

Parent Handbook

Bright Start Childcare, LLC.



Bright Start Child Care & Preschool
1790 Meriden Road Wolcott, CT 06716
203-879-2728



Bright Start Early Learning Center
2055 Meriden Road Cheshire, CT 06410
475-343-4577



brightstartchildcareandpreschool.com



brightstartchild@aol.com

Welcome to Bright Start Childcare

Our Mission & Vision

It is the mission of Bright Start Childcare, LLC. to provide high quality, developmentally appropriate, early childhood education to children of all ages. We are dedicated to providing a nurturing, safe and fun home away from home for your child. A child's experiences during the first few years of their life provide the foundations for future success. At Bright Start, we believe that children develop and learn most effectively through hands-on play and exploration. It is through independent and cooperative play that children develop the curiosity that leads them to discover and learn the fundamental skills required for lifelong success. By providing children with an abundance of time to play and explore we help them develop a joy for learning.

Bright Start Childcare & Preschool and Bright Start Early Learning Center are state-licensed facilities. It is our obligation as a quality childcare provider to adhere to strict State of Connecticut early childhood center regulations. All of our policies are in place to provide your child with a safe, healthy and nurturing environment.

It is our vision to provide the highest level of care and education to all children in our community. We want our facility to be a safe, enriching, and educational experience for all families. Our goal is to encourage and inspire our children to reach for their dreams and celebrate each step of the way.

This Parent Handbook serves as a comprehensive guide to help you understand our school policies, daily routines, and expectations. We encourage you to read through this handbook carefully, as it will provide valuable information on how we can work together to ensure a positive and enriching experience for your child.

If you have any questions or need further clarification, please do not hesitate to reach out to us. We look forward to an exciting and joyful learning journey with you and your child!

Christine Wright

Owner

Alyssa Wright

Director & Head
Teacher

Jennifer Ballesteros

Head Teacher

Our Educational Philosophy

At Bright Start Childcare, we believe that children learn best through play, exploration, and guided discovery. Our curriculum is designed to support whole-child development by integrating the following approaches:

01 Play-Based Learning

- Encourages active engagement and joyful learning.
- Builds foundational skills in literacy, numeracy, and social interaction.
- Develops problem-solving and critical thinking abilities.

02 Social-Emotional Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and self-regulation.
- Creates a warm, inclusive classroom environment.

03 Hands-On Exploration

- Provides sensory-rich experiences through arts, music, science, and nature activities.
- Encourages creativity and innovation through interactive projects.
- Develops fine and gross motor skills through active play.

04 Early Literacy & Language Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and self-regulation.
- Creates a warm, inclusive classroom environment.

05 Family Partnership

- Recognizes parents as a child's first and most important teachers.
- Provides opportunities for parent involvement in school activities.
- Encourages open communication and collaboration between families and teachers.



Educational Programs

Children at Bright Start will follow a flexible daily schedule that meets the individual needs of the diverse population of children and families served by our program, including those with cultural, language and developmental differences. The program will include learning experiences relevant to the children's lives and cultural context.

The daily schedule shall include indoor and outdoor physical activities, which will allow for fine and gross motor development. The program will include moderate and vigorous physical outdoor activities for children 3 years or older, unless the child has a disability or developmental delay.

The daily schedule will include opportunity for problem-solving experiences that help to formulate language development and sensory discrimination. There will be a balance of child-initiated and staff-initiated activities. There will be varied choices for children in materials and equipment that promote skills and support active engagement.

Educational Programs

Children will have the opportunity to express their own ideas and feelings through creative experiences in all parts of the program. These experiences include:

ARTS & MEDIA

MUSIC

MOTOR ACTIVITY

**LANGUAGE &
LANGUAGE
LEARNING**

**PROMOTING
SELF RELIANCE**

**HEALTH
EDUCATION**

**CHILD INITIATED
EXPERIENCES**

**STAFF INITIATED
EXPERIENCES**

**CHOICES IN
MATIERAL &
EQUIPMENT**

**INDIVIDUAL &
SMALL GROUP
ACTIVITIES**

**ACTIVE & QUIET
PLAY**

**EXPLORATION &
DISCOVERY**

**NUTRITIOUS
MEALS & SNACKS**

**TOILETING &
CLEAN-UP**

REST & SLEEP

At Bright Start, we believe that early childhood education should be engaging, hands-on, and developmentally appropriate. Our curriculum is carefully designed to nurture academic, social, emotional, and physical growth in young children while making learning fun and meaningful.

Infant & Toddler Programs

The infant and toddler programs care for children aged 6 weeks to 36 months. We provide a loving environment staffed with nurturing teachers who understand the needs of infants and toddlers. Infants are held, talked to and nurtured. Toddlers are provided with a safe, healthy environment in which they have the opportunity to explore a wide variety of age-appropriate experiences.

Preschool Programs

Bright Start's preschool program enrolls children from ages 3-5 years. We offer full-time and part-time program schedules. Our preschool program is child-centered and developmentally appropriate. Our curriculum and lesson planning promote both large and small group activities, and one-to-one interaction. Our classrooms are arranged into learning and play centers that offer an opportunity from dramatic play and creative expression, building and construction materials, books and reading opportunities, language opportunities, experimentation in science and math, puzzles, and other small manipulatives.

Bright Start's curriculum is based on weekly units of study including letters and numbers, seasons, holidays, colors and shapes, nursery rhymes, animals, the 5 senses, reading and other categories that are relevant to the specific age group. Preschool children begin their day with circle time where the calendar and weather are discussed, a story is read, the daily events are discussed, and the children share thoughts and ideas with the teacher.

School-Age Programs

The school age program is for children aged 5-10 years. We offer before and after school care, as well as full day care on school holidays and during summer months, depending on availability. The prime focus for school age children is recreational. We try to make the time these older children spend at the center as relaxing and enjoyable as we can.

Operating Schedule

Bright Start Childcare, LLC. is open Monday through Friday from 6:30AM to 6PM.

Holidays

We will be **CLOSED** the following days:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day Week (50% tuition will be discounted from accounts)
 - **2027** 7/5/27-7/9/27
 - **2028** 7/3/28-7/7/28
 - **2029** 7/2/29-7/6/29
- Labor Day
- Thanksgiving Day & the Friday following
- Christmas Eve
- Christmas
 - **2027** 12/24/27 & 12/27/27
 - **2028** 12/25/28-12/26/28
 - **2029** 12/24/29-12/26/29

We will **CLOSE EARLY** the following days:

- New Year's Eve
 - Center will close at 3PM

It is up to the discretion of the center to close and/or close early for other holidays not listed above.

When the above holidays fall on a weekend, the observed weekday will be posted. No discounts from tuition will be made for holidays or other days on which the facility does not operate. Regular attendance days cannot be switched due to closings or holidays.

Inclimate Weather Closings

If necessary, we will close the center, have a delayed open, or close early due to inclement weather. Please watch for closing updates on Channel 3 WFSB (TV) and through the brightwheel app.

Enrollment Policy

Initial and continued enrollment will be at the discretion of Bright Start Child Care, LLC. and is based on the best interest of the child. Enrollment shall be without regard to race, creed, sex, or national origin.

The center has two enrollment periods each year, fall session and summer session. Enrollment forms must be completed by all who wish to continue enrollment at the center for upcoming sessions. Any changes to enrollment schedules, times, etc. must be confirmed with administration.

Fees

Annual Registration Fee
\$75

Security Deposit
Equal to 1 Week Tuition

Forms

Child Enrollment Form

Parent Contract

Handbook Agreement

Health

Health Assessment
Record

Annual Registration Fee

A \$75 registration fee is required for enrollment every fall session, or at initial enrollment. Registration fees are per family.

Security Deposit

The security deposit will be held until the last week of enrollment.

Security deposits can be requested to be used for the last week of tuition or will be returned within one week after enrollment has ended. Security deposits can only be used as last week's tuition on accounts that are current.

Enrollment Form

The enrollment form is the most important form of communication between the center and parents. All forms must be completed in full prior to your child's start date.

Contract & Agreement

The Parent Contract and Handbook Agreement forms are crucial to be sure parents, administrators and staff are all aware and agree to the policies and procedures of the center. The forms must be reviewed, signed and returned with enrollment forms.

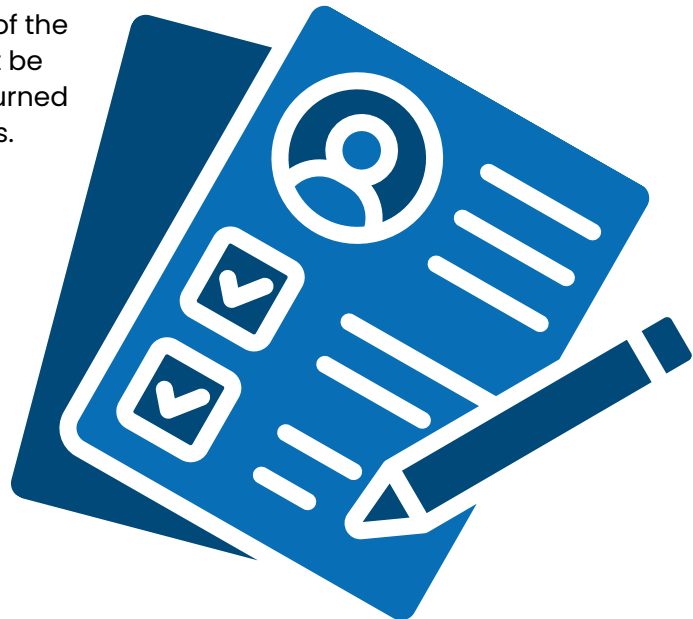
Health Assessment Record

A yearly physical is required for all children who attend the childcare center.

This form must be obtained from the child's pediatrician when enrolling and every 12 months thereafter. Immunizations are required.

Withdrawal Policy

Parents/guardians must give 30 days' notice when withdrawing from the center. Tuition is due through the 30-day period. Failure to provide 30 days' notice will forfeit the security deposit provided during enrollment.



Class Ratios

Maintaining a low student-to-teacher ratio is crucial for personalized learning and quality interactions. At Bright Start, we follow or exceed national and state guidelines to ensure an optimal learning environment.

Class Level	Age Group	Teacher-Student Ratio
Infants	6 weeks – 1 year	1 teacher : 4 students
Toddlers	1 year – 2 years	1 teacher : 4 students
Older Toddlers	2.5 years – 3 years	1 teacher : 5 students
Preschool	3 years – 5 years	1 teacher : 10 students
School Age	6 years – 10 years	1 teacher : 10 students

Our dedicated educators play a vital role in shaping the learning experiences of young children. Their responsibilities include:

01 Facilitating engaging, age-appropriate activities

that support cognitive, social, and emotional development.

02 Observing and assessing children's progress

to ensure they are meeting developmental milestones.

03 Encouraging independence and self-help skills

such as dressing, tidying up, and making choices.

04 Fostering a safe and inclusive classroom environment

where children feel valued and respected.



By providing a well-balanced structure that combines guidance and freedom, our classrooms allow children to explore, discover, and grow at their own pace.

Tuition & Fees Policy

Tuition is due in advance on Monday each week. Tuition must be paid by close of business on the day it's due to avoid a late fee. Payments received late are subject to a \$50.00 per week late fee, which will be automatically billed to your account.

Tuition must be paid in full without deduction for absences and without substitution of other days. This includes holidays and weather-related closings.

Tuition is calculated on a yearly basis and broken down into weekly payments.

All tuition rates can be found on the Rate Sheet and are subject to change.

If your bank returns a check, there will be a \$25.00 returned check fee and alternate payment is due with two program days of notification.

All tuition and billing information will be on your brightwheel account. Payments can be made through the app. If payments are preferred to be made in person, they can be left in the white lock box in the front foyer. Check, cash or money orders accepted for in person payments.

Additional Fees & Discounts

Sibling Discount Families enrolling more than one child receive a 10% discount on the oldest child's tuition.

Late Pick Up Any child remaining on the premises past the 6:00pm closing time will be considered a late pick-up and subject to a late pick-up fee. The parent must pay a fee of \$10.00 per employee for each 5-minute interval (or portion thereof) after 6:00pm. Excessive late pick-ups will be subject to termination of enrollment.

Vacation Week A discount of 50% tuition will be applied to accounts for the vacation week in July each year. The week will fall on the week of July 4th. See holidays for details.

Absences

Please let the director know of any absences or vacations in advance. Tuition remains the same for any absences due to illness, weather, holidays, and/or vacations.

Parent Involvement

Parents are encouraged to visit the center to spend time with their children and meet with the staff on a regular basis. We believe your active participation improves the quality of your child's experience here. Connection between home and center increases your child's sense of security.

We want to establish and maintain a relationship of mutual support, trust and respect.

While we encourage active participation, we also ask that parents and guardians are respectful of classrooms and teachers. Children can very easily be overwhelmed in the classroom.

Please check with the director for optimal visit times.

Drop-Off & Pick-Up Protocol

Drop-Off

All children in the main buildings (Infant-Preschool 3) may be dropped off inside at their classroom door.

The door code will be given out to parents once a child is enrolled. Door codes will be changed periodically for safety. Please do not share door codes with anyone outside of regular pick up and drop off people.

We ask that parents do not enter the actual classroom to keep foot traffic and exposure to illness at a minimum.

Preschool 4 children will have drop off at the door. Preschool children are encouraged to enter their classrooms independently to prepare for kindergarten.

Remember that a quick, positive drop off is always best!

Pick-Up

All children in the main buildings (Infant-Preschool 3) may be picked up inside at their classroom door.

Preschool 4 children may be picked up at the front door.

Any persons not recognized will be required to provide identification.

Administrative Oversight

We strive to ensure that the day-to-day operations of our program are aligned with the current Connecticut Statutes and Regulations of Child Care Centers and Group Child Care Homes, the program policies, plans and procedures, program philosophy, and best practice. Our program works hard to ensure that all children, families and program staff have a daily positive experience.

Most concerns can be resolved by:
Discussing the issue directly with the classroom teacher at drop off or pick up.
Discussing the issue with the program director or director's designee.

Name of Designated Director: Alyssa Wright
Phone: 475-343-4577
Email: brightstartchild@aol.com
can also be reached directly through brightwheel app

Name of Owner/Alternate Person in Charge: Christine Wright
Phone: 203-879-2728
Email: brightstartchild@aol.com
can also be reached directly through brightwheel app

At times if a concern or issue that is raised may need more attention, a meeting between the parties can be held at a mutually agreed upon time with the parties which can include parents/guardians, classroom teachers/program staff, the head teacher, alternate person in charge, and the director. We appreciate other perspectives are committed to continuous quality improvements that will make the experience within our program a positive and nurturing one for all. At any time during this meeting should there be an impasse and a resolution cannot be reached, the matter will be resolved by the administration which includes the director and owner.

If the problem cannot be resolved, you may contact the Connecticut Office of Early Childhood Licensing Division.

In case of an emergency, the program will notify the Licensing Division as soon as the emergency is under control.

By phone to the Complaint Desk at 800-282-6063 or 860-500-4450
By filing online at www.ctoec.org/contact-us/file-a-complaint

In case of abuse/neglect or life-threatening situations the program will call 911 or the Department of Children and Families (DCF) at 800-842-2288 and the OEC Division of Licensing.

All inspection reports and corrective action plans are available for review:

At the child care program
Online at www.211.childcare.org or
By FOI request from the OEC Division of Licensing: https://oecct.govqa.us/WEBAPP/_rs/

Illness Policy

If your child is sick, please do not bring them into the center.

While we understand that it may be a difficult and frustrating process, we ask that you please make provisions for alternative childcare while your child is sick. The best way to be prepared for those unavoidable sick days is to plan ahead. It is our goal to control the spread of infection and minimize illness.

If your child becomes sick while at Bright Start, we will make them as comfortable as possible while we make arrangements with you to **pick them up within one hour.**

Illnesses Requiring Absence and/or Doctor's Note

- **Fever**
 - Temperature of 100.3 or higher. Child may return to the center when their temperature has remained in the normal range for 24 hours WITHOUT any and all medications (i.e. ibuprofen, acetaminophen, etc.)
- **Vomiting/Diarrhea**
 - More than two episodes of diarrhea, one episode of vomiting in the previous 24 hours. Child may return after 24 hours with no symptoms.
- **Conjunctivitis (pink eye)**
 - Child may return after 24 hours of antibiotics and/or symptoms have subsided.
- **Coxsackie (Hand, Foot & Mouth Disease)**
 - Child may return when all sores have dried, symptoms have subsided, and fever free for 24 hours.
- **Impetigo, Contagious Rashes, or Parasitic Diseases**
 - Child may return when symptoms have disappeared or with a doctor's note.
- **Severe Cold**
 - with one or more of the following: fever, sneezing, coughing, nose drainage, watery eyes, etc. – child may return when the symptoms are diminished (no associated fever, no greenish nasal discharge, excessive coughing, etc.)
- **Covid**
 - Any positive case must stay home until symptoms subside and tests negative.
- **Strep Throat** (sore throat, fever, and/or rash)
 - Child may return after 24 hours of antibiotics and must be fever free without medication.
- **Head Lice**
 - Child may return upon complete elimination of infestation, including eggs.
- **Any other contagious diseases such as Chicken Pox, Measles, Mumps, Pneumonia, Scarlet Fever, Whooping Cough, Bacterial Meningitis, Hepatitis A, etc.**
 - Child may return to the center with a doctor's note.

Medication Policy

The center will only administer emergency medications which include prescribed inhalers and premeasured commercially prepared injectable medication (i.e. Epi-pens, Auvi-Q, etc.), non-prescription topical medication and EMERGENCY oral medications (i.e. Benadryl).

Parental Responsibilities

The parental responsibilities include providing the center the proper medication authorization forms and the medication.

The medication administration form must be signed by the authorized prescriber and parent/guardian giving the center authorization to administer the medication.

Staff Responsibilities

Staff responsibilities include, but are not limited to, ensuring the medication administration form is complete and that the medication being received matches the medication orders and is stored as directed.

The center staff will keep accurate documentation of all medications administered.

Parent Notification

Parents will be notified by brightwheel notification and/or phone call when/if a child has been administered any prescription medication.

Training

Staff are trained in the administration of medication by a physician, physician assistant, APRN, or RN and renewed every three years. Training for premeasured commercially prepared injectable medications is renewed each year. *At no time is an untrained staff allowed to administer prescription medications.*

Please note that there are many variations of the medication administration form that medical providers have access to. It is the parent's responsibility to ensure the medication administration form clearly states that it is for **licensed childcare centers**.

Please understand that your child may not be able to attend if he/she does not have the proper authorization.

Included, but not limited, in the documentation are:

- Name, address, and DOB of the child
- Name of the medication and dosage
- Pharmacy name and prescription number
- Name of authorized prescriber
- The date & time the medication was administered
- The dose that was administered
- The level of cooperation of the child
- Any medication errors
- Food and medication allergies
- Signature of the staff administering
- Any comments



Medication Policy

Authorization for Administration of Medication Form

The medication authorization form must include information, such as:

- The child's name, address, and birthdate
- The date the medication order was written
- Medication name, dose and method of administration
- Time to be administered and dated to start and end the medication
- Relevant side effects and prescribers plan for management should they occur
- Notation whether the medication is a controlled drug
- Listing of all allergies, if any, and reactions or negative interactions with foods or drugs
- Specific instructions from prescriber on how medication is to be given
- Name, address, telephone number and signature of authorized prescriber ordering the drug
- Name, address, telephone number, signature and relationship to the child of the parents and/or guardians giving permission for the administration of the drug by a staff member

Medication Guidelines

All medications must be in their original child resistant safety container and clearly labeled with the child's name, name of prescription, date of prescription, and directions for use. Except for non-prescription medications, premeasured commercially prepared injectable medications (i.e. Epi-pens, Auvi-Q), glucagon and asthma inhalant medications, all medications will be stored in a locked container and, if directed by a manufacturer, refrigerated. Controlled medications will be stored in accordance with 21a-262-10 of the RCSA. Non-prescription topical medications will be stored away from food and inaccessible to children.

All unused or expired medication shall be returned to the parent/guardian or disposed of if it is not picked up within one week following the termination of the order, in the presence of at least one witness. The center shall keep a written record of the medications destroyed and shall be signed by both parties.

Nap & Rest Time Policy

We recognize the importance of rest in a child's development. Our Nap & Rest Time Policy ensures that children have a comfortable and relaxing break during the school day. This policy also follows the guidelines set forth by the state of Connecticut for safe sleep and sleep standards for all age groups.

Infants

All sleep schedules are on demand for infants. Schedules should be provided to staff by parents.

The center will provide breathable fitted sheets for cribs. They will be washed weekly, or sooner, if soiled.

Children under 12 months are not permitted any items inside the crib. Sleep sacks can be used, if desired.

Infants will be placed on their back to sleep. Safety checks are done every 15 minutes by staff.

Toddlers & Preschool

All classrooms will have a nap/rest time from approximately 12PM-2PM.

All children are expected to nap and/or rest quietly during this time.

If children cannot sleep, they are encouraged to rest quietly on their cot.

As older preschoolers transition to shorter naps or difficulty sleeping, they will be given quiet activities

Nap Supplies & Comfort Items

Parents must provide the following labeled items for nap time:

A fitted crib sheet and small blanket or nap mat. Small pillows may be sent in, if desired.

One small comfort item to be used during nap (i.e. stuffed animal, blanket, etc.)

All bedding will be sent home weekly for washing.

Please be mindful of items being sent in for nap. If something should be sent home daily, please make staff aware.



Discipline Policy

Bright Start Childcare's discipline policy is to be respectful of children at all times. We encourage children to be well behaved and respectful of themselves and of others.

When a child's behavior is inappropriate, we apply positive discipline methods to manage their behavior. Positive discipline steps include:

- Positive Guidance
- Setting Clear Limits
- Redirection

Under no circumstances will staff members use abusive or humiliating language, mishandle, neglect or strike a child, use frightening, physical or corporal punishment, or withhold food from a child. Use of punishment including, but not limited to, spanking, slapping, pinching, shaking or striking is prohibited. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or another child or adult.



Dispute Resolution Process

When disputes arise among children or between a child and a teacher, the teacher will encourage a talking out process among those involved. The goal of this talking out process will be to acknowledge feelings and to find solutions using children's ideas whenever possible.

Overly Aggressive Behavior

A child who may be overly aggressive or is repeatedly destructive of other children's work or belongings may be taken out of the situation for an appropriate amount of time and asked to make another activity choice in another area.

Staff will supervise children at all times during disciplinary actions.

If a child has continued overly aggressive, destructive or violent behavior, the director has the right to send the child home for the day, or in extreme cases, terminate services for the child.

Toilet Training Policy

Toilet training is an important step in child development and growth. Readiness to start toilet training depends on the individual child. Children typically show an interest in toilet training at home first. This does not mean they are ready for training while at the center, however. There are many contributing factors, such as activities, other children and distractions, at the center. There is no set age to begin toilet training. Typically, children around the age of 2-2.5 will begin showing interest in using the toilet. Most children will be fully toilet trained between the age of 3-4.

Children are most likely ready to begin toilet training when:

- They ask to be changed when they have a soiled diaper.
- They stay dry for at least 2 hours during the day and are dry after naps.
- Bowel movements are regular and predictable.
- They can walk to the bathroom themselves and help undress.
- They ask to use the toilet without prompting.



Toilet training begins in the home.

Children will be toilet trained based on parental request and readiness of the child. Children will **NOT** be forced or humiliated into using the bathroom. Children who are toilet training will be brought to the bathroom every 2 hours, and no more than every hour, as requested by the parents. Children transitioning to toilet use may switch to pull-ups (*that attach on the sides*) before wearing underwear. **Children must be fully toilet trained to wear underwear at the center.** It is also important to dress children appropriately for toilet use – onesies, overalls, buttons, belts, etc. should be avoided.

A spare change of clothes and shoes are needed at the center, at all times.

All children moving to the Preschool 4 classroom must be fully toilet trained. Assistance in the bathroom is based on individual needs. Independence is highly encouraged.

Meals & Snacks

We promote healthy eating habits while ensuring the safety of all children with food allergies. Our meal and snack policies are designed to provide nutritious options while maintaining a nut-free and allergy-conscious environment.



Foods Needed Daily

- ★ Breakfast
 - if desired, before 8:30AM
- ★ AM Snack
- ★ Lunch
- ★ PM Snack
- ★ Milk
 - if desired, no nut milks

Items Needed Daily

- ★ Resuable Cup
- ★ Utensils
- ★ Lunchbox
- ★ Thermos
 - if hot food; all meals must be preheated

Infants Only

- ★ Bottles
 - enough for the day
- ★ Formula or Breast Milk

Pizza Friday

- ★ We have pizza for lunch every Friday. To participate, \$3 (cash only, no coins) should be given to your child's teacher at drop off that day.

Items NOT Permitted

- ★ Homemade Baked Goods
- ★ Candy
- ★ Chocolate
- ★ Popcorn
- ★ Uncut Grapes



Please be aware of foods that may pose a choking hazard for small children. Foods should be precut into bite size pieces that are age appropriate. Foods that pose a choking hazard will not be served at the center.

We are a 100% NUT FREE facility.

No nuts of any kinds are permitted. This includes, but is not limited to, peanuts, almonds, walnuts, cashews, Brazil nuts, macadamia nuts, pistachios, and hazelnuts.

All food labels must be checked for nut warnings before sending to the center.

If your child has a severe allergy to any food items, please disclose to administration during the enrollment process so proper precautions can be taken.

Safety Protocols

Fire Drills

Fire drills are conducted by the director monthly. The town Fire Marshall will also visit once yearly for a safety check of the building.

Parking Lot

For the safety of your child and all of the children at the center, it is essential that you park in designated parking areas and walk your child to and from the center. Parents may enter the center through the front entrance of the main buildings. Children must never be left unattended in a vehicle or in the parking lot.

Consultants

Educational Consultant

Our educational consultant helps to plan curriculum and is available for advice and support regarding the educational content of the program

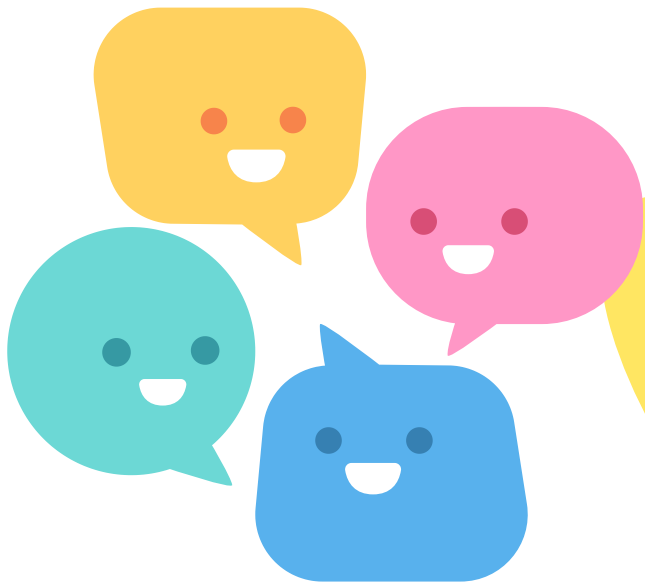
Social Services Consultant

Our social service consultant is available for advice regarding emotional needs, staff support and the social service program.

Registered Nurse Consultant

Our registered nurse consultant visits the center weekly and is responsible for maintaining records of physicals, immunizations, and accident reports. The nurse is also available for consultations, if needed.





Communication

We prioritize open and transparent communication with families. Below are the ways we keep parents informed and the best ways to communicate with administration and staff.

Monthly Updates

Monthly Newsletters

Sent out via brightwheel app to all parents and classrooms. These newsletters contain important information about the upcoming month(s) and special dates to remember.

Direct Communication

Daily Updates via App

Parents receive photos, messages, and reports through the brightwheel app. Be sure to check your child's profile daily for notes and updates.

Messaging & Phone

Parents can contact administrators through the brightwheel app, email and via phone.

Teachers and staff do not have access to direct messaging with parents. The best way to communicate with teachers is during drop-off or pick-up times. If you have a question during the day, please contact an administrator.

Brightwheel messaging is only to be used during regular business hours.

Agreements

The following is required for all children enrolling at Bright Start Childcare, LLC.:

- Security Deposit – equal to one week tuition, held until last day of enrollment
- Registration Fee – \$75 due annually per family (at registration & every fall)
- An adult must accompany your child into or to the building at drop off and pick up.
- Two spare changes of clothes and a pair of shoes must be left at the center or in your child's bag. Please be sure they are labeled, weather and size appropriate.
- Parents must supply all meals, utensils, cups, dishes, diapers, wipes, bottles & baby formula.
- All dishes, cups, bottles, etc. must be taken home at the end of each day to be sterilized.
- Toys are not to be brought from home except on specified days.
- Parents are to supply sheets and blankets (labeled) for porta-cribs or cots for children over 1 year of age.
- All items must be labeled with your child's name.
- All bedding items must be taken home at the end of the week for laundering and returned Monday morning at drop-off.
- Any changes in address, phone number, employment, etc., must be given to the director in writing.
- If your child requires medication at the center or has any allergies requiring an Epi-Pen, please discuss with the director before the start date. Additional forms and action plans will be required to be completed.

We require all parents or guardians to review and acknowledge the policies outlined in this Parent Handbook. This ensures that families understand the expectations, procedures, and commitments necessary for a positive childcare center experience.

Parent Handbook Agreement

I have read and reviewed the Bright Start Child Care LLC.'s Parent Handbook. I acknowledge and agree to the following:

- ☐ I hereby agree to follow all of Bright Start's policies, or I may be subject to dismissal from the program.
- ☐ I acknowledge and will follow the health and illness policies, including immunization and medication requirements.
- ☐ I will comply with the center's meal, snack and personal belongings policies.
- ☐ I understand the tuition, fees, and payment deadlines and agree to fulfill all financial obligations.
- ☐ I agree to release from liability and hold harmless any and all staff at Bright Start Child Care, LLC, from accident, injury or illness or any other consequences arising directly or indirectly from the participation of my child in the program at Bright Start Child Care & Preschool or Bright Start Early Learning Center.
- ☐ I agree to communicate with the center regarding any concerns, absences, or emergency situations.
- ☐ I understand that failure to comply with center policies may result in a meeting with the administration and, in severe cases, impact my child's enrollment status.

Child's Name

Child 1: _____

Child 2: _____

Child 3: _____

Parent/Guardian Name & Signature

Parent/Guardian Name: _____

Signature: _____ Date: _____