



225 W. Brockett St
Sherman, TX 75090
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2024-2025 School Year Enrollment Agreement & Operational Policies

ENROLLMENT REQUIREMENTS

Though subject to Minimum Standards set by the State of Texas for Child Care Centers, Bright Beginnings Early Learning Center is a **private preschool, not a daycare**, serving students ages 12 months to school age. Students need to be **12 months old** prior to enrollment in our **Little Tots Room**. Students must be **24 months old** prior to enrollment in our **Pre-Primary Room** in order to be developmentally ready to handle the structure and curriculum taught to prepare them for preschool. Students must be **36 months old** prior to enrollment in our **PRE-K 3 Room**. Students must be **48 months old** prior to enrollment in our **PRE-K 4 Room**. Additionally, students must be able to use the restroom on their own, including cleaning themselves afterwards, though some assistance is able to be provided if needed in order to enroll in Pre-K 3 or Pre-K 4.

We do accept CCS - Parents are responsible for their parent co-pay and any additional tuition that CCS does not cover as well as supply fees for both the school year and summer sessions - any questions about this need to be directed to our Director of Business, Callie Wynn Bomsburger.

FEES AND SCHEDULE

Fees are as follows:

Little Tots Room - Full Time School Year Tuition - \$9,000

- *Broken into 10 monthly payments - 5 days a week, M-F, 7:30-5:30 - \$900/month*
- *Part Time - M,W,F 7:30-5:30 - \$800/month*
- *Summer Sessions 1 (4 full weeks) and 2 (4 full weeks) - same monthly full time and part time price*

Pre-Primary - Full Time School Year Tuition - \$8,500

- *Broken into 10 monthly payments - 5 days a week, M-F, 7:30-5:30 - \$850/month*
- *Part Time - M,W,F 7:30-5:30 - \$750/month*
- *Summer Sessions 1 (4 full weeks) and 2 (4 full weeks) - same monthly full time and part time price*

Pre-K 3 AND Pre-K 4 - Full Time School Year Tuition - \$8,000

- *Broken into 10 monthly payments - 5 days a week, M-F, 7:30-5:30 - \$800/month*
- *Part Time - M,W,F 7:30-5:30 - \$700/month*
- *Summer Sessions 1 (4 full weeks) and 2 (4 full weeks) - same monthly full time and part time price*

For budgeting, scheduling, and educational planning purposes, fees are not subject to change based upon your child's attendance, dates when the facility is closed, or daily time spent in care. **Multi-child discount of \$100 per month.

Additionally, a non-refundable supply fee of \$250.00 due in the Spring of every year to hold your spot for the following school year or upon enrollment to hold your child's place for the upcoming school year. This fee will be used to purchase supplies and materials both for your child and for group use for the year. Open spots will be filled by paid deposits on a first come, first serve basis. A separate non-refundable supply fee of \$150 is due for students enrolling in Summer Session 1 and 2. In Spring 2025 currently enrolled students who will be staying for the summer and following school year (2025-2026) will be offered a combined discounted supply fee for both Summer 2025 and School year 2025-2026.

Tuition Fees are due on the 27th of each month for the following month. For example based on school year tuition being paid out over 10 months - July 27th payment covers August, August 27th payment covers September, etc.... Payments are considered late on the 30th of each month . Payments should be made through the brightwheel. If your payment is received on the 30th or later, you will be responsible for a \$50.00 late fee. Payment in full (including any applicable fees) is expected before your child may return to school. If your payment is not received in full by the 3rd of the next month (approximately one week after due date), you may lose your place in the program.

In order for staff members to take care of personal responsibilities, it is imperative that you are prompt in picking up your child by 5:30. To stress the importance of this, the overtime care rate is **\$5.00 per minute, after 5:35**. Overtime care fees will be added to the next month's payment. ***If you will be late in picking up your child, please call and let us know so that we can plan accordingly. Even with a phone call, late fees will still apply.***

School hours are from 7:30-5:30, Monday through Friday. Extended hours (7am-5:30pm) are available for an additional \$30/month. We will generally follow the Sherman ISD school calendar, with a few exceptions, from **August 12, 2024-May 23, 2025**. In the event that Sherman ISD calls off school due to inclement weather, Bright Beginnings Early Learning Center will also be closed for the day. The following dates are considered paid holidays (except those noted with an asterisk); The preschool will not be open.

September 4, 2023	Labor Day
October 9, 2023	Columbus Day
November 20-24, 2023	Fall Break
December 22, 2023-January 5, 2024	Holiday Break
January 15, 2024	MLK, Jr. Day
March 11-15, 2024	Spring Break
March 29, 2024	Good Friday

OUR ACADEMIC CALENDAR IS LISTED ON OUR WEBSITE AS WELL AS ATTACHED TO THIS POLICY. PLEASE NOTE WE ARE CLOSED FOR A WEEK AFTER OUR SCHOOL YEAR TERM, A WEEK AFTER OUR SUMMER SESSION 1, A WEEK AFTER OUR SUMMER SESSION 2, AS WELL AS THE HOLIDAY SCHEDULE SHERMAN ISD FOLLOWS.

*****WE ARE AN ACADEMIC SCHOOL, NOT A DAYCARE, AND FOLLOW AN ACADEMIC SCHOOL YEAR CALENDAR WHILE ALSO OFFERING TWO FOUR WEEK SUMMER SESSIONS.**

**OUR SISTER COMPANY, BRIGHT BEGINNINGS ELEMENTARY, DOES OFFER DROP IN CHILD CARE DURING SOME OF OUR HOLIDAY BREAKS AND BREAKS BETWEEN SESSIONS. THEY ARE A SEPERATE COMPANY/BUSINESS RESPONSIBLE FOR THEIR CARE GUIDELINES AND CHARGE SEPARATELY FOR THEIR SERVICES, HOWEVER, WE HAVE MANY FORMER STUDENTS THAT ATTEND THEIR PROGRAM. CARE AND ACCEPTANCE TO THEIR PROGRAM IS COMPLETELY SEPARATE OF Bright Beginnings Preschool.

UNENROLLMENT NOTICES

Bright Beginnings Early Learning Center requires a two week notice if you choose to unenroll your child from school. Likewise, we will give you 2 weeks notice to find alternate child care if we deem it necessary to terminate the agreement on our end. However, payment is still expected during the 2 week notice time period. If notice is not given, it will be assumed that child care is still needed until notice is received. Weekly fees will continue to incur.

HEALTH & IMMUNIZATIONS POLICY

In accordance with state law, you will be required upon admission of your child to submit a statement certifying their immunization record, a listing of any special health needs, and the name of your child's physician. Your child must obtain all immunizations at the medically appropriate times or complete a medical exemption form that is signed by a US-licensed MD or DO.

According to the CDC, the current immunizations recommended for adults are: Influenza, HepA, and Pertussis. Our staff is highly encouraged to be immunized against these vaccine-preventable diseases. We do NOT require children or our employees to be vaccinated for COVID-19. Should you choose to send your child to school with a mask, that is your prerogative, and we will do our best to ensure the mask is worn. Bright Beginnings Early Learning Center employees will also wear a mask at their own discretion. Every effort will be made to ensure the facility is regularly cleaned and sanitized per child care licensing guidelines.

Your child should stay home if he/she has one of the following (*unless a medical evaluation by a health-care professional indicates that the child may be included in the child care center's activities*):

- A tympanic (ear) temperature above **100** degrees that is accompanied by behavior changes or other signs or symptoms of illness.
- An axillary (armpit) temperature above **100** degrees that is accompanied by behavior changes or other signs or symptoms of illness; - or -
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, **2** or more vomiting episodes in **24** hours, rash with fever, mouth sores with drooling, behavior changes or other signs that the child may be severely ill; - or -
- a health-care professional has diagnosed the child with a communicable disease and the child does not have medical documentation to indicate that the child is no longer contagious.
- or has any illness that would prevent him/her from participating comfortably in child-care activities (including outdoor play).

Any child showing symptoms of illness will be separated from the group; if his/her appearance warrants, parents will be notified and asked to pick up the child. A child will not be permitted at school if he/she has an illness that results in a greater need for care able to be provided without compromising the health, safety, and supervision of other children in care. **Please call to let us know if your child will be absent, so activities may be adjusted accordingly.**

Please also provide a seasonally-appropriate change of clothes (**including socks and undergarments**) for your child in case he/she becomes ill or has an accident and needs to change clothes. These will be kept in the restroom so the front entryway closet can remain free to store children's other personal belongings.

If any child shows evidence of abuse, Child Protective Services will be contacted. If you suspect a child is being abused or neglected, you may call 1-800-252-5400 or go to www.txabusehotline.org to make a report.

If your child is seriously injured or becomes seriously ill, we will administer CPR and/or appropriate First Aid until EMT's arrive. We will call "911" immediately for assistance. We will contact parents as soon as possible with pertinent information from the paramedics.

PREVENTION AND RESPONSE TO ABUSE AND NEGLECT OF CHILDREN

We take the safety of your child very seriously. Every year, staff will be required to attend a training in regards to the prevention of and response to the abuse and neglect of children. This training will include identifying warning signs that a child may be a victim of abuse or neglect and factors indicating a child is at risk for abuse or neglect. It will also include methods for increasing employee and parent awareness of prevention techniques, and strategies for coordination between the center and appropriate community organizations.

MEDICATIONS

If your child needs prescription medicine administered, please sign the "Medication Authorization Form," stating the times and the amount of medicine to be given to your child. All medicine provided must be in the original container clearly labeled with the child's full name, the date brought, and directions for the proper dosage and time to be administered. Medication will not be administered to your child after its expiration date, and will only be administered as per the medication's label instructions or the directions of the child's health-care professional.

FOOD ALLERGIES

If your child has a diagnosed food allergy, you must have a food allergy emergency plan on file with us. A food allergy emergency plan is an individualized plan prepared by a health care professional that includes:

1. a list of each food the child is allergic to;
2. possible symptoms if exposed to a food on the list; - and -
3. the steps to take if the child has an allergic reaction

The child's health-care professional and parent must sign and date the food allergy emergency plan. A copy of the plan will be kept in the child's file.

NOTE: Parents may be asked not to send certain food items in lunches in order to avoid a hazardous situation for a child at school with a known allergen.

NOTE: Should the facility need to maintain and administer an epinephrine auto-injector due to an anaphylactic reaction, teachers will maintain, administer,

and dispose of the injector in compliance with the injector requirements set by the Texas Department of State Health Services.

PICK-UP/DROP-OFF & VISITATION PROCEDURES

The first week of school, you may choose to enter the premises to drop off your child and help them acclimate to a new environment. After the first week of school, we ask that you bring your child in, help them put away their belongings, and exit the premises expediently. Lingering in the facility creates an attachment that can distract from other students' learning. However, you are permitted to visit the facility at any time during the hours of operation to observe your child, the program activities, the building and premises and the equipment without needing to secure prior approval.

At the end of the school day, your child will only be allowed to leave with a parent or person whose name is listed on file as someone authorized to pick up. For your child's safety, photo identification may be required before the child will be allowed to leave with them, even if the child recognizes them.

Note: Under the Texas Penal Code, any area within 1,000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

TRANSPORTATION

Field trips and off-site visits are not planned for the school year. Therefore, your child will not be transported from the facility by a Bright Beginnings Early Learning Center employee. The only reason your child may be transported is in the case emergency services are deemed necessary, and an ambulance driven by a trained first responder may transport your child. In this case, you will be contacted immediately.

DISCIPLINE POLICY

Our discipline policy is inspired by the Positive Behavior Interventions and Support (PBIS) system used often in public schools.

Discipline will be individualized and appropriate for each child. It will be focused on teaching children acceptable behavior and self-control. To develop a strong foundation for learning, clear behavior expectations and procedures will be modeled, taught and practiced for all students. A focus will be put on positive discipline and guidance that encourages self-esteem, self-control, and

self-direction. Praise for good behavior will be frequent instead of solely focusing on negative behaviors.

Students will learn the Zones of Regulation and practice identifying and expressing their feelings with others in order to begin self-regulating his/her emotions.

In the event of a behavior outburst, the student will be asked to move to a calm down area for no longer than the number of minutes of the student's age. Once calmed, the teacher will guide the student in appropriate reflection of the behavior antecedent and help the student(s) peacefully find a resolution.

If a student's negative behavior becomes frequent, we will partner with the student's parent in guiding the student toward better choices. If the behavior escalates to the point of endangering the safety of other students and/or self, and is not able to be mitigated, the educational agreement may be terminated. If such is the case, up to 2 weeks notice will be given to allow you to find an alternate educational solution. Payment is still expected during the 2 week notice time period.

For more information on Positive Behavior Interventions & Support, please visit <https://www.pbis.org/>.

LUNCH/SNACKS

You will need to provide lunch for your child every day. We will strongly encourage your child to eat his/her lunch every day and even withhold the secondary snacks (i.e Goldfish or fruit snacks) until after the main part of the meal (i.e sandwich, etc) is finished, but we will not force your child to eat. Please pack a cold pack in your child's lunch as we will no longer have room to store all children's lunches in our refrigerator. Lunches will be stored in the classroom in a bin until lunchtime. Your child's lunch will not be permitted to be shared with other children except for on special occasions (i.e. holiday parties, birthdays, etc.).

We will provide a morning and afternoon snack. If your child does not care for what we are having for a snack that day, you may choose to send an alternate snack. However, we will not provide an alternate snack. Snack menus will be provided to you for your reference so that you may plan accordingly.

Please also send a water bottle with your child to school every day. We take the water bottles with us outside and to the lunch room, but we ask that only water or clear-colored, non-sugary drinks be stored in the water bottles to prevent spills. Other drinks may be consumed at lunch (such as juice boxes or chocolate milk) and

should be stored in the lunch box so that they are only out in the kitchen at lunch time. This is to protect our classrooms from sticky spills and stains.

Please do not send caffeinated beverages, sodas or sugary sweets to school with your child.

NAPTIME

As kids finish their lunches, they will use the restroom and filter into the playroom to settle down for naptime. Naptime is from approximately 12:45-2:30. **If you need to pick your child up during this time, please call ahead and we will help your child prepare for your arrival so that other children's rest is not disturbed. Please do not knock on the front door or ring the doorbell during these hours.** Your child will not be forced to nap; however, if he/she chooses not to nap, he/she must stay on the nap mat for the duration of nap time unless the classroom teacher permits him to get up to do quiet work with her. This may not always be the case as many of our teachers will utilize nap time as a planning period. After naptime commences and other children are sleeping, quiet play on the mat will be allowed for non-sleepers as long as no other children are disturbed during naptime.

OUTSIDE TOYS/FOOD

As a general rule, food is not allowed outside the kitchen area. Therefore, please do not send any food or gum to school with your child other than lunch. Breakfast should be eaten before the child is admitted into care for the day. If your child comes to school with breakfast, he or she will be asked to put it away until morning snack time. This ensures that our toys and facility remain clean and sanitary.

For safety and sanitary purposes, no outside toys other than one "naptime buddy" will be permitted to be brought to school. Any toys inadvertently brought in will be put out of reach of children, and returned to the parent at the end of the day. Occasionally, we will do units where I may permit books or outside toys to be brought in. In such cases, I will notify you in advance and let you know which types of books or toys are appropriate to bring.

ANIMALS AT THE FACILITY

Later this year, we may have chickens at the facility. The chickens will be fenced along one of the side yards outside and will not roam in the general play area of the backyard. If teachers handle the chickens, good hygiene and handwashing will take place immediately afterwards. Students will not directly handle the chickens as per State Child Care Regulation.

OUTSIDE RECESS

Research supports the benefits of children getting daily physical activity and outdoor play. Depending on weather, we will spend around one hour outside in the backyard before lunch, and another hour outside after naptime and afternoon snack.

Our current playground location is across the street on the corner of Brockett and Crockett. We always strive to have at least two teachers actively supervising students on the playground. When moving to the playground, the lead teacher will wear a safety vest and lead the line of students along the sidewalk on Brockett Street until directly across the playground area. She will then check to make sure the street is free of traffic and then set out 3 orange traffic cones and safely guide students across the street. The supporting teacher will follow the class, also wearing a safety vest, and will pick up the traffic cones, ensuring all students safely cross the street. The teachers will carry a backpack containing a first aid kit and other necessary safety supplies with them to the playground. The procedure for exiting the playground and returning to the building is the same.

Students will be able to participate in a wide variety of outdoor activities including, but not limited to: gardening, sand play, free play in children's play houses or on small play structures. We also have a variety of outside play toys such as balls, ride-on toys, bubbles, and sidewalk chalk. Please dress your child for potentially messy outdoor play each day of school, wearing shoes that will allow for free and safe participation in physical activities. Note: If you would like for us to apply sunscreen and/or insect repellent, please provide us with your brand of choice labeled with your child's name and we will apply it before going outside.

On days when the weather will not permit us to go outside, we will participate in music and movement and arts and craft activities indoors.

POLICIES/PROCEDURES CONCERNS & CHANGES

If you have any questions or concerns about any of the policies and procedures, please contact Callie Wynn Bomsburger at 903.998.0075 or Colleen Bowling at 903-820-2668.

Should any changes need to be made to any policies/procedures within this handbook, parents will be notified in writing within one week of the policy change.

STATE CONTACT INFORMATION

In every state licensed and registered child care facility, certain minimum standards must be met. These Minimum Standards and the most recent DFPS Inspection/Investigation Report for this facility are available online at www.dfps.state.tx.us. You may also contact the local licensing office with the

following information:

DFPS - Child Care Licensing
1501 Circle Dr. Suite 310
Fort Worth, Texas 76119
(800) 582-8286
(817) 321-8604

I (we) fully understand and agree to the terms of this Parent/Provider Contract.
This agreement may be renegotiated at any time.

Parent/Legal Guardian _____ Date _____

Co-Signer _____ Date _____

(Note: If the legal guardian is under age 18, a co-signer must sign this agreement, agreeing to be bound to all policies and financial terms as stated.)

Provider _____ Date _____