

# PARENT HANDBOOK

## Purpose and Mission Statement

The purpose of Bright Beginnings is to provide a spiritual impact upon the lives of children and parents of this community. It is not our intention to indoctrinate these children with our own denominational precepts. Our intention, however, is to provide a Christ-centered program to enrich the lives of these children, mentally, physically, spiritually, and academically.

Our staff is dedicated to building strong character, instilling positive self-image, and promoting academic success, also recognizing that each child is a unique individual who progresses at his or her own level.

## Licensing

Licensed by the Hillsborough County Child Care Licensing Office and the Church of God Association of Christian Schools, Bright Beginnings meets or exceeds all state and local requirements. Facilities and records are inspected by the Child Care Licensing Office, the Health Department, Fire Marshall's office and the Church of God Association of Christian Schools.

## Policies and Procedures

### Learning Center Operation Hours:

6:30 a.m. until 6:00 p.m. There is an overtime charge for all children not picked up by 6:00 p.m. The charge is \$2.00 per minute, per child, according to the preschool clock. This fee is payable directly to the staff person(s) on duty at the time of pick up.

### Registration Fee:

There is a **non-refundable** registration fee due at enrollment. When a child is withdrawn and re-enters the center, a new registration fee is required. This includes summer withdrawal. If your child has continuous enrollment (through the summer), no registration fee is required. Please see the current year's registration fee rate on page 12.

### Supply Fees:

**Non-refundable** supply fees are paid upon enrollment and then annually by Sept 1<sup>st</sup> each year of enrollment. Please see the current year's supply fee rates on page 12.

**Non-Discrimination Policy:**

Admission and participation in our educational program is open to all eligible students who meet our qualification regardless of race, color, ethnicity, or national origin.

**Registration requirement:**

Enrollment packet, physical and immunization statements from the physician, (Florida Department of Health-blue and yellow forms) and all applicable fees must be received prior to the child’s first day at the center.

**Tuition:**

Tuition will be due each Monday for that week. Tuition payments not received by Wednesday morning could be subject to a \$10.00 late fee. Tuition payments not received by Friday could result in immediate suspension of the student until account is brought current. We will offer an \$11.00 discount on an additional sibling. Multiple sibling discounts do not apply to part-time or drop-ins. Tuition will be charged on a weekly basis-see attached fee schedule.

**Withdraw Policy**

There is a two week written notice required for withdrawal of a child.

**Return Check Policy:**

The returned check fee is **\$25.00**. We do not redeposit returned checks. Please understand you will have to pay the \$25.00 plus the amount of the returned check by **CASH** within 3 business days. You may be asked to withdraw your child until the returned check fee and the amount of the check is paid in full. After two returned checks in a 12 month period, only **CASH** will be accepted on your account!

**Holidays and Vacations:**

**The Learning Center will be closed to observe the following Holidays:**

- |                                  |                                 |             |
|----------------------------------|---------------------------------|-------------|
| New Year’s Day                   | Strawberry Festival Parade Day  | Good Friday |
| Martin Luther King Jr. Day       | Memorial Day                    |             |
| Independence Day                 | Labor Day                       |             |
| Thanksgiving (Thursday & Friday) | Christmas Eve and Christmas Day |             |

Regular tuition fees will apply during holiday weeks.

### **Vacation Credit:**

Bright Beginnings school year is the first day school starts for Hillsborough County through the last day of summer. Students are allowed two weeks vacation credit per school year. **Vacation must be taken Monday through Friday. Two-week notification to the daycare office is required prior to requested time. Students must be absent for the full week in order to receive the vacation credit. Drop-In students are not eligible for a vacation credit.** Each family will be allowed 2 new weeks starting with first day of school. New children enrolled between January 1<sup>st</sup> and June 1st will be eligible for one week. There is no carryover for unused vacation credit weeks.

### **Arrival Time:**

**Please have your child in school by 8:00 a.m.** Your child could possibly miss out on valuable teaching time by arriving any later. Classroom attendance will be taken at 8:00a.m. Class time will start at 8:15 a.m. With the exception of doctor/dental appointments (must bring in doctors note), **children will NOT be allowed to enter the classrooms after 9:00 a.m.** Late arrivals are disruptive to the other classmates and teacher and also have a tendency to cause a child to avoid sleeping at their scheduled naptime. If at all possible, please do not come and go from the center between 11:45 a.m. and 2:30 p.m. This covers naptime for all classrooms. Our children are resting.

### **Breakfast/Lunch:**

We provide breakfast and lunch Monday through Friday. A menu will be posted at the beginning of each week/month. A healthy diet is very important to the proper growth of children, and we expect you to send breakfast and/or lunch if your child does not care for what's on the menu. Please refrain from sending carbonated beverages or candy. These items tend to raise children's activity levels. We do not offer discounts for those who choose to bring their breakfast and/or lunch to the center.

### **Snacks:**

Each classroom follows a schedule for afternoon snack time. Cups are provided for all classes.

### **Nap/Rest time:**

Daily naptimes vary from classroom to classroom. Parents are required to furnish a 2" nap mat for their child. The center is either napping/resting between 11:30 am - 2:30 pm. All children will be required to lie down. Those who do not sleep are required to lie quietly. We ask that you send a **small** blanket for your child to use. **These will be sent home for laundering, as-needed.**

**School Discipline: (Parent's Copy)**

The Hillsborough County Ordinance 90-38, Section 1.06 "Child Discipline" requires that parents are notified in writing of the disciplinary practices used by their Child Care Facilities and Family Day Care. Spanking or any other form of physical punishment is prohibited. Discipline shall not be associated with food, rest, or toileting. Children shall not be subjected to any form of discipline which is severe, humiliating or frightening.

Child Care Facilities and Family Day Care Homes must ensure that disciplinary practices, which are both constructive and appropriate to the child's age, be properly administered. The objective is to help the child retain control of his/her emotions and actions, not to prevent him/her from expressing their feelings and moods.

The following discipline procedures are used in our facility:

1. Children are informed in advance of expected behavior.
2. Children are positively reinforced for appropriate behavior including praise, affirmation, and occasionally special privileges or awards.
3. When inappropriate behavior occurs, any of the following may be employed depending upon the nature of the behavior and the age of the child.
  - A. An attempt is made to distract the child and introduce an acceptable alternative (asking another child to share the toy rather than grabbing it, for example)
  - B. Children are reminded of the expected behavior.
  - C. Reprimand by the adult in charge of group (this should not be severe or belittle the child)
  - D. Removal from the group for a brief period of time (timeout) generally limited to one minute per year of child's age.
  - E. Removal of a privilege (for example, not being permitted to participate in a particular activity)
  - F. Refer to the daycare/preschool office for counseling and "timeout"
  - G. Threats (including threatening gestures) are avoided at all times
4. Where inappropriate behavior is either persistent or exceptionally severe, the daycare staff and director may seek a conference with the child's parents in order to gain their assistance and advice.

I, \_\_\_\_\_ have received in writing the Disciplinary Practices and Procedures used by Bright Beginnings.

\_\_\_\_\_ Student's Name

\_\_\_\_\_ Parent's Signature

Date \_\_\_\_\_

## **Church Opportunities**

Parents of any religious faith or affiliation are welcome to enroll their child in Bright Beginnings. Children and their Families are welcome to participate with any activities and worship services at the Plant City Church of God.

## **Programs for Parents**

We have two programs each year for Thanksgiving and at the end of the school year. Children three and older delight in presenting programs for their families. These programs display enjoyable insights into preschoolers, while the refreshments following give parents opportunities for fellowship.

## **Health and Illness:**

It is our intention to provide a healthy, germ free atmosphere for all children. **Children who are ill will not remain at the center.** Parents will be called to pick up any child who has:

- \* **A fever of 100 degrees or more (per Hillsborough County Licensing Ordinance #3.06(1)).**
- \* **An unidentified rash**
- \* **Vomiting (1 time) or Diarrhea (2 or more loose stools)**
- \* **Profuse runny nose with green discharge**
- \* **Coughing that interrupts normal daily activities**
- \* **Pink eye or conjunctivitis (until after 24 hours of medication)**
- \* **Impetigo (until after 24 hours of medication)**
- \* **Active Chicken Pox**
- \* **Head lice or nits**

**Any child having these symptoms at school or home can not return to school the next day. It must be 24 hours after the symptoms stop, and/or a minimum of 24 hours of antibiotics if by 9am (drop off time) the next school day to return.** When called to pick-up your child, documentation will be noted as to when your child may return to the center. Once called, please pick up your child within 30 minutes. Any child sent home with head lice, may not return until nit and lice free. All center staff is trained to make educated decisions regarding your child's health. The symptoms associated with an illness could have possible negative impacts on the other children around them. **We ask that you respect the decisions of the staff to accept or deny your child for care, due to health reasons.** Any questions, please ask the Director.

## **Medication:**

**The center's staff will only administer prescription medication.** The "Authorization to Dispense Medication" form must be completed and signed in the presence of a notary staff

member. Details for dispensing medication must be completed on this form. The original prescription container with the child's name and visible instructions for dispensing should be left in a clear baggie in the staff office. We will take care of refrigeration, if required. **We cannot dispense any cold medicine or pain relief medication without a doctor's note, as medications such as these may mask symptoms of an underlying problem.**

### **Medical Emergencies, Accidents and Insurance:**

**In medical emergencies**, we will call you or those designated by you on the enrollment form **FIRST**. If we are unable to reach you or your designated contacts, we will call your child's physician and/or arrange for immediate emergency treatment. You will be responsible for payment of all medical services rendered.

The daycare/preschool carries accident insurance on all children. This is secondary insurance, applying after your personal insurance has paid its benefit. You must bring an **itemized** bill(s) to the Director and she will submit them. The insurance covers accidents to your child on the premises and on school field trips only.

### **Hazardous weather:**

Bright Beginnings will close, or close early in the event that Hillsborough County schools do the same, when experiencing hazardous weather, a loss in power, heat, or water. The Director may choose to reopen if the center is safe for children and the threat of hazardous weather is over. Parents will be notified in advance, **if at all possible**.

### **Minor Accidents and Incident Reports**

On **minor incidents**, you will be asked to sign a Florida Department of Children & Families Accident and Incident Report. This report informs you of the "how" it happened and "what" was done regarding the incident. We do have a policy of verbal notification on **ANY** head injuries. We leave it to your discretion as to whether you should see your physician.

### **Curriculum:**

We will use a combination of *A Beka Book* Curriculum and theme-based teaching. We encourage our teachers to use their own creativity in combination with *A Beka*. *The A Beka Book* curriculums contain day-by-day lesson plans for an entire year prepared by Christian teachers and administrators. Thousands of Christian Schools all around the world successfully use this curriculum, which is based on sound scholarship, common sense, and the Word of God. Children ages 2 and up will annually receive a series of age appropriate workbooks containing lessons on Bible, numbers, letters, phonics, manners, crafts, etc.

We will celebrate all holidays Biblically first, then traditionally. Halloween, however, be considered a fall festival. The children will be allowed to dress in appropriate costumes and parade through the church office.

## **Classes**

### **Infants:**

All bottles, baby food, bibs, etc. **must be labeled** with your child's name. All milk and juice must be prepared and ready to consume. We will heat bottles, as directed. Glass bottles are not permitted. Cups for snack and lunch are provided. Diaper bags (**labeled**) should include diapers, bibs, several changes of clothes and any personal items you would like your child to use throughout the day. Cloth diapers are not used here at the center. You may choose to leave a large, **labeled**, supply of diapers at the center. We will notify you when your supply is running low. **The center will provide unscented *Parents Choice* baby wipes for all diaper changing.** If your child cannot use *Parents Choice Wipes*, please bring the wipes you would like used, identified with your child's name. Children will be provided with their own cubby and can store personal items.

### **Transition Room (if available):**

Once a child turns one they may be eligible to move to our transition room if they meet the requirements. Requirements include walking and drinking whole milk (no bottles). Cups for snack and lunch are provided. Pacifiers are allowed at nap time **ONLY**. Please provide at least 2 changes of clothes, shoes, and diapers. **The center will provide unscented *Parents Choice* baby wipes for all diaper changing.** If your child cannot use *Parents Choice Wipes*, please bring the wipes you would like used, identified with your child's name. Children will be provided with their own cubby and can store personal items. For nap time please refer to page 3.

### **1 year old:**

The very active toddler learns to increase language communication as well as muscle development. The toddler is involved in finger play, music and playtime with small, age appropriate toys and development of gross motor skills. Please provide at least 2 changes of clothes, diapers/pull-ups. **The center will provide unscented *Parents Choice* baby wipes for all diaper changing.** If your child cannot use *Parents Choice Wipes*, please bring the wipes you would like used, identified with your child's name. Children will be provided with their own cubby and can store a few personal items. Also, a blanket should be brought for their naptime use, refer to page 3. Pacifiers are not allowed at any time.

### **2 years old:**

Children must be 2 by September 1<sup>st</sup> to be eligible for class enrollment. This is a structured class in which we teach our 2's about self, others, feelings, community helpers, letters, numbers, phonics, writing, Bible, art, and poetry. The children will also be allowed free time to express themselves in areas of blocks, arts, dramatic play, and with small tabletop toys. We will also allow for outside play daily. Children will be provided with their own cubby, please provide at least 2 changes of clothes and a blanket for nap (refer to page 3).

- **Potty Training:** All children, in this class still in diapers, will be offered an opportunity to use the bathroom on an hourly basis. We will make every effort to

assist you and your child through this transitional period. We ask that if you are actively potty training at home, you send pull-ups for your child. They are much easier for teachers and children to work with. Please bring extra pull-ups, 2 changes of clothes, and a pair of shoes. You may choose to leave extra pull-ups at the center. We will notify you when your supply is running low. All children already potty trained should have a minimum of one change of clothes in their cubby (including shoes).

### **Biting:**

We realize that biting is a reality for children in preschool, especially for children who have not yet developed vocal skills. Generally, this is 1's and 2's, but can apply to all preschool children. If this happens to a child, the teacher will cleanse the wound and give comfort. The "Biter" will be separated from the rest of the children and an incident report completed. The teachers are in constant alert to these types of situations and will do all they can to prevent them. Both parents will be notified of the situation. (The other child's parents will not be told the name of the Biter). If this becomes a consistent issue (more than once a day, or three times within the month), the child could have a 3 day suspension. After suspension, if the child bites 2 more times within a month, they may be asked to leave the center for at least 3 months. Often times this is a maturity issue for children, but we must look out for the safety of all the children in our care. A child who bites is not a bad child and should not be identified as such to anyone. Again, every precaution will be made to prevent biting.

### **Promotion**

For a child to be promoted to the 3 year old class they must:

1. Turn three by September 1<sup>st</sup>.
2. Be completely potty trained (including bowel movements)
3. Wear regular training pants or underwear (no pull-ups)

### **K-3 and Pre-K Class (4 and 5 year olds):**

Children must be 3 by September 1<sup>st</sup> for K-3 and 4 by September 1<sup>st</sup> to enroll in our Pre-k class. These classes will be conducted in a more structured manner, using age appropriate workbooks to teach the children phonics, reading, writing, number concepts, music, Bible, art, poetry and science. We will also encourage free play where the children will be allowed to explore building; dramatic play, tabletop toys and games, as well as outside play daily.

### **After-School:**

Our after-school program consists of a daily devotional and prayer time, as well as centers for home work, home living, arts, building, small table toys, video games and computers. We will offer care on half-days, school holidays and during the summer as well.

During the summer, we offer many extra activities such as, water day, bowling, free swim, field trips and crafts.

This is a very structured program. We are a Christian School, and pride ourselves in our students being very well mannered, caring towards one another, and using appropriate language.

### **Playground:**

Children ages one and older visit the playground on a daily basis (weather permitting). Please dress your child appropriately including **closed toed shoes**.

### **Summer**

During the summer months we will take a break from our structured curriculum. During this period, we will be spending more time on weekly themes, exploration, and water play. Our Pre-K class and Afterschoolers will take field trips when transportation is available. Permission slips will be sent home accordingly.

### **Birthday Parties**

If you choose, we will be happy to distribute birthday invitations to your child's class. We encourage you to send an invitation to each child.

### **Dress Code**

Please dress your child in comfortable clothing and according to weather conditions. Also, please make sure your child has the extra clothing in their classroom. (for those accidents, that are bound to happen). **Boots, open back shoes or sandals are discouraged.**

### **Personal Belongings:**

1. We would ask that all items from home be labeled with your child's name. This includes clothes, blankets, lunch boxes, etc.
2. Toy's from home that fit in your child's cubby are allowed only on show-n-tell days or for special recognition (see your child's teacher). Please encourage your child to keep his or her toys at home. This makes it easier for the staff to keep track of your child's belongings during class hours.
3. **We are a Christian school.** If you are wishing to send music or movies with your

children, we will only show rated **G movies**. We will only play **Christian or Children's** music. Special approval is required (Director) for any other type of entertainment. Please understand, we are not condemning other forms of music and movies, we just wish to show what will be acceptable to **all** our parents.

**NOTE: BRIGHT BEGINNINGS WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE TO PERSONAL BELONGINGS (ANY TYPE) BROUGHT INTO THE CENTER. IF YOU CHOOSE TO BRING SOMETHING IN FROM HOME, IT IS AT YOUR OWN RISK.**

**We are glad for the opportunity to care for your child.**

**Bright Beginnings  
Parent Handbook  
Policies and Procedures Agreement**

I, \_\_\_\_\_ parent of \_\_\_\_\_  
have read in its **entirety**, the policies and procedures of the Parent Handbook and agree to uphold **all** rules and regulations required by Bright Beginnings.

\_\_\_\_\_  
**Parent signature**

\_\_\_\_\_  
**Date**

**Parent's copy**

**BRIGHT BEGINNINGS**  
**Tuition Rates 2011-2012**  
**Operating Hours: 6:30am-6:00pm**

**Registration**

New & returning students \$75.00

**Supply Fees**

6 weeks – 24 months \$45.00  
2 year – 3 year preschool \$65.00  
4 year preschool \$80.00  
After School Care \$25.00

**Registration and Supply fees are non-refundable**

**Late Pick up fee**

\$2.00 per minute – per child, after 6PM (payable to the staff working late)

**Program Tuition Rates**

**Full Time**

**Part Time (8-12)**

Infants	\$190.00 weekly	\$115.00 weekly
1 Year old Preschool	\$145.00 weekly	\$110.00 weekly
2 Year old Preschool	\$140.00 weekly	\$95.00 weekly
3 Year old Preschool	\$135.00 weekly	\$85.00 weekly
4 Year old Preschool	\$120.00 weekly	\$75.00 weekly
After School Rates	\$85.00 weekly	
After School Half/Full Day	\$10.00 additional (early release day/school holiday)	
After School Drop In	\$20.00 per afternoon	
After School Drop In (full day)	\$30.00 each day	
After School Summer Rates	\$90.00 weekly	

**A two weeks notice is required when withdrawing your child.**

**Sibling discount - \$11.00.**

**Part Time and Drop In Students are not eligible for discount.**

**Part Time and Drop In Students are not eligible for vacation credits.**

# Licensing Standards

This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).

License Number: \_\_\_\_\_

License Issued on \_\_/\_\_/\_\_

License Expires on \_\_/\_\_/\_\_

For more information regarding the compliance history of this child care provider, please visit: [www.myflorida.com/childcare](http://www.myflorida.com/childcare).

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

## General Requirements

- ✓ Valid license posted for parents to see.
- ✓ All staff appropriately screened.
- ✓ Maintain minimum staff-to-child ratios:
 

Under 1 yr. old	1:4
1 yr. old	1:8
2 yrs. old	1:11
3 yrs. old	1:15
4 yrs. old	1:20
5 yrs. old & older	1:25
- ✓ Maintain appropriate transportation vehicles (if transportation is provided).

- ✓ Provide parents with written disciplinary practices used by the facility.
- ✓ Provide access to the facility during normal hours of operation.

## Physical Environment

- ✓ Maintain sufficient usable indoor floor space for playing, working, and napping.
- ✓ Provide space that is clean and free of litter and other hazards.
- ✓ Maintain sufficient lighting and inside temperatures.
- ✓ Equip with age and developmentally appropriate toys.
- ✓ Provide appropriate bathroom facilities and other furnishings.
- ✓ Provide isolation area for children who become ill.
- ✓ Practice proper hand washing, toileting, and diapering activities.

## Training Requirements

- ✓ 40-hour introductory child care training.
- ✓ 10-hour in-service training annually.
- ✓ 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- ✓ Director Credential for all facility directors.

## Health Related Requirements

- ✓ Emergency procedures that include:
  - Posting Florida Abuse Hotline number along with other emergency numbers.
  - Staff trained in first aid and Infant/Child CPR on the premises at all times.
  - Fully stocked first aid kit.
  - A working fire extinguisher and documented monthly fire drills with children and staff.
- ✓ Medication and hazardous materials are inaccessible and out of children's reach.

## Food and Nutrition

- ✓ Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

## Record Keeping

- ✓ Maintain accurate records that include:
  - Children's health exam/immunization record.
  - Medication records.
  - Enrollment information.
  - Personnel records.
  - Daily attendance.
  - Accidents and incidents.
  - Parental permission for field trips and administration of medications.

## Parent's Role

The parent's role in quality child care is vital to its success. In partnering with the caregiver to achieve this goal, parents should:



- ✓ Familiarize themselves with the child care standards used to license the child care facility.
- ✓ Inquire about the qualifications, experience of child care staff, as well as longevity.
- ✓ Know the facility's policies and procedures.
- ✓ Communicate with the caregiver.
- ✓ Visit and observe the facility.
- ✓ Participate in special activities, and conferences.
- ✓ Talk to their child about their daily experiences in child care.
- ✓ Arrange alternate care for their child when they are sick.

To report non-compliance with licensing standards, please contact your local licensing office.

## Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect.

When evaluating the quality of a child care setting, the following indicators should be considered:

### Quality Caregivers

- ✓ Are friendly and eager to care for children.
- ✓ Accept family cultural and ethnic differences.
- ✓ Are warm, understanding, encouraging, and responsive to each child's individual needs.
- ✓ Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- ✓ Help children manage their behavior in a positive, constructive, and non-threatening manner.
- ✓ Allow children to play alone or in small groups.
- ✓ Are attentive to and interact with the children.
- ✓ Provide stimulating, interesting, and educational activities.
- ✓ Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- ✓ Communicate with parents.

### Quality Environments

- ✓ Are clean, safe, inviting, comfortable, and child-friendly.
- ✓ Provide easy access to age-appropriate toys.
- ✓ Display children's activities and creations.
- ✓ Provide a safe and secure environment that fosters the growing independence of all children.

### Quality Activities

- ✓ Are children initiated and teacher facilitated.
- ✓ Include social interchanges with all children.
- ✓ Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- ✓ Include exercise and coordination development.
- ✓ Include free play and organized activities.
- ✓ Include opportunities for all children to read, be creative, explore, and problem-solve.



To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

For additional information, please visit [www.myflorida.com/childcare](http://www.myflorida.com/childcare) or contact your local licensing office below:



# Know Your Child Care Facility

CF/PI 175-24, 10/2007

This brochure was created by the Department of Children and Families, Child Care Program Office pursuant to s. 402.3125(6), F.S.,



**Bright Beginnings  
Parent Handbook  
Policies and Procedures Agreement**

I, \_\_\_\_\_ parent of \_\_\_\_\_  
have read in its **entirety**, the policies and procedures of the Parent Handbook and agree to uphold **all** rules and regulations required by Bright Beginnings.

\_\_\_\_\_  
**Parent signature**

\_\_\_\_\_  
**Date**

**Please sign and return to Bright Beginnings Office.**

**School Discipline:**

The Hillsborough County Ordinance 90-38, Section 1.06 “Child Discipline” requires that parents are notified in writing of the disciplinary practices used by their Child Care Facilities and Family Day Care. Spanking or any other form of physical punishment is prohibited. Discipline shall not be associated with food, rest, or toileting. Children shall not be subjected to any form of discipline which is severe, humiliating or frightening.

Child Care Facilities and Family Day Care Homes must ensure that disciplinary practices, which are both constructive and appropriate to the child’s age, be properly administered. The objective is to help the child retain control of his/her emotions and actions, not to prevent him/her from expressing their feelings and moods.

The following discipline procedures are used in our facility:

4. Children are informed in advance of expected behavior.
5. Children are positively reinforced for appropriate behavior including praise, affirmation, and occasionally special privileges or awards.
6. When inappropriate behavior occurs, any of the following may be employed depending upon the nature of the behavior and the age of the child.
  - A. An attempt is made to distract the child and introduce an acceptable alternative (asking another child to share the toy rather than grabbing it, for example)
  - B. Children are reminded of the expected behavior.
  - C. Reprimand by the adult in charge of group (this should not be severe or belittle the child)
  - D. Removal from the group for a brief period of time (timeout) generally limited to one minute per year of child’s age.
  - E. Removal of a privilege (for example, not being permitted to participate in a particular activity)
  - F. Refer to the daycare/preschool office for counseling and “timeout”
  - G. Threats (including threatening gestures) are avoided at all times
4. Where inappropriate behavior is either persistent or exceptionally severe, the daycare staff and director may seek a conference with the child’s parents in order to gain their assistance and advice.

I, \_\_\_\_\_ have received in writing the Disciplinary Practices and Procedures used by Bright Beginnings.

\_\_\_\_\_ Student’s Name

\_\_\_\_\_ Parent’s Signature

Date \_\_\_\_\_

**Please sign and return to Bright Beginning’s Office**

**AUTHORIZATION FOR EMERGENCY  
MEDICAL TREATMENT (CR-5)**

This form or its equivalent is required for children to receive emergency medical treatment by CGACS center.

Permission for the Director, Acting Director or the teacher to take whatever steps may be necessary for medical care in case of an emergency is hereby given. I understand that the order of actions taken will follow the outline below unless there is a need for immediate action, but will not be limited to these actions:

1. Parent or guardian will be called.
2. Child's physician will be called.
3. Contact person listed below will be called.
4. If none of these efforts are successful, an ambulance will be called and the child will be accompanied to the emergency room by a staff member.

Name of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

SS# of child: \_\_\_\_\_

Print authorizing name of parent/guardian: \_\_\_\_\_

**Signature of parent/guardian:** \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Dentist's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Hospital Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Known allergies/health conditions: \_\_\_\_\_

---

**Please complete and return to Bright Beginnings Office.**

**NOTARY INFORMATION**

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_ who personally appeared before me and acknowledged  
that he/she signed the instrument voluntarily for the purpose expressed in it.

---

**Signature of Notary Public**

---

**Print, type or stamp name of Notary Public**