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**Bright Beginnings Childcare Center
Parent Handbook**

Dear Parent/Guardian,

Welcome to Bright Beginnings Child Care Center! We are very grateful that you have chosen our school! We are certain that you will find this center to be a loving and nurturing environment where your child will thrive. Our staff is highly educated in the childcare arena and will make your experience here at Bright Beginnings a great one.

In an effort to ensure that you are aware of all of our policies and procedures, please read the attached handbook outlining our school's guidelines. This handbook will address the following:

- Discipline Policy (including abuse & neglect)
- Closing Time Plan
- Emergency Plans
- Operating Policy
- Personnel Policy
- Administration of Medication Policy
- Plan for Professional Development
- Diapering Plan
- Educational Program Plan
- Tuition Requirements

Please sign off on the registration packet stating that: The Bright Beginnings Handbook has been explained to me by a member of the staff and all of my questions regarding discipline, supervision, general operating policies, child protection, personnel policies and closing time policies have been explained to me.

DISCIPLINE POLICY

The goal of discipline is to help the child develop inner controls so that he/she may move toward appropriate social behavior. Methods for resolving conflicts are:

- Positive guidance
- Setting clear limits
- Redirection

When disputes arise among children or between a child and teacher, the teacher will encourage a talking out process among those involved. The goal of this talking out process will be to acknowledge feelings and find solutions using children's ideas whenever possible.

A child who may be overly aggressive or is repeatedly destructive of other children's work may be asked to make an activity choice in another area if talking things through has not resulted in better self-control.

Staff will continuously supervise children during disciplinary actions. Staff shall not be abusive, neglectful, or use physical, corporal, humiliating or frightening punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or another child or adult. If it is in the best interest of the child to quietly calm down away from his/hers peers, the child may be placed in the "Cozy Corner" until they are ready to join the group. The Cozy Corner is a space designated in each room where children are able to go when they feel overwhelmed, upset, angry, etc. Each area is supplied with age appropriate materials to help each child calm themselves before rejoining the group.

If a child continues to display aggressive behavior and hurts another child or staff member, Bright Beginnings has the right to suspend this child for one day. The parent will be notified of the suspension by the Owner or Director and a Corrective Action Plan will be discussed with the parent/guardian and implemented upon the child's return. It is the policy of this center to work through any problems with parents and appropriate consultants rather than expel children.

It is Bright Beginnings policy that all children are able to come to school in a safe and nurturing environment. Bright Beginnings will work with parents, teachers and the Social Worker to work with any child who may be displaying actions that are not acceptable at school. If the child's behavior is not corrected, despite all attempts being made, Bright Beginnings has the right to remove the disruptive child from attending school.

Guidelines for Child Abuse and Neglect Policies and Procedures

All of our staff have a responsibility to prevent child abuse and neglect of any child involved in attending Bright Beginnings Child Care Center.

Child Abuse includes any non-accidental physical or mental injury (i.e.: shaking, beating, burning), any form of sexual abuse (i.e. sexual exploitation), neglect of a child (i.e. failure to provide food, clothing, shelter, education, mental care, appropriate supervision), emotional abuse (i.e. excessive belittling, berating or teasing which impairs the child's psychological growth), at risk behavior (i.e. placing a child in a situation which might endanger him by abuse or neglect)

Child Abuse is defined as a child who has had non-accidental physical injuries inflicted upon him/her, injuries which are at variance with the history given of them, is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

Child Neglect is defined as a child who has been abandoned, denied proper care and attention physically, educationally, emotionally or morally, allowed to live under circumstances, conditions or associations injurious to his/her well-being.

As child care providers, all staff employed at Bright Beginnings Child Care Center are mandated by law to report actual or suspected child abuse or neglect or the imminent risk of serious harm of any child. Any staff suspecting child abuse or neglect must file a report with the Department of Children and Families (open 24 hours a day) by calling the DCF Careline at **1-800-842-2288**. The reporter's name is required, but may be kept confidential if asked. In addition to filing a report with the DCF careline, staff members are asked, but NOT required to notify a member of management to ensure all proper steps are being adhered to.

You will be required to know the following information when reporting an abuse or neglect report:

- name of child
- address of child
- phone number of child
- name of parents/guardians
- address of parents/guardians
- phone number of parents/guardians
- relevant information such as: physical or behavioral indicator, nature and extent of injury, maltreatment or neglect
- exact description of what the reporter has observed
- time and date of incident
- information about previous injuries, if any

- circumstances under which reporter learned of abuse
- name of any person suspected of causing injury
- any information reporter believes would be helpful
- any action taken to help or treat the child
- seek medical attention for the child- if needed

Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected. Within 48 hours of making the report, the mandated reporter must submit a written report (DCF-136) to DCF. Bright Beginnings staff are protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT GS, Section 17a-101e). All phone calls to DCF shall be documented and kept on file at Bright Beginnings Child Care Center. A copy of all statements from staff and the DCF-136 shall also be kept on file.

The management of this program supports a zero tolerance for abuse and neglect and will implement immediate action (suspension, reassignment of job duties, etc.) should there be an allegation that a staff member abused or neglected a child. When an accusation of abuse or neglect by a staff member is made, the involved staff member will be placed on immediate unpaid leave until the completion of the investigation by DCF and Bright Beginnings. The Director/manager must then immediately inform the parents/guardians of the involved child of the situation and let them know that a report has been made to DCF. If the allegation of abuse or neglect is unsubstantiated, the staff member will be allowed to return to work and pay will be compensated for any missed work. If substantiated, the employee will be terminated without receiving any pay compensation for missed work during the investigation.

In an effort to ensure the staff at Bright Beginnings are educated on the proper policies and procedures, staff will be required to attend an annual Mandated Reporter training conducted by a staff member from the Department of Children and Families in January. The training will focus on the steps for reporting suspected abuse, ways to prevent and detect child abuse and neglect and the overall role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the classroom by completing the online Mandated Reporter Training at <https://www.proprofs.com/training/course/?title=connecticut-mandated-reporter-training-community-providers>. When completed, each staff member is to provide management with a copy of the certificate to be placed in their personnel file.

All parents/guardians will be notified of Bright Beginning's abuse and neglect policy and procedure prior to their child/ren starting at our center during the enrollment process. (A member of our management team is required to discuss our policy with each parent and answer any questions that they may have.)

CLOSING TIME PLAN

If a child has not been picked up within five (5) minutes of our closing time, a staff from Bright Beginnings Child Care Center will attempt to call the child's parents at their work, cell and home numbers. If they cannot be reached, the staff person will attempt to call the emergency and alternate people listed on the child's emergency card. The police will be called after one hour if parents or other adults specified on the permission to release forms cannot be reached. At that time the child may be released to the police. Two staff members, at least 18 years of age or older and CPR and First Aide certified, will remain with the child at all times until the child is released to their parents, emergency POC or the police. Parents who are late will be charged \$10.00 for every fifteen minute increment that they are late. Payment is due at the time of pick up, otherwise the staff has the right to suspend the child's attendance until the late fee has been paid. Payment is to be made directly to the staff members who stayed with the child as Bright Beginnings does not pay any staff member after 5:30 P.M.

SUPERVISION PLAN

NO CHILD/REN SHOULD BE LEFT ALONE FOR ANY PERIOD OF TIME

At no time shall a child be left unsupervised whether inside the child care facility or on the playground. A staff child ratio of no more than 10 children per staff for children over the age of three and 4 children per one staff for children under the age of 3 or mixed age groups including children under 3 shall be maintained at all times (this includes indoor, outdoor & naptime). At least two staff members 18 years of age or older, one of which is CPR and First Aid certified, will be present at all times. The group size shall not exceed 20 for children over three and not more than 8 for children under 3.

Staff will supervise all children leaving the program or arriving to the program by bus at all times. Children will be carefully watched while outside at play. Staff members are stationed at the equipment at all times. Other staff will rotate among the play areas. At no given time, may a staff member be allowed to sit while supervising children outside unless they are facilitating a group activity allowing for children to sit.

When a child goes inside to use the restrooms from outdoors, a staff member is designated to accompany him/her. If the proper adult to child ratio will not be maintained, the staff member must take the proper amount of children with them to maintain the proper ratios. Children are never allowed to travel from the outside to inside by themselves.

While children are using the restroom while participating in indoor play the following policy should be followed for each age group:

Under the age of three: A staff member must accompany each child into the restroom to provide constant supervision. If a staff member is in a room alone with 4 children, all children must be in the staff member's direct line of vision. If this cannot be accomplished safely, the staff member is required to ask for assistance from a manager.

Children 3 and over: The staff member shall allow the child to use the restroom without direct supervision, however, the staff member must place themselves in an area where they have a line of sight to the restroom and the other children in their classroom. Staff members must check on the child in the restroom frequently to ensure their health and safety.

EMERGENCY PLANS

EMERGENCY MEDICAL SITUATIONS:

In case of a medical emergency, a qualified staff member will attend to first aid as needed. Another staff member will notify the family of the child. Attempts will be made to consult with the child's physician/dentist. If neither is available, the program's medical consultant will be contacted. For extreme emergencies, 911 will be called. An ambulance will take the child and the director or staff in charge to the nearest hospital or the parent's hospital of choice that is noted on the emergency form. The child's emergency permission form will be brought with them. A staff member will notify the family or alternate pick-up person to meet the child at the emergency room. Additional staff will be called in if necessary to maintain required ratios. An accident report must be filled out and signed by both the staff and parents. Bright Beginnings shall notify the Office of Early Childhood no later than the next business day of: (i) the death of a child enrolled at the facility, if the child died while at the facility, or at a facility sponsored event; and (ii) any injury of a child that occurs while the child is at the facility, or at a facility sponsored event, that results in the child's admission to a hospital.

NON-EMERGENCY MEDICAL SITUATION:

In the event a child becomes ill while at the center, parents will be notified and the child will be moved to designated area where the child will be made comfortable. A staff member will remain with the child at all times.

In the event of a minor accident or injury, a qualified staff member will administer first aid, if needed. It is important for staff to talk about the incident with the child(ren) involved. This conversation may include suggesting more effective means of handling the situation, reminding the child(ren) of the centers safety rules. An accident report will be completed and signed by both the parent and the staff member explaining the injury and what has been done to assist.

FIRE:

Each room has a fire/evacuation plan. This plan is posted and reviewed with all employees. Monthly fire drills give both the staff and children the opportunity to become familiar with the drill and lessen the chance of panic or injury in an actual emergency. Drills must be logged into a fire drill report sheet.

In the event of an actual fire or emergency, the procedure should be as follows:

BB1:

1. A staff member pulls the fire alarm.

2. Staff exit with children, taking attendance records, all emergency medication, the first aid bag and a telephone with them. All classroom doors will be closed as they exit.
3. The director or next staff in-charge will check the classrooms and bathrooms for children and adults as well as checking to make sure all the doors are closed.
4. A staff member will call 911 from the nearest safe phone, giving the address, the center's name, their own name, and the type of emergency.
5. Teachers will assemble their children at a safe distance from the building and take attendance. If you are located in the main building the children will be lined up on the sidewalk in front of the house directly next to the center on Enfield Street. If you are located in the annex you will line up at 61 King Street. In the event that we cannot return to the building all staff and children will go to Alcorn School where parents or the emergency POC will be notified via phone call where our staff will arrange for child pickup.
6. No one will reenter the building without proper authorization.

BB2:

In the event of an actual fire or emergency, the procedure should be as follows:

1. A staff member pulls the fire alarm.
2. Staff will exit with children, taking attendance records, all emergency medication, the first aid bag and a telephone with them. All classroom doors will be closed as they exit.
3. The director or next staff in-charge will check the classrooms and bathrooms for children and adults as well as checking to make sure all the doors are closed.
4. A staff member will call 911 from the nearest safe phone, giving the address, the center's name, their own name, and the type of emergency.
5. Teachers will assemble their children in the school age playground and take attendance. In the event that we cannot return to the building, all staff and children will go to the Enfield Motel. Staff will then contact the parents or emergency POC via phone call to arrange for child pickup.
6. No one reenters the building without proper authorization.

BB III:

In the event of an actual fire or emergency, the procedure should be as follows:

1. A staff member pulls the fire alarm.
2. Staff will exit with children, taking attendance records, all emergency medication, the first aid bag and a telephone with them. All classroom doors will be closed as they exit.
3. The director or next staff in-charge will check the classrooms and bathrooms for children and adults as well as checking to make sure all the doors are closed.
4. A staff member will call 911 from the nearest safe phone, giving the address, the center's name, their own name, and the type of emergency.

5. Teachers will assemble their children in the parking lot, lining the children up along the tree line towards the Healthtrax entrance. Staff will then contact the parents or emergency POC via phone call to arrange for child pickup.

6. No one reenters the building without proper authorization

WEATHER EMERGENCY

On snow days, or during other hazardous weather emergencies, the program will make the decision to either close the center all day or to have an early release. Parents will be notified on our Facebook page and via phone call. Ratios will be maintained at all times and two staff 18 years or older will remain on the premises with the children until they are picked up.

In the case of weather emergency staff should:

1. Stay calm
2. Stay informed by tuning to a local station on a battery-operated radio.
3. Stay together and clear form all windows and doors.
4. Keep a first aid kit and flashlight available. Also, have a fire extinguisher and telephone within reach.
5. Stay with children at all times and keep them calm.
6. Parents will be notified via after phone call after the immediate danger has passed.

EVACUATION PLAN

In the event that we need to evacuate the area, the children will walk to the nearest designated evacuation area:

Bright Beginnings, 980 Enfield St: All staff and children will be taken to Alcorn Elementary School

Bright Beginnings Too, 1537 King St: All staff and children will be taken to the Enfield Motel

Bright Beginnings III, 1593 King St: All staff and children will be taken to Healthtrax.

* Attendance will be taken and phone calls to parents will be made. Each classroom will bring their attendance record, the emergency forms, and all rescue medication that is needed. The director or staff in charge will bring the first aid bag along with a phone. Parents will be notified on our Facebook page and via phone call. Ratios will be maintained at all times and two staff 18 years or older will remain on the premises with the children until they are picked up.

ILLNESS POLICY

In the event a child becomes ill while at Bright Beginnings Childcare Center, parents will be notified and must come to pick up their child. A staff person will remain with the child at all times. A child is considered to have a fever when their body temperature is 100.5 or 100 axillary with other symptoms including but not limited to: behavior changes, unable to participate in activities or when requiring more care than staff can safely provide while maintaining the health and safety of other children. The child must be fever free for 24 hours without the aid of medication in order to return to daycare.

Any child sent home from school due to fever, vomiting or diarrhea must be kept home from school the entire day following dismissal and may only return when they are diarrhea, vomit and fever free * **for at least 24 hours after any additional occurrence of diarrhea, vomit or fever**, without the aid of medication.

A child may be excluded that has diarrhea if stool is unable to be contained in a diaper for diapered children or causing accidents in a toilet trained child as well as if diarrhea comes with the inability to participate in the daily activities or if they have loose stool 2 or more times above what is normal for that child.

Any child sent home from school due to fever, vomiting or diarrhea must be kept home from school the entire day following dismissal and may only return when they are diarrhea, vomit and fever free without the aid of medication.

OPERATING POLICY

Bright Beginnings Child Care Center is open Monday through Friday, from 6:30 a.m. to 5:30 p.m. Our 1593 King St location will be open from 6:30 a.m. to 9:30 a.m. and then again from 2:30 PM to 5:30 P.M during the Enfield Public School academic school year. We will be open from 6:30 a.m. to 5:30 p.m. on days off of school and summer vacations. We will be closed on New Year's Day, Memorial Day, Labor Day, Independence Day, Thanksgiving, and Christmas. We will also close at 2 P.M. on Christmas Eve and New Year's Eve. If the holiday falls on a Saturday, we will be closed the Friday before and if it falls on a Sunday, we will be closed on the Monday after the holiday.

Admission

A \$40.00 registration fee, along with one week's tuition is due upon registration. The slot will not be held until payment is received and may be given to another family even if a verbal agreement had been previously made. Tuition payments are to be made weekly, and due on Monday for that week of care.

For those families who have applied to the Care4Kids Child Care subsidy program, full tuition payments will be due until notice of approval has been given to Bright Beginnings Child Care Center. In the event that child care payments are covered, Bright Beginnings

will refund the parent all money that was paid in advance for the period of time that Care4Kids will cover. This money will be refunded as soon as it is received from the subsidy program.

Bright Beginnings is responsible for maintaining a current record for each child enrolled. A copy of the record shall be available and provided upon request to the department, the child's parent(s) and the local health director. It shall include:

(1) enrollment information and permission forms signed and dated by the parent(s) that shall include, but not necessarily be limited to:

- (A) the child's name, address, date of birth and date enrolled;
- (B) the residence, business address(es) and telephone number(s) of the parent(s);
- (C) the name and telephone number of the child's physician or other primary health care provider;
- (D) specific written permission forms signed by the parent(s) authorizing Bright Beginnings to use previously selected emergency policies, which shall accompany the child on trips away from the premises
- (E) the name and telephone number of one responsible person other than the parent(s) who can remove the child from the child care center

(2) a health record that shall include, but not necessarily be limited to:

(A) date of birth;

(B) a physical examination form signed by a physician, physician assistant or advanced practice registered nurse documenting an examination completed within one (1) year prior to enrollment, and yearly from the date of the initial physical examination thereafter, with a thirty-day allowance, which form shall provide: Each child entering the center must have an updated physical form (not older than 1 year since the last physical date), signed and dated by his/her pediatrician, which includes the child's date of birth.

All children under the age of 5 must have updated physicals yearly and immunization records must be maintained per State of Connecticut requirements for each child's specific age.

Children 5 years and older must provide Bright Beginnings with an updated physical/immunization record form signed by a physician, physician assistant or advanced practice registered nurse every 5 years.

Teacher Requirements

Continuing Education - All staff *must* attend at least one (1) percent of the total hours worked on continuing education seminars /workshops per school year. Upon completion of each course, staff are required to present proof of attendance to be kept in their personnel file.

Agreements with parents

Please call and let a teacher know if your child is going to be absent for any reason. If Bright Beginnings Child Care Center does not receive a phone call by 10 a.m. and you drop your child off after this point in time, we have the right to not accept your child at drop off in the event that we are unable to maintain proper adult to child supervision.

An adult must accompany your child to and from his/her classroom every day. Please do not drop off your child in the driveway for them to walk in themselves. Parent or guardians must directly drop off their child to a member of our staff.

Please leave at least 2 labeled spare outfits in your child's hook. Parents must supply diapers, bottles, baby food, formula, etc. Bright Beginnings Childcare Center will supply a nutritious morning and afternoon snack each day. Parents are asked to bring in nutritious lunches for their child. We do have the proper accommodations to heat up meals so cold and warm lunches are acceptable. Please do not bring in anything that requires us to boil water in the microwave as this poses as a possible safety issue (ie. Easy Mac) Children 1 and over have snack at 9 A.M. and 3 P.M. and eat lunch between 11 A.M. and 12 P.M. Children in our Infant program follow individual schedules that are provided by the parent to ensure we are meeting the needs of each individual child.

Toys are not to be brought from home except on specified days notated by your child's teacher. Bright Beginnings Childcare Center will not be held responsible for any lost or stolen items that are brought in from home.

Parents of children who attend our Infant Program are required to supply diapers, wipes, formula, and food. Enough clean bottles to feed your child must be provided each day as we do not have the proper accommodations to sanitize bottles. Snug fitting sheets will be supplied by Bright Beginnings each week, however a light receiving blanket must be provided each week and taken home on Fridays to be cleaned if you wish your child to have use of a blanket. We kindly ask that you supply at least 2 changes of clothes in the event that your child must be changed. All items, including clothes, must be labeled with your child's name.

Any medication that you wish to be administered must have the appropriate documentation prior to being administered. Any medication containing medicated ingredients must be signed off by your child's pediatrician using the "Authorization for the Administration of Medication" form. Any non-prescription topical medication can be administered after completion of the "Parent/Guardian Authorization for the Administration of Non-Prescription Topical Medication by Child Care Personnel" form. Please see our Administration of Medication Policy for specific details.

Parents of children who attend our Toddler and Pre-School program are required to supply diapers, wipes, a fitted sheet and blanket for rest time, and 2 changes of clothes. Multiple milk and water cups should also be provided as cups are only allowed to be used at a single sitting. A nutritious morning and afternoon snack will be provided by the

school along with 100% fruit juice or water; a cold or warm lunch needs to be provided by the parent. Snack schedules are posted on the snack cabinet in each classroom.

Parents are encouraged to visit their children whenever possible. Please note that unless your visit is scheduled ahead of time, your child's teacher may not be able to give you one on one attention during class hours. We appreciate your understanding as it is our goal to provide your child with a safe and educational environment.

Bright Beginnings Child Care Center has no provisional enrollment period. Parents wishing to remove their child from school must give the center 30 days written notice when withdrawing their child from the center. All tuition through 30 days remains due.

Medication policies

Bright Beginnings Childcare Center will only administer medication including teething ointment and topical medications if the proper documentation is submitted by the parent/guardian. All medication must be brought in their original containers.

Bright Beginnings Child Care Center will store and administer prescribed inhalers and epi-pens, non-prescription topical medications and oral medications (i.e. Benadryl) with parent's consent. Please see your child's teacher for an authorization form, which must be signed by an authorized prescriber & parent prior to use.

The form includes information such as:

- The child's name, address and birth date
- The drug name
- The prescribed dosage
- The method of administration
- The time to be administered
- The side effects
- The prescriber's name and address

It is the parent's responsibility to bring in the medication in its original container, clearly labeled with the child's first and last name. Parents must also bring in all required documentation pertinent to the type of medication being administered and have administered at least one dose (if a non-rescue medication) prior to having any childcare personnel administering a dose. If proper authorizations and medications are not received, medications will not be administered. If such medication is a rescue medication, children will not be able to stay at our center until all necessary documentation is received.

All medications will be locked in the medical cabinet or the locked box in the refrigerator. Emergent, first line of defense medication will be stored unlocked but in a safe manner & inaccessible to children to allow for quick access in an emergency. This medication must follow the child wherever they go throughout the day. Non-prescription

medication will be stored in locked containers with signed permission by parents and the doctor on the Medical Authorization Forms. The topical medications which are free of antifungal, antibiotic and steroid must be stored “inaccessible” in the original container and be labeled with the child’s name and directions for administering with the Non-Prescription Medication form filled out.

The Center will keep accurate documentation of all medications administered. Required Records: Except for nonprescription topical medications, individual written medication administration records for each child shall be written in ink, reviewed prior to administering each dose of medication and kept on file at the facility for at least two (2) years after the child is no longer attending the program. The medication administration record shall become part of the child's health record when the course of medication has ended. The individual written administration record for each child shall include:

- i) the name, address and date of birth of the child;
- (ii) the name of the medication or drug;
- (iii) the dosage ordered and method of administration;
- (iv) the pharmacy and prescription number if applicable;
- (v) the name of the authorized prescriber ordering the drug;
- (vi) the date, time and dosage at each administration;
- (vii) the signature in ink of the director, head teacher, program staff or group day care home provider giving the medication;
- (viii) food and medication allergies;
- (ix) level of cooperation from the child in accepting the medication;
- (x) the date and time the medication is started and ended; and
- (xi) medication administration errors.

It is the staff’s responsibility to notify parents when/if a child has been administered any medication. They are also required to notify parents when medication is running low, expiration dates are within 30 days of not being invalid, and when authorization forms are 30 days from expiration. Any administration of medication must also be documented using our MAR form.

Bright Beginnings staff members are trained in the administration of medication by our nurse consultant. This training is renewed every three years. Training for injectables is repeated once per year. At NO time is an untrained staff allowed to administer medications. If a child is on premise that requires an emergency medication, a staff member certified in administering medication must also be present.

DIAPERING PLAN

The following procedure will be followed when changing diapers:

- * Collect all items needed prior to starting the diapering process
- 1. Wash your hands and the child’s hands
- 2. Put on disposable gloves
- 3. Place disposable paper sheet on the diapering area
- 4. Take off child’s diaper

5. Use disposable wipes to clean the diaper area (remove stool and urine from the front to the back using a fresh wipe each time) Place the soiled wipes in the soiled diaper.
6. Place wipes and disposable diaper in a covered waste receptacle.
7. Remove gloves and place directly into waste receptacle.
- * If diaper cream needs to be given and there is a nonprescription topical medication form completely filled out, put on a new pair of gloves and apply cream. Then remove gloves and place directly in waste receptacle.
8. Put on clean diaper
9. **DO NOT STAND CHILD ON CHANGING TABLE TO DRESS THEM!**
10. Dress the baby or child before removing him from the diapering surface.
11. Wash the child's hands per hand washing procedure
12. Dispose of liner in waste receptacle
13. Wash and disinfect diapering area with a hydrogen peroxide solution. The surface can then be wiped dry.
14. Staff member will wash hands thoroughly per hand washing procedure.

CLOTH DIAPERING PLAN

The following procedure will be followed when changing cloth diapers:

- * Collect all items needed prior to starting the diapering process
1. Wash your hands and the child's hands
 2. Put on disposable gloves
 3. Place disposable paper sheet on the diapering area
 4. Take off child's diaper and place soiled diaper in sealed air tight container that is provided by the parent/guardian each morning at drop off.
 5. Use disposable wipes or cloth wipe that is provided by the parent to clean the diaper area (remove stool and urine from the front to the back using a fresh wipe each time) Place the soiled wipes in the soiled diaper. If the wipes are cloth provided by home, place them in the parent provided air tight container.
 - * If diaper cream needs to be given and there is a nonprescription topical medication form completely filled out, put on a new pair of gloves and apply cream. Then remove gloves and place directly in step can
 8. Put on clean diaper
 9. **DO NOT STAND CHILD ON CHANGING TABLE TO DRESS THEM!**
 10. Dress the baby or child before removing him from the diapering surface.
 11. Wash the child's hands per hand washing procedure
 12. Dispose of liner in waste receptacle
 13. Wash and disinfect diapering area with a hydrogen peroxide solution. The surface can then be wiped dry.
 14. Staff member will wash hands thoroughly per hand washing procedure.
 15. The diapering container must be sent home daily to be cleaned and sanitized by the parent. Bright Beginnings does not have the proper utilities to wash or sanitize any diapering materials and is strictly prohibited.

INFANT SAFE SLEEP POLICY

Bright Beginnings Childcare Center has adopted the safe sleep practices recommended by the American Academy of Pediatrics. Our policy includes the following:

* All infants under 12 months of age shall be placed in a supine position for sleeping in a well-constructed, free standing crib or bed designed for infant sleeping that meets current safety standards, with a snug fitting mattress unless the child has written documentation from a physician, physician assistant, or APRN specifying a medical reason for an alternate sleep position.

* When infants can easily turn over from the supine position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer for sleep.

* No blankets, pillows, quilts, comforters, sheepskins or soft bumpers or stuffed animals are allowed in the infants crib.

* Nothing shall be placed or hung over the side of the crib that will obstruct the staff's visibility of the infant.

EDUCATIONAL PROGRAM PLAN

Children at Bright Beginnings Childcare Center will follow a flexible daily schedule that meets the individual needs of the diverse population served by our program. The plan for development will allow for cultural, language and developmental differences to be addressed.

There will be a sufficient opportunity for indoor and outdoor physical activities, which will allow for fine and gross motor development. The schedule will also include opportunities for problem-solving experiences that help to formulate language development and sensory discrimination. Children will have the opportunity to express their own ideas and feelings through creative experiences in all parts of the program, including:

- Arts and media
- Dramatic play
- Music
- Language
- Motor activity
- Language learning experiences that provide opportunities for spontaneous conversation as well as experiences with book, poems, stories and songs
- Experiences that promote self-reliance and build self-esteem.
- Health education practices that include modeling good health practices, sound nutrition and safety awareness.
- Child initiated and teacher initiated experiences
- Exploration and discovery
- Varied choices in materials and equipment
- Individual and small group activities
- Active and quiet play
- Rest, sleep or quiet activity

- Nutritious meals and snacks
- Toileting and clean up

CONSULTATIVE SERVICES

Bright Beginnings Childcare Center uses the expertise of outside professionals to help with medical, dental, educational and social service needs. Appointed consultants are required to:

- review written policies, plans and procedures annually
- review educational programs annually
- have availability via telephone or in person for any advice regarding program concerns
- act as a resource to the staff and parents enrolled at our center and communicate with our staff with any specific problems that they see in regards to the operation and execution of our programming.
- written documentation must be kept on file utilizing the consultation log documenting the activities and observations made by the consultations. This must be kept on premises for a two year period.

Health Care Consultants are required to:

- make weekly site visits during hours of operation when children are present
- review health and immunization records of children and staff
- review the contents, storage and plan for maintenance of first aid kits
- Observe the indoor and outdoor environments for health and safety
- Observe children's health and development
- Observe diaper changing and toileting areas, diaper changing, toileting and handwashing procedures
- Review the policies, procedures and required documentation for the administration of medications including petitions for special medications
 - Assist in the review of individual care plans as needed

PET CARE PLAN

When pets such as fish or butterflies are kept on the premises, procedures for their care and maintenance should be clearly posted in each room. Access to the children shall be determined using the safety of the children and pet in mind. (children should not have direct access to the pet without adult supervision). Any specific instructions are to be posted with the pet care plan.

TUITION REQUIREMENTS

Tuition is due to staff on Monday morning for the week that care is being provided. If tuition is not received, BBCCC staff has the right to not allow the child to attend school until payment is received and charge the family for that week. A \$15.00 a week late fee will also be added if payment is not received by Friday.

Once your child has been enrolled in BBCCC for one year, a free vacation week will be given to each child. Your child must be enrolled in our program full time in order to receive this benefit. Part time, preschool only and drop in's don't qualify. If you choose to not send your child to daycare before this one year period, tuition is still expected whether or not you send them to school. Parents/guardians are paying for their child's slot, not the actual number of days that they attend school.

In the event that inclement weather or a natural disaster occurs and the center must close for less than a three day period, parents are still responsible for tuition payments regardless of whether or not your child attended school. If the school is closed for 4 or more days, that tuition payment will be waived and parents will be charged a \$45.00 a day tuition for days that the school is open. Once BBCCC reopens, all parents will be charged the daily rate for that week (days 4 and 5) whether or not they bring their child to school.

Our center does accept credit card payments via our online application. A 3% charge will be billed to each family who opts to pay via credit card. Payment via check or cash is still allowed if you do not wish to accrue the additional fee.

Diabetes Management Standard Operating Procedures

Trained Staff: Melissa Adams, Mary Long, Danelle Jarinko, Rebecca Bowen, Kelly Asfalq, Trisha Muller

Parental responsibilities: The parents/guardians of any child who attends Bright Beginnings Childcare Center and has diabetes must provide the child's glucometer, test strips, alcohol swabs, Sharps container (to be taken home daily), medication, original medication box, log journal, glucagon pen and any other medication required per child's Care Plan.

The parent MUST also provide appropriate snacks and meals that the carbohydrate count is pre-calculated and labeled appropriately depending on each child's care plan.

Staff training and responsibilities: ONLY staff who are trained by Nurse Consultants on each individual child's medication and testing devices are able to administer medication. Medication orders and care plans must be read prior to any testing or injections EACH time. Staff are to check in with the parent/guardian daily to ensure no changes have been made. Please follow care plan pertaining to details on what to do if sugar is to high/low.

Proper storage, maintenance and disposal of test materials and supplies: Bright Beginnings Childcare Center does NOT have the proper sharps container to properly dispose of needles. Parents are to provide closed container and dispose of it daily. This container must be stored in a location that is out of reach of other children.

Record keeping: Staff are to document child's blood sugar level in parent provided journal as well as the dose of medication given and time. This information is also to be recorded on child's MAR in the medication binder. Please also notate where the injection is given so that we are sure to rotate location.

Reporting test results, incidents and emergencies to the child's parent(s) and the child's physician, physician assistant or advanced practice registered nurse: Parent's work and cell phone numbers are to be kept in the attendance binder. The staff Director or manager is to message designated parent after blood sugar is taken to ensure communication is flowing regardless if the levels are at target range or not and to let them know how the child handled the administration of medication. Signed releases will be obtained prior to child's start date giving us permission to directly speak to child's doctor/nurse concerning the child. At any time the trained staff feel it's necessary to call, it must be run by a staff manager first.

Location where the tests occur that is respectful of the child's privacy and safety needs: Children must be removed from the classroom and brought to quiet place in the room to administer medication or test blood sugar. It is recommended that 2 staff members set up the proper equipment, then get the child to test sugar and administer medication. ONE staff MUST stay with the medication at ALL times. Failure to do so will result in official reprimand.