

# **Parent Handbook**

## **Bright Beginnings Academy**

### **School Age Center**

**Victoria Barker-Director**

**816-633-7010**

**1710 W Main St**

**Odessa, Mo 64076**

**[brightbeginningsacademyodessa.com](http://brightbeginningsacademyodessa.com)**

**Facebook: Bright Beginnings Academy School Age Center**

**Updated 7-6-2021**

**Before School Hours: 6:00am-Bus Arrival (7:00am) Bus 15**

**After school Hours: Bus Arrival (3:15pm)-6:30pm Bus28 & Bus15**

**Summer Camp Hours: 6:00am-6:30pm**

## **Philosophy**

Bright Beginnings Academy will provide a safe, loving, family environment, with an educational experience that honors the individual potential of each child.

The BBA staff recognizes the value of evaluating the program in order to provide the highest quality of care possible. You can be confident that your child is involved in a program that puts their before and after school needs as a top priority. We thank you for entrusting your child to BBA and look forward to a fantastic year!

Victoria Barker  
Owner/Director  
816-622-7010

## Goals

- Providing a safe, loving family environment for your child to learn and grow: Playground safety, Emergency Drills, Hygiene, Health and Safety, and Healthy snacks.
- Site based curriculum that encourages creativity, promotes exposure to other cultures and new life skills, develops fine and gross motor skills, expects community service projects, takes field trips and promotes inclusion of all children.
- Here are some examples of things that your child might participate in while at BBA:
  - **Arts and Crafts:** painting, beading, iron beads, drawing, sewing.
  - **Math and Science:** dominoes, ice cube melting contest, estimation jar, healthy vs. unhealthy foods, balls and tracks, rocket launching, making a volcano, tornado simulation, etc.
  - **Literacy:** books on specific themes, online storybook reading, activities supporting literacy, rhyming and spelling.
  - **Life Skills:** budging money, checkbook ledger, woodworking, gardening, soap making<sup>[SEP]</sup>, social skills/communication.
  - **Gross Motor:** football, basketball, soccer, group games, hula hoops, frisbees, races, 4-square and playground.

- **Service Projects:** family adoptions around the holidays, cards to community workers, letters and crafts for nursing home, boxes for military service personnel, and carnival for BBA main facility.
- **Field Trips:** Swimming pool (once a week), indoor amusement parks, pumpkin patch, Paradise Park, movies, nature centers, bowling, XCA (field trips vary from year to year).

## **Programs**

Bright Beginnings Academy is a state licensed facility that provides care for children 5-12 years of age.

We provide care Monday-Friday from 6:00AM to 6:30PM for Summer Camp.

We also provide care during the school year: Monday-Friday in the mornings from 6:00AM until the bus arrives (around 7:15AM) and in the afternoons from when the bus arrives (around 3:00PM) until 6:30PM.

Along with no school days from 6:00AM to 6:30PM and early release days 11:30AM to 6:30PM

\*\*We do offer drop in days with prior approval.

## **Enrollment**

On your child's first day of care, the following forms will be required:

- Completed enrollment form

- Immunization records
- Medical forms signed by parents
- Emergency contact form
- Signed parent handbook
- Bus transportation authorization
- field trip authorization
- homework assistance form
- **Please keep all medical forms and personal information current at all times!!** (This includes phone, address, place of employment and medical records.)
- Activity fee of \$45 and first weeks tuition will be due at enrollment

## Tuition

**Activity Fee:** An annual activity fee of \$45 (non-refundable) is due at the time of enrollment or to hold a spot on the waiting list. This fee is an annual fee charged to all accounts every year in August.

All tuition is due on **MONDAY**. Please note that there will **NOT** be a reduction in the tuition for observance of holidays, closing due to inclement weather, or for non-attendance days. **There will be a \$10 late fee for every day tuition and activity fees are not paid. If tuition is not paid by the end of that week your child will not be able to return until the tuition is paid in full! Your child's spot will not be guaranteed at this point.**

When school is out your weekly tuition will remain the same. There is an additional fee of \$15 for **NO SCHOOL** days. There is an additional \$10 charge for **EARLY RELEASE** days. **LATE START** days are an additional \$10. To attend BBA on **NO** school days, **Early Release** days and **late start** days you must sign up 4 days prior. If your child does not attend any extra time you do not pay the additional fee your weekly tuition will remain the same.

We encourage every family to sign up for Tuition Express. This option allows tuition to be deducted from your account each Monday. There are options for a debit/credit card (2% fee) or an ACH checking account (no fee).

There is a \$30 service charge for all returned checks. One returned check will result in future payments to be certified or cash.

## **Required Check-In Time**

BBA makes it a priority to plan special activities and field trips for children as well as provide staff schedules ahead of time. Accurate attendance information is critical for effective management of staffing, transportation and activity planning. **Therefore, advanced enrollment is required for all Non-School Days, Early Release Days, Late Start and Scheduled Drop In days, and must occur 4 days in advance of the Non-School day.** No refunds will be given if cancelled after the deadline. No additional enrollments will be added after the deadline.

When we are in session all day your child must arrive to BBA no later than 9:30AM unless prior approval.

Facebook or texting a teacher is NOT an acceptable way of notifying BBA for non attendance. Please call or email the teacher for non attendance days. Communication is key!! If we do not hear from you there will be a \$5 no call no show fee assessed.

## **Sign In-Out Procedure**

The State of Missouri licensing agency requires that all children must be escorted by their parents into the center daily. Dropping a child off at the door will result in dismissal from the program. Parents are expected to walk the child into BBA and make direct contact with a teacher! It is very important you sign them in and out using our ProCare system each day. Parents/guardians are required to pick up their child(ren) and sign them out each day at the check-out area. Children may not arrive prior to 6:00am. All children must be picked up by 6:30pm. Any parent that has not picked their child/children by 6:30 p.m. will be assessed a late fee of \$5 per every 5 minutes. If you are going to be late please call!

In addition, if a child is not picked up by 6:15, the staff will contact those persons listed on the enrollment forms as emergency contacts to pick up the child. If a child has not been picked up by 6:45 and no contacts have been made by the parents, the necessary agencies will be contacted.

Prior authorization to release a child to someone other than the parent/guardian must be given either verbally or in writing. Children will not be released to someone without notification. In the event a parent/guardian is unreachable for authorization, the authorized pick-up list will be utilized. **We check photo identifications.** No child will be released to leave with someone if proper

identification has not been confirmed. This is for your child's safety. Please communicate with anyone picking up your child(ren) to bring identification. Keep in mind, changes made in your child's daily afternoon routine can be confusing to the child and to BBA staff. Schedule changes in the afternoon should be kept to a minimum. Confirmation of communication of schedule changes is the responsibility of the parent.

**Hours and Holiday Closings** (if holiday occurs on a weekend we will close the day before or after the holiday)

The center will be closed on the following holidays:

New Years Day

Memorial Day

Independence Day (July 4)

Labor Day

Thanksgiving Day

Christmas Day

\*\*The following holidays BBA could be closed due to low enrollment. A final decision will be made 4 days prior to the holiday. A sign up sheet will be required for these holidays. Please plan ahead!

Black Friday-Day after Thanksgiving

Day after Christmas

Good Friday

**There will not be a reduction in the tuition amount for days BBA is closed due to inclement weather, national holidays (listed above) or for non-attendance days. Additional fees will apply for attending on No school, Early Release, late start and non scheduled days.**

## **Bad Weather**

We can't predict the weather so we will make every effort to make the best decision for everyone involved. I will also try to stay open as long as we can but the safety of students and staff always come first. Each situation is different and requires proper planning. If we choose to close early it will be posted as soon as possible on facebook and a message will be sent through procare by text and email. **Tuition will not be reduced on these days.**

## **COVID Policy**

If a student is exposed to covid at BBA School Age Center and required to quarantine tuition will be half price during the first 10 days. If a child is exposed to covid away from BBA School Age Center and has to quarantine tuition will remain the same full rate.

## **Withdrawal**

A 2 week notice is required in writing before withdrawing a child from Bright Beginnings Academy. A charge will be applied if a notice is not given. **BBA also reserve the right to withdraw students with no notice or refund.**

## ***Custodial/Non-Custodial Parent Rights & Responsibilities***

When parents of a student are separated, involved in divorce proceedings, or are divorced, BBA will respect the rights of custodial and non-custodial parents equally except when a court order exists concerning special restrictions. It is the responsibility of the custodial parent to provide BBA a copy of such a court order if restricted access to students or student information is requested. For the school's purpose, the parent who resides with the child is known as the custodial parent. BBA is not required to enforce a "Parenting Plan," however, if the non-custodial parent asks to take the child from school, BBA may allow the child to go, and the custodial parent may be called to explain the request. A copy of court documents is required to enforce custody agreements and must be turned into the BBA office.

## **Absences**

Absences without prior notification may be mistaken for a missing child and cause unnecessary concern. Please inform BBA if your child will not be attending for the day. You can call BBA or verbally let the teachers know. Confirmation of communication is the responsibility of the parent. If a child does not arrive at BBA as intended, the teacher will contact the parents and **There will be a \$5 fee for a no call/no show child. Texting, facebook, or snap chat is NOT an acceptable way of communicating with the teachers!** If a parent or another person on the authorized contact list is unable to be contacted within 30 minutes of school dismissal, Police may be contacted.

## **Meals and Snack**

Breakfast will be served from 6:30AM to 7:00 AM, if your child arrives after 7Am they will not have time to eat before the bus arrives. Lunch will be served on NO school days from 11:00-12:00. Snack is served daily around 3:00-3:30. If your child suffers from any food allergies or sensitivities, please speak with our Director about meals. All precautions will be taken to ensure the children are served only foods which they are able to eat. NO OUTSIDE FOOD IS ALLOWED AT BBA, THIS INCLUDES BREAKFAST!

## **Immunizations**

On August 28, 2015, a new law regarding immunizations went into effect. Section 210.003.7, RSMo.states, "All public, private, and parochial day care centers, preschools, and nursery schools shall notify the parent or guardian of each child at the time of initial enrollment in or attendance at the facility that the parent or guardian may request notice of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed.

Beginning December 1, 2015, all public, private, and parochial day care centers, preschools, and nursery schools shall notify the parent or guardian of each child currently enrolled in or attending the facility that the parent or guardian may request notice of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed. Any public, private, or parochial day care center, preschool, or nursery school shall notify the parent or guardian of a child enrolled in or attending the facility, upon request, of whether there are children enrolled in or attending the facility for whom an immunization exemption has been filed."

## **Medication**

**ALL medication will only be given with a written approval by the Dr. this is for both prescription and nonprescription.** Medication must be in the original container and labeled with your child's name, instructions for administration, including the times and amounts for dosage, length of time given and physician's name. A written permission form, signed by the parent, must be filled out in the office with the instructions. We have the right to refuse to give medication. We encourage parents to send in as little medication as possible.

## **Illness**

In accordance with state mandates, your child may not attend BBA, or will be sent home if she/he exhibits any of the following symptoms of illness:

- Diarrhea- more than one abnormally loose stool

- Severe coughing, high pitched croup or whooping sounds
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pinkeye-tears, redness of the eyelid lining, irritation and swelling or discharge in or around eye
- Sore throat or trouble swallowing;
- infected skin area or rash
- An unusually dark, tea-colored urine
- Grey or white stool
- Fever over 100 degree F by mouth or 99 degree F under the arm;
- Headache and stiff neck
- Vomiting
- Severe itching of the body or scalp
- No tolerance policy for head lice

**A child must be fever-free/symptom free for 24 hours WITHOUT medication before returning to the center. Many medications help alleviate ill symptoms and even though a child may appear to feel better, he or she is still sick and contagious and must recuperate. Parent cooperation in following these guidelines is expected.**

## **Lice**

If your child has lice please contact us so we can let the parents in that classroom know. We have the right to do a head check on any student at any time. If we see live lice your child will need to be picked up immediately. Your child will not be able to return to BBA for at least 24 hours. Before your child returns to BBA a head check will need to be done to make sure there are not any more live lice. The best treatment for lice is a head treatment. Wash everything your child has come in contact with. Being active and getting everything clean will stop the spread of lice.

## **Injury/Accidents**

**Accidents:** For minor accidents, staff will carry out immediate and necessary first aid and parents/ guardians will be notified. In case of illness, head injury, or more serious accident, parents/guardians will be called; 911 may also be notified.

## **Communication**

We will strive to have the best communication possible. We feel like parent communication is the key to success. The following are some ways we communicate with parents!

- Monthly Newsletters from classroom teachers- posted on website
- Procure text alerts and email
- Conferences
- Open House
- Facebook- Bright Beginnings Academy
- Website-brightbeginningsacademyodessa.com
- Entry- way bulletin board

**\*\*Contacting teachers by text, facebook or snap-chat is not permitted!!!  
Please keep all emails and phone number current for proper communication.**

### ***Field Trips***

Field trips are planned for both educational and recreational experiences. Parents will be notified in advance of all field trips. Potential travel dates are Non-School Days, spring break and summer camp program. We request that your child arrive at least 30 minutes prior to a field trip for safety procedures.

For added safety, each child is required to wear their BBA t-shirt that includes the BBA office number on it on all field trips except swimming. A parent may be notified that his/her child's behavior or health will not permit the child to accompany the group on a field trip. It is then the responsibility of the parent to make other arrangements for the child's care. Safety will be the determining factor. Staff members will not remain at the school during field trips. Therefore, supervision of children at the school during field trips is not available. We highly discourage parents from picking up at field trip location. This makes it very hectic for the teachers.

### ***Screen Time***

**Movies-** views "G" and selected "PG" rated movies. Movies are not used on a daily basis, although occurrences may be an option for the following reasons: reduced programming due to shared space on occasion, special days and events, or safety precautions. All movies, "G" and "PG," are reviewed with school age children and their families in mind. Care and discretion is used when determining programming and/or movies during BBA.

**Chromebook** - Time on the Chromebook is offered for homework and free time to explore approved educational and recreational games/website. Children may not be

allowed to set up accounts to various websites. They may utilize an account that has previously been set up at home.

Research indicates too much screen time can be harmful in the development of children. BBA will monitor screen time not to exceed 30 minutes a session, unless a movie is scheduled or homework is being completed.

### ***Electronics from Home***

Personal electronics from home are typically only allowed on Non-School Days. All electronic/online games must be "E" rated and/or age appropriate. All items brought in should be labeled with the child's name in order to use them. BBA may offer Wii, Nintendo, etc. on a limited basis. Active games are priority when utilizing Wii.

Students may bring in most personal electronic devices, including: iPods, gaming devices, iPads, etc. Each student will be responsible for these devices. Students are discouraged in sharing of electronics.

Cell phones are not to be utilized in any way. If a child has a cell phone, it must remain in his/her backpack on quiet mode.

**BBA is not responsible for any lost, stolen or broken electronics.**

### ***Homework Policy***

BBA offers parents a preference regarding how they would like homework handled for their children. The following options are offered. Please fill out the homework assistance form.

1. My child **may choose** whether to do homework while at BBA
2. My child **must complete** as much homework as possible while at BBA
3. My child **should not** do homework while at BBA

Parents will be required to select one of these options at the time of enrollment. BBA staff may be available to assist children in this area as time and ratios allow. BBA will do all it can to assist a child with his/her homework but must receive cooperation from the child in order to do so. In the event the child is not cooperative, homework may not be completed that day.

## **Older Children**

BBA recognizes that the needs of older children differ from the needs of younger children. In an effort to meet their needs, BBA will provide a designated space, age appropriate activities, and have a strategy meeting with older students on a consistent schedule. Older Kids is defined as 4<sup>th</sup> - 6<sup>th</sup> grade. If low enrollment occurs, BBA may choose to include 3<sup>rd</sup> grade at the discretion of the Director.

## **Summer Session Items of Information:**

SUNSCREEN -BBA provides a spray on sunscreen with an SPF 30 to be utilized prior to swimming or other outdoor field trips where children spend a prolonged period of time outside. Should parents wish their child have sunscreen applied more frequently, or use a specific brand may supply a spray bottle labeled with their child's name with instructions on when to apply or they may apply at home prior to coming to camp.<sup>[L]</sup><sup>[SEP]</sup><sup>[L]</sup><sup>[SEP]</sup> LUNCH/SNACK—Lunch will be served daily to all children from 11:30-12:30 on NO school days and summer camp. Snacks will be served daily from 3:00-3:45.<sup>[L]</sup><sup>[SEP]</sup><sup>[L]</sup><sup>[SEP]</sup> SWIMSUIT & TOWEL— Please label everything! Campers should wear swimsuits under camp clothing. Campers will swim once a week and should bring a change of dry clothing.<sup>[L]</sup><sup>[SEP]</sup><sup>[L]</sup><sup>[SEP]</sup> COOL, LOOSE-FITTING SHORTS AND TOP—Camp should be messy and care free. **Please do not** send your child in good or expensive clothing. Sturdy tennis shoes and socks or sturdy sandals that strap on are encouraged for activities.<sup>[L]</sup><sup>[SEP]</sup><sup>[L]</sup><sup>[SEP]</sup> On extremely hot days, students' time outside will be restricted/eliminated. Additional water breaks will be offered on hot days. We will follow the state regulations for appropriate temperatures to be outside on hot days.<sup>[L]</sup><sup>[SEP]</sup> Children are encouraged to bring a water bottle daily. Water is accessible in the school and on field trips.

### <sup>[L]</sup><sup>[SEP]</sup> **Summer Session Field Trips:**

Children should arrive at least 30 minutes prior to departure on field trip days (see field trip calendars).

Everyone attending Summer session on the day of a field trip will be expected to go on the trip with the entire group. Summer session staff WILL NOT remain at the school during field trips. Dropping a child at the door may result in dismissal from the program.<sup>[L]</sup><sup>[SEP]</sup><sup>[L]</sup><sup>[SEP]</sup> If a child arrives after BBA has left on a field trip, parents must make arrangements for alternate child care or transport the child to the field trip and properly check him/her in.<sup>[L]</sup><sup>[SEP]</sup><sup>[L]</sup><sup>[SEP]</sup> Parents should let the Director know if they are planning to pick up their child at a field trip so that arrangements can be organized. Parents picking a child up from a field trip is highly discouraged. <sup>[L]</sup><sup>[SEP]</sup>

Children should not bring toys from home on field trips. Monthly field trip calendars are available on the BBA website. Transportation is provided by BBA. A bus transportation permission slip must be signed before a child is able to ride the bus. BBA reserves the right to cancel a trip due to extreme heat or high heat index as well as severe inclement weather. Rainy day field trip plans and/or extreme heat plans will be provided to parents in the event a trip is changed to a new location.

### **Volunteers**

BBA actively seeks and supports participation by approved individuals with a variety of interests and abilities in educational and recreational programs or services. Volunteers must follow check-in procedures at each site location and wear Visitor's identification.

### **Behavior Management**

At BBA, teachers strive to create a home-away from-home for every student. Using the guidance techniques of Conscious Discipline, students and teachers develop caring relationships in a school family atmosphere. Careful attention is given to each child's emotional, social, and character development.

The purpose of discipline is to assist the child in developing internal controls for appropriate behavior. Each program at BBA sets standards that encourage the development of self-control, self-respect, for others and their property.

Every attempt will be made to redirect negative behavior into more constructive behaviors. When necessary, parents and staff will discuss together more positive methods of behavior management and develop a plan for implementation.

Staff guidelines for handling inappropriate behavior include the following:

- The staff will inform the parent on a regular basis of the child's general day and will note any concerns, problems, or questions.
- Repeated inappropriate behaviors will be brought to the attention of the Director. A conference may be scheduled with the parent.
- A "safe spot" will be used within the classroom as necessary to help children learn to maintain control of their own behavior and emotions. The safe spot is a location the children can choose to go to and stay for their desired amount of time. This is a safe area for children to calm down until they are ready to be back with their peers.

- If reoccurrence of inappropriate behavior continues that compromises the safety of the student and others, that student may be suspended 1-3 days or withdrawn from BBA.

Each child's situation will be managed on a case-by-case basis to meet the child's needs; therefore, these are simply guidelines to help parents understand the process.

### ***Suspension or Dismissal***

BBA reserves the right to suspend or dismiss a child from the program. The decision to suspend or dismiss a child from BBA is determined by the Director.

Behaviors or incidents that may result in suspension (1-10 days) or dismissal include but are not limited to: Endangering the safety of self or others (i.e. leaving the designated approved area, throwing objects, hitting, biting, or unable to gain control of a child) verbally or physically violent with a staff member or another child, Damaging school property; theft, Violation of Missouri Safe Schools Act and [SEP] Repeated behavior incidents not corrected through intervention strategie

### **Other Safety Measures**

**Staff Child Ratios:** BBA strives to maintain a one to sixteen staff/child ratio. Children will not be left alone or unsupervised at any time. There will be a minimum of two staff on duty at all times. The exception to this could be if all children needed to be gathered together for a meeting, field trip, or are playing on the playground or appropriate gym activity.

**Two-Way Radios:** Staff uses two-way radios to communicate between different areas. Children are allowed to transition from one area to another without an adult after the teacher in one area has communicated to a teacher in another area that the child is going to transition.

**Emergencies:** The program has access to a working telephone and will utilize 911 in case of an emergency. In the event there is a serious emergency (i.e. life-threatening accident/illness, anaphylactic allergic reaction, head injury, etc.), the child may be transported by an emergency vehicle to the hospital for evaluation and treatment. Parents/guardians will be notified and BBA staff will accompany the child until a parent arrives. [SEP]

**Drills:** Fire, tornado, lock-down, and field trip crisis drills are held throughout the year. Record of drills are posted in the parent area.

**Reporting of Child Abuse:** Employees are required by law to report all cases of suspected abuse of a child. This includes reporting parents/guardians who appear to be impaired by drugs or alcohol.

**Smoke Free Facility:** Bright Beginnings Academy property is a smoke free area, including the BBA parking lot!

## **Birthdays**

We are using the Eat Smart Model. Using this model, we will not allow any outside food or treats.

Please help us encourage lifelong healthy habits in our children. We encourage parents to join us for their child's birthday or other special occasion. Our facility provides health foods for celebrations. If you feel that you want to provide "treats" for a special celebration here is a list of non-food suggestions.

Stickers Certificates

Little Toys Rubber stamps

Toothbrushes Rulers

Barrettes Army men

Plastic rings Decorative pencils

Erasers Holiday theme items

Balloon racers Fake tattoos

Finger/hand puppets Bubbles

Glow-in-the-dark items Plane gliders

Slap bracelets Whistles

Party favors Party hats

Fake teeth

Before bringing items to the facility, make sure the items you wish to bring are approved and age appropriate for the group celebrating.

Depending on the size and number of children in your child's class, providing treats or gifts to all children could become costly. Here are a couple of low-cost, easy ideas that will give your child a memorable experience on their special day: Decorate the child care center or provide the decorations for your child's

classroom. Example: A banner with the child's name and "Happy Birthday." This will make your child feel special during the celebration/special occasion without adding unneeded fat and sugar in the diet. Buy or supply a special book to be read during the day. Make it even more special by coming to your child's class to read the story. Plan and provide a special craft project for your child's class. Work with your child's teacher to plan special party games or activities.

### ***Program Changes***

BBA reserves the right to cancel, combine, change dates, times, fees, change staff or make any other revisions in the program which may become necessary. Advance notice of changes will be provided when possible.

**\*\*\*\*The license rules for group child care homes and child care centers are always available in the director's office upon request.**

Bright Beginnings Academy School Age Center Parent Handbook

Please sign and return this form indicating that you have read the Bright Beginnings Academy Parent Handbook.

Student Name: \_\_\_\_\_

I have read and agree with the Parent Handbook for Bright Beginnings Academy.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date Received: \_\_\_\_\_

Updated 7-6-2021