

2027 N. M-43 Hwy.

Hastings, MI 49058

269-331-6152 or 269-331-6156

Fax# 269-331-6157

**Parent Handbook**

**Our Philosophy**

At Brite Beginnings Childcare Center LLC, we promise to work together, play together, and learn together. We do I’m sorry, we do praise, we do laughter, we do mistakes, we do happiness, respect, friendship, sharing and hard work. We dream, we grow, and we have fun.

**Enrollment and Tuition**

Children between the ages 4 weeks and twelve years are eligible for enrollment at Brite Beginnings Child Care LLC. Documents to be completed and returned before enrollment are:

* Child Enrollment Form
* Immunization Records
* Health Appraisal from doctor
* Enrollment Contract
* Topical/Non-Prescription Release
* Photo Release
* Auto Pay for tuition payment
* Food Program form
* Written Information Packet Documentation
* Biting Policy
* All about me (Infants only)

A registration fee of $75 for one child or $100 per family is due once the director has assigned a start date. If a child is withdrawn then re-enrolls later, a second enrollment fee will be expected.

**Tuition Rate as of 1/1/2025 for all new incoming families**

\*Families enrolled before 1/1/2025 pay their current tuition rate\*

**4-5days up to 10 hours a day 3 days or less up to 10 hours a day**

Birth to 3 years -----------$300 a week $225 a week

3 years and up-------------$250 a week $210 a week

**School age kids (for current families only as we are not accepting new school age children anymore)**

Before and after school weekly $125 Daily $35

Before School only weekly $75 Daily $20

After School only weekly $75 Daily $20

If there is no school an extra $35 will be added to your child’s tuition for that day.

* If your child is here more than 10 hours a day you will be charged an extra $10 a day on top of your weekly cost. \* This will be added to the following billing week.
* If you drop off or pickup outside of your contracted hours of care there will be a $5 fee per child added to your account.
* Minimum of 3 days a week\* Must be the same 3 days every week\*

Tuition can be paid by check, cash, venmo, money order, or auto withdrawal from your checking account (we require all families to have this form on file).

**Fees**

* A $25 fee is charged for late payment after 5 days. Special payment arrangements may be made in advance with the director.
* A service fee of $25 will be charged for any returned checks.
* Payment is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. Please note that rates do not change in the event of a week including a holiday. After extensive research, we have found our policy to be consistent with other schools and child day care centers. Because our costs remain the same throughout the year, we rely on the specified tuition to be paid each week in order to meet our expenses. Consequently, as much as we might like to, we cannot make allowance for any days missed in your regular attendance schedule.
* Parents who are receiving DHS child care assistance must pay the full regular tuition rate until the authorizing paperwork is delivered to us for DHS billing. Upon our receipt of DHS payment, your account will be credited towards the following month. You are responsible to directly pay us your DHS co-pay each month. Rate may vary according to DHS disbursement. If DHS billing lapses it is your responsibility to pay the full tuition amount until DHS notifies us otherwise.

**Hours of Operation**

Brite Beginnings Childcare Center LLC is open year around Monday-Friday from 6am-5:30pm.

**Holidays: We have added a few more training days as we hire new staff throughout the year.**

**We will be closed on the following day/holidays All are paid unless specified:**

**2025**

**January New Years Day 1/1/2025-1/3/2025**

**January MLK day for staff trainings 1/20/2025**

**February Presidents Day for staff training 2/17/2025**

**May 26 Memorial Day 5/26/2025**

**July 4th of July Holiday 6/30/2025**

**July 4th of July Holiday 7/1/2025-7/4/2025 (Only July 4th is paid)**

**September 1s Labor Day 9/1/2025**

**September 12 for Staff Training 9/12/2025**

**November Thanksgiving Break 11/27/2025 & 11/28/2025**

**December Christmas Break 12/22/2025-1/2/2026 (Only Christmas Eve/day and New Year’s Eve/day is paid)**

**2026**

**January New Years 1/1/2026 & 1/2/2026**

**January MLK day for Staff Trainings 1/19/2026**

**February Presidents Day for Staff Trainings 2/16/2026**

\*If we decide to close any other time, we will give at least a 2-week notice.

**VERY IMPORTANT**: Please do not ask our staff to watch your children on days/weeks we are closed. This time is for our staff to regroup, recharge, and take time away from work. This will be cause for dismissal from our program.

**Communication**

The best ways to communicate with Jenn and Connie is through our email brite.beginnings@yahoo.com or our office phones. We also have our Brite Beginnings Parent Page where we post important updates and pictures. Please do not contact us outside of business hours unless it is informing us of an illness, attendance or an emergency. We have a life outside of the center just as you do from your work. We are not on call.

**Communication with your child’s teacher**

Our teachers are not to be using their cell phones for any reason while working. We ask that if you need to talk to your child’s teacher that it is done at drop off or pick up. If needed, we can set up a time that is not during busy times. Please be respectful of their time outside of the center.

**Drop-off and Pick-up Policies**

* The door you are to enter through has a key pad. You will pick a 4-digit code that will allow you into the building. The director will program this for you. To assure the safety of your child, we require that you sign your child in and out each day. The sign in computer is just inside the door as you enter the Center. After signing in, take your child to the designated classroom or area.
* Only the individuals listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents). If there is any concern, the staff of Brite Beginnings reserves the right to deny a person's request to pick-up a child. Please notify the office if there are any changes in pick-up plans or arrangements or changes on the authorization form.
* Your child’s classroom teacher may be available at pickup time for short questions. For longer discussions or concerns please schedule an appointment.
* Parents are expected to assume full responsibility of their child once they enter the classroom. Your child has waited all day to see you and is excited when you walk in the door. At pick up please put away your cell phone and give your full attention to your child.
* Children are expected to be dropped off and picked-up at the agreed upon daily time. The parent or guardian of a child not picked-up past closing (5:30p.m.), will be charged $1 per minute. Families who pick up late more than 3x, in a one-year period, will pay $5 per minute after 5:30pm. All late fees will be added to the following weeks bill. This fee applies per child.
* We cannot express the importance of picking your child/children up at their scheduled time. We staff our employees based on the children’s scheduled attendance hours. If you need to pick your child up later than their “normal” time, please ask us if we have the availability. There have been many times staff have had to stay longer than their scheduled shift to help cover late pickups. Just because we close at 5:30pm does not mean we have full staff until then.If you do not remember what you wrote down for your child’s scheduled hours you can ask one of the office staff.
* All children arriving before 8:00 am and leaving after 4/4:30pm will be combined until staff and classroom ratios can be met. Groups will be combined at closings time also so staff can do cleaning or leave for the day as the numbers drop.
* If you have multiple children, please drop off the oldest child first and pick up the oldest child last. The older children like to run around the younger rooms can cause injuries to the younger children in that room.

**Withdrawal & Dismissal Policy**

A two-week notice is required before withdrawing a child from our center. Account must be paid in full before withdrawing—including your child's payment for that two-week period. The director at Brite Beginnings Childcare Center LLC reserves the right to cancel the enrollment of a child at any time at his/her discretion, or for the following possible reasons:

 • Non-payment or excessive late payments of tuition and fees.

• Not observing the rules of the center as outlined in the parent agreement.

 • Child has special needs that we cannot adequately meet with our current staffing patterns.

• Physical and/or verbal abuse of staff or children by parent or child.

 • Expired or non-immunizations and/or physical.

**Custody Orders**

Until custody has been established by a court action, one parent may not limit the other from picking-up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the center director.

**Communication**

Proper communication between our parents and the teachers and staff of Brite Beginnings Childcare Center is extremely important. Infant and toddler parents will receive daily reports. You can take a photo of the form as we need to keep the paper one on file for licensing. You are welcome to call to arrange a meeting with your child's teacher--even just to become better acquainted! Concerns about any aspect of our program, or your child's care, may be expressed to the center director. You may add or delete names of authorized adults allowed to pick-up your child on the Child Information Record.

**PUBLIC SCHOOL VACATIONS/INSERVICE DAYS:**

On days there is no public school, parents need to check with the director to make sure that there is room for their school-age child.

**Staff Training Days**

It is important for the staff to have time to prepare lessons, gather information from a guest speaker, or attend a conference. To accomplish this, we include in-service days per year where payment is expected. January. The center will be closed to children.

**Unexpected Closings**

Brite Beginnings Childcare Center LLC will be open on public school designated "snow days"--we may open late if necessary. On a rare occasion our center may be forced to close due to a situation beyond our control (e.g., ice storm, electrical outage, no water service). Every attempt will be made to inform parents of an emergency closing.

* **If there is a blizzard watch or warning the Center will be closed**.
* **If there is an ice storm warning or watch the center will be closed.**
* The best way to keep in contact with us is through our Facebook page: Brite Beginnings Childcare Parent Page Hastings. This page is only for current families in attendance.
* We also email families to inform them of closures

**Tornado and Disaster Procedure**

In the event of a tornado or disaster warning, the children will be taken to their designated room for safety. Students will remain sheltered until the all-clear signal is sounded.

**Child Abuse and Neglect**

Staff members are required by law to report any suspected child abuse or neglect and are required to complete trainings.

**REST TIME**

Children need time to relax and regroup. The length of quiet time depends upon the age of the child and individual needs. All children have some time to rest each day. Please bring a small blanket for naptime, blankets will be washed on a weekly basis at the center or if needed before assigned classroom washing day.

**Special Possessions**

Sometimes children need to bring special toys or newfound treasures to use as a "bridge" between home and school. On these occasions we will work with you and your child to make it a positive sharing experience. Past experience has shown us that often toys from home create problems at school. We encourage you to keep personal belongings and toys at home unless the teacher has scheduled a "show-n'-share" day. Brite Beginnings will not be responsible for any lost items.

\*Important…there are four things we feel strongly must remain at home: toy guns, gum, money, and candy. Some of these have been a problem with our school agers. \*

**Clothing**

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be always kept at the center. We get messy and dirty! If your child comes home dirty then they had fun at daycare.

* All extra clothing should be marked with the child's name and placed in a labeled plastic bag. Clothing should include underwear, socks, pants, and shirt.
* If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning.
* Licensing requires that children be taken outdoors each day. The children will play outdoors if the temperature is 20° or warmer. Children should be dressed accordingly: light jacket, cap, rain boots (for damp days) in fall and spring; heavy winter jacket, mittens, scarf, hat, and snow boots in winter.
* An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. All clothing, including coats and boots, must be labeled clearly with your child's name.
* Please bring shoes and a jacket every day. Shoes are a must for emergencies. Or you can keep a set here at all times.

**Diapers & Toilet Training**

Diapers, wipes, and diaper rash cream must be provided by parents until their children are fully toilet-trained. These items need to be labeled and will be used for your child only.

* A notice will be sent home when supplies need to be replenished. Please bring these items in promptly upon request. We try to give at least a 2 day notice.
* Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful. We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage--especially in a hurry! While toilet training, parents are to provide lots of thick training underwear, plastic pants, socks, and outer clothing.

**Teething Necklaces or bracelets**

Teething necklaces and teething bracelets are not allowed in daycare due to licensing rules.

**Photographs and Publicity**

Photographs of the children in our program will be taken on most days by their classroom teachers. These pictures get posted on our Facebook parent page that only our current families and staff have access to. Once a family or staff leaves our program they will be removed from the page and will no longer have access to the photos. We also like to post on our public Facebook page and Instagram. If you do not want your child to be posted on the public page, please make note of that on the permission form.

**Camera Use Policy**

To ensure the safety and security of all children and staff, our childcare center uses a closed-circuit video surveillance system in designated areas of the facility. Only center directors orauthorized administrative staff have access to live or recorded video. Families and staffmembers do not have direct access to video footage. Cameras are used to:

* Monitor daily operations and safety.
* Review incidents involving children or staff.
* Assist in investigating concerns raised by families or staff.
* Support licensing or legal investigations when required.
* Cameras are located in classrooms, hallways, and playgrounds. No cameras are installed in bathrooms or staff-only private areas.
* All video footage is confidential and used only for center-related purposes.
* Requests from families to review footage will be considered only in relation to specific incidents involving their child and only if doing so does not compromise the privacy of others.
* Staff are notified upon hire that surveillance is in place and may be used in performance-related investigations.
* Video recordings are securely stored and retained for approximately 30 days.
* Footage is automatically deleted unless flagged for investigation.
* Sharing or accessing footage without permission is strictly prohibited.
* Any misuse may result in disciplinary action or legal consequences.

**Meals, Snacks and Food Allergies**

* The center will provide breakfast, milk, water, and two snacks for each day for children eating table food, unless there are allergies. We are part of the ACD food program.
* Brite Beginnings will provide whole vitamin D milk for children between the ages of 12 and 24 months. 1% milk will be provided for children from 25 months to 12 years of age.
* If there are dietary needs, or allergies, it is the parent’s responsibility to notify both the center director and the classroom teacher. Parents will need to supply any special foods required.
* Parents need to send a lunch with their child each day.
* If a lunch is forgotten we will provide their lunch at a cost of $5 per day added to their weekly bill. If this becomes continual it will be ground for dismissal.
* Lunches sent from home should be self-serving or easy to serve and clearly labeled. A microwave will be available but we recommend limiting it to once a week usage as it becomes hard to warm everyone’s lunches at the same time. Lunch boxes need to have a frozen pack inside as we do not have room in the refrigerators.

\*\*See nutrition policy\*\*

**Infant bottles and Food**

* Parents will provide formula or breast milk for children up to the age of 12 months. All infant food will be provided by the parent. If they don’t have food or formula provided, we will provide it for a fee of $5 per meal. If this becomes continual it will be grounds for dismissal. We do not keep infant food and formula in stock at the center.
* Infants need premade bottles each day with formula or breast milk. We are not allowed to make them.
* All bottles need to be labeled with child’s full first and last name, date, time bottle was prepared, formula or breast milk, and how many ounces.

**Breast feeding**

We welcome breast feeding at any time. The infant rooms have two chairs available for breast feeding moms. If you need more privacy, you are welcome to use our staff room with a couch. Just ask one of our staff members and they can help you.

**Birthday Celebrations**

Parents are welcome to send in a treat to share with their child's classmates on birthdays or special occasions. All treats need to be store bought. Some classrooms have strict allergy guidelines. Inform your child's teacher in advance about what kind of treat you plan on bringing. This is for the safety of all of the children. Ask your child’s teacher for suggestions. Parents are always welcome at their child's birthday celebration. If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. Our center will not distribute mailing lists or phone numbers.

**Immunizations and Physicals**

All children who attend child care programs in Michigan are required by law to be fully vaccinated. Brite Beginnings Childcare Center LLC requires all children enrolled in the program to be immunized. Families must contact their local health department to obtain a signed certified Nonmedical Waiver Form for delayed vaccines.

A Health Appraisal form is required prior to enrollment. This form requests a record of your child's immunizations and the date of last physical examination.

**Health appraisals need to be updated yearly at your child’s well check.**

 \*Important: It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child (ren). Updates must be reported to the center director in writing.

 The Michigan Department of Health requires the following immunizations:

* Children Ages 2 Months through 3 Months 1 dose of diphtheria, tetanus, pertussis (DPT) 1 dose of polio vaccine 1 dose Hemophilus influenzae type b vaccine 1 dose of hepatitis B vaccine 1 dose pneumococcal conjugate (PCV)
* Children Ages 4 Months through 5 Months 2 doses DPT 2 doses polio vaccine 2 doses Hemophilus influenzae type b vaccine 2 doses hepatitis B vaccine 2 doses pneumococcal conjugate (PCV)
* Children Ages 6 Months through 18 Months 3 doses DPT 2 doses polio vaccine 2 doses Hemophilus influenzae type b vaccine 2 doses hepatitis B vaccine 3 doses pneumococcal conjugate (PCV)
* Children Ages 19 Months through 4 Years 4 doses diphtheria, tetanus, pertussis (DPT) 3 doses polio vaccine 4 doses pneumococcal conjugate (PCV) 3 doses hepatitis B Complete series, or 1 dose Hemophilus influenza type b (Hib) 1 dose measles, mumps, rubella vaccine 1 dose Varicella

A Health Appraisal record of your child's physical exam must be submitted and is also a requirement by the Michigan Department of Health. Your child’s physician must sign and date this form.

 Physical regulations are as follows:

• Children younger than 2 ½ years must have a physical within 3 months preceding enrollment and repeated yearly.

• Children 2 ½ years to kindergarten-- a physical must be within the previous year (before enrollment) and repeated every 2 years.

 • Kindergarten children and older--parents must sign the Physical Health/Immunizations Parental Acknowledgement for School-Age Programs letter, plus submit a copy of the child's immunization record to the office. A new letter must be signed yearly.

**Health and Wellness Policy**

You are the best judge of your child's health and we trust you will not bring a sick child to the center. However, if while in our care your child becomes ill, displays an unknown rash, or acts out-of-character your child's teacher will consult the director and you may be called to come take your child home.

* When called, you (or an alternate emergency person) are expected to come immediately and no more than 1 hour of being notified that that your child is sick. The child will be made comfortable until the parent arrives. If too ill to be in the classroom the child will be in the office with the Director.
* We ask that you always call the center to report your child’s absence for whatever reason. Staff will need this information to plan their day, and to talk with the other children about their playmate’s absence. Please do not contact your child’s teacher for absences.
* Tuition rates remain the same regardless of absence for illness or any other reason.

The following criteria will be considered in determining if your child must go home:

• Unknown rash.

• Fever of 100.5° or higher. For a mild fever, muscle aches, toothache, or headache Tylenol (supplied from home) may be administered.

• Highly contagious condition such as head lice, chicken pox, strep throat, pin worms, mumps, impetigo, conjunctivitis (pink eye), Hand Foot Mouth, etc.

• Diarrhea or vomiting (more than two loose, watery stools). Consideration will be taken if your child is allergic to certain food/drink products or on medication.

• Persistent cough for an extended period of time (cough suppressants and/or allergy medications are not recommended unless prescribed by a doctor) If your child is too ill to play outside with his or her class, or participate in regular classroom activities, then your child is too ill to attend the center.

Your child may return to the center after:

• Obtaining written verification from a doctor.

 • Fever-free for 24 hours without the aid of Tylenol, or other fever reducing medications.

* Vomiting and diarrhea free for 24 hours.

• In the case of chicken pox, when all the lesions are scabbed over.

 • In the case of head lice, following treatment with appropriate shampoo (such as Vamouse, Kwell

 or RID) so that all nits (eggs) are gone.

* In the case of Hand, Foot, Mouth, when all bumps are scabbed over and not oozing.

 • In the case of a contagious illness, your child should take an antibiotic for 24 hours before returning.

• In the case of persistent cough, 24 hours without the aid of cough suppressants, or allergy medication.

* If a child needs emergency medical treatment; children will be taken to the hospital listed on the emergency card. Should an ambulance be needed, parents will be responsible for any costs.
* Superficial injuries will be washed with soap and water and covered with a band aid or treated with ice. Parents will be told about the minor injuries when you pick up your child.
* Serious injuries will be reported to parents immediately (head injuries are considered severe).
* Brite Beginnings Childcare Center LLC reports all communicable diseases, when required, to the local health department and to parents of all children.
* A special note to parents, we know how difficult it is to take off work for a sick child, but if you know that your child is sick or not feeling well, please keep them at home for the day. For the center to stay healthy and within state guidelines, we need sick children at home.

**Employee Illness**

Employees are asked to limit their absences for illnesses to occasions that they are too ill to perform their duties or the illness is contagious. They have the same illness guidelines to follow as the children.

**Staffing/Shortages**

Unfortunately, the childcare field has a revolving door when it comes to employees due to factors such as burnout and low wages. The center is privately owned by Jenn and Connie. We do not have a corporation or government funding backing us and it is harder for us to keep up with the increasing wages at other places. With that said, we do go through a lot of employees. We would love to pay our staff more but we are not financially able after paying our expenses. Even as the owners, this is not a get rich business. We are here because we do what we love. We want you to know this because we do go through bouts of staff. Just know that we are still giving your child the care they deserve. There are times when we may be short staffed but we do everything we can to keep each classroom open and we even step in when needed.

**Medication**

Only the director or assistant directors will administer medication such as Tylenol, Motrin, cold/cough medicine. If your child is that sick then they need to stay home, as this was advised by our licensing consultant.

All staff are trained in administering medication that is prescribed such as antibiotics, inhalers, breathing treatments, epi pens, and ect.

* Parents must bring all medications to the office.
* Never send medication in your child’s backpack.
* Medication will be kept up high and out of reach.

Prescription medication may be given to a child under the following conditions.

* A signed and dated authorized medication form signed by the parent is on file
* Prescription medication ordered by child’s physician is in original box and bottle with child’s name on it with the pharmacy label.
* The child’s teacher will oversee administering medication and logging the time, date, amount given and her name.
* All special children’s health care needs will be posted discretely in the classroom and shared with all personnel having contact with that child.

**Injuries and Accidents**

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury/incident occur (biting, child left unattended, inappropriate touching between children for example) an Accident Report would be completed by the teacher in that room. A copy of this report can be sent home per parents request and the original put in the child’s file.

* A parent or guardian will be notified regarding any serious injuries that may occur while your child is in our care.
* In the event of a major medical emergency or accident, the center teacher or director will call 911 first. The child will be transported to the hospital noted on the Child Information Record (or the closest hospital). The parent/guardian will be called immediately.
* We will notify you for injuries that are not of an emergency nature (pinched fingers, bumps on head...) that may require a physician’s consultation, but are not serious. We believe that these decisions should be made by each family individually.

**Guidance, Discipline, Suspension, and Expulsion**

Acceptable behavior is encouraged by giving positive verbal rewards. Asking a child to stop and think about their behavior enables that child toward self-control.

* Redirection is used for a child who continually demonstrates unacceptable behavior.
* Redirection is not a punishment but rather a time when a child can calm himself/herself down and remember what behavior is acceptable and decide for themselves when they can return to the group.
* Redirection is used when other options have not been successful. It is used to remove a child from a situation that has gotten out of hand before a child can hurt themselves or others. The child will be praised when finished with the time out and helped back into the group if needed.
* The teachers in the center will maintain consistency and positive techniques to facilitate learning and provide security. Actions that are aversive, cruel, or humiliating, and actions that may be psychologically, emotionally, or physically painful, discomforting, dangerous or potentially injurious are prohibited. Spanking, hitting, pinching, shaking, slapping, twisting, or inflicting any other form of corporal punishment is prohibited, even at the parent’s permission. Children will not be punished for lapses in toilet training, and food will not be withheld or forced for any reason.
* The rules of the center are explained to the children. Helping children follow the rules will encourage the development of their self-esteem, self-control, and respect for others and their property.

**Our teachers are set to rules such as;**

* Setting clear limits to keep children safe.
* Keeping routine, follow daily schedule.
* Giving each child a sense of love and safety.
* Planning environment to reduce conflict.
* Modeling appropriate behavior.
* Developing children’s self-control, self-esteem, and respect for others.

**When problems do arise;**

* Problem solve.
* State positively what the child can do, such as we use walking feet vs. no running
* Re direct to another activity.

It is our goal to prevent program suspension and/or expulsion. If the behavior persists, the parents will be asked to discuss what may be helpful in encouraging their child to behave in a more positive manner. We do consider that CHILDREN ARE CHILDREN, NOT ADULTS, AND WE CANNOT EXPECT PERFECTION.

Some things you can do as the parent is:

1. Talk to your child’s teacher about the best way to respond to challenging behaviors at home and at childcare.
2. Talk to your child’s teacher every day.
3. Tell the teacher about your child’s needs, interests, and preferences for routines like sleeping and eating.
4. If you find your child’s behavior challenging, share with the teacher and discuss possible responses.
5. Follow through on getting a screening or assessment if your child’s teacher suggests it.

**Classroom Transitions**

Children transition from classroom to classroom when they turn a certain age, if there is availability, and if they are socially and emotionally ready.

* Infant room we range from age 6 weeks to 12-18 months.
* Wobbler room is 12/18 months to age 2.
* Toddler room is age 2 – 2 years 9 months/3.
* Preschool is age 2 years 9 months/3 to 4 years. Then the child is ready for young 5’s or kindergarten.
* The younger rooms we have more flexibility with age as they are not set on ages but ratios. If we stay in the 1:4 ratio of teacher: student then we are good.
* Before we move children up to the next classroom we talk to the parents and staff about it. We make sure that everyone is on the same page and the child is ready to move on to the next class.

**Daily Routines**

Every classroom has their daily routine posted in the class. Infants do not have a set schedule for activities as their care is based on their individual needs.

**Sample daily schedule**

6-8am arrival, free play, diaper changes as needed.

8-8:30 breakfast

8:30-8:45 brushing teeth (care routine)/free play

9-9:30 circle time/group play

9:30-9:45 diapers

9:45-10:00 art/science

10-10:15 Snack

10:15-10:30 math, puzzles, manipulation

10:30-11:15 outside time/gross motor play

11:15 handwashing

11:30 lunch

12-12:15 reading or music while we get ready for nap

12:15-2:15 nap/quiet time

2:15-2:30 diapers

2:30-3 free time

3-3:30 snack time

3:30-4:30 outside time/gross motor play

4:30 diapers

4:45-5:30 free play and pick up times

**Curriculum**

We use the Creative Curriculum, which is based on learning that is relevant to the children’s everyday lives and through play. The Creative Curriculum includes developmentally appropriate goals and objectives for children within four main categories of interest: social/emotional, physical, cognitive and language. There are five basic components that comprise the curriculum. From these five categories, focus and planning can be aimed so that learning is best achieved.

* Knowing children — describes the social/emotional, physical, cognitive and language development of children.
* Creating a responsive environment — offers a model for setting up the physical environment for routines and experiences in ways that address the developing abilities and interests of children.
* What children are learning — shows how the responsive relationship you form with each child, the interactions you have every day, and the materials and experiences you offer become the building blocks for successful learning.
* Caring and teaching — describes the varied and interrelated roles of teachers who work with children.
* Building partnerships with families — explores the benefits of working with families as partners in the care of their children.

**Cleanliness/ Hand Washing**

Children will wash their hands with soap and warm running water before meal, snacks and after toileting or diapering. A child’s hands and face will be washed after meals.

Staff working with children will wash their hands before handling food, after assisting with toileting, after wiping bodily secretions from a child with disposable tissue, and before and after changing a diaper.

All person exposed to bodily fluids containing blood and tissue discharge will wash their hands. Single use gloves with be worn if there is contact with blood for tissue discharge. Hands will be washed after glove removal. Gloves will be discarded in plastic bags. For spills or bodily fluids, center staff shall clean and disinfect the floors, walls, bathrooms, tabletops, countertops, and diaper changing tables.

* All toys will be sanitized daily
* Play equipment will be cleaned at least every other day or as needed.
* Large equipment will be cleaned once a week.
* Carpets are vacuumed daily and floors will be mopped daily.
* Carpets will be cleaned as needed.

**Teeth Brushing**

 Brushing teeth is incorporated into classroom routines. This is done after eating breakfast. Please provide a toothbrush and toothpaste for your child. Your child’s teacher will let you know when more toothpaste is needed. If your child becomes ill a new toothbrush will be needed.

**Licensing Notebook**

Effective May 27, 2010, the Child Care Organizations Act (1973 PA 116) requires providers to maintain a licensing notebook which includes all licensing inspection and special investigation reports and related corrective action plans (CAP). The notebook must also include a summary sheet outlining all the reports and CAPs contained in the notebook. The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed. You can find licensing rules at **www.michigan.gov/michildcare**.

**Changes in Policies**

The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the Program Director.

This Brite Beginnings Childcare Center LLC Parent Handbook Revised: January 2025

# Nutrition Policy

## Policy Statement

Good nutrition is vital to children's overall development and well-being. In an effort to provide the best possible nutrition environment for the children in our facility, Brite Beginnings Childcare Center has developed the following child care nutrition policies to encourage the development of good eating habits that will last a lifetime.

## Child Care Nutrition

Brite Beginnings Childcare Center follows the child care nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Program) for all the foods we serve. To provide a healthy and balanced diet that includes fruits, vegetables, and whole grains and limits food and beverages that are high in sugar, our nutrition policy includes the following:

### Fruits and Vegetables

* We serve fruit at least once a day.
* We offer a vegetable at least once a day.

Grains

* We serve whole grain foods at least once a day.

### Beverages

* We limit juice intake to no more than once a day in a serving size specified for the child's age group. When served, the juice is 100% fruit juice.

  We do not serve sugar sweetened beverages.

* We serve whole milk to children up to 2 years.
* We serve only skim or 1% milk to children 2 years and older.

### Role of Staff in Nutrition Education

* Staff provide opportunities for children to learn about nutrition 1 time per week or more.
* Staff act as role models for healthy eating in front of children.

Meal and snack times are planned so that no child will go more than 3 hours without being offered food. We provide a variety of nutritionally balanced, high-quality foods each day.

## Professional Development

Annual nutrition training is required to ensure that all staff understand the important role nutrition plays in the overall well-being of children.