

Parent Handbook

Bright Minds Christian Day School

16282 S. Bradley Rd.

Oregon City, OR 97045

(Corner of Holcomb Blvd. and Bradley Rd.)

Phone:

Office Building (503)631-4081



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Dear Parents,

Welcome to Bright Minds Christian Day School. We are so blessed to share this educational journey with you and your child. It is our sincerest desire to create a love for learning through math, science, language arts, arts n crafts and music that will last a lifetime for your child.

Bright Minds Christian Day School has been a lighthouse serving hundreds of families in our community since 2005. We look forward to adding your family to the list of many happy and satisfied customers that have called Bright Minds a “home away from home”. May God richly bless us all as we partner together in teaching our children how to love others and be world changers in the community around them.

In His love and service,
Jillian McKean
Owner

Day School Philosophy

“Train up a child in the way he should go and when he is old, he will not depart from it.”

Proverbs 22:6

Our commitment is to provide a Christian environment in which your child can grow spiritually, socially, emotionally, developmentally, and physically. Opportunities for growth are available through both play and routine activities. Independent play, group involvement, and personal choices are combined with interaction between adults and peers.

The staff at Bright Minds Christian Day School understand the importance of child rearing. We strive to partner with your family to achieve the goals set for your child along with enriching your child's life through a school setting that supplements your love and guidance at home. We encourage you to visit your child's classroom and become acquainted with us. Regular communication is vital to a successful partnership between parents and staff. By creating a successful partnership with staff together we can help your child develop a positive attitude towards learning.

Bright Minds Christian Day School offers child care and an educational curriculum without discrimination of race, color, religion, national origin, age, marital status, sexuality, or need for special care.

Hours of operation

Director: Loni Lerum 503-707-4678 (24 hours a day)

If I am not available you are welcome to leave a message.

Office Phone: 503-631-4081

Office is open: Monday through Friday, 8:30 am - 4:30 pm

Business Hours of Operation: Monday through Friday, 7:00 am - 6:00 pm

Yearly Calendar

Each family will be provided with a calendar that lists school holidays, closures and monthly events. Please take note of all school closure days in order to make appropriate arrangements for alternative childcare. Some dates are subject to change.

Enrollment Policy

Bright Minds Christian Day school offers classes for children 6 weeks old to 12 years old. All children enrolled must have a completed enrollment form, emergency contacts, a copy of their current immunization record, and a signed form indicating you have read and agreed to our Parent Handbook. All forms must be filled out completely and turned in **prior** to attending.

Tuition policy

All tuition must be made prior to your student attending. Monthly tuition is due no later than the 5th of each month. If tuition is not received by the 5th of each month a **\$25.00 late fee** will be applied to your account. If tuition is not received by the **10th** of each month (unless other arrangements have been made) your student will not be allowed to resume his/her classes.

There will be a \$35.00 fee for any check that is returned to us by the bank. We take our stewardship of financial responsibility seriously and must pay our staff on time. *Please note:* Registration and book fees are due annually and are *non-refundable*.

Tax Credit

Tuition payments to Bright Minds Christian Day School may qualify for a federal tax credit. This credit applies to most families under the 1976 federal tax reform bill. You can find our tax ID # below or on any tuition statement you receive from us.

Bright Minds Tax ID # is: 34-2056982

Student Insurance

Bright Minds carries the liability insurance required by the State of Oregon. The school expects that parents, major medical insurance carriers, to be the primary provider providing accident or injury to the student.

Withdrawal

Although parents may withdraw a child from the Bright Minds Christian Day School program at any time, 30 DAY WRITTEN NOTICE is required for prorated tuition. Parents who fail to give the required notice

will be liable for the entire month's tuition, as we will be staffed according to your students prior enrollment.

Discipline Policy

At Bright Minds Christian Day School, we provide a responsive, safe environment. We've cultivated a joyful atmosphere in which children can feel secure. Positive reinforcement, redirection, natural consequences, and coaching around problem solving are used to encourage appropriate behavior. We believe that the best way to change behavior is to focus on the positive and give less attention to the challenging behaviors.

We make the limits and rules clear and are consistent in enforcing them. Educators use clear, simple statements about acceptable behavior (i.e. sand is for digging, or books are for reading) and offer choices whenever possible. When a child behaves in such a way that we must intervene, we calmly remind and redirect without embarrassing or humiliating them. If the misbehavior continues, the child is given the choice of discontinuing the inappropriate behavior or choosing a different activity. If they continue to act inappropriately, then the child is removed from the current situation and told they can "return when they are ready to participate". When the child decides and shows that they are ready to return, we greet them warmly and welcome them into the activity.

To reinforce natural consequences that help children to understand the results of their actions, we use "If, then" and "When, then" statements. For example, if a child is throwing sand we might say, "If you throw sand, then it might get in someone's eyes." If a child is having a hard time staying with the group while going for a walk, we might say, "If you run ahead of us, then I will have to hold your hand because I need to know you are safe." We encourage children to be active participants in solving their own conflicts and be responsible for the consequences of their actions. We coach children to express their needs and feelings verbally. For example, we might suggest that children let their friend know: "I don't like it when you push me" or ask their friend: "Can I have a turn with the truck when you're done?" As they grow, children are able to advocate for their needs without an adult's intervention. In addition, children are taught to "check in" with a peer when conflict occurs to find a solution, show empathy, or apologize.

Discipline should not be equated with punishment. We design the environment and plan activities to fit the needs of the children in order to prevent challenging behavior. We carefully observe the children in order to anticipate problems and avoid them by offering positive suggestions or additional activities. We respect the child as a person and recognize and accept their individuality. There is no corporal punishment by anyone at Bright Minds Christian Day School, including parents/guardians, as this would be considered abuse under Oregon law.

In the case that a child's behavior were to compromise the safety of the classroom, even after a series of interventions from educators, a plan developed with the family and the support and guidance of specialists, Bright Minds administration would need to terminate the child's enrollment at Bright Minds

Christian Day School. We will work with the family as best we can to give the parents time to find a different program that could better support the child.

Arrival and Leaving

Parking: Be aware of children and parents walking to and from their vehicles. Please do not block either the entrance or the exit driveway. Please make sure to keep your child with you in the parking lot, so not let them walk ahead or walk around the parking lot. Driving slowly will ensure safety for everyone. Use the designated parking areas only.

Limited Entry Access: Our School is equipped with a limited access security system. Upon enrollment, parents will be given the access codes to enter the individual buildings. Please do not share this private information with people who have no direct connection with your children. If someone other than the parent is picking up your child, we would prefer that they knock on the door and a Bright Mind staff member will assist them with entry.

Check In: All children must be signed in using the ProCare touchscreen sign in kiosks, and personally accepted by the caregiver in their classroom before parents leave the building. Parents should be walking their child all the way to their classroom.

Check Out: Children will only be released to a parent or another person named and identified by the parent(s) on the Emergency Release Form, and/or the Emergency Contact Form. Bright Minds Staff are required to ask unfamiliar caregivers to see their picture identification, for release of your child. Please notify whoever is picking up your child of the school requirement.

Dropping Children Off: Please have your child wash their hands upon arrival. This cuts down on a large percentage of illnesses throughout the school year. When bringing your child into the school, leave your child with a warm hug and a goodbye kiss. Please do not linger if your child is having trouble adjusting to school or is having a rough morning. Our program is staffed with caring people who are experienced in handling the situation. You are welcome to call the office to see how your child is doing throughout the day. We do have a drop-off cut off time of 9:00 am, unless communicated with the teachers, for family reasons and appointments. Please communicate with teachers about late drop off and absences to allow us to make adjustments for scheduling.

COVID-19 Amendment: While the state has enacted COVID restrictions, we ask that parents stay in the taped off section at the door and not to enter the classroom area. All students will need to do a health check before coming into the classroom, and then immediately go to the sink to wash hands.

Late Pick-Up: Our business hours for our Infants through Preschool programs are from **7:00 am - 6:00 pm** and our *Kindergarten through Big Kids* programs are from **7:00 am - 5 pm**. If a child is picked up after 5:00 pm for Elementary or 6:00 pm for Infants through Pre-K, our policy is to charge **\$5.00 per child** for the late fee and **\$1.00 per minute** thereafter. Our staff is due to close the school at your class

closing times; therefore, if your child is picked up late, they have to stay overtime. The teaching staff will call all contact phone numbers for the parents of late children. If no personal contact has been made with the mother, father, or emergency contact, we are required by law to contact the Clackamas County Sheriff's office.

Drop In Days: Our program accepts drop-ins for current families, only. Drop-in days are not guaranteed and must be scheduled a minimum of 1-2 business days in advance. To schedule a drop-in day please email the office with the day you would like your student to drop-in. The office will respond within 1-2 business days to let you know if there is availability. Drop-in days scheduled more than two weeks in advance may be canceled if a student adjusts their schedule in a way that claims the space previously available for drop-in days. The office will notify you if that happens as soon as they find out.

Notice of Absences: Parents are asked to inform the teachers by 8:30 am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. If your child is ill, we request that you notify the teacher not only of the absence, but also of the nature of the illness. This enables our staff to keep track of any illness, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only communicable disease information will be shared. Bright Minds Christian Day School will take all measures necessary to protect your child's confidentiality.

General Information

Educational Development: Cognitive, Social/Emotional, Physical and Language development will be explored through an integrated curriculum which is created by teachers and aligns with The Creative Curriculum for Preschool. Areas in the classroom will encourage children to think, reason, question and experiment. Each child's home culture and language will be brought into our school. We will encourage and demonstrate sound health, safety and nutritional practices. All children will be provided with active and quiet play time. Large group time, small group time and individual playtime will be provided each day. The areas of language and literacy, writing, math, science, social studies, art, music, drama and dance will all be explored.

Spiritual Development: Children will learn that they are created in the image of God and are precious in his sight. We will talk about the story of Jesus who died to forgive sin and bring us into the family of God. We will trust the presence of God daily and encourage spiritual growth in your child. We believe this happens through teaching the Christian truth of God's Word through the Bible. We also believe in creating a loving, grace filled environment. We have weekly chapel times involving Bible

stories, songs, puppets, drama skits and prayer for students 3 years and older. Children will be taught how to give, how to pray, how to share, how to lead and how to be peacemakers.

Screen Time at Bright Minds: Our Center follows the guidelines from the American Academy of Pediatrics as well as SPARK and NAEYC for screen time use by children. Standards regarding the use of digital materials are below:

- No screen time for children under the age of 2 except in cases where the use is permitted due to appropriate assistive technologies and/or curriculum and assessment documentation.
- Allow children to explore digital materials in the context of human interactions, with an adult as mediator and co-player. As with shared book reading, use shared technology time as an opportunity to talk with children, use new vocabulary, and model appropriate use.
- Avoid passive screen time. Electronic media materials used to support and extend classroom interests, themes, and activities are permitted pending they follow the appropriate guidelines for time limits.
- Use technology as an active and engaging tool when appropriate to provide infants and toddlers with access to images of their families and friends, animals and objects in the environment, and a wide range of diverse images of people and things they might not otherwise encounter.
- Incorporate assistive technologies as appropriate for children with special needs and/or developmental delays. Time limits do not apply to children with disabilities using electronic media assistive devices.
- Make digital audio or video files to document children's progress as part of the assessment process.
- Preschool children can be allowed a maximum of 30 minutes per week of screen time which includes all of the above mentioned uses of screen based technologies.

Changes in Personal Information: Please notify the office when there is a change of address, phone number, email address, adding or removing a person from your emergency contact, etc. Keeping your child's records current, including your contact information, ensures you will receive important updates regarding your child's program and the general going ons at school. If you have two or more children at the school, please make sure to update all files.

Changes in Routine: If there is a serious change in routine at home, such as illness, death, separation, or divorce, please let us know so that we can help support your child at school.

Suspected Child Abuse: The State of Oregon requires that all child care institutions be on the lookout for, and to report any and all cases of child abuse or neglect. All Bright Minds Christian Dayschool employees are mandatory reporters.

Student Assessments/Developmental Screening: We believe that student evaluations should be authentic and ongoing in the classroom, not stand-alone, occasional events. Evaluations reflect the child's growth and changing needs. All teachers continually do in-class assessments throughout the year to track student learning and progress. Three times a year, every child is assessed in academic areas to

establish goals for the upcoming season. Individual progress of the child is communicated through parent-teacher conferences.

Developmental Screening

Bright Minds Christian Day School provides a developmental and social emotional screening/monitoring program. Screening provides a quick check to make sure your child's development is on schedule. We work together with parents to screen children shortly after enrollment (within 30 days), and then re-screen 3 times a year. We use a parent completed screening tool, recommended by the American Academy of Pediatrics, called Ages and Stages Questionnaires (ASQ). The ASQ helps identify your child's strengths and areas where they could use more practice. Your teacher will talk to you more about the ASQ, they will help you get started on completing the ASQ, and then you and your teacher will meet together to review the items and discuss the results. You may also complete a questionnaire about your child's social emotional development, the ASQ: Social Emotional. If you do not wish for your child to participate in this program, please talk to the Director.

Classroom Information and Events

Classroom Supplies: We will pass out supply lists twice a year (Fall and Spring). The lists are compiled by the teachers with common supplies that they use in the classroom which the children need to complete activities, as well as, keep the room clean and sanitized.

In addition to the supply list, all families are asked to provide changes of clothes (labeled with your child's name), daily lunch with all required food groups, and nap bedding.

For parents whose children are still in diapers or potty training we ask that you have a stock of diapers and/or underwear at school.

Daily Class Schedules: Daily schedules are posted in each classroom on the parent board. Please note what time your child's circle time begins and please have them to school before that designated time. It is disruptive to the classroom and the daily flow when children enter school after classes have officially begun. If your child will be late due to unforeseen reasons or appointments please be sure to notify the office in advance.

Communication with Faculty at Bright Minds: Communication between faculty, students, and parents is critical to the success of our community. Faculty use a wide variety of tools to communicate with parents including: email messages, texting, newsletters, phone calls, informal conversations, and conferences. Faculty can be reached via phone or email, and with advanced notice, are available to meet with parents before or after class.

Conferences

Conferences are a dedicated time for parents to meet collectively with both classroom teachers, one-on-one for 20 minutes, to discuss their child's progress. Work samples, pictures, anecdotes, and other information about each learner is reviewed. Parents are welcome to prepare for the

meeting by thinking of questions about their child, the curriculum, classroom dynamics, or anything else that will help support and foster a positive learning community. Conferences help to complete the circle between home and school. There will be one conference during the school year; Spring. The conference week is listed on the school calendar.

COVID-19 Amendment: While the state has enacted COVID restrictions, conferences will be held over the phone or on a zoom call. This will be scheduled through the school after the teacher and parent have agreed on a time.

Newsletters

Newsletters are an integral part of sharing what's going on at the school and in individual classrooms. A monthly school newsletter is published September through May and distributed to families via email and the website. To be an active and informed part of the school community, it is essential that parents read each monthly newsletter.

Website

The school's website provides late-breaking news, frequently updated calendar information, curriculum and faculty news, online forms to update your information, and general information on topics ranging from campus news to admission, employment, and volunteering. The school recommends bookmarking <https://www.brightmindschristian.com>.

Feedback

Family observations and ideas about the school and how it works, as well as, perceptions of children's learning experiences are both important and valued. Faculty and staff rely on open communication with families and are open to feedback at any time. One method for soliciting feedback is our yearly parent survey; we appreciate full parent participation. The administration carefully reviews the survey results and uses parent feedback to help us improve our program.

Nap/Rest Time: Children at Bright Minds rest in their classrooms on mats for at least one hour each day. This is a state licensing requirement. Each child has his/her own mat/cot, provided by Bright Minds, as well as sheets and blankets, provided from home. Some children also bring a favorite soft toy from home. Parents are expected to take bedding home at the end of each week and wash it, making sure to bring it back to school on your child's next school day.

Children generally start their rest time between 12:00 and 1:30, and get up between 2:00 and 3:00, depending on the age group. Each room has nap time rituals, like reading a book to children or playing music. Educators will help children relax, sometimes offering to rub the backs of children that respond to this kind of soothing touch. After a period of relaxation and rest, quiet activities (books, stories read aloud, quiet toys) may be provided for those children who do not need to sleep.

We do not have a separate space for children who do not nap. Any special requests and changes in nap routine will be discussed between parents and educators.

Dropping off after an appointment needs to be done before and after our nap time to prevent disrupting the other children's resting time.

Toys from Home: Our toy policy is important: Please leave all toys at home. When personal toys are brought to school, they can get lost or broken. We have also found that children have more trouble resolving conflicts about sharing or excluding others when personal toys have been introduced. We have lots of toys to play with and projects to work on at Bright Minds, and as a community we have agreements of how to take turns and share items.

Here are some suggestions of how to say "no" in a positive way when your child wants to bring toys to school.

- "Bright Minds has lots of toys. Your toys are for home."
- "What is Bright Minds' agreement about bringing toys from home?"

Occasionally, children may want to bring a special book, a photo, a craft project, or a great find from nature or similar treasures. We honor that delight and enthusiasm in children; it's wonderful if your child brings a book, natural object or other "big excitement". **We ask that your child never bring action figures, commercial toys, games or movies.** If a child brings any of these items from home, and it does not stay in the child's backpack, we will keep it for him or her until pick up time, with a reminder that "our agreement at Bright Minds' is that children leave their toys at home. We'll keep that for you until you go home."

*COVID-19 amendment: Our state COVID restrictions **do not** allow any toys or items from home to be in the public space of the classroom.*

Photos: Oftentimes teachers will take pictures of students to post in the classroom, on child specific boxes/cubbies or put in an end of the year scrapbook. Staff may also occasionally take pictures for advertisement purposes. If you would prefer your student is not photographed please see the office for a Photo Declination Form.

MEALS

Breakfast, morning snack, and afternoon snacks are served at Bright Minds Christian Day School for all children, while families provide a sack lunch. Bright Minds provides milk at lunch time. In compliance with licensing regulations, a food intolerance form must be completed if you would like for us to serve your child soy or another milk alternative. You must provide the alternative for your child. Staff will make sure to inform you when alternatives are almost out or expired.

Teachers are encouraged to eat with children during meal or snack times. By participating, educators are able to both assist children, as well as, model appropriate mealtime behavior. Daily records of meals and snacks given to the children are recorded and posted at the time of serving the snack or meal.

Parents/Guardians may arrange with educators to provide treats for special occasions such as birthdays. Regular planned meals and snacks will still be served on those days. High sugar treats should be limited.

Only treats that are store bought or are prepared in the Bright Minds Christian Day School kitchen by someone with a food handlers license may be served.

Dining with children is as important as any other time of day in a child's life. Children learn lifelong habits and develop relationships with food and their bodies during meal times. It is our goal that lunch will be a relaxed and conversational period for children and educators to visit and enjoy their meal. We encourage children to try what's in their lunch at least twice but will not insist that children eat everything or even that they prioritize certain foods over others they have brought. Research tells us that children can learn to listen to their bodies if they are given healthy foods from which to choose and are not forced to eat. This is how children learn to listen to and trust cues from their bodies about hunger and fullness.

Bright Minds Christian Day School makes an effort to accommodate each child's food allergies and dietary choices and restrictions. While we cannot guarantee that a child will not be exposed to allergens, we do our best to create a safe eating environment for all children.

Some guidelines you may find helpful as you plan sack lunches for your child:

Should I label my child's lunchbox?

Yes, please label your child's lunch box or bag, including all containers with first and last name. Some of our friends have the same items and it can be easy to mix them up during pick up time.

Is refrigeration available?

Yes, classrooms are equipped with refrigerators.

Is there a way to heat food?

While we are able to heat meals for children we encourage families to send meals that do not require reheating by teachers. The reheating process takes away teachers time to spend with children modeling appropriate eating behavior and assisting students with meals. Utilizing a quality thermos or other insulated container to keep food warm may be a good alternative.

Do I need to send a drink?

No, Bright Minds will provide milk, water, and juice. No soda or sugary drinks.

Can I include shrimp or other shellfish in my child's lunch?

At this time yes, unless an allergy is discovered and the classroom posts a no shellfish sign.

What if I forget my child's lunch?

We have back up lunch options if you forget your child's lunch or do not provide a lunch that meets Oregon USDA meal requirements standards. In the event that we need to provide a lunch or lunch supplements for your child Bright Minds Christian Day School will charge a \$5 lunch fee to your account to cover the meal.

Are there any guidelines about what should be included in sack lunches?

Yes, the Oregon USDA Code that pertains to childcare programs lists certain regulations about what must be included in sack lunches in order to meet daily nutritional requirements. Each

child's sack lunch should include dairy products (such as cheese, yogurt or cottage cheese), a meat or meat alternative (such as beef, fish, poultry, legumes, tofu, or beans), a grain product (such as bread, cereal, bagels, or rice cake), and fruits or vegetables (two fruits or two vegetables or one fruit and one vegetable to equal the total portion size required). Keep in mind that we do offer milk with lunch, which meets the daily dairy requirements.

Can I send a dessert?

You are welcome to pack treats, but know that your child may or may not save that item in their lunch for the end of the meal. We recommend that everything you pack is something you know your child enjoys, and that you're happy to have your child eat. This approach helps children notice what they're hungry for, and eat their lunch in the order they choose. We do notice that if children have lots of sweet treats and salty snacks in their lunch, they may eat less of their other foods and their behavior may be affected. Teachers will help children re-pack uneaten food each day, so that you can gauge which foods your child is eating.

Do children share lunch items with each other?

No. Because of allergies, dietary restrictions, and family food preferences, we ask children to eat the lunch that was packed for them. However, from time to time you may hear from your child's teachers about fun events like cooking days and potluck picnics, where you'll be invited to provide a particular item or ingredient for a family-style lunch.

Allergies: If a child has an allergy when enrolled or develops one at a later date, the center must be provided with a statement from the doctor indicating the type of allergy, symptoms and anything the child should not be exposed to. In the case of food allergies, the director and families will decide whether or not the parent should bring supplemental food. For severe, life threatening allergies, an "emergency action plan" will be drafted and posted.

PARENT INVOLVEMENT

Room Helpers: There is always an opportunity to be a part of your child's education. Ask your child's teacher about fun class parties, great take home projects, or opportunities to volunteer for class group time.

COVID-19 amendment: During COVID restrictions, we cannot have any parent volunteers in the classroom. This will prevent the chance of additional exposure.

Special Occasion Programs: There are also many special occasions to volunteer for such as our Christmas Program and Graduation. Our Christmas performance occurs before winter break while our Preschool graduation ceremony happens in May. Please plan to join us in showcasing your children's wonderful talent. This is a great opportunity to invite extended family as well.

COVID-19 amendment: During COVID restrictions, our special occasion programs will have to take place in the classroom, without visitors. They will be filmed and sent to parents so parents do not miss these special moments.

Health, Development and Safety

Immunizations and Health Exams: State law requires a record of immunizations for each child prior to admission. We also ask for the name and address of the family physician and dentist, who to contact in case of an emergency and any conditions of the child which may require specific attention. Children must have all immunizations that are recommended for their age by the State of Oregon unless granted a medical exemption by a licensed physician. Either personal or religious exemptions can be claimed by parents/guardians. In the event that your child is not immunized against a particular disease and an outbreak of that disease occurs, your child may be excluded from care. Bright Minds is required by the state to utilize a specific form and process, which we will notify you of if you decide to pursue an exemption.

Each year we are required to file an immunization report with the state. Periodically throughout the school year we may request updated immunization records in order to keep our records up to date. Your cooperation throughout this process is greatly appreciated.

Medications: In order for faculty to administer **ANY** medication to a child (including sunscreen and lip balm), we must have written authorization from the parent/guardian. Please check with your classroom teacher for the correct form. This form must be filled out for prescription and non-prescription medications. Fill it out completely and return it to the office or your child's teacher.

Please inform your child's teacher when you have completed this paperwork and they will tell you where to store the medication. Parents are highly encouraged to remind teachers each day that medication needs to be administered. Each time medication is administered, the staff member will record the date, time, and amount given, on a Medication Log.

The following types of non-prescription medications may be administered by Bright Minds staff with written parent permission:

- Antihistamines
- Non-aspirin analgesics
- Non-narcotic cough suppressants
- Anti-itch ointments or lotions
- Lip balm
- Diaper ointment
- Sunscreen

NOTE: Fever reducers **will not** be administered by staff.

Medications must be provided by the parent and be in the original container labeled with the child's FULL name. We can only administer medications according to the dosage and age recommendations on the packaging. Any exceptions must be accompanied by a signed note from your child's physician.

All prescription drugs must be in the original container with the original prescription label on the container, including the child's first and last names, date the prescription was filled, medication expiration date and legible instructions for use.

Bright Minds cannot administer sample medications, medications prescribed for a sibling, or medications packaged in any container other than the original.

HELPFUL TIP: Ask your pharmacist for 2 labeled bottles so that you can keep one at home and one at Bright Minds Christian Day School.

Illness: A day at Bright Minds is easy and fun for a child in good health, but exceedingly demanding for one who is not feeling well. Sick children need the one-on-one care and unlimited rest they can get at home. Bringing a sick child to school not only exposes him/her to other secondary illnesses but also exposes staff and other children to illness. You risk a relapse and further delays in recovery by bringing a child back to school before all symptoms have subsided.

Doctors recommend that children who have had a fever stay home one full day after the fever subsides. Children who show signs of illness, as listed below, should not be brought to school. A child will need to remain out of school for 24 hours/the next full school day if they are sent home with any of the following symptoms.

Keep me home if I have:

- Fever of **100.3F** (if taken under the arm)
- Diarrhea (more than one instance of abnormally loose stool)
- Vomiting
- Nausea
- Skin or eye lesions or rashes, or eye discharge
- Severe cough
- Abnormal or green nasal discharge
- Unusual yellow color to skin or eyes
- Stiff neck and headache with one or more of the symptoms listed
- Difficulty breathing or wheezing
- Complaints of severe pain
- Excessive fatigue or unusual or emotional behavior that prevents participation in regular class activities

If your child should display signs of illness while at Bright Minds, you will be notified to come and pick up your child as soon as possible. Please notify us if your child is diagnosed as having a communicable disease such as chicken pox, measles, scarlet fever, hepatitis, herpes, infectious diarrhea, or any other disease or parasite, so that we may notify other families, as required.

Children with communicable diseases, such as impetigo, will not be admitted until we have received a statement or phone call from the doctor indicating that the child has been treated for at least 24 hours. Children with head lice will not be readmitted until the child has been treated with an approved medication and is free of all nits.

Prevention: We work hard to prevent the spread of communicable diseases by practicing careful sanitation. Children and staff wash hands when they arrive at Bright Minds, before and after toileting and before meals. Toys are washed regularly and bedding is laundered once a week. Each child uses only his or her own mat and bedding.

Staff take First Aid and CPR training every two years, and stay aware of possible safety hazards in the environment. We routinely cover sanitary hygiene practices and safety rules as part of our curriculum.

COVID-19 amendment: During COVID restrictions, we would need to follow the following changes to the illness policy. The COVID illness policy states that if a child has had illness with fever, unusual cough, new loss of taste or smell or shortness of breath in the last 10 days they should be sent home immediately. If the child tests positive or does not get tested, they must stay away from the facility for 10 days after onset of symptoms and 24 hours after both fever free and cough resolves. If the person tests negative for COVID-19, they may return 24 hours after resolution of cough and are fever free. If the only symptom was a fever ONLY and a medical professional advised that the child can return to care, they may do so if they have been fever free for 24 hours. A medical professional must provide documented advice. If a child has had illness of diarrhea, vomiting, headache, "pink eye," rash, etc. they may return to care after 24 hours symptom-free (48 hours for vomiting or diarrhea).

Campus Emergencies:

In case of an emergency such as a natural disaster, Earthquake, Tornado, Fire, we have prepared the staff and students through monthly drills and education on how to safely shelter within the building or if necessary how to evacuate the building using the safety buddy system.

In the case of a **Fire** we practice lining up inside the playground fence line and the teacher will do a headcount to ensure that all students in their class are accounted for. The teacher will then raise a green card from their emergency binder notifying the person in charge (i.e. Director/Assistant Director) that their class is successfully evacuated. If a student has not been accounted for the red card is raised to signal the person in charge that a student is missing. If the fire is too dangerous to be inside the fence line we will evacuate across the street to the yellow house with the wooden fence for safety while we wait for the first responders to arrive. All emergency binders are to be kept up to date with current parent contact information, if for any reason your information changes throughout the year please notify the office immediately.

In the event of a **Lockdown** event, no parents or other outside persons besides first responders, are allowed in the buildings until lockdown precautions are removed.

Bright Minds staff participates in the active shooter preparedness training as well as the Earthquake and Tornado readiness program. We are stocking for emergency shelter in place buckets for each building and keep a water supply for up to 72 hour emergencies.

Health and Sanitation:

Handwashing: We ask that when your child arrives at Bright Minds each day, you take him or her to the bathroom to wash their hands, as a means to prevent the spread of infections. We also encourage parents, upon entering the building, to wash their hands.

Injuries: If your child is injured while in our care, an incident report form will be filled out, noting the time of the injury, what happened, how the injury was treated and by whom. We are limited to standard first aid procedures and we will not apply anything other than soap and water to a cut and ice to a bump or bruise.

If you do not find an explanation for an injury, do not hesitate to ask a classroom educator. If an injury requires treatment beyond what can be provided at school, you will be contacted. In the event that a parent or approved guardian cannot be contacted, we will call the people that you have listed as an alternate in case of emergency on the Emergency Contact Form, and if we are unable to reach this person we will call your physician.

If medical attention by a physician is required and we have been unable to contact any of the people you have listed, we will call 911. In the event of a more serious, or life threatening injury we will always call 911 first, then attempt to contact you or your list of available contacts. Bright Minds is required by licensing to report injuries that result in a doctor's visit to Licensing and Child Protective Services (CPS) the day the injury occurred (if possible). Please help us comply with this regulation by keeping us informed of any necessary follow up.

It is important to note that by signing this handbook you are releasing Bright Minds Christian Day School of any liability in the event of an accident or injury while at Bright Minds for yourself or your child. In the case of an emergency, if your child is in need of medical treatment or transportation by ambulance, Bright Minds is released from any legal or financial responsibility for such actions.

If your child has an injury that requires follow up attention (eg. stitches, a cast, concussion, etc.), regardless of whether or not the injury occurred at Bright Minds, we will need a note from a doctor or nurse describing any factors we might need to be aware of or behavior restrictions while your child is at school. For example, if your child has an arm cast, the note might say: "The child should not get the cast wet or use his/her hand for fine or gross motor activities until X date. However, X activities are fine for the child to participate in." Or, if there are no restrictions, the note can state that. We strive to accommodate, to the best of our abilities, any special requirements for your child in the event of an injury.

Emergency/Inclement Weather Closing

Although Bright Minds Christian Day School is not a part of the Oregon City School District, our building resides within its boundaries and therefore we follow official district decisions on weather closures.

If Oregon City schools are closed Bright Minds is closed.

If Oregon City schools announce a two-hour delay, Bright Minds will open at 9:00am.

You may also receive a text alert from Bright Minds regarding weather closures. Bright Minds Christian Day School will keep you updated of any ways we plan to communicate weather closure information during the school year, including but not limited to text alerts, email notifications, and news outlets.

In some cases, there may be extenuating circumstances in which school administration may make an independent decision that differs from the Oregon City School District recommendations. Bright Minds administration will communicate such announcements via text alerts. No refunds or credits are issued for emergency closings or inclement weather.

Responding to Possible and Confirmed cases of COVID-19

If the adult or child has had an illness with new loss of taste or smell, fever, unusual cough, or shortness of breath in the last 10 days.

- *Unusual cough means out of the ordinary for this person – e.g., not usual asthma, allergies, common cold.*
- *Fever means 100.4 degrees Fahrenheit or more, without the use of fever reducing medication.*
- *The individual must stay away from child care for 10 days after onset of symptoms and 24 hours after both fever and cough resolve, without the use of a fever reducing medication.*
- *The 10-day rule for exclusion applies if the person tests positive, or does not get tested.*
- *If a child or staff member with symptoms of COVID-19 tests negative at any time during the 10-day period, they may return 24 hours after resolution of cough and fever without the use of fever-reducing medication.*
- *If a child or staff member with whose only symptoms of COVID-19 is fever is advised by a medical professional they can return to care (e.g., diagnosed with something else and given antibiotics), they are allowed return to care. Documentation from the medical professional is required. The person must be fever-free for at least 24 hours.*

If the adult or child has been exposed to someone with a current presumptive or positive COVID-19 case.

- *An exposure is defined as an individual who has close contact (less than six feet) for longer than 15 minutes (total in a 24-hour period) with a COVID-19 case who is infectious. Infectious means from two days before until 10 days after their symptoms started (or when they were tested, if they never showed any symptoms). You can contact your Local Public Health Agency if you are concerned about how to determine.*
- *A presumptive case is defined as a person who was exposed to a positive COVID-19 case and developed symptoms.*
- *The exposed person must quarantine for 1014 days. Start counting 1014 days from the last time they had contact with the person with the presumptive or positive COVID-19 case. The 10-day quarantine could be shortened to 7 days if: 1. The person takes a test between days 5 and 7 of their quarantine period, AND 2. The person is asymptomatic, AND 3. The tests came back negative.*

If a person develops these symptoms while at the facility or learns they have been exposed to a positive or presumptive case while at the facility, send them home as soon as possible, and separate them until they can leave the facility.

Anyone who comes in child care who has a household member with symptoms of COVID-19 that is not confirmed or presumptive must be carefully monitored for symptoms. The ill household member should be strongly encouraged to get tested.

Parent Agreement Page

We, at Bright Minds, agree to serve your child in the department of higher education and quality child care with the utmost respect, professionalism, and love.

"Train up a child in the way he should go; even when he is old he will not depart from it." Proverbs 22:6

Training children is the most important job parents and educators will ever have. Therefore, we believe a strong positive relationship between the home and school is so valuable to developing your child's success.

In return, we ask that you partner with us to make this a successful year by reading the entire Parent Handbook rules and signing the statement below to signify that *each* parent/guardian understands and agrees with the above mentioned.

By working together we can create an educational environment that stresses the highest levels of academic excellence and promotes the very best in Christian character.

May God richly bless us together!

Ms. Jillian McKean

Owner

I, hereby acknowledge that I have read the Parent

Handbook and agree to adhere to all policies and procedures stated herein. I have also witnessed the current license certificate of operation for Bright Minds Christian DaySchool.

Students Name

Parent/Guardian Name

Parent/Guardian Name

Parent/Guardian Signature

Parent/Guardian Signature