



Bright Road Early Education Family Handbook

Please read this handbook thoroughly, as it covers very important policies and procedures that not only govern our childcare contract agreement, but also pertain to the care of your child. If you have any questions regarding the policies, please do not hesitate to ask. We will go over this book during your interview, but this copy is for your reference. There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year. Bright Road Early Education reserves the right to make changes to the policies and procedures, as it deems necessary. You will be notified, in writing, of any changes that may occur.

DEAR FAMILIES,

What Bright Road Early Education expects from you, the family:

Open communication. Please provide updates on problems and progress that your child is making at home. Please provide timely notification and updates if you have emergencies that affect our agreement. Effective communication helps us to work together in the best interest of your child.

Agreement on Terms or Arrangements. You should fully understand the terms of the contract and the policies and procedures to which you, as the family, agree.

Honesty and Trust. This agreement includes being honest about how you believe the arrangement is working. Although you need to be vigilant in order to safeguard your child, you should trust us as your childcare provider to do the best for your child. Show your trust by asking questions rather than jumping to conclusions if apparent problems develop.

Pick up on Time. You should pick up your child no later than 5:30 pm each day; drop your child off no earlier than 7:30am.

Respect. Treat others in the kindest way that you would like to be treated--including the treatment of other families and educators. Respect your child's learning environment by coming to school prepared with the necessary materials. Please do not enter the school on your phone. Please do not interact with other children.

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