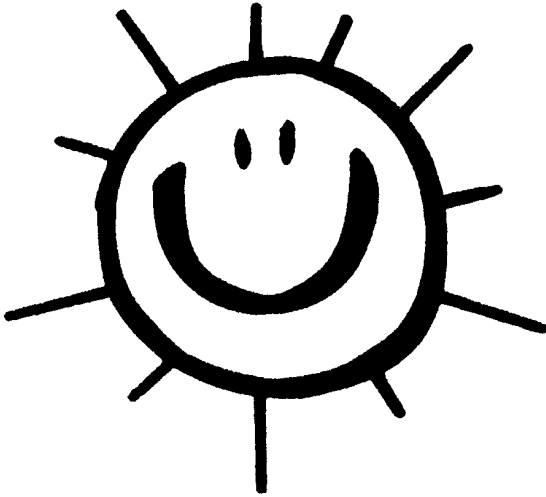


First United Methodist Church's

Bright Beginnings

Christian Preschool



First United Methodist Church

60 E. North Street

Springboro, OH 45066

937-748-2612

brightbeginnings.fumcofspringboro.org

Parent Handbook

Ohio Department of Job and Family Services
CENTER PARENT INFORMATION

REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review. A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public childrens services agency. Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services.

The department's website is: <http://jfs.ohio.gov/cdc> .

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.

Bright Beginnings Christian Preschool

60 E. North Street

Springboro, Ohio 45066

(937)-748-2612

Website: brightbeginnings.fumcof.springboro.org

Registration site: brightbeginnings.campbrainregistration.com

Bright Beginnings Christian Preschool (Bright Beginnings hereafter) offers programs for children 18 months - 6 years (by Sept. 30th) that focus on the whole child and encourage growth intellectually, socially, physically, emotionally, and spiritually through developmental learning in a Christian environment. Our goal is to help each child develop a positive sense of self and self worth as they explore and learn in an environment that peaks curiosity, adds a sense of wonder and allows them to make discoveries about the world around them. Bright Beginnings is a ministry of the First United Methodist Church of Springboro and follows the church's mission of helping others, of all ages, make and maintain a connection to Christ. God created our world and all of us. Bright Beginnings Christian Preschool helps children make the connection between both as they learn and grow.

When We Are Open

Bright Beginnings follows the Springboro school calendar concerning holidays and school closings. The school year begins the Tuesday after Labor Day in September and goes through the month of May. Our last day of school is the Friday before Memorial Day. A school calendar with any days the school will be closed will be given to you separately and will be posted in the preschool office. The preschool does not close for in-service or conference days scheduled by Springboro schools. Our morning classes begin at 8:45 a.m. and end at 11:45 a.m. Our "Lunch Bunch" programs run from 12:00 to 12:45 p.m. on days offered. Our afternoon classes are from 12:45-3:45. Kindergarten Exploration is offered daily and follows the Springboro Schools' calendar, including in-service and conference days.

During inclement weather, Bright Beginnings follows the Springboro School Systems decision to close due to weather or road conditions. Please listen to WHIO radio, Channel 7 or 2 news, or check at <http://www.springboro.k12.oh.us/> for this information. You will also receive an email from the preschool.

- If Springboro schools close due to weather/road conditions, Bright Beginnings will close.
 - If Springboro schools operate on a one-hour delay, Bright Beginnings will open as scheduled.
 - If Springboro schools operate on a two hour delay, Bright Beginnings will open one hour late.
 - Afternoon classes are not effected by delays, but may be effected if Springboro Schools close early. Please watch for an e-mail if schools close early.
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What We Offer

Bright Beginnings Christian Preschool offers classes to students of any race, color, religion, sex, disability, and ethnic origin. The following are age requirements and days for each class:

- **Kid's Morning Out** (18-36 Months by August 30th) - Mon. & Tues., Wed., Thurs., or Friday
- **2 Day 3 year olds** (3 by Sept. 30) - Mon. & Tues. AM or PM
- **3 Day 3 year olds** (3 by Sept. 30) - Wed.- Fri. AM
- **3 Day 4 year olds** (4 by Sept. 30) - Wed.- Fri. AM or PM
- **4 Day Stepping Stones** (4 1/2 or 5 by Sept. 30) - Mon.- Thurs. AM or PM
- **Stepping Stones Extension** (5 by Sept. 30) - Mon-Thurs. AM , Fri AM & PM
- **Kindergarten Exploration** (5 or 6 by September 30th) -2 day (Mon., Tues)3 day (Wed.–Fri.) or 5 day (Mon.- Fri.)

Staff / Child Ratios / Licensing

Bright Beginnings Christian Preschool is licensed by the Ohio Department of Job and Family Services. The license is posted in the Preschool office with the toll free number to the licensing office. The laws and rules governing this school are available in the preschool office for review if needed. Inspection reports, complaint reports will be posted by the License. Our Licensing record is available for review from Ohio Department of Job and Family services.

State law dictates that ratios for children under 2 1/2 be 1 adult to 7 children with no more than 14 children and two teachers in a class. Our Kids Morning Out Program has a maximum of 10 children with one degreed teacher and one assistant teacher at all times. State law states that children aged 3 should have a 1 to 12 ratio with no more than 24 children in a class with two teachers and children 4-5 years of age should have a ratio of 1 to 14, with no more than 28 children in each class with two teachers. Bright Beginnings keeps a ratio of 1 to 7 or 8 children. Maximum class size is 15 children with two teachers. Children are never left unattended or in a room where the schools ratio is not being met. Class rosters are available in the preschool office by request. If parents or staff have any questions or concerns they should contact the Director of the preschool or the Pastor.

Daily Schedule

Our classroom activities will vary from class to class and day to day. Our teachers are very flexible. Activities throughout the year involve art, music, science, cooking, reading and math readiness, large and small motor activities, "circle time", field trips and visitors, dramatic play and story time. The following is just a sample of our schedule for our Kids Morning Out, Preschool and Kindergarten Exploration programs. Although the afternoon class times will differ, they follow similar schedules.

8:45	Children arrive
8:45 - 9:30	Center time- children participate in a variety of learning centers in the room.
9:30- 9:40	Clean up and gathering for "circle time"
9:40- 10:00	Circle time- children gather with their teachers for calendar, weather, daily helpers, singing, finger plays, etc.
10:00- 10:25	Bathroom, prayer, snack time- a healthy snack, provided by parents or prepared by the children is served.
10:25- 11:00	Gross motor (slides, tunnels, basketball, trikes, etc.) time in the big room, outside nature walks or games.
11:00- 11:30	"Special" time- arts and crafts, movement, puppetry, etc.
11:30- 11:45	Story time and closing
11:45	Dismissal for those not attending "Lunch Bunch."
12:45	Dismissal of Lunch Bunch children*

*Lunch Bunch is for children in 3-5 year old preschool classes.

Payment

Each student will receive a payment envelope. Bright Beginnings accepts cash, check or credit card payments (via our registration website). Please be aware that a 3% credit card processing fee will be added to your account each time a credit card payment is made. Please make checks payable to "Bright Beginnings" and deposit the envelope in the payment box located near the coat racks.

Payment is due on the first day of the month. Payments will be considered late after the 5th of each month. A late charge of \$10 will occur if prior arrangements have not been made. "Lunch Bunch" payments information is provided with the registration form and will include a \$10 registration payment. A box for these payments is also available.

Attendance and Arrival Procedures

In order for your child to fully benefit from this exciting preschool setting consistent attendance and prompt arrival are essential. As a rule, children should arrive no more than five minutes before class is to begin. This assures that teachers are ready for the day and can welcome your child appropriately. The doors to the classes will open at 8:40 a.m. for morning classes and 12:40 p.m. for afternoon classes. Upon arrival, children should be escorted to their class by a parent/guardian. Children in afternoon preschool classes that are coming from Lunch Bunch or Clearcreek will be accompanied to class by staff. Kindergartners participating in afternoon Kindergarten Exploration will be walked to class by staff members upon arrival to our school. * Please call if kindergartners will not be coming, otherwise we will call you or the school they are coming from if they do not arrive. Kindergartners are brought to Bright Beginnings by bus or by parents.

Dismissal Procedures

Please know that your child is excited to see you at the end of the school day and depends on you being there. Your child may feel scared or insecure if you are consistently late picking him/her up. A reminder will be given the first time your child is picked up more than fifteen minutes after dismissal time. There will be a \$5.00 late fee each time you are late, with an additional \$5.00 charge for every additional fifteen minutes. This can be paid when picking your child up from the office. If there is an emergency, please call and let us know and we will help in any way possible.

Children WILL NOT be released to an unauthorized person. We must know IN WRITING, or in an emergency by a phone call, from the parent to the school, any change from the usual person(s) authorized to pick up your child. Those authorized should be noted on the Child Release Form. We require a copy of a divorced parent's Child Custody Agreement on file if one of the children's parents is not to be allowed to pick up the child from school.

A car pick up line may be used at dismissal time for our preschool children. A diagram of the procedure will come on an additional paper. Teachers and assistants will aide with getting your child in the car. If you choose to use the pick up line please do not get out of the car. If your child needs help getting buckled, please pull up past the pick up point to do so. If you need to speak to your child's teacher, please park in the side parking lot and come in the building. If you choose not to use the pick up line, please park in the side lot and come in through the front doors to the church. This alleviates congestion in the front parking lot of the church. Thank you for your help and understanding.

Kid's Morning Out children are picked up in their classroom. Parents should park in the side lot and enter through front doors of the church.

Discipline Policy

Positive reinforcement and positive redirection helps a child to learn the boundaries in a nurturing, non-threatening way. We want all children to have a positive experience in our programs and to learn that ultimate discipline comes from within and does not depend on external rewards or punishment to do the right thing. In order to help children learn this, the teachers and staff at Bright Beginnings Christian Preschool focus on the positive. We will "catch them being good" and praise good behavior in the hope that this positive attention will give them a good feeling that they will want to experience again and again. If a child is having a bad day we will redirect his/her attention to another area or separate him/her from the situation to regain control of emotions. As teachers, an important task is helping the children learn from positive reinforcement to develop their inner discipline. Bright Beginnings will treat anyone on the premises with positive reinforcement and redirection. We listen and use our best judgment to right any wrongs and keep self-esteem and self-control intact. Bright Beginnings understands that we are all special gifts from God and we will not permanently dismiss a child at any time due to behavior. If there is a behavior problem we will work together with parents in the child's best interest. This policy applies to all employees of the school.

Field Trips

Bright Beginnings students in the four year old classes, Stepping Stones, and Kindergarten Exploration will have the opportunity to explore their world outside of school as well, as we will go on two planned field trips throughout the year. Visits away from school can be educational and FUN! Parent chaperones are much appreciated and essential to any field trip endeavors. For preschool class field trips, parent volunteers are responsible for transporting children and teachers to any field trip sites. Kindergarten Exploration students utilize the school bus for field trips.

Permission slips **MUST** be filled out and signed before children are allowed to participate with any field trips. On each field trip there will be a teacher trained in first aid and CPR, a first aid box (complete with hand sanitizer, bottled water, emergency release form for each child, the health record of any child having allergies, or medical conditions that may require special procedures or precautions during the field trip) and field trip attendance records that have a checklist for the teacher showing which children started at the school, arrived at the destination, and returned to the school. The check list also has which children are with which parents, this will help in making sure that no child is left in a car or unattended at any time. Ratios will be maintained at all times with staff/child and at no time will a child be left unattended. Parent volunteers will be responsible for no more than three children at a time. All children will have an identification attached to him/her with the preschool's name, address, and phone number to contact in the event of an emergency. Volunteers are chosen based on the need of the trip and may not be chosen for every field trip.

Health and Safety

Children do not learn best when they are sick and often need to be home to rest and get better. For the sake of all of the children at the school, we are asking that you keep your child home if they are sick. A child is considered sick when demonstrating any of the following symptoms:

- Temperature of at least one hundred and one degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary) when in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound. · Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and /or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

When caring for sick children, we will:

- Isolate the sick child away from other children, but within sight or hearing at all times.
- Provide the sick child with a cot and make them comfortable.
- Notify the child's parent(s) immediately if the child's condition worsens.
- Launder bedding and wash toys used by the sick child before use by another child pursuant to rule 5101:2-12-13 of the Administrative Code.
- Sanitize the thermometer after each use.

In the event that your child becomes ill while in school or any of the above mentioned should occur we will remove your child from the classroom and put him/her in the preschool office on a cot with a staff member, while we call you or your emergency contacts to come get him/her. It is VERY important that we have updated information at all times. If we cannot reach you, your child will stay in the office with a staff member until you arrive. If your child is exposed to a communicable disease while in school you will receive an email informing you of the problem and precautions taken.

If immediate medical attention is needed, we will obtain medical care for your child. The safety of your child is our priority. Our safety policies include state requirements and then some. Rest assured, your child is safe with us! (Detailed state requirements are located in the preschool office). If any child abuse is suspected by staff members or by parents a call will be made to Ohio Department of Job and Family Services.

Snacks and Birthdays

Parents are encouraged, but not required, to bring a healthy snack for your child's class on a rotating basis. This will be scheduled monthly on a snack calendar and will be sent home with your child. Your child's teacher will supply further information and snack suggestions. We request that healthy snacks are brought, as our little ones need good nutrition as they learn and grow. Food allergies are also a concern, we do not want any of our children to be at risk or feel "left out" because of food restrictions, therefore an approved snack list will be sent home with a lot of suggestions for healthy and safe snacks. Thank you for your cooperation on this! Together we can make snack time fun. If your child is a part of the Lunch Bunch groups, you will need to furnish a packed lunch on Lunch Bunch days, a list of recommendations for food choices that has been supplied by Child Care Licensing will be available in the preschool office.

Birthdays are very special and will be celebrated with much joy! Special treats are fine to share with the class. Please let us know ahead of time so special accommodations can be made for children with allergies. Party favors or small gifts are a wonderful alternative and will be sent home in backpacks. You may also donate a book or educational toy to your child's class in your child's honor. Summer birthdays will be celebrated on the half birthday.

Medication

Bright Beginnings will not administer medications to a child. In the event that medicine is needed for a non-communicable disease, a parent or another adult with written approval from the parent must come to the school to administer the medication. If a child has allergies or other medical conditions that require life saving drugs (ex. Epi-pens, inhalers) consent and release forms must be filled out by parents and the special medication will be kept in the child's class or the preschool office by the first aid kit. Should it become necessary for these medications, a trained staff member will administer. Children are not allowed to self medicate.

Lunch Bunch

Bright Beginnings offers special enrichment classes for children to participate in either before or after regular class. There is an extra fee associated with these classes. A list of classes offered is available at the start of each school year. Children will extend their day by an hour if participating in "Lunch Bunch" classes. Children enjoy a pre-packed lunch from home at 11:40 a.m. and begin their class at noon on the day of their scheduled enrichment class. Morning children need to be picked up at 12:45 from their enrichment class. Afternoon children are walked to class by a Bright Beginnings staff member.

Visiting the Classroom and Conferences

Bright Beginnings encourages parent participation. Families are welcome to visit at any time. Please check into the preschool office and notify us of your presence on unannounced visits. Visitors are asked to sign in and wear a nametag for security purposes. Parents are encouraged to visit with the classes and ask questions. Please remember though, that the teachers first priority is to the children. Arrival and dismissal times are not good times for serious conferences. Teachers will welcome the opportunity to schedule a conference with you if you desire one. Regular conferences will take place in December/January and in April/May.

Parent volunteers are much appreciated. Volunteer opportunities will come home at the start of school. If at any time you have questions or concerns or need assistance with anything regarding your child or our school please do not hesitate to speak with the child's teacher or the director of Bright Beginnings. If a teacher is having any problems, they will talk with the Parents, the director, the preschool Board of Directors, and/or the licensing specialist, depending on the issue.

Children's Files

All children's files must be completed and turned in no later than the first day of school. We are asking that they are completed electronically (you will be given a link) by Meet the Teacher. The following items make up your child's file:

- Child Medical Statement for Child Care
- Child Enrollment and Health Information for Child Care
- Emergency Treatment/Waiver Form
- Child Release Form
- Enrollment Agreement
- Class Rosters and Photographs
- School Grounds Permission
- Transportation Permission Form (for Kindergarten Exploration students)

These items need to be updated annually. Parents are responsible for letting the director know any changes that must be made in the child's file including, but not limited to, custody, address, telephone, work information, or persons authorized to pick up your child.

Children's Church

Children in our preschool classes attend "Children's Church" every other week for approximately 15-20 minutes. Children's Church is held in the Sanctuary with our pastor here at First United Methodist Church. Our pastor talks to the children about their monthly theme, Bible verse and Fruit of the Spirit in ways that they comprehend. A story might be told or they may have a visit from a puppet, etc. The children really enjoy this time! After a song and prayer the children are dismissed to regular activities. Children may also bring change to contribute to the care of our sponsored children from Africa. Any correspondence we have received from our sponsored children will be shared at this time as well.

In The Event Of An Emergency

If your child is hurt by another child, falls down, or gets hurt in any manner requiring first aid (illness requiring first aid, injury or accident, bump or blow to the head, emergency transporting, or any unusual or unexpected event that jeopardizes the safety of children or staff) an incident report form will be filled out by the teacher in charge, explained to you, and signed by you. A copy will be made for you and a copy will go in your child's file. Bright Beginnings offers a safe, non-threatening environment, but unfortunately accidents do happen and the preschool cannot be held responsible. Bright Beginnings staff members are certified and trained in CPR and first aid.

In the event of a fire, intruder or natural disaster, staff will either evacuate the children according to the fire evacuation chart in the classroom by evacuating through the nearest door and meeting in the side lot or bring children to the hallway (in the case of a tornado, for instance) where they will sit with their classes until the threat is over. The teachers will always have their attendance charts with them in order to account for all children at all times. If the school experiences a power outage, or loss of heat or water, children will be kept in their classes with their teachers while parents are called.

If there is a serious accident and a parent, emergency contact, or doctor cannot be reached, Bright Beginnings will seek medical attention for your child by calling 911. Emergency Treatment Forms **MUST** be signed to allow for this. All children will be supervised at all times in the event of an emergency. The Bright Beginnings Christian Preschool staff will work with each other to maintain proper ratios in the event of an emergency.

Updated 01/24/2018
