

BRIGHT BEGINNINGS PRESCHOOL

At Disciples Christian Church

PARENT HANDBOOK 2008 – 2009

GENERAL INFORMATION

Bright Beginnings Preschool is a Christian based preschool for children from the age of twelve months to six years old. There are a limited number of 12-month-old positions available. We have an open door policy that encourages all parents to stop in at any time and discreetly observe their children.

NON-DISCRIMINATION POLICY

Bright Beginnings Preschool at Disciples Christian Church does not discriminate against race, color, national origin, age, sex, religion, or disability.

OBJECTIVES

Bright Beginnings Preschool at Disciples Christian Church believes that children, when given the opportunity, will grow and flourish intellectually, spiritually, physically and socially. It also believes that building a child's positive self-image stems from being given opportunities for success.

AGE REQUIREMENTS

The requirement for the Toddler Class is that the class must have the majority of the enrolled children turning eighteen months old by September 1st. This will limit the number of 12-month positions available. For all other classes, the child will be placed in the class for the age he/she is by Sept 1st. We recommend the children entering the three-year-old classes be toilet trained.

ENROLLMENT AND REGISTRATION

Enrollment is open to the community on a first come first serve basis. A registration form can be obtained from the school at any time. There is a waiting list for the program if there are no openings for the age group needed. Under the advisement of the Advisory Board of Disciples Christian Church, enrollment and continued enrollment at Bright Beginnings Preschool is at the Director's and Disciples Christian Church Advisory Board's discretion.

TUITION POLICY AND FEES

A non-refundable fee is due upon registration to ensure a child's place in the program. A once a year supply fee is due in January. All fees and monthly tuition are based upon the number of days per week that the child is enrolled. Tuition is due on the first of the month. A late fee of \$10.00 is charged if the tuition is not received by the 5th of the month. Contact the Director if there are extenuating circumstances. Tuition is the same whether the child attends the full number of days enrolled or not. No refunds will be given for illness. A withdrawal form must be turned in two weeks prior to a child leaving the program. If a child drops out and is re-enrolled, an additional registration fee will be charged.

Registration fees:	1 day/week....\$55.00
	2 days/week...\$70.00
	3 days/week...\$80.00
	4 days/week...\$90.00
	5 days/week...\$100.00
Monthly tuition:	1 day/week...\$120.00
	2 days/week...\$200.00
	3 days/week...\$280.00
	4 days/week...\$320.00
	5 days/week...\$355.00
January supply fee:	1 day/week....\$45.00
	2 days/week....\$50.00
	3 days/week....\$55.00
	4 days/week...\$60.00
	5 days/week...\$65.00

The monthly tuition fees are figured on the number of days in a 9-month period and divided equally. During months with holidays, tuition fees will be the same as other months. Tuition is due by the 5th of the month. If a student must withdraw, a two-week notice is required and a written withdrawal form must be turned in. Two week's tuition is due on withdrawal if no withdrawal form has been submitted. Children with handicap conditions that require extra care may be charged an additional fee per month to cover the cost of this care. Bright Beginnings Preschool is a smoke free facility.

EXTRA DAYS AND MAKE-UP DAYS

We realize from time to time that you may want to drop a child off for an extra day. There will be a \$25.00 charge added to your monthly tuition for each extra day. Speak with the Director to see if this is possible. Class ratios must meet state guidelines.

Each child is allowed to make-up two days in the school year. These can be make-up days for illness or for when the family is away on a vacation. School holidays are not included. Each child will receive two coupons that must be turned in to the teacher on the days that they make-up. Make-up days must be arranged ahead with your child's teacher. She can determine if there is space in the class for that day.

HOURS OF OPERATION

The program's hours are Monday through Friday from 9:30 AM to 2:00 PM. The teachers use the time before 9:30 to gather materials for the day's activities, so it is important that parents do not bring their child before that time. Please be prompt in picking up your child at 2:00 PM. We understand that an unforeseen incidence can occur which might delay a pick up, but chronically late parents will be charged \$10.00 for every ten minutes that the parent is late. A late fee form will be filled out for the amount that is owed.

RETURNED CHECKS POLICY

There will be a \$35.00 fee charged if a check is returned. When a check is returned, a money order or a cashier's check will be required as payment.

WHAT TO BRING – CLOTHING AND PERSONAL BELONGINGS

The Preschool provides a school bag for each child. Every child needs to have an extra set of clothes for the day. Please mark all items with the child's full name. The program discourages bringing toys and other items from home. The school is not responsible for lost or broken articles or items.

Children need to bring a lunch, which includes a drink. Please try to send a nutritionally balanced meal.

On special occasions, parents may want to send treat items to share with the class. Please make sure every child in the classroom can be offered the treat. Check with the teacher concerning any food allergies a student may have.

Dress each child in comfortable play clothes. Please note that even though washable paints and markers are used in all classes, some pigments do not come out of clothes. The children in all classes may wear smocks. Shoes must be worn at all times in the facility. Please make sure shoes are comfortable and can be worn on the playground. All belongings should be kept in the child's school bag.

The children in the Toddler and Early Preschoolers classes need to bring resting mats and any sleeping items that they prefer. A non-spill sipping cup is needed for drinks. Bottles may not be used in the classroom. Please make sure that all items are clearly marked with the child's name. Children who are not toilet trained need to bring at least 4 diapers each day. All personal items should be marked with the child's name.

ARRIVALS AND DEPARTURES

When a child is dropped off to the classroom, please sign her/him in on the posted sign-in sheet and note the time on the clipboard found in the child's room. Indicate who brought your child and who will pick-up. Please leave a phone number where you can be reached in case of an emergency. When your child is picked up at the end of the day, please sign your child out and note the time. You may pick your child up at any time. If you need to pick your child up early, please tell the teacher so she can plan ahead.

MEDICAL REQUIREMENTS, MEDICINES AND ILLNESS

Every child is required to have medical forms on file at the school before they may attend any classes. A signed doctor's release is also required. A current immunization record is needed. Due to the length of the school day, medications will not be given out. Children should not come to school if they have a fever or any sign of a contagious illness. Children must be fever free for 24 hours before they can come back to school. Parents will be called and their child must be picked up if they have a temperature or show signs

of an illness. Please be considerate of the other children and staff and do not bring a sick child to school. TB tests are not required by the city of Plano for BBPS students. The school will alert the parents by written note or email if their child has been exposed to a contagious disease in the classroom.

CHRISTIAN EDUCATION

All classes promote Christian teachings and values. There are regular Bible stories and activities and Chapel Time. Christian songs are a part of the music curriculum as well as prayer before meals. The goal is to provide children opportunities to learn about God's world.

DISCIPLINE

The rules of the classroom include the teaching of appropriate behavior through fairness and consistency. The children are guided toward appropriate behavior through positive reinforcement, diversion, a brief time-out, and/or discussion with the child as to a better way to handle the situation.

TRANSPORTATION

Transportation is not available through the program.

NAPTIME

After lunch, the Toddlers and Early Preschoolers will have a rest time. Mats are needed for this time. Please take the mats home to be cleaned. If a child needs to be picked up early, please let the teacher know so the child can be placed close to the door so as not to disturb the other children.

EMERGENCY DRILLS

Fire and Disaster Drills are required by the state. The school will have a fire drill once a month and a disaster drill twice a year. Careful attention will be given to insure the safety of each child.

STATE DEPARTMENT OF WELFARE

It is the requirement of all licensed preschools to notify Child Protective Services or the local authorities when it appears that a child is being seriously neglected or abused away from the school. Parents may review a copy of the TDFPS Minimum Standards and the BBPS most recent licensing inspection report in the Director's office. Instructions on how a parent may contact the local Licensing office, PRS child abuse hotline, and PRS website are posted on a bulletin board in the Director's office.

FIELD TRIPS

On the advice of the Texas Department of Family and Protective Services, we are no longer able to take Field Trips.

LUNCHES

The parents provide lunches from their homes for their children. Parents understand that Bright Beginnings Preschool is not responsible for the nutritional value of the lunches or for meeting the daily food needs of their children.

SNACKS

A nutritional snack will be offered to each child at mid-morning snack time. This is provided by the preschool. If a child has allergies to certain foods please let the teacher know and feel free to send a snack that they can eat. A drink of one hundred percent fruit juice will also be provided. The monthly snack list will be posted outside the Director's office and on the monthly newsletter.

INJURIES

The staff will make every effort to keep each child safe. If an accident happens, an accident form will be filled out and the parent will get a copy. In case of a serious accident, every effort will be made to get treatment and the parent will be contacted immediately. Parents are responsible for any medical bills that may arise from accidents. Keep the child's records and medical forms up to date for this reason.

SCHOOL PICTURES

Individual children's pictures will be taken in the fall. Group pictures will be taken in the spring. A notice will be sent home as to the exact dates and times. If picture day falls on a day that your child does not attend school, please feel free to bring them for this special time. There is a photo release form so that the school may display photos of school events.

SCHOOL CLOSINGS

The school will follow the Plano ISD delayed school opening and closing in the event of severe weather such as ice/snow or power/natural gas shortages. On such days, listen to the local TV and radio stations for listings of local closings. If PISD has a delayed opening, Bright Beginnings Preschool will be delayed by one hour. The school also follows the PISD schedule for major holidays and breaks. A calendar will be given out with these dates. School days canceled will not be made up.

SECURITY POLICIES

Bright Beginnings Preschool has an Open Door policy for parents to discuss with the Director or the Disciples Christian Church Advisory Board any questions or concerns about the policies and procedures of the Preschool. Persons who are on the Texas Sex Offender Registry may not be in the children's area, attend school functions or participate in school events during the school hours. Please make arrangements for an alternate person to drop off and pick up your child.

For the safety of the children and staff of Bright Beginnings Preschool, the doors to the Fellowship Hall will be locked. Parents may enter through the door at the West end of the building marked PRESCHOOL by the Director's Office. An access system is used to gain entry to the PRESCHOOL door. Families will be issued one access card per child enrolled in the Preschool. Extra or replacement access cards are \$5.00. All parents and visitors who wish to spend time with their child in school will need to have a criminal history background check form on file in the Director's office. This is a requirement of the State of Texas Licensing Agency. Fire arms are not allowed on the premises

A family password will be utilized to inform the school of any adult picking up your child if that adult is not on your list of approved alternates. A picture ID will also be required of the alternate person. To assist the staff in identifying parents, a copy of their driver's license will be maintained in the Director's office that is available to the teacher.

PARENT COMMUNICATIONS

Parents of Bright Beginnings Preschool children receive a monthly Newsletter and Calendar that informs them of school news, Chapel lessons, and special events that will happen during the month. Daily snack provided by the school are listed on the calendar. These snacks are serviced with 100% apples juice. The Newsletter and calendar are e-mailed to the parents or there can be a hardcopy given to parents on or before the beginning of each month.

VOLUNTEERS

All persons volunteering for a length of time in the school must pass a criminal background history check. Please get the form from the director. This is done to protect the children and staff and is required by the state licensing department.

VISION AND HEARING

All children four and older in the Preschool are required by the State to have an annual vision and hearing test on file in the Director's office. This service is provided by the Preschool at a minimal cost or the parents may provide the Preschool with a copy of a vision and hearing test done by their doctor.

WITHDRAWALS

If a child must withdraw from Bright Beginnings Preschool, a written withdrawal form must be submitted to the Director two weeks prior to the last day of attendance. This form can be obtained from the Director. Tuition is due for these two weeks whether the child attends class or not. Children may not drop out of the program for a short time and then return without special consent from the Director. A new registration fee will be charged upon returning to the program.

MEMBERS OF DISCIPLES CHRISTIAN CHURCH

Active members of Disciples Christian Church will receive a 10% discount for Preschool tuition. An active member is considered a member who attends DCC regularly and is a regular contributor.

GROUP CHILD CARE SETTING

In that we are in a group childcare setting dealing with young children, there may be normal behaviors that involve biting or sexual curiosity. Such occurrences are a normal part of growth and childhood development. Should such activity take place involving your child, the staff will ask you how you would like the situation handled. Biting is a common behavior in the preschool environment.

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CHILD'S NAME: _____ AGE: _____

DATE: _____

I have read and understood all the information in the Parent Handbook. They include:

- GENERAL INFORMATION _____
- NON-DISCRIMINATION POLICY _____
- OBJECTIVES _____
- AGE REQUIREMENTS _____
- ENROLLMENT AND REGIS. _____
- TUITION POLICY AND FEES _____
- EXTRA DAYS & MAKE-UP DAYS _____
- HOURS OF OPERATION _____
- RETURNED CHECK POLICY _____
- WHAT TO BRING _____
- ARRIVAL AND DEPARTURES _____
- MEDICAL REQUIREMENTS, MEDICINES, AND ILLNESS _____

- CHRISTIAN EDUCATION _____
- DISCIPLINE _____
- TRANSPORTATION _____
- NAPTIME _____
- EMERGENCY DRILLS _____
- STATE DEPARTMENT OF WELFARE _____
- FIELD TRIPS _____
- LUNCHES & SNACKS _____
- INJURIES _____
- SCHOOL PICTURES _____
- SCHOOL CLOSINGS _____
- SECURITY POLICIES _____
- PARENT COMMUNICATIONS _____
- VOLUNTEERS _____
- VISION AND SIGHT _____
- WITHDRAWALS _____
- DCC MEMBERS _____
- GROUP CHILDCARE SETTING _____

PLEASE SIGN YOUR **FULL NAME** BESIDE EACH CATEGORY AND RETURN TO BRIGHT BEGINNINGS PRESCHOOL AT DISCIPLES CHRISTIAN CHURCH. THIS WILL BE KEPT IN YOUR CHILD'S FILE IN THE DIRECTOR'S OFFICE.