



# **PARENT HANDBOOK**

Bright Child  
Child Development Center  
110 6<sup>th</sup> Avenue North  
Princeton, MN 55371

**Bright Child  
Child Development Center  
Parent Handbook**

**Our philosophy:**

**To allow children to develop socially, physically, emotionally and creatively through hands-on learning with supervision from caring and enthusiastic caregivers**

We would like to welcome you and your child(ren) to Bright Child~Child Development Center. We are happy you chose to extend your family to include us as part of the care giving circle. Welcome to our Bright Child family!

**Licensed Capacity**

Bright Child is licensed for the following ages: (Not to exceed 86 children)

12 Infants (6 wks-16 mos)	Adult to child ratio: 1 to 4
21 Toddlers (16 mos-32 mos)	Adult to child ratio: 1 to 7
28 Preschool (33 mos -Kind.)	Adult to child ratio: 1 to 10
25 School-Age (K-12 yrs. old)	Adult to child ratio: 1 to 15

**Hours and Days of Operation**

Bright Child CDC is open from 5:45 am to 6:15 PM Mondays through Fridays.

**Holidays and closings**

We are closed on nine holidays:

New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, Christmas Day and one Staff Development Day (you will be given at least a one month advance notice.

\*\*\*\*Unless there is a minimum of 25% of students requesting services by written request **via the office drop box**, the center will close on the Friday following a holiday or a Monday before a holiday.

**\*\*\*If a holiday falls on a Saturday we will observe it the Friday before, if a holiday falls on a Sunday we will observe it the Monday after.**

**Child Care Program Plan**

All of our programs include hands-on, teacher directed and child-oriented activities. Our child care program plan is available for parents to review upon request. We have age-appropriate programs planned daily for each individual classroom. Individual child care program plans (or ILP's) are developed for children with Special Needs.

**Parent-Teacher Conferences**

In addition to the pre-admission conference, you have the opportunity to meet with your

child's teacher at a scheduled parent-teacher conference. We encourage you to schedule any additional conferences you desire. The progress of your child's intellectual, physical, social and emotional development will be discussed and provided to you in a written assessment. Parent-Teacher conferences will be offered twice a year.

### **Admission Requirements**

Bright Child CDC provides child care services to children without regard to race, creed, religion or economic level. Therefore, any child from the ages of 6 weeks to 12 years is eligible to apply for enrollment. The enrollment and admission procedure includes your completion of registration forms.

### **Pets**

Written permission will be obtained from parents prior to allowing pets in our center.

### **Medical Requirements**

Your child must have proof of a physical exam (Health Care Summary), including immunizations, upon admission to the center. All immunizations must be up to date at the time of enrollment. Your child's physical and health records should be updated whenever your child has an exam or moves from one classroom to another.

### **Health and Illness**

If your child becomes ill during the day, we will notify you and provide a quiet place for your child to rest until arrangements can be made for your child to be picked up from the center.

In consideration of your child and the other children at the center, we **REQUIRE** that you **DO NOT** bring your child to the center when she/he is not feeling well or has a contagious disease.

You *must not* bring your child to Bright Child when the following is present:

- **FEVER:** Axillary temperature (under the arm) over 100. If a child enters the center and is known to have had a fever during the previous 24 hours, staff will take the child's temperature to determine admission.
- **BEHAVIOR:** If your child looks or acts differently; awake all night and crying, unusually tired, pale, lack of appetite, irritable or restless.
- **RESPIRATORY:** Breathing difficulties, e.g. wheezing.
- **VOMITING:** on 2 or more occasions within the past 24 hours.
- **DIARRHEA:** Is characterized by frequent watery, or foul smelling bowel movements which are not related to medications or food reactions. Child may not attend center if they have had (3) or more watery stools within the past 24 hours.
- **RASH:** Undiagnosed rash other than mild diaper rash

- PINK EYE, SCABIES, IMPETIGO or LICE
- (OR) When your child is not able to participate in the child care program activities with reasonable comfort, including outdoor play or who require more care than staff can provide without compromising the health and safety of the other children in care.

If your child is exposed to any infectious disease, we will notify you. If your child is exposed to any infectious disease outside the center, please report it to us promptly.

### **First-Aid Procedures for Non-Emergency Accidents**

Staff members will follow appropriate first aid procedures in accordance with the accident that occurred. All staff members are instructed through orientation and through a certified first-aid course of appropriate first-aid procedures. All staff at the center are required to have first aid training every three years. The center also maintains a complete first aid kit for accidents and non-emergency first aid. A staff member trained in CPR and First Aid is always on site.

*In the event of a medical emergency, the center will call 911 and then notify the parent. The emergency facility that we will use that is closest to the center's location is Fairview Princeton Hospital.*

### **Medications**

In order to administer any medications prescribed by your child's physician, the parent must sign a medication permission slip. The medication must be in its original container which clearly states the prescribed dosage, name, date and physician's name. A record of the amount of medicine dispensed is kept on file.

### **Field Trips**

Our preschool and school-aged children are encouraged to participate in field trips. You will be notified prior to each field trip and required to sign a permission form if you choose to have your child participate in the field trip.

### **Meals**

We work closely with Merlins, Subway and Taco Johns in Princeton, MN to create a lunch menu that is low fat and sodium as well as uses fresh ingredients. Menus will be posted on the parent information board. All snacks and meals are provided as part of your child's tuition. Please inform the director of any food allergies that you are aware your child may have. Parents of infants need to supply their own formula if they choose to not use the center provided formula. Bright Child will use center tap water to prepare bottles unless parents bring breast milk or bottled water. Bright Child provides Gerber baby food and rice cereal until their child is able to eat the catered meals.

**\*All meals and snacks are peanut/tree nut free.**

Breakfast: See Classroom Schedule

AM Snack	9:30-10:00 (tods/infants only)
Lunch:	11:00-11:45
PM Snack	2:30-3:00
SA Snack	3:30 (during the school year)

### **Birthdays and Treats**

We feel that your child's birthday is a special event and all children enjoy birthday celebrations. Your child may bring in a commercially prepared **peanut/tree nut free** treat for his/her class.

### **Children's Personal Belongings**

The learning materials at Bright Child CDC are shared by all of the children as part of their learning process. It is much easier to learn to share center toys than one's own special "treasures." **Please leave all toys, food and money at home.** We will have special days where the children may bring in their own "treasures" and those days will be posted on the monthly or weekly calendar. Bright Child CDC is not responsible for lost items.

### **Clothing**

Dress your child for action! The children will have the opportunity to paint, play outside and participate in many fun, exciting and sometimes, "messy" activities, so casual, comfortable clothing is encouraged. **Closed toe velcro shoes are also encouraged** for the safety of your child. Your child should have an extra change of clothing at the center. Be sure to label all personal belongings.

### **Naps & Rest Policy**

Each afternoon there will be quiet time where the children are **required to rest quietly on their cots or mats for one half of an hour.** After 30 minutes children not sleeping will be allowed to do quiet activities until nap time is complete. Your child is welcome to bring a blanket from home; please remember to label it and bring it home to be washed weekly.

Infants are provided with their own cribs. MN statutes states that each infant must be placed on their back when taking naps unless the center has documentation from the infants' parent directing an alternative sleeping position for the infant.

### **Behavior Guidance Policies**

Our staff is dedicated to finding the positive aspects of all child development. Personal relations that do develop between the teacher and child will normally lead to positive actions. The staff members understand the developmental level of the children in their classroom, and recognize that expectations and practices of certain behaviors vary in accordance with developmental levels. When behavior problems arise, we will look at our routines, the environment, and the individual needs of the child to help the child overcome the behavior. Providing each child with choices, foreseeing problems, and

responding to their needs immediately enables us to help the child positively without having to use discipline.

If a child's behavior becomes disruptive, the child may be removed from the activity for a maximum of five minutes. This is recorded on a Separation Report by the employee. The child is never physically or mentally abused by any member of our staff. Within the center, redirection to other activities is promoted by teachers. If a serious discipline arises, parents will be called for a special conference and a positive program will be set up that agrees with all persons involved. If the child continues to be disruptive, the child may be asked to be removed from the Center.

***Infants are never separated from the group as a means of discipline.***

Violent or offensive behavior is considered unacceptable at Bright Child and will not be tolerated. Offensive behaviors include but are not limited to harassment, threats, gender or race discrimination, obscenities, personal diverse discrimination. A behavior plan will be put into action to help correct the behavior. A conference between Bright Child and parents will occur at that time.

### **Biting Policy**

It is not out of the ordinary for young children between the ages of 10 and 30 months of age to go through a period of biting. Biting occurs for a variety of reasons. Some of the most common reasons young children bite are due to: teething, a lack of ability to communicate, frustration, being overly tired or overly hungry, and/or a need for more attention. It is highly likely that all children between these age ranges will either bite or be bitten at some point (often more than once) while in the child care setting.

Our teachers and administration work closely and quickly to extinguish this undesirable behavior by the following these guidelines for children who have been identified as having a biting habit:

- If a child bites three (3) times within a four (4) hour time frame, the parents will be called and required to remove the child from the center for a day.
- If a child has been required to leave the facility for the aforementioned reason twice within a five (5) day period, a parent/ teacher/ director conference will be held. During this conference, a formal plan of action will be developed.
- After the parent/ teacher/ director conference, if improvement is not seen, the parent will be required to temporarily withdraw the child from the center.
- After a temporarily withdrawn child returns, if improvement is not seen, the child will be required to be taken out of our center permanently.

### **Prohibition of Abuse and Neglect**

Bright Child CDC has and enforces a policy prohibiting any child from being subjected

to corporal punishment, emotional abuse, separation from the group (except within state rule guidelines), punishment for lapses in toileting, withholding of food, light, warmth, clothing, medical care and/or use of physical or mechanical restraints.

**Grievance Policy**

If a parent has any concerns, please talk to the teacher. If the concern is in regard to the safety and health of any child, the director needs to be notified and a response will be made to the parent within a 24 hour period.

**Public Relations and Research**

We require written parental permission before each activity relating to public relations, researches or experimental procedures taking place that would involve your child at the center.

**Visitors**

Our child care center has an “open door” policy for parents of enrolled children. All parents are welcome to visit and participate at their convenience. Visitors other than parents of an enrolled child must check in at the office immediately upon entering the facility.

**Department of Human Services**

Bright Child CDC is licensed by the Department of Human Services # (651)296-3971. We are regularly inspected by the state licensing department, health and fire inspectors, and public health nurses.

*Thank you for taking the time to review the Bright Child CDC Parent Handbook!  
Our primary goal is to create a healthy, safe and fun environment for your child!*

***“Bright Beginnings lead to even Brighter Futures!”***