up your child.

**Late Payment Fee:** A $10 fee will be assessed per day for every day that the payment is late. We reserve the right to suspend child care services until the delinquent account is paid in full. If you are having trouble paying for daycare, please see the secretary or director for options on qualifying for assistance.

**Returned Check Fee:** In the event of a returned check, Parents will be responsible for a $25 returned fee as well as any fees incurred due to the returned check. If returned checks become habitual in the future, we reserve the right to request that all future payments be paid in cash or money order.

**Payment Schedule**

In order for *Bright Beginnings* to offer a quality based child development center, we must have the funds to provide the necessary means to achieve that. We have a strict *No pay, no play* policy. Payments must be made bi-weekly, the 1\textsuperscript{st} and 15\textsuperscript{th} of every month to be exact, regardless of whether or not your child will be attending. You are paying to reserve the slot. Payments will be made in advance for childcare services to be provided and no pro-rating will be granted. The center gladly accepts payment in the form of cash, personal check, or money order. **NO CREDIT CARDS!**

**Please make checks payable to:** Bright Beginnings Child Development Center

**Receipts**

Receipts will be given for all payments at the time of payment. We will also keep track of your payments throughout the year for tax purposes. You will receive a Year End Tax Statement by the end of January with the total amount paid for childcare services from the previous year. Please note that we do not mail out Year End Tax Statements. You will receive a notice that the tax statements are ready to be picked up and you can do so by speaking with the secretary. It is the responsibilities of the parent to contact me for a Year End Tax Statement should your child no longer attend our center.

**Attendance**

Payment obligation is based on the time slot you agree to use for childcare, not on actual hours of attendance. You are paying for the center to reserve a slot for your child in the designated classroom. Both full-time, part-time, and after school fees will be charged based on contracted days **including missed days due to illness, holidays, parent vacations, or inclement weather.** No refunds, deductions, or credits will be made for days your child is absent. Please be courteous and phone the center if your child will not be attending that day, if your child is sick and will not be attending the center for several days, or if you plan on taking a vacation. Regardless of the reason for the absence(s), you will still be required to pay the full tuition cost of the agreed upon contract as we cannot offer your child’s slot to another student.
**Leave of Absence**
I cannot hold a child’s space while you are not working, on maternity leave, or for parent or child illness, etc... **unless you continue to pay for childcare services.** In order to reserve your child’s slot during the absence tuition must be maintained and paid bi-weekly as stated in the contract. Failure to maintain payments might result in the loss of the slot in your child’s classroom. Should your child loose a slot in the classroom, there are no guarantees that he/she will get it back.

**Religious & National Holidays**
*Bright Beginnings* will be open during most national holidays for the exception of the following holidays listed below. Please be advised that closings are subject to change but will do so with a 30 day notice prior to changes.

The Daycare will be closed in observance of the following holidays (only if these holidays fall on a week day):
- Good Friday
- Fourth of July
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Years Day

**Early Closings**
Very seldom does *Bright Beginnings* close early. However, there will be times when the daycare might have to close early due to unexpected weather conditions or other problematic reasons. You will be notified the earliest as possible to make arrangements for your child to be picked up early on these days. In the event that the center will have to close due to weather conditions, we ask that you call our center to either speak with a staff member or listen to the recording for more information. You can also listen to the radio station or watch the local news. We will try to coordinate with the public schools to maintain consistency. We will try to make closing decisions as early and as conveniently as possible. Late fees will be applied to late pick-ups after the stated closing hours.

**Vacations**

**Parent(s) Vacations**
We encourage family time here at *Bright Beginnings* and understand that family vacations will be scheduled throughout the year. We ask that you notify the center at least two weeks in advance if your child will be absent due to family vacation. Full payment is still required for any days your child is absent. Remember, payment is to ensure that your child’s classroom space is to remain filled and not offered to someone else.

**Sickness**
If your child is sick for consecutive days and must be out for medical/health reasons, we ask that you notify as soon as possible so that the classroom teacher is aware. We ask that you try to keep the center informed of the days being absent and when you expect to have your child back at the center. Full payment is still required for
any days your child is absent. Remember, payment is to ensure that your child’s classroom space is to remain filled and not offered to someone else.

**Substitute Policy**

When a staff member of *Bright Beginnings Child Development Center* has to out for any reason, a substitute teacher will take the place of your child’s teacher temporarily. We encourage you to meet and communicate with the substitute teacher as you would the permanent teacher and trust that we have made sure that whomever works with your child can be trusted to provide the same quality of care that your child’s permanent teacher would.

**Open Door Policy**

We maintain an open door policy. Parents are welcome to visit at any time during business hours. We do ask to make sure and sign in with the secretary as a visitor. We also ask to keep in mind that although we welcome and encourage parent involvement, the classrooms do have a structured environment and stick to a daily schedule. Visitors tend to make the children behave in an excited manner that does not usually occur when parents are not around. We ask that you understand that your child may become upset when your visit is over and you leave without them. We encourage, that while planning your visit to the classroom, you consult with the classroom teacher in how you can volunteer in the classroom and assist with the learning process.

**Complaints**

Here at *Bright Beginnings* we strive to ensure that all students are treated fairly and with respect. We also strive to ensure that all parents are satisfied with the care and instruction that is being conducted in the center. If at any time you encounter a negative experience at our center, we would encourage you to please bring it to the attention of one of the staff members and or to the center’s director. You can rest assure that all formal and non-formal complaints will be dealt with immediately. Complaints will be handled as follows:

1. If there ever is a problem or a concern at our child care facility, the parent is encouraged to bring his/her concern to the attention of the classroom teacher. Normally, the classroom teacher will do their best to solve the issue.

2. If after speaking with the classroom teacher and there was no resolution to the problem, we then encourage you to speak with the center’s director. The Director will ask to put the concern in writing and she will look it over and propose a resolution to the problem.

3. If after steps one and two the problem is still not resolved, then we would need to get Children, Youth, and Families Department (CYFD) involved to assist in the resolution of the problem.

**Signing In & Out**

Every child is to be signed in and out daily. Parents are to state name of child, arrival time, and any possible notes for the day. Notes can be anything like early pick up, concerns, etc... Each child will have a list of acceptable people that are allowed to pick them up at the end of the day. Should someone else that is not on the “pick up
list” come to pick up your child, we must get verbal consent by the parent(s) in order for your child to leave with the designated person. We ask that you kindly give the center a call prior to your child’s pick up so that the classroom teacher is aware and concerns will be raised. We ask that you keep the “pick up list” updated as to not cause any future dilemmas.

Confidentiality
We at Bright Beginnings believe that confidentiality is VERY important and will not release any information without prior permission. We ensure that all staff members sign a confidentiality agreement.

Website Photos
We are always updating our website. We enjoy and take pride in our center and the work or activities that the children complete and perform. We graciously ask your permission to take photos of your child/children to post on our website. If you are uncomfortable with this, please let us know and we will honor your request and not upload any pictures of your child/children. We encourage you to browse our website and share the web address with family and friends.

Arrivals & Departures
The center opens at 7:30 am. Early drop-offs are not permitted. Please do not ask to drop off your child any earlier than the designated time of 7:30 A.M. Although staff will be there earlier, they are not responsible for tending to the children until 7:30. The staff is present earlier than 7:30 to open up and get the classrooms ready for the day. As mentioned before, you are to sign and list and people who may or may not pickup your child. If any of the contact information changes, you are required to notify us immediately so that the center is aware. Should someone else who is not on the list be picking up your child, we ask that you phone the center and make sure to advice the individual who will be picking up your child to be prepared to show identification.

Separation:
It is normal for some children to have difficulty separating from parents in the morning or not wanting to leave when it’s time to go home. Please be very brief (no more than 5 minute) during these transition times. The longer you prolong the departure the harder it gets. A smile, cheerful good-bye kiss, and a reassured word that you will be back are all that is needed in the morning. As it has been experience, children are quick to stop crying once they see the other children and join in on the activities as soon as the parent leaves.

Boundaries:
Children tend to behave differently when the parent is present. Most of the time, children understand and follow the center’s rules. However, children tend to push their limits when parents are present to see if the rules still apple. Please be advised that when the children are still on the premises, rules will apply to everyone regardless if parents are present or not. We expect parents to be understanding, accepting, and role model to their child/children to ensure that their child/children are following the expected rules of the center. We expect parents to be supportive of the rules and require that their child/children follow these rules. Often times we encourage parents to set ground rules for their child/children to follow as well to
increase the amount of consistency that is being delivered to the child/children. Like our motto says, parents are the number one educator for their children.

**House Rules:**
Here are *Bright Beginnings*, we enforce character counts/traits that children need to become positive citizens of this community. If parents do not take control of inappropriate situations while at the center, the center staff/teacher will remind the child/children that their behavior is inappropriate and take action to correct if needed.

**Safety:**
Here at *Bright Beginnings*, safety is our number priority. We are always ensuring that each child is safe whether it’s in the classroom, playground, or on a field trip. Please be in control of your child during pick up times. At pick up, please do not let your child leave the center until you are leaving. Children are not permitted to leave the premises unattended.

**Meals**
Well-balanced breakfasts, snacks and lunches will be provided. Food is offered to your child, but your child is not forced to eat. Children will be encouraged to eat and finish the food served to them. Children are welcome to receive second servings. We will also encourage all children to try new foods. If your child will be arriving after the specified meal time, please be sure to provide the meal *before* the child arrives. Breakfast, lunch, or snack *will not be provided* to your child if your child is late for any of these scheduled meal times. Please understand that teachers must keep to a schedule and clean up after each meal time. Teachers cannot stop their routine to feed a late child.

Meal times will be as follows:
- **Breakfast:** 8:00 – 8:30 am
- **Lunch:** 11:30 – 12:00 pm
- **Snack:** 2:30-3:00 pm

**Food from Home:**
The center will send out a “tentative” food calendar to inform the parents of the meals that will be prepared every day of the month. Parents are welcome to send a sack lunch with their child if the scheduled meal prepared for the day is something your child will not eat. However, we do provide a well balanced meal to children and respectfully request that parents try to do the same when sending a lunch or a snack with their child. Avoid sodas and sugary treats.

Parents are welcome to prepare special birthday or holiday treats with advance notification as long as there is enough for the entire group.

We request a toothbrush for your child so he/she may brush his/her teeth after meals. Please have the toothbrush labeled and sealed in a baggy.

* Should your child have a food allergy or a particular dietary need or restriction, it must be substantiated by a medical statement signed by the child’s physician. We request that you notify that center/teacher immediately upon registration so that we are aware of the condition for safety reasons. Please understand that the center will do everything it can to provide your child with a proper meal to substitute any
allergies. Some items can be substituted but some items may not. We advise you the parent to meet with the director and teacher to inform them of any severe dietary needs so that we can create a plan that will work for you and your child.

**Dress Code**

All children must arrive dressed and ready for the day. When dressing your child, please keep in mind that we do many messy activities such as painting, playing outdoors, and use many messy items. Please do not dress your child in clothes that you would not like to be soiled. The center strives to incorporate as many resources, including the messy resources to facilitate learning. Children need to experience outdoor activities as frequently as possible to get the most out of the curriculum. Depending on the weather, Bright Beginning’s curriculum will encourage and provide as many outdoor activities as possible.

Standard dress for children:

- Weather appropriate tops such as t-shirt for spring time, short sleeve or sleeveless shirt for summer time, long sleeve light shirt for fall time, and a long sleeve/thick sweater for winter
- Weather appropriate bottoms such light pants for spring time, shorts for summer time, jean or warm up pants for fall and winter
- Weather appropriate shoes such as tennis shoes/sandals (no flip flops) for spring and summer, and warmer shoes such as tennis shoes and boots for the fall and winter time
- **ALWAYS SEND A JACKET** as the weather can always change throughout the day. Children without jackets will not be allowed to participate in outdoor activities. I.e. lighter jackets appropriate for spring, summer, and fall and a heavier coat for the winter time

**Please refrain from sending your child in flip flops. These types of shoes can cause an injury to their feet during play time.**

**Nap/Quiet Time**

All children under the age of five are required by state law to have a rest period while at daycare. Our rest period is generally from 12:30 p.m. to 2:30 p.m. To avoid disturbing the children who are napping, please try not to schedule pick-ups at this time. If you must pick-up your child during quiet time, please notify the center/teacher in advance so that we may have your child ready when you arrive. **No drop-offs will be permitted during quiet time.** We believe children who rest during the day are better equipped to face the day emotionally and physically. Your child is not mandated to take a nap but it is required to have a down time to rest. Your child can choose to take a nap or rest and look at a book on their matt/blanket until quiet time is over. Children who wake up early will also be required to stay resting on their matt/blanket until quiet time is over.

The center **will not** provide a napping matt for your child. You may choose to buy one and leave it in their classroom. If not, we request that each child bring in two blankets (one for lying on and one for covering themselves with) and a pillow. Infants less than 2 years of age will be placed in a safety regulated play-pen or crib for naps. If your child has a special stuffed animal/doll or blanket to sleep with, they will be allowed to use it at this time. These items will be put away during the day and only be brought out for quiet time.
Diapers/Toilet Training

Diaper changes are scheduled for every 1½ to 2 hours with the exception of nap time, in which case the child will be diapered as soon as he/she awakens. Each child will be changed when needed. We only use disposable diapers. We require that children in diapers must provide the center/classroom with a pack of diapers and wipes as stock. You will be notified when the stock is getting low. If you have been notified and the stock runs out during the day, there will be a charge of $5.00 per diaper change. Toilet training will only be done when the child consistently shows interest, please know that this does not usually happen until close to three years of age in most children. The child must be able to remove clothing, wipe themselves, and replace clothing in order for potty training to begin. All children will be taught to sit on the toilet. Training pants or pull-ups are required during potty training. We request that underwear not be placed on your child unless he/she is fully potty trained. Cleanliness and hand washing will be emphasized during the training process. Children will not be disciplined for accidents during toilet training.

Toys

Toys or electronics from home are not allowed. Often times, toys and electronics get lost or damaged. The center will not be held responsible for any personal property that is brought to school and becomes lost or destroyed. No guns or games that encourage physical violence will be allowed and tolerated. On some occasions, certain classrooms will offer a “show and tell” day at which the child may bring something from home to share with the rest of the classroom. Check with your classroom teacher for more information on proper show and tell items and dates.

Television

Although the students are actively learning through many resources, movies will occasionally be allowed to be viewed by the children. Movies viewed will be limited to age appropriate movies. Most of the time, movies will be played during bad weather days or for special holidays and/or to extend and incorporate their classroom lesson.

Field Trips

Here at Bright Beginnings we love to take advantage of learning opportunities to share with the children. Taking field trips is an excellent way to build new experiences with the children. The infant and toddlers do not take field trips that are beyond walking distance. Pre-school and afterschool children may take a field trip(s) throughout the year. Notification will be given prior to going on field trip and permission slips must be filled out and turned in – NO EXCEPTIONS! If you choose to not allow your child to attend a field trip(s), you must find alternative child care for that day.

Learning Curriculum

Bright Beginnings offers an educational Toddler and Preschool Curriculum that will be implemented throughout the year. Each child is encouraged to participate in our daily activities. Each classroom will have an outlined curriculum explaining what will be learned, in what manner, and a timeframe. Lesson plans are required by all teachers outlining what is planned for the children and how it will be implemented. We encourage all parents to visit their child’s classroom and actively participate. Here at Bright Beginnings we believe that children play an active role in what they learn.
Student facilitated learning is actively encouraged. We feel that if the children are interested in a topic, the teacher should follow what the children have an interest for and turn it into a learning opportunity. We encourage children to voice their feelings, concerns, and ask questions. After all, we cannot learn something if we don’t fully understand it. *Bright Beginnings* believes in having a stress free, comfortable, nurturing, and fun environment for children to learn in. If a child is having fun, they don't look at being in school as work!

Our infant program is geared towards establishing the basic fundamentals of introducing the world around to the infants aged 6 weeks to 1 year of age. These infants are very curious about the world around and need to be stimulated to promote healthy development. During infancy, they will go through many milestones including making eye contact, sitting up, rolling, and crawling just to name a few. The infant teachers at here at *Bright Beginnings* will work with your infant to promote healthy development of their bodies mentally as well as physically.

Our Toddler-1 program is geared for children ages 1 year old to 2 years old. This program focuses on continuing to promote the growth of your child both mentally and physically. At this age, toddlers are very curious about their environment and will explore to figure things out. Some typical milestones at this age include standing while holding on to furniture, “creeping” along as they walk, standing alone, walking alone, beginning to learn how to use utensils to self feed, and many more. The Toddler-1 teachers will continue to work with your child to promote healthy development of their bodies both mentally as well as physically.

Our Toddler-2 Program is age and skill appropriate for children ages 2 years and 3 years. The curriculum offers theme-based activities with a focus on introducing numbers, shapes, and social skills. Social skills are also a very important component to toddlers as they will need these skills to actively communicate and work with others throughout their years.

Our Preschool Program is age and skill appropriate for children ages 3 years to 4 years. The curriculum offers theme-based activities with a focus on early phonics/phonemic awareness (pre-reading skills), shapes, colors, and of course math skills (number identification and application). Children will also practice name writing and recognition, as well as build on teamwork and social skills, just to name a few.

Our Pre-K Program is age and skill appropriate for children ages 4 years to 5 years. The program is an extension of what the children learned in the Pre-school program. Children in this program are preparing to enter school for the first time. A lot of self-help skills are enforced as well as learning cooperation, independence, responsibility, and of course, academic preparation. They will build on early phonics/phonemic awareness (pre-reading skills), shapes, colors, and math skills. They will also work on writing and identifying their own names.

Our after-school program is a wonderful program that allows your child time to complete his/her homework with the help of our after-school teachers. They will receive assistance in academics, as well as time to relax and wind down from a busy day at school. They will have an opportunity to participate on the many extracurricular activities that will be available to all after-school students indoors or outdoors (weather permitting). The best part of this program is that we align our days of service to students attending Las Vegas public schools. When there is a half
day of school or days off from school for any given reason, *Bright Beginnings* will more than likely be open.

We encourage all parents to actively communicate with their child’s teacher(s) to get a more detailed look of what is being done in the classroom. Volunteers are welcome. Please enquire through the director about the process to become a volunteer.

**Discipline**

Here at *Bright Beginnings* believe that a good strong solid foundation in knowing how to respect themselves and others is a critical component to the early childhood development of your child. We strive to ensure that all children begin to understand, model, and implement positive character traits. We pride ourselves in helping the children develop sense of inner self-control, as well as good communication skills to increase the ability to work well with others. Positive behavior will be praised as negative behavior will be redirected. We also fully expect parents to play an active role in guiding their children to behave in a positive manner. Not only is physical punishment (i.e. spanking) prohibited in the child care setting, it is also against New Mexico law to do so in the child care setting. Parents will be notified in writing of the disciplinary practices used while in care prior to admission. Children shall not be subjected to discipline that is severe, humiliating or frightening. The goal of discipline is to help children see the sense in acting a certain way. This is a time consuming task and it is important we remain realistic in the expectation of the behavior of each child. The child’s developmental age and stage must be taken into consideration. The actions taken to discipline the child are as follows:

<table>
<thead>
<tr>
<th>Steps</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Verbal warning and redirect</td>
</tr>
<tr>
<td>2.</td>
<td>Time out- removal from the problematic area gives child time to cool down and rethink how to tackle the problem</td>
</tr>
<tr>
<td>3.</td>
<td>Call a meeting with the parent(s) to discuss problematic behavior(s)</td>
</tr>
<tr>
<td>4.</td>
<td>Call parents for a mandatory pick up of child (see * details)</td>
</tr>
<tr>
<td>5.</td>
<td>Possible expulsion from child care facility</td>
</tr>
</tbody>
</table>

Each classroom has a set of rules that are to be followed by everyone. Each classroom may have altered their rules, if need be, to be developmentally age appropriate. However, all disciplining procedures are consistent and apply to all children regardless of race, sex, or origin.  
* After 3 mandatory pick-ups for any reason, child may be prohibited from returning either temporarily or permanently without refund of money. A meeting will be held to determine outcome.

**Center Rules**

Certain rules have been established which are essential to the safety and smooth functioning of the child development center. These rules are to be respected by the children at all times. This includes times when parents are present. All rules, like mentioned before, will be altered to be developmentally appropriate.

1. Use of good manners will always be implemented!  
2. No running in the building  
3. No climbing, standing on or jumping off the furniture
4. **NO GUM CHEWING AT ANY TIME**
5. No offensive language or hurtful name-calling
6. No hitting, biting, pinching, punching, pulling hair, scratching or spitting
7. No Guns or knives of any kind whether they are real or play toys
8. Children must show respect for all staff and the other children in the center
9. Children will maintain a low “inside” voice (no yelling, screaming, etc... while indoors)
10. Children will be taught and expected to clean up their own messes (age appropriate)
11. Children will be taught and encouraged to always be honest
12. Do not touch or take things that do not belong to you without asking first!
13. Have fun!

**Manners**

Manners, including respect, will be taught and modeled to each child that is enrolled at the center. Students will be expected to show respect to all members of the staff, as well as to his/her peers at all times! We at *Bright Beginnings* encourage parents to not only honor our rules but to also reinforce these rules and manners at home. We believe that a child will better adhere to rules and manners if there is consistency between the child development center and at home. We, the center, believe that manners begin in the home and we are there to reinforce.

Manners are very important and will be taught daily; such as but not limited to:

1. We will greet each other and all peers and staff every morning by saying “good morning”
2. Address newly introduced adults as Mrs., Ms., or Mr.
3. Children will say “please”, “thank you”, and “you’re welcome”
4. Children will not interrupt adults or peers when they are speaking- they are to say “excuse me” if they wish to be heard and wait until the person is done speaking to address them
5. We wait until everyone has been served to begin eating
6. Students will chew with mouth closed
7. Students will not talk with mouth full of food
8. Students will eat with elbows off the table
9. Students will take turns, share, and be courteous to each other

* We ask that parents help reinforce these rules of proper mannerism at home to help keep the consistency of the development of your child. Manners are a huge asset to children as many children lack these valuable life skills today.

**Illness**

Children will be visually screened as they arrive. Children will be isolated in the event that they are ill. Please understand that we do not have a staffed nurse on hand to see your child. It is at the discretion of the child development staff to notify and send children home if they feel the child is too ill to be at the center. If the child exhibits any of the following symptoms, they will need to be picked up:
- Fever of 101 degrees or higher
- Communicable disease
- Diarrhea
- Vomiting
- Draining Rash/uncomfortable itching rash
- Eye discharge or pinkeye
- Lice
- Asthma flare up and no medication provided
- Too tired or ill to participate in normal activities

Your child will be allowed to return when he or she is free from medication; symptoms have been gone for at least 24 hours; and/or with a doctor’s written authorization to return. It is very important to ensure that the contact numbers are current. We must be able to reach someone in the event that your child is sick. If we must contact someone, we will try to reach you twice with 15 minutes passing between each call. After that, if we are unable to contact you, we will call emergency contacts until someone is reached. If after one hour nobody has come to pick your child up and we are still unable to contact you or an emergency contact, we will make a call to our local hospital and ask for the assistance of a nurse to give recommendations on how to help your child.

**Medications**
Written consent is required for ANY medication. All prescriptions must be in original containers labeled with the child’s name and a contact number from the doctor. All non-prescription medications must be in original containers bearing the original label, child’s name and age, expiration date and directions for dosages. Children on medication must remain out of care for 24 hours from the time of the first dose of medicine before returning to care. This is to protect the child in case of allergic reaction to the medication. No exceptions will be made. In the event that your child refuses to take the medication, the parent will be notified and must come to administer the medication. Medication is to be given at home whenever possible, especially with more direct contact such as eye drops & nebulizer treatments.

**Child Abuse Reporting**
We are required by state law to report any incidences of suspected child abuse. Our number one priority here at Bright Beginnings Child Development Center is for the safety of your child. If we suspect he/she has been subjected to abuse or if the child comes to one of the staff members and says something that is “suspect” to child abuse, we will file a report to the proper authorities including local law enforcement. PARENTS DO NOT NEED TO BE NOTIFIED if a call was placed to Children, Youth, and Families Department (CYFD).

**Smoking**
We at Bright Beginnings model positive choice making that are beneficial to the development of children. Smoking is not permitted in or in the vicinity of Bright Beginnings Child Development Center.

**Animals**
Animals are not permitted at the center unless they are an assistive pet (i.e. visually impaired). On occasion, some pets might be allowed in the center for entertainment.
purposes (i.e. presentations, show and tell, etc...). However, it is at the discretion of the center staff to allow or not to allow certain animals in the building.

**Miscellaneous**

We reserve the right to make changes and to update the Polices and Procedures throughout the year. Parents will be notified in writing should a change in policies occur. If needed, we will update the contract to comply with any changes.

*By initialing each policy below I am indicating that I have read each policy thoroughly, and agree to each of the policies in the Policies and Procedures Guide. Should I have any questions about the policies, I will be sure to discuss them with the provider before enrolling my child into the program.*

- [ ] Admissions & Enrollment
- [ ] Supplies
- [ ] Termination/Disenrollment
- [ ] Hours of Operation
- [ ] Tuition
- [ ] Overtime Rates
- [ ] Payment Schedule
- [ ] Receipts
- [ ] Attendance
- [ ] Religious & National Holidays
- [ ] Holidays
- [ ] Substitute Policy
- [ ] Open Door Policy
- [ ] Signing In & Out
- [ ] Website Photos
- [ ] Arrivals & Departures
- [ ] Meals
- [ ] Dress Code
- [ ] Nap/Quiet Time
- [ ] Diapers/Toilet Training
- [ ] Toys
- [ ] Television
- [ ] Learning Curriculum
- [ ] Discipline
- [ ] House Rules
- [ ] Manners
- [ ] Illness
- [ ] Medications
- [ ] Child Abuse Reporting
- [ ] Smoking
- [ ] Animals
- [ ] Miscellaneous
(Child’s Name)

_____________________
Parent/Guardian Name

_____________________
Parent/Guardian Signature   Date

_____________________
Parent/Guardian Name

_____________________
Parent/Guardian Signature   Date