

***Bright Beginning Child Care &
Development Center, Inc.***



PARENT* HANDBOOK

*124 East Plummer Blvd.
Chatham, Illinois 62629*

(217) 483-6833

**'Parent/s' has been used for ease, but the handbook and all information is for parents, guardians, or caregivers.*

Parent Handbook Table of Contents

PROGRAM DESCRIPTION

Mission
Philosophy
Ages and Hours – before / after school care

Curriculum/Activities – infant, /toddler, early preschool, preschool, kindergarten/school
Daily Schedule – naps, meals/snacks, outdoor play, toilet learning
Staffing

PARENT-TEACHER COMMUNICATION & RESOURCES

Parenting Resources
Communicating with the Classroom and Teachers

PROCEDURES/POLICIES

Parent Responsibilities
Arrival Procedures
Departure Procedures
Attendance, Absence, and Lateness
Personal Belongings – clothes, toys
Discipline
Commitment to Non-violence
Visiting the Classroom
Field Trips
Inclusion Policy
Religious and Celebration Policies
Termination

FINANCIAL POLICIES/PROCEDURES

Payment – methods, sliding fee scale, subsidies
Additional Fees - enrollment, registration, field trips, class/service, meals, late pickups, late payments,
Holidays and Vacation
Extra Hours

ENROLLMENT

Enrollment

HEALTH AND MEDICAL

Injury While at School
In an Emergency
Illness
Medicine
Immunization, Physical, and Dental Records
Hygiene
Communicable Disease
Tobacco/Drug Free Environment
Pet Policy
Pesticide Policy

SAFETY AND SECURITY

Child Pick-up
Release of Information
Parking Lot Safety
Staff Training

Emergency Drills
Emergency Closings
Weapon Policy
Child Protective Services
Acknowledgement

PROGRAM DESCRIPTION

MISSION:

Bright Beginnings Childcare & Development Center will provide a creative, safe, learning environment that nurtures and supports each individual's unique qualities and potential.

The values that Bright Beginnings commits to are:

- Excellence
- Diversity and Inclusion
- Lifelong Learning
- Partnership and Collaboration
- Professionalism
- Play

PHILOSOPHY

The Center strives to provide a warm, secure setting where each child can develop to his/her own potential - socially, emotionally, physically, and intellectually. The program is based on the following important beliefs:

- Process is more important than product.
- Children learn by doing.
- Each child's unique creativity should be encouraged whenever possible.
- Each child and family has individual needs.

The program maintains a child centered philosophy that accepts each child at his/her own developmental level and encourages him/her to learn through rich experiences. When planning the curriculum, teachers provide experiences that reflect families' interests, hobbies, cultures, and languages.

AGES AND HOURS



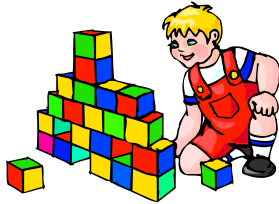
Bright Beginnings offers community members quality, affordable childcare and family support, and provides children **6 weeks to 12 years** of age a safe, nurturing place to grow and learn.

The Center is open Monday through Friday from 6:30 a.m. until 5:45 p.m.

Full-time families can request up to 10 hours per day. By state law, children can only be at the

Center 10 consecutive hours per day. If a child needs to attend more than 10 hours, a parent must come and spend at least an hour with his/her child. Time with family is a crucial part of a child's day.

**'Parent/s' is used throughout for convenience. Bright Beginnings treats legal guardians/caregivers the same as parents.*



CURRICULUM/ACTIVITIES

Children learn best through play. The program's emphasis is on providing a variety of play environments supported by trained teachers. The program is committed to a strong curriculum that includes language experiences, creative play, math, science, discovery, art, physical development, self-help skill acquisition, and social development. Critical thinking is encouraged by providing choices, problem-solving opportunities, and discovery learning. Activities that build each child's self esteem, provide opportunities for success, and encourage positive interaction with other children and adults are emphasized.

- **Infant (3 to 12 months):** A program of education and care that supports parents as the child's first and most important teacher. Teachers provide a safe and psychologically nurturing environment with emphasis on cognitively stimulating activities that support each individual child.
- **Toddler (15-24 months):** Programs focus on social interactions, building relationships, developing a positive self image, language and communication, exploration and problem solving, large motor skills, fine motor skills, music and movement, and beginning self-help skills.
- **Early Preschool (2 years):** Children begin a more structured early childhood program within their play day, with continued focus on their independent self help skills (eating, dressing, toileting). Children still working on the use of the toilet are well suited to the young preschool program.
- **Preschool (3 to 5 years):** The program stresses language experiences, social interactions, creative art experiences, music and movement, dramatic play, large motor skills development, fine motor skills development, sensory and discovery experiences, and much more. Children are expected to be able to function independently in regard to eating and dressing, and they must be encouraged to be toilet trained.

Before/After School Care for Kindergarten/School Children – Parents* can enroll kindergarten or school children before and/or after school. Parents need to arrange transportation through the school district; Bright Beginnings does not transport children to and from area schools.



DAILY SCHEDULE

Daily schedules vary depending on the needs of the children and ages in the classroom.

Classroom teachers post schedules, plans and program information, and parents are encouraged to keep informed.

Naps - Toddler through preschool classrooms have a designated quiet time each afternoon. In preschool rooms, parents can choose whether children will be encouraged to nap. Children who do not fall asleep play quietly.

Meals/Snacks - The Center provides a nutritious breakfast (8:30 am), lunch (11:30 am), and snack (3:00 pm). Food is prepared in the on-site kitchen, and menus are posted for parents to view. Accommodation will be made for food allergies, vegetarians and other special diets when possible. Allergies, including milk alternatives, require a physician's signed *Food Allergy/Intolerance Statement* on file at the Center. Parents should not send **any** additional food items.



Outdoor Play - Children spend time outside daily. It is important for children to get fresh air and to engage in large motor activities. If a child is well enough to be at school, he/she is well enough to go outside. Children should come to school with appropriate clothes for both indoor and outdoor play. (See *Personal Belongings* in *Procedures/Policies*)

Toilet Learning – Parents and teachers develop a plan for initiating and supporting toilet learning when the child shows signs of readiness.

STAFFING



The Center is staffed with a core staff of Early Childhood Specialists and enhanced with Early Childhood Student Teachers. Glenwood High students are also employed to assist in the classroom.

PARENT-TEACHER COMMUNICATION & RESOURCES

PARENTS* (*Any caregiver is welcome to participate.)

Parent involvement is a valued part of a child's school experience. Parents are encouraged to visit the Center at any time, share observations, and bring ideas to staff members. Partnering relationships between parents and staff ensure the best possible care is given to each child.

COMMUNICATING WITH THE CLASSROOM AND TEACHERS

Communication between staff and families is critical to the program and to each child's development and growth. Staff and parents have opportunities to communicate on a daily, weekly, and monthly basis through conversation, a parent bulletin board, newsletters, and parent meetings. Parents should bring relevant information to teachers' attention and help develop goals for the child. Center staff suggests that parents contact classroom teachers to schedule conferences on a quarterly basis or if there are developmental, behavior, or family issues to discuss.

Parents are welcome to call Bright Beginnings to request an update on their child's day, well-being, etc. Messages are taken to the classroom so that teachers can call parents when it is safe and convenient.

PROCEDURES/POLICIES

PARENT RESPONSIBILITIES

- All parents must provide enrollment information including current phone/address/schedule and required medical paperwork before their children begins at Bright Beginnings.
- Parents must update enrollment information (phone/address/immunizations/etc.) when changes occur.
- Parents must bring the following as needed:
 1. Blanket/comfort item. (Parents are responsible for washing soiled items.)
 2. Labeled change of clothes (ex: shirt, pants, socks and underwear).
 3. Diapers if needed.
 4. One box of wipes monthly for any child in diapers.
 5. Medicines and required paperwork (as described in *Health and Medical Section*)
 6. Additional items requested by classroom teachers.
- Infant families provide additional items including food/bottles/milk (see *Feeding Information*)
- **Children should not bring, toys, money (including coins), food (including cookies and cake), candy, drinks, or gum. Weapons (toy or real) should never come to school. (See *Weapons Policy*)**
- Parents can provide pictures of family, friends and/or pets, which will be kept in the classrooms.

ARRIVAL PROCEDURES

1.



Sign in on the sheet located in your child's classroom

2. Help child put away personal belongings.
3. Exchange greetings with the classroom teacher and share any information important to the day.
4. When you come early to spend time in the classroom, inform the teacher when you are ready to leave so he/she can assist with the transition.

DEPARTURE PROCEDURES

1. Sign out.
2. Check for any messages or notes from the director.
3. Spend some time with your child in the classroom. Planning some time to do so may help your child with the transition from program to home.
4. Check in with the teacher regarding child's day.
5. Sign out on the clipboard in the classroom with full signature.

7. Check child's cubby for extra clothing and artwork to take home.



ATTENDANCE, ABSENCE AND LATENESS

Parents should call if their child is going to be absent:

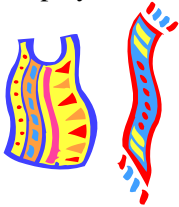
(217) 483-6833

- There is no credit for missed days/hours due to illness, holiday, center-closure days, vacation, or other circumstances (see *Financial Policies/Procedures* section).
- Subsidy participants with excessive unexcused absences or lateness risk termination of child's enrollment. (Full-time families with Human Service subsidy are allowed five missed days/month.)
- By state law, children can only be at the Center 10 consecutive hours per day. If a child needs to attend more than 10 hours, a parent must come and spend at least an hour with his/her child. Time with family is a crucial part of a child's day.
- The classrooms are staffed in support of the children's scheduled/contracted hours. All children should be picked up on time. In cases of emergency, parents should immediately contact the Center to alert staff that the child may be staying late. Parents will be billed for time that exceeds the contracted schedule. Should it happen regularly, the contract will need to be adjusted. Closing teachers expect to close the Center on time, and they make personal plans following their work day. In respect for them, parents should be on time or make arrangements for alternative pick-ups:

- Parents who fail to pick up their child prior to the Center’s closing time, will be assessed a \$15.00 per 10 minutes, or part of, late fee. Parents should pay this to the closing staff at time of pick-up, and must pay it prior to child returning to care.
- If the child is not picked up by closing and an emergency contact cannot be reached to pick-up the child, the Chatham Police Department will be called to take the child to DCFS (Illinois Department of Children & Family Services).
- Consistent problems with late pick-up will be dealt with on an individual basis.

PERSONAL BELONGINGS

- Clothes - Children should come to school with appropriate clothes for both indoor and outdoor play:



All clothes should be labeled for easy identification.

- Clothes should be comfortable (loose fitting and easily manageable for the child).
- Boots and shoes should be easy for the child (or toddler staff) to put on and take off and be appropriate for vigorous outdoor play. Sandals, dressy shoes, and thongs are a frequent cause of playground accidents and are discouraged.
- Mittens and hats are essential in cold weather and should be attached to coat if possible.
- Tight belts, overalls, leotards and pants with difficult snaps or buttons are especially hard for children to manage during toilet learning and are discouraged.
- An extra set of clothing (shirt, pants, socks, and underwear) should be available at school for each child. Parents should periodically check to be sure this set of clothes is complete and appropriate for the season.
- Parents are responsible for laundering soiled items.
- If children use Bright Beginnings Clothing clothing, families should return promptly so emergency spare clothing is available.
-



Toys - Children's toys should stay at home, where they are safe. Keeping toys at home or in the car prevents the loss of or damage to personal toys, and allows staff attention to be focused on providing quality care, instead of keeping track of personal toys. (Exception: Security items such as a blanket and/or stuffed animal are welcome.) **Weapons of any kind, toy or real, are not allowed on the premises at any time.**

GUIDANCE AND DISCIPLINE POLICIES

A positive discipline approach that includes setting limits, discussion, and logical consequences is used at the Center. Redirection or ignoring behavior enacted to obtain a response are considered appropriate for dealing with minor forms of misbehavior. If a child continues to be disruptive or

threaten harm to another child or program equipment, he/she will be removed from the immediate area. Removal from the group to help a child gain control shall not exceed one minute per year of age. Removal from the group shall not be used for children less than 24 months of age. Children are held accountable for their behavior and are encouraged to make responsible choices. There are three basic rules, which are communicated to the children: 1) Respect for people; 2) Respect for self; and 3) Respect for property.

As a rule, staff members are expected to handle problems quickly and without parent involvement. If a problem develops that cannot be modified or addressed through normal discipline procedures, parents will be contacted for a conference. Bright Beginnings staff recognizes children have different backgrounds and temperaments, and are committed to working through problems with families to the best degree possible. In the spirit of creating a community of caring families, **all** families are asked to respect and accept differences in children, even when children are working through challenging behavior.

In a case where a child continues to need a disproportionate amount of staff attention, the child may be asked to leave the program, in order to ensure the safety of other children. This is only as a last resort.

COMMITMENT TO NON-VIOLENCE

- Children may not bring a weapon (toy or real) to school.
- Children should not be in clothing that reinforces violent characters or actions.
- Violence, including spanking, is not permitted at the Center.

VISITING THE CLASSROOM

Parents are welcome to visit their child in the classroom any time. Parents should discuss options with staff if visiting/leaving upsets the child.

FIELD TRIPS

Field trips are occasionally offered to preschool children. Parents are notified for each event, and signed permission is necessary for participation. (Field trips are not mandatory.) Preschool children may also go on walks if there is a signed *Permission to Participate* form in the child's file.

INCLUSION POLICY

Bright Beginnings provides equal opportunity for children and staff, and does not discriminate on the basis of race, color, sex, religion, nationality, creed, sexual orientation, marital status, age or handicap in accordance with Title IX of the Educational Amendments for 1972 and Section 504 of the Rehabilitation Act of 1973. The building is wheelchair accessible. If a child needs special accommodations, parents should talk with office staff.

RELIGIOUS AND CELEBRATION POLICIES

In respect for all families, holiday and birthday celebrations are celebrated to include all aspects of personal beliefs and values; we feel it is in a child's best interest to be introduced to a wide variety of cultural experiences. We are not affiliated with any religious denomination. **Please remember all foods must be commercially packaged.**

TERMINATION

The Center reserves the right to terminate families who 1) do not pay fees, 2) do not participate in the program values of the center 3) have excessive absences or lateness while

on subsidy, 4) repeatedly make late pick-ups, OR 5) do not follow policies/procedures.

FINANCIAL POLICIES/PROCEDURES

Parents must provide two weeks written notice to terminate childcare. This notice is required for termination of services as well as schedule changes.



PAYMENT

Childcare fees are calculated based on the contracted schedule. Payment is due in advance of childcare, on the 1st day of every week. If payment is not made by the following Friday, a 25% late fee will be added to the outstanding balance and the child(ren) may not return unless payment is received in full. This policy shall also be enforced for parents receiving childcare subsidies for the portion of childcare tuition they are responsible for.

Recurring late payments may and nonpayment of tuition will result in termination of childcare. Bright Beginnings will notify parents in person or in writing should this become necessary. Family accounts are updated on the premises of Bright Beginnings and may be accessed at any time

Methods of Payment - Checks are preferred. Cash payments can be made through the Directors Office, please ask for a receipt. We also now accept VISA, MasterCard and Discover debit and credit card payments.

Subsidies - The Center accepts payments from federal, state, and county child care subsidy programs. Parents should work with Bright Beginnings to meet all paperwork requirements for participation in subsidy programs.

ADDITIONAL FEES

Enrollment Deposit – When families initially enroll with the Center, they must pay the first week’s tuition and the registration fee in order to hold a space for their child (contracts cannot be delayed - tuition will be charged from the child’s agreed upon start date whether or not he/she is present). This amount is non-refundable.

Registration Fee - In addition to tuition fees, a non-refundable registration fee is required; this fee is charged yearly for families on a continuing basis. For families starting mid-year the fee is not pro-rated.

Field Trip Costs - Parents may be requested to pay for special events or field trips if they want their child to participate.

Class/Service Fee – At times, there may be special classes/opportunities/services offered such as Tumblebus, computer classes, pictures, or dance classes. Services and classes that are fee-based are optional.

Late Pickup Fee – Parents who fail to pick-up their child/ren before closing time will pay a \$15.00 per 10 minutes, or part of, late fee. Parents should pay this to closing staff at time of pick-up, and must pay it prior to the child returning to care.

FINANCIAL POLICIES/PROCEDURES - Continued

Late Payment Fee – If payment is not made by the Friday following the Monday payment was due a 25% late fee will be added to the outstanding balance and payment must be received in full prior to the parent or guardian return their child(ren) to the Center. Parents receiving subsidized childcare shall also be subject to this Late Payment Fee policy for the portion of their child's(ren's) tuition they are responsible for. If state subsidized payments, are not received in the month they are due, then the parent or guardian shall be responsible for full tuition costs plus all applicable Late Payment Fees. If tuition is not received by the first day of the following month then the parent or guardian may not return their child(ren) to the Center until all tuition is paid in full.

HOLIDAYS AND VACATION

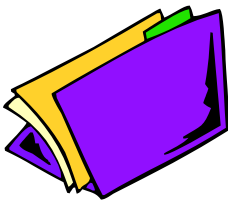


The Center will be closed on the following eight holidays: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving & the day after, 1:00 PM on Christmas Eve, and Christmas Day.

There is no credit for absence for contracted days/hours due to holiday, vacation, illness, center-closure days, or other circumstances.

The fee schedule recognizes that families take time together. For full-time families of children 2 years and older a 1 week vacation time is given. Families may take as much time as is appropriate for them; however, no additional credit will be given for additional vacation/absence.

ENROLLMENT

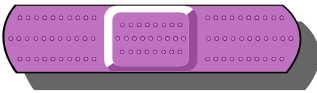


ENROLLMENT

1. To be guaranteed enrollment, the completed registration packet (contact information, medical information, copies of recent physical and certified birth certificate, etc.) must be

- returned to the Center office.
2. Upon enrollment, a nonrefundable deposit of the first week's tuition and the registration fee is due in order to hold a space. This amount will be applied to a future bill and is non-refundable.
 3. Prior to the first day of care, families must complete all registration forms and pay the first childcare tuition installment. Families on subsidy must provide proof of coverage prior to start date.
 4. Parent involvement is essential in assuring your child gets the quality early childhood education they deserve.

HEALTH AND MEDICAL



INJURY WHILE AT SCHOOL

There is a trained staff member in First Aid/CPR, on duty at all times and are able to handle injuries and emergencies should they occur. An *Accident Report* form is completed and given to the parent, for signature, when an injury occurs.

INSURANCE

We do not provide insurance for our students, parents are responsible for all cost incurred in the event of accident or illness

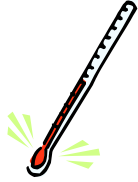
IN AN EMERGENCY



- One staff person will stay with the injured child.
 - A second staff person will go for help. This person will call 9-911 immediately in life threatening or emergency situations that require more than ordinary first aid procedures.
 - After help has been summoned, the staff person will attempt to contact the parent.
 - Continued effort will be made to reach a parent. If the parent cannot be located, the staff will contact the designated emergency contact.
 - In the event that transportation to a hospital is required, an aid car will transport the child to the nearest emergency facility.

ILLNESS

Families should keep ill children at home. Any child with any of the following will not be allowed to remain at the Center:



Fever of at least 100 ° F under arm (only) *and* one or more of the following:

- sore throat -rash - vomiting -diarrhea -earache -just not feeling well
- **Vomiting** on 2 or more occasions within the past 24 hours
- **Diarrhea:** 3 or more watery stools within a 24-hour period, or any bloody stool
- **Rash**, especially with fever or itching
- **Lice, nits, or scabies**
- **Eye discharge, mucus or pus, or conjunctivitis (pinkeye)**
- **Not feeling well, not looking well, and/or not able to keep up with program activities,** including -unusually tired -pale -lack of appetite -confused
- **Open or oozing sores**

HEALTH AND MEDICAL - Continued

When children become ill at the Center, parents will be contacted to make arrangements for immediate pick-up. It is important that families have an alternative care plan for times when children are contagious and/or ill. Bright Beginnings requests that ill children remain at home while they are sick as well as 24 hours after symptoms subside.

Families should let the Center know if a child is out sick, including what symptoms.

MEDICINE

If at all possible, parents should give needed medication to their children.



Parents must provide written approval (*Parent's Instructions for Medication* form) in order for staff to administer medication. **All medication must be stored in its original container, properly labeled with child's name, date, and written instructions for administration.**

Parents must provide measuring device appropriate to written instructions (included or in labeled container). Medication will be administered directly and may not be mixed in formula or food.

Parents must include a start and stop date on the consent form. The medicine must be removed from the Center when this period is over. Unfortunately, statements such as “as needed” are not acceptable according to licensing requirements. The consent form is good for the length indicated on prescription, the number of days indicated on medication bottle, or two weeks of duration of illness - **whichever is less**. Once a bout of illness is over, the form becomes void. (Consent forms for chronic conditions such as asthma, allergies, or diabetes may be for six months at a time.)

Unused medications will be returned to the parent or properly discarded.

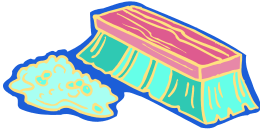
For all prescription medication (and for all medications for infants under 6 months), vitamins, herbal supplements, homeopathic treatments, or naturopathic treatments, written consent from a health care provider with prescriptive authority must be provided prior to administering (in addition to the above requirements).

For certain over-the-counter medications (antihistamines, non-aspirin fever reducers, non-narcotic cough suppressants, decongestants, ointments to reduce itching and dry skin, diaper ointments/powders, and sunscreen), parents can simply complete a *Parent's Instructions for Medication* form (except for infants under 6 months of age – see above paragraph). Staff can administer such items **only** if the manufacturer's medication label prescribes dosage based on age and weight, and the parent request matches the original label's described use. In cases where the label does not identify use and dosage, parents can ask a physician with prescriptive authority to designate this for the Center. Then the medication can be given to the child as indicated by the physician.

IMMUNIZATION, PHYSICAL, AND DENTAL RECORDS

A current immunization record is required prior to attendance. Families must update this record whenever there is an addition or change. Families must also have a current physical and dental assessment (when age appropriate) on file at all times.

HYGIENE



In general, the spread of infectious diseases will be kept at a minimum by utilizing these procedures:

- Disinfecting surfaces/toys with a solution of one teaspoon bleach in one gallon of water.
- Frequent hand washing by staff and children throughout the day, especially upon arrival, before handling food, after toileting, after wiping noses or contact with other bodily fluids, and after cleaning.
- Diapering according to procedures posted in classroom.
- Each child having an assigned cot. The cot and sheet are cleaned by the Center weekly, or more often as necessary.

COMMUNICABLE DISEASE

The Center keeps records on communicable diseases. Any unusually large outbreak will be reported to Public Health. Children can return to the Center when they are no longer contagious and can participate fully in scheduled activities, including outdoor play. A doctor's statement may be required informing the staff that the child is healthy enough to return to school.

TOBACCO/DRUG FREE ENVIRONMENT

Bright Beginnings is a drug and tobacco free zone. The use of drugs, alcohol and tobacco are prohibited at all times, both indoors and outdoors where children are present. They are prohibited in vehicles transporting Center children.



PET POLICY

Some classrooms have small pets. Classroom teaching staff are responsible for pet care and for incorporating pets into the curriculum. Mammals at the BBCC have passed a veterinary exam. Parents are responsible for informing the BBCC of any animal-related health concerns, and center staff will make an appropriate child placement.

PESTICIDE POLICY

Parents will be notified 48 hours in advance any time an herbicide or pesticide is schedule to be used. Notice posted on entry doors will include the product name, intended date/time of application, location of application, pests to be controlled, and the name/number of the person handling the application.

SAFETY AND SECURITY

The Center's safety policies are based on the belief that prevention is primary to safety. Every adult, including parents, is responsible for the safety of the children at the Center. Procedures for arrival, departure, and parking lots are described in the *Procedures/Policies* section and are an important aspect of keeping children safe at the Center.

CHILD PICK-UP

Children can only be picked up by those individuals listed on a child's *Enrollment/Parent Consent* form. Persons picking up children must have picture identification.

RELEASE OF INFORMATION

Information about whether a child is enrolled, present at the Center, having a good day, etc. will only be given to parents after they have given identifying information.



PARKING LOT SAFETY

- Always close entry doors and gates that give children access to parking lots/street.
- In parking lots, hold children's hands to ensure their safety.
- Transport children in car seats appropriate to their weight and age as required by state law.
- Do not leave children unattended in cars.
- Keep doors locked to protect valuables.
- Use caution and follow School Bus Safety procedures when busses are picking up & dropping off children.

STAFF TRAINING

Staff are encouraged to complete a standard Children's First Aid and C.P.R. course and keep

currently certified. There is a continuous on site trained staff person at all hours children are present. There are also on-site training opportunities. All teachers are required to take fifteen clock hours of continuous education (related to early childhood) each year.

EMERGENCY DRILLS

- Fire drills are conducted each month.
- Tornado drills & procedures are reviewed with children in preschool classrooms. Procedures are reviewed with staff in all classrooms. Drills are conducted seasonally.

EMERGENCIES AND CLOSURES

In the event of a Center emergency, children will be evacuated as necessary and parents will be contacted with information.

If Ball Chatham Public Schools are closed due to severe weather (with the exception of extreme temperatures) Bright Beginnings will also be closed. Please check local television station WICS News Channel 20 for closings.

DEPARTMENT OF CHILDREN & FAMILY SERVICES

All Center staff members are required by state law to report suspected child abuse or neglect to Children & Family Services (DCFS). The Center will work with DCFS and families, as appropriate, to ensure the health and safety of children in the program. When a report is made, Bright Beginnings will continue to work with and support the child and family. The report will be treated confidentially.

**Parent/s are referred to throughout for convenience. The Bright Beginnings treats legal guardians and caregivers the same as parents*

📁 BOARD MEMBER OF DIRECTORS

Jeff D. Vance
124 East Plummer Blvd.
Chatham, Illinois 62629
(217) 483-6833