

Parent Handbook



Bright Minds Christian Dayschool

16282 S. Bradley Rd.

Oregon City, OR 97045

(Corner of Holcomb Blvd. and Bradley Rd.)

Phone:

Office Building (503)631-4081

Bright Minds Christian Day School

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Office Phone: (503)631-4081

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 and 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 our Bright Minds family, a “home away from home”. May God richly bless us all as we partner together in teaching our children how to love themselves, others, and be world changers in the community around them.

Mission Statement

Bright Minds mission is to provide quality and affordable childcare to families within our community. We partner with parents to reinforce Godly principles and positive Christian character. We provide a wide range of age-appropriate learning opportunities for children 6 weeks to 12 years of age developing the whole child academically, spiritually, socially, emotionally, and physically.

Dayschool 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.

Please initial to confirm understanding of the information contained on this page. _____
Parent #1 Parent #2

Hours of operation

Director: Loni Lerum
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

Days Closed

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 alternate care.

Enrollment Policy

Bright Minds Christian Dayschool 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. We take our stewardship of financial responsibility seriously and must pay our staff on time.

- Monthly tuition is due no later than the 5th of each month.
- Tuition is not received by the 5th of the month will be assessed a **\$25.00 late fee**
- 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.
- Registration and book fees are due annually and are non-refundable.
- **NO REFUNDS**

Tuition Rates 2023-2024

Annual Registration and Curriculum Fee (Non-Refundable)	
Annual enrollment and registration/curriculum all ages (curriculum is taught beginning with infants)	\$200

Babies Program (Infants through Teeters)	
5 Days	\$1,464
4 Days	\$1,236

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3 Days	\$1,080
2 Days	\$836

Toddlers Program (2's Classrooms)	
5 Days	\$1,354
4 Days	\$1,236
3 Days	\$984
2 Days	\$799

Preschool Program (3's Class and Pre-K)	
5 Days	\$1,144
4 Days	\$922
3 Days	\$799
2 Days	\$615

Big Kids - Elementary Program (After School Care)	
5 Days	\$540
4 Days	\$471
3 Days	\$437
2 Days	\$615

Big Kids - Elementary Program (Summer - All Day Care)	
5 Days	\$1014
4 Days	\$893
3 Days	\$844
2 Days	\$632

Drop In Days

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Drop In Day (Babies - Big Kids)	\$50
Drop In Day (Big Kids - Afterschool)	\$25
<p><i>Drop in day disclaimer- for anything less than 5 days (full time) enrollment - there will be no swapping of days. Part time enrollment will require specific days to be chosen and drop in rates will be charged for any days outside of the regular schedule. Drop ins will be approved based on availability with at least 24 hour notice but no more than 2 weeks prior notice.</i></p>	

If your family has more than one child enrolled with Bright Minds Christian Day School, there will be a 10% discount applied to the tuition of the oldest sibling.

Please note, tuition rates are subject to change annually based on services provided and cost of living. This is to ensure we can continue to provide our teachers with a sustainable wage, while giving your child the best care possible. NO REFUNDS.

Payment of Financial Obligations Policy

We strive to provide quality care and education for your child/children. To ensure that we can continue to provide these services, we require that all financial obligations be met in a timely manner. This policy outlines our payment requirements.

Payment Schedule: Daycare fees are due on a monthly basis. Payment is due in advance of the services provided, and late payments will result in a late fee. If a check or payment is returned to us, a fee of \$35.00 will be assessed to your account

Additional Fees: Additional fees may be assessed for late pick-up, early drop-off, or for any additional activities or services provided. These fees will be added to the parent's account and will be due upon receipt of an invoice.

Delinquent Accounts: If a parent's account is delinquent, we reserve the right to suspend services until the account is brought up to date. We also reserve the right to terminate services if a parent's account is more than 30 days past due. If an account is turned over to a collection agency, the parent/guardian will be responsible for all collection fees, including but not limited to legal fees and court costs.

Payment Methods: We accept payment by check, money order, or automatic electronic funds transfer (EFT). Parents may also pay online through our secure payment system. Please contact our office for more information on payment methods.

Split Payments: The parent that registers the child is the responsible parent; tuition cost, all fees, and correspondences are done through this parent. It is the parents' responsibility to coordinate split payments with our accounting office to ensure that your account stays current. All split families who have joint custody and wish to have both parties allowed to discuss information on the child's account, such as what rate/level of care they are signed up for and what the cost/balance is on the account, must list the name of authorized person who we may discuss this account with on the financial agreement form. If an individual is not listed, we will not be able to discuss the account until we receive written confirmation from the parent who registered the child for the program.

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Employment Related Day Care (ERDC) Program Participants: Families that receive assistance through ERDC are solely responsible for communicating and paying any co-payments assigned. Families will also be solely responsible for any amount not covered by their ERDC payments that may be incurred through drop in days, late pick ups, school provided lunch, or other expenses not listed. In the event that ERDC is expected to be paid and not covered, when services are provided, families are financially responsible for balances owed.

By enrolling your child/children with us, you agree to comply with the payment requirements outlined in this policy. If you have any questions about payment requirements, please contact us.

We appreciate your cooperation in ensuring that all financial obligations are met in a timely manner so that we can continue to provide quality care and education for your child/children.

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.

Bright Minds Tax ID # is: 87-1939577

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 program at any time, **30 DAY WRITTEN NOTICE** is required. Parents are responsible for paying tuition through the 30-day notice period. **NO REFUNDS**

Guidance and Discipline Policy

Bright Minds will guide children through positive problem solving techniques to enhance the child's self-concept, self-control and sense of cooperation. Problems will be handled through redirection, discussion by the children, modeling appropriate behaviors and when needed, time away from the situation to calm their bodies. Positive reinforcement, redirection, natural consequences, and coaching around problem solving are used to encourage appropriate behavior. Bright Minds teachers will work with the child in a positive and encouraging manner allowing space for individual problem solving techniques. Some guidance may need to involve a firm voice with clear expectations that encourage the child to follow the teachers plan. As we promote safe and calm bodies from the children the expectation is required of teachers working with children. Teachers working at Bright Minds will not use corporal punishment as a choice of guiding a child's behavior.

Our Procedure

- Lower your body to meet the child's eye level.
- Approach and communicate with the child with a calm body.
- Speak to the child in a tone that encourages feedback.

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- Pause after finishing a sentence allowing the child to process what they are being asked.
- Offer some choices to assist in calming their body.
- When a child is calm begin helping the child develop a safe solution for the problem.
- Use the check in method when appropriate.
- If the child needs alone time offer a safe place and check in frequently to see if the child is ready to return
- Reinforce natural consequences that help children to understand the results of their actions, we use “If, then” and “When, then” statements.
- Make the limits and rules clear and be consistent in enforcing them

We have a ZERO tolerance policy for bullying.

1. If a student is called out for disrespectful behavior (outside of normal boundary pushing) or bullying, we will have a documented conversation with the student and inform the parent.
2. Should this happen again, we will involve the parent during a conference addressing unacceptable behavior and corrective actions.
3. In the unfortunate instance another situation arises, the student may be asked to leave the program.

Drop Off and Pick Up

Parking: For your safety and the safety of others be aware of children and parents walking to and from their vehicles.

- Do not block either the entrance or the exit driveway.
- Keep your child with you in the parking lot, so do 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 Minds staff member will assist them with entry.

Check In/Out: We utilize Tadpoles attendance system. You will be given instructions to download the app.

- Per state requirements, please be with your child when dropping off until acknowledged by a teacher
- 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: We have a drop-off cut off time of 9:00 am to ensure teachers can get their classes started. Please communicate with teachers and office about late drop off and absences to allow adjustments for scheduling.

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Late Pick-Up: Our business hours for our Infants through Preschool programs are from **7:00 am - 6:00 pm**. If a child is picked up late we charge **\$5.00 per child** for the late fee and **\$1.00 per minute** thereafter.

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 only for current families. - - Drop-in days are not guaranteed and must be scheduled a minimum of 1-2 business days in advance.

- Email the office with the day you would like your student to drop-in
- 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 should an adjustment be made or availability change

Notice of Absences: Parents are asked to inform the teachers/office by 8:30 am if a child will not be at the school 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.

Use of Playground: Our playground is for use only during school hours and by approved age groups, with teacher supervision. Any other use is prohibited. Please do not use the playground during drop off or pick up hours, or at other times when you may be visiting the school with a child.

Behavior During Drop Off and Pick Up: Parents are responsible for ensuring their children adhere to school behavior policies from the moment they exit the vehicle until they reach the classroom, and again once a child is signed out and leaves the classroom. Parents must actively prevent their children from engaging in disruptive or inappropriate behavior, including climbing fences, yelling, or engaging in activities that go against our school's standards. Please do not loiter on the school premises after drop off or before pick up to minimize disruptions and maintain a smooth transition for all students and staff.

Babysitting Policy

If you are interested in having a staff member babysit your child(ren) outside of Bright Minds there is a consent form you and the staff member will be required to fill out. Bright Minds is not liable for child care that a staff member is providing outside of our facility. The staff member will not be able to provide the outside child care during scheduled work hours. The staff member will be prohibited from providing outside care at Bright Minds.

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

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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 Policy

There will be limited screen time at Bright Minds.

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.

Student Assessments: 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.

Mandatory Reporter Policy: To assist in keeping your child safe all Early Childhood Education teachers are mandatory reporters. Should a teacher notice a child is under toxic stress due to an unsafe environment or unsafe adult interactions the teacher is required by Oregon State Law to report her/his observations.

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.

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Parent #1

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In addition to the supply list, all families are asked to provide changes of clothes (labeled with your child's name), 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.

Communication with teachers at Bright Minds: Communication between teachers/staff, students, and parents is critical to the success of our community. Teachers utilize Tadpoles to communicate with parents, additional communication may be through phone or school email address to director/assistant director or registrar. We require that families download Tadpoles as this is the primary and preferred method of communication between families and our school, including teachers.

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 TWO conferences during the school year; fall and spring. The conference week is listed on the school calendar. Conferences are available for all ages.

Newsletters: A monthly school newsletter is published and distributed to families via email and our website.

Nap/Rest Time: Per state licensing requirements each child will be required to rest for at least one hour each day.

- After 30-45 mins if a child does not fall asleep they will be provided a quiet activities box.
- State licensing does not allow teachers to wake children 2 years or younger even after 1 hour of sleep.
- In most cases, we will not wake any child(ren) up from a nap.

Toys from Home: Please leave all personal toys at home.

PHOTOGRAPH POLICY

Teachers will take pictures of students to post in the classroom and on Tadpoles, 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.

MEAL TIME PROCEDURE

Bright Minds meals must meet USDA standards for types and quantities of food being served.

- Families are required to provide lunch (should lunch be forgotten BMCDS will provide at a \$15.00 charge)

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- Morning snack, and afternoon snacks are served at Bright Minds Christian Day School for all children. Snack schedules are posted on the parent board in each classroom.
- 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 an alternative for your child.*
- Store bought treats may be provided for special occasions such as birthdays
- Food prepared in BMCDS kitchen may be served
- **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.

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.

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

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 requirement 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 **\$15 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.

PARENT INVOLVEMENT

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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.

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 four 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.

Health, Development and Safety

Immunizations Policy

State law requires all children to be fully immunized who are attending child care facilities, unless their parents are members of a religion whose belief prevents immunizations from being given, or a physician certifies a medical contraindication. Upon enrollment, each parent must complete and sign a form giving dates of immunizations, or state that they are opposed because of religious belief, a doctor must sign for a medical exemption. Children who are not immunized because of religious or medical reasons will be excluded from coming to school if any communicable disease (e.g. measles, whooping cough, etc.) has been detected in the facility and will be excluded until the last case has concluded.

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.

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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: If your child is visibly sick, please keep them home.

Per state requirements 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:

- 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. Please help us by supporting children and staff washing 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.

Campus Emergencies:

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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 lead him or her to the bathroom to wash their hands. 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.

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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.

School Closure Policy

Weather related Closure

All decisions for closure for weather or emergencies are made with consideration to the safety of staff getting to work and the need for parents to have care for children. We will do our best to stay open as much as possible and will leave it up to each family to decide if conditions are safe enough to drive yourselves.

- We offer pickups and drop offs for our teachers who do not want to drive to minimize the need to close.
- Text/email through tadpoles will be sent by 6:15am Bright Minds regarding emergency/weather closures.
- No refunds or credits are issued for emergency closings or inclement weather as we do pay our staff for these closed days.

Non Weather Related Closure

It would be a rare circumstance for Bright Minds to close for a non-weather related issue. The following are some reasons why a closure of program(s) may occur:

- Illness that is spreading throughout the school that requires staff to deep clean and disinfect the space may include but not limited to head lice or hands, foot and mouth.
- Staffing. By law we are required to maintain a child to teacher ratio, should this not be possible closure of a program(s) may be necessary.
- Power outages: by law, if we experience a power outage, we are required to close within 2 hours of the loss of electricity. Students cannot remain on campus and must be picked up
- There will be no reimbursement for this type of school closure and no making up of lost child care time. These are events that happen in our daily lives that are unpredictable and deserve understanding and flexibility. *Feel free to talk to the director if you have questions or concerns about this new policy

Covid 19-We will continue to monitor and follow CDC guidelines as well as state requirements. If your child is sick, please keep them home.

Choosing the Right Program

When thinking about the right program for you and your child many factors are considered, some may include child care hours, classroom size, meals provided and price. It is your right as a parent to decide whether or not a program works for your family. If you do feel that Bright Minds Christian Dayschool is not the right fit you may withdraw your child from the program. A 30 day notice will be required before you can withdraw your child. Reflecting on the above statement about choosing the right program for you and your child the same principles are applied when enrolling a new child at Bright Minds Christian Dayschool. When enrolling children in our program many things are considered. Things like child's temperament, physical/ emotional needs, and safety of all children in the program. If teachers begin to see a pattern of unsafe behaviors a meeting will be requested with the parents of the child. During the meeting the teachers and program director will work with the family to create an action plan. Once an agreement has been made and plans set in place the teachers and

Please initial to confirm understanding of the information contained on this page.

_____ Parent #1

_____ Parent #2

program director will communicate with the family frequently. During this time the teachers will be asked to document the child's daily interactions and behaviors. If the unsafe behavior continues another meeting with the parent/guardian will be made to discuss other options for the child and family. Our goal is to support the child in every way possible with Communication being an essential tool. Bright Minds Christian Day School will be required to give the parent/ guardian 30 days to find another child care program if needed.

Please initial to confirm understanding of the information contained on this page. _____
Parent #1 Parent #2

2024-2025

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 team up 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.

All the best,
Brandon and Kirstyn Gregory

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 Day School.

Student Name

Parent/Guardian Name

Parent/Guardian Signature Date

Parent/Guardian Name

Parent/Guardian Signature Date

Parents Financial Responsibility Agreement

- The parent or guardian that registers the child is the responsible parent, all fees and correspondences are done through this parent.
- A registration fee for each program is required when enrolling your child for the start of every program. This fee is non-refundable, non-transferable and it is required to complete the registration process.
- Payment is due for the contracted services regardless of absences.
- Payment will be considered late if not received by 6:00 p.m. on the 5th of the month. A late payment fee of \$25.00 may be assessed to your account if payment is not received by Friday at 6:00 p.m.
- Services may be suspended if tuition is not received by the 10th of each month

I understand that the daycare fees are due on a monthly basis and I agree to make timely payments for the services provided to my child/children. I acknowledge that failure to make payments on time may result in a late fee or suspension of my child's/children's enrollment.

I understand that any additional fees such as late pickup fees, returned check fees, or extra activity fees will be added to my account and will be due upon receipt of an invoice.

I acknowledge that I am responsible for informing Bright Minds management team of any changes in my child's/children's schedule or enrollment status, and I understand that failure to provide adequate notice of changes may result in additional fees.

I understand that my child/children's enrollment is subject to termination by Bright Minds if I fail to make timely payments or if I breach any of the terms of this agreement.

If my account is past due and sent to collection or put into the hands of an attorney, I agree to pay all fees and costs associated with collection efforts, including legal fees.

By signing this acknowledgment of financial responsibility, I certify that I have read and fully understand the terms and conditions of this agreement.

Please sign below acknowledging that you have read and understand these terms.

Child's Name (Printed)

Parent's Name (Printed)

Parent's Signature

Date

ADDENDUM
Big Kids Summer Program

Unlike a summer camp program, our focus is on maintaining a safe and welcoming atmosphere for your children to have supervision throughout the day. It is imperative to note that we uphold a zero-tolerance policy towards bullying. In cases of inappropriate behavior, we prioritize open communication with parents and guardians. Whether through in-person discussions, Tadpoles updates, or telephone calls, we aim to address concerns promptly. Please be aware that if inappropriate behavior persists, Bright Minds Christian Day School reserves the right to take appropriate action, including limiting, denying, or suspending a child from the program to ensure the health and safety of all individuals. Our decisions will be guided by specific behavioral criteria, such as repeated and unresolved situations that require staff intervention, use of inappropriate language, bullying, fighting, or any actions that may cause physical harm. Your understanding and collaboration are crucial as we strive to maintain a positive and secure environment for all. As such, the following information is important to understand:

- This is not a summer camp program, we do our best to keep kids engaged throughout the day.
- We have a policy of zero-tolerance for bullying.
- Parents/guardians will be contacted in person, by Tadpoles, or telephone regarding inappropriate behavior.
- If the inappropriate behavior persists, Bright Minds Christian Day School reserves the right to limit, deny, or suspend a child from the program if there is a risk to the health and/or safety of the individual, other children, or staff.
- Decisions of this nature will be based on the following behavioral criteria:
 - Repeated and unresolved behavioral situations that require staff to intervene and take time away from the rest of the children.
 - Use of inappropriate language, bullying of another child, fighting, or use of any object with intent to cause physical harm.
 - Physical harm or contact with others.

Please sign below acknowledging that you have read and understand these terms.

Child's Name (Printed)

Parent's Name (Printed)

Parent's Signature

Date