1. Sign In and Out is done by using the computer located in the main hallway. Parents are required to escort their child into the classroom and help remove coat, wash child's hands, etc. The child **MUST be presented to a Staff person** before the parent leaves. This will insure proper supervision of your child. All Parents are responsible for signing their children in and out every day. **This is a STATE REQUIREMENT**

2. **NO CHILD WILL BE RELEASED** to any person not authorized by the parent or guardian. Authorization must be in writing (calling in may be allowed only if we can identify the parent over the phone, a call back to the parent may be necessary to double check). Identification will be required.

3. When picking up your child, **parents are required to inform a staff person that the child is leaving.** Please use this opportunity to communicate with the staff person about your child's day.

4. Parent and Teacher conferences are scheduled two to three times throughout each year. Parents will be given advanced notice so we are able to accommodate parent's schedules. This is a time for parents to spend with their child's teacher(s) and see first-hand the progress your child is making at the center. The conferences generally last approximately 10-15 minutes (we can schedule longer if need be). If you choose not to sign up, we ask that you sign a Declination of Parent/Teacher conference.

5. The teacher provides a special Parent Communication Board near each classroom door to keep parents informed about the daily activities and weekly lesson plans, etc. Every other month the center sends out a Newsletter to all families with information on "What's Happening" in the center along with great parent tips or info. Teachers are also available in the morning or afternoon as children arrive and depart to tell you about your child's day. Feel free to ask specific questions in reference to your child.

***A reminder from Management:*** The teachers are responsible for supervising the children even during your arrival or departure. If more time or attention is needed, please feel free to set up a time either before or after the teachers scheduled hours. Thank You!

6. If your child is ill, he/she will not be admitted into the center. If a child becomes ill while at Bright Beginnings, the child will be isolated from other children and their parents will be notified to pick up the child within the hour. **Parents are required to notify the center if a child will be absent.** If the parent fails to notify the center before 9 am, we will call the parent at home &/or work.

7. Prescription and Non-Prescription medications to be administered at the center must be accompanied by an Authorization to Administer Medication form (provided by the center). Medications must be in the original container, and labeled with child’s name, times to be administered, and amount to be given.

8. **Shoes...** It is recommended that children always wear socks and sturdy, comfortable shoes that stay on the child’s feet for safety reasons. Therefore, we prefer no flip-flops, sandals, open-toed shoes and dress types shoes or cowboy boots with slippery bottoms. If you choose to have your child wear such shoes, please make sure they have an extra pair of socks and tennis shoes so they can play outside safely.

**Complete list of Enrollment Forms**

The following forms are required before or on the first day of attendance:

- a. Bright Beginnings Enrollment Form (filled out completely)
- b. Center Policies and Fee Policies forms signed acknowledging agreement to the policies.
- c. Child’s immunization form (completed by parent)
- d. Child’s Health History form (completed by the parent)
- e. Intake information form (children under the age of two) ... must be updated every 2-3 months.
- f. Emergency Card and photo of your child(ren)
- g. Getting to know you form
- h. Transportation Permission form
- i. Child’s physical form (completed by the physician) within 30 days of enrollment

A complete set of policies is available in the main entrance: Center Policies Handbook, and State Rules and Regulations Manual. A Parent Handbook will be given to you at time of enrollment.
Bright Beginnings Childcare Services, Inc.

Fee Policies

1. Registration Fee for new enrollment or any returning enrollment is to be paid before the child(ren) starts care. (Fee is non-refundable and does not apply toward tuition) $85 for 1 child, $25 each additional child. Annual Supply and Equipment Fee of $85 for 1 child, $25 each additional child due Jan. 1st.

2. Childcare services needed and will be provided for your child(ren) on (circle days) Mon. Tues. Wed. Thurs. Fri., variable from ________ a.m. until ________ p.m., Before / After School beginning on _________ (date).

3. All fees are due in advance, on the Friday before care, and preferred to be paid in the amount of two weeks or more. If fees are not paid by NOON on Monday, there will be a $35.00 late payment fee charged to your account. If fees are not paid by the end of the week, your child will not be allowed to attend until all fees are paid in full.

4. There will be a charge of $35.00 for any checks returned NSF along with any late payment fees.

5. All fees are based on a MAXIMUM of 10 HOURS per day. If a child is present up to 30 minutes past the 10 hours, there will be a $5.00 additional charge. After 30 minutes the charge will be $10.00 and if the child is present after 11 hours there will be a $20 charge per additional hour.

6. LATE CHARGE of $3.00 per child for every minute after 6:00 p.m. that your child remains in the center.

If we are unable to reach you or any of the contacts on the child enrollment form or emergency card, by 7:00 p.m. we will contact the local Police Department.

7. There can be no reduction given due to holidays and our staff development day, as operating costs remain the same. The center will be CLOSED on, New Year’s Day, Memorial Day, Fourth of July, Labor Day, the first Friday of the month in August for Staff Development, Thanksgiving Day, Christmas Eve, and Christmas Day. If the traditional holiday falls on a Sunday, we will be closed on Monday. If the holiday falls on a Saturday, we will be closed on Friday.

8. Vacation Time - fulltime children receive two weeks (10 days or amount of days attending in a two week period) per year. During your first 6 months you will receive one week of vacation. The next six months you will receive your second week. Days can be used individually or weekly. Days not used will not carry over to the following year. There is no credit given for families attending 2 days per week. Summer only children will receive one week vacation credit.

**Vacation can be used only when the child is not attending the center.

9. Families with fluctuating schedules are asked to provide us with a one week or longer schedule of days needed and will be required to pay for scheduled days. Priority of enrollment will go towards full time. Part time spaces offered only when available.

10. Two weeks written notice is required when removing your child from the center. If a two-week notice is not given you are still responsible to pay for the two weeks. Any balance left on your account will be turned over to a collection agency if fees are not paid within 30 days. If you have a credit on your account, you will be reimbursed within 30 days.

11. Bright Beginnings Childcare and Learning Centers does not permit its employees to babysit for families whose children are in our program. Should you choose to hire a Bright Beginnings employee to babysit, despite our written policy against this, you agree to hold Bright Beginnings harmless for any wrong doing that may occur as a result of your choice to hire a program employee in a babysitting capacity.

I have read, understand, and agree to the terms within the Bright Beginnings Center Policies Handbook, Fee Policies and Parent Handbook.

_____________________________________           ___________/________            Approximate Start Date: __________  
Parent / Guardian (Print name)

_____________________________________          _____________________________________        ______________________
Parent / Guardian Signature        Date           Address             Phone Number

_____________________________________         ___________________     _________         _________________    __________
Email Address               Child Name                            Birth Date           Child Name                       Birth Date

_______________________________________________________________________________________________

For Office Use Only:           Registration Fee Paid ______         Supply/Equipment Fee Paid _____       CD int’l ____

Revised 9/13