



BRIGHT BEGINNINGS

PLAYSCHOOL
PARENT HANDBOOK

WELCOME

Dear Families,

Welcome to Bright Beginnings Playschool, where every child's journey begins with a foundation of joy, curiosity, and discovery.

At Bright Beginnings, we believe in the power of play as a fundamental tool for learning and growth. Our mission is to empower young minds, fostering a nurturing environment where children ages 0-5 thrive. With a steadfast commitment to creating a calming and supportive atmosphere, we provide a foundation of essential skills, ensuring every child's time at bright beginning sets the stage for a lifetime of learning.

We are thrilled to embark on this exciting journey with you and your child. Our dedicated team of educators is committed to providing a safe, nurturing, and stimulating environment where your child can explore, learn, and grow at their own pace.

Throughout the year, you can expect to receive regular updates on your child's progress, as well as opportunities to engage with our school community through special events, workshops, and parent-teacher conferences. We believe that strong partnerships between families and educators are essential for supporting each child's unique development journey.

Please take some time to review the information provided in this handbook, which outlines our school's policies, procedures, and programs. If you have any questions or concerns, don't hesitate to reach out to our team. We are here to support you every step of the way.

Thank you for entrusting us with the privilege of nurturing your child's growth and development. Together, let's create a bright beginning for your child's future.

Warm regards,

Trysten Davis
Owner/Director
Bright Beginnings Playschool

MISSION

At Bright Beginnings Playschool, we believe in the value and uniqueness of each child and family we serve. Our center experience is designed to promote each child's individual social, emotional, physical, and cognitive development. We are dedicated to providing a nurturing and enriching environment where children, from 6 weeks old to kindergarten-ready, embark on a journey of discovery and growth. Grounded in the belief that learning through play is essential, we foster a holistic approach that cultivates fundamental skills while nurturing social-emotional development. As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, fostering a child's natural instinct to explore, discover, create, and become a lifelong learner. Our commitment is to create a calming and supportive atmosphere where every child feels empowered to explore, learn, and thrive, laying the foundation for a lifetime of success.



PHILOSOPHY

At Bright Beginnings Playschool, we are dedicated to nurturing the whole child by providing a warm, enriching, and inclusive environment. Our philosophy is rooted in the belief that each child is unique and deserves to be valued and respected as an individual. We strive to create a setting where children feel safe, supported, and inspired to explore their world.

Individualized Learning: We recognize that children develop at their own pace and have distinct needs and interests. Our approach is to tailor learning experiences that promote each child's social, emotional, physical, and cognitive growth. By understanding and respecting these differences, we can better support every child's journey towards becoming a confident and independent learner.

Learning Through Play: We believe that play is the primary way through which children learn about themselves and their surroundings. Our curriculum is designed to incorporate play-based learning, encouraging children to engage in hands-on activities that stimulate curiosity and foster a love of learning. Through play, children develop critical thinking skills, creativity, and the ability to collaborate with others.

Holistic Development: We aim to cultivate well-rounded child development that includes not only academic skills but also social and emotional intelligence. Our programs emphasize the importance of empathy, resilience, and effective communication, helping children build strong relationships and a positive self-image.

Partnership with Families: We view parents and caregivers as essential partners in the educational process. We are committed to building strong, collaborative relationships with families, ensuring open communication and mutual support. By working together, we can create a consistent and nurturing environment that extends from the classroom to the home.

Safe and Supportive Environment: Our priority is to provide a safe, caring, and inclusive atmosphere where children feel secure to take risks and explore new ideas. We are dedicated to fostering a community where diversity is celebrated, and every child feels a sense of belonging.

Bright Beginnings Playschool

848 NE 7th Street

Grants Pass OR 97526

Phone : (541) 659-8004

Owner/Director : Trysten Davis

License Information

Licensed Capacity : 33 children

Staff to Child Ratio

Infants – 6 weeks to 24 months – 4:1 (8 spaces total)

Toddlers – 24 months to 36 months – 5:1 (10 spaces total)

Preschool – 36 months to Kindergarten ready – 10:1 (15 spaces total)

Hours of Operation

Bright Beginnings Playschool is open

Monday through Friday from 6:30am – 6pm

Closures

Bright Beginnings Playschool is closed for the following holidays:

New Years Eve, New Years Day, The Week of Christmas, The day before Thanksgiving, Thanksgiving + The Day After Thanksgiving, Memorial Day, Labor Day, Independence Day

(Subject to change with advanced notice)

Weather Related Closures

Bright Beginnings Playschool will remain open during most severe weather. We will monitor the weather and local news stations to determine when it is appropriate to close the center early or cancel care for the following day. In the event that Bright Beginnings Playschool closes early or cancels care for the following day, parents will be contacted and informed of the situation via Brightwheel.

Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel safely home.

BRIGHT BEGINNINGS PLAYSCHOOL

848 NE 7th Street Grants Pass OR 97526

Owner/Director : Trysten Davis

Substitute Director : Rylie Blaich

The following items are available upon request

- CCLD Inspection and Rules for Certification
- Fire Safety inspection reports
- Sanitation Reports
- CCD Regulations
- Staff Qualifications
- Lead Test Results
- Operating License
- Emergency procedures
- Behavior and Guidance Polivy

All Bright Beginnings Playschool Staff are mandated reporters - We are required to report suspected abuse to The Oregon Child Abuse and Neglect Hotline - 855.503.7233

Notice : Custodial Parents have access to all child care areas upon notifying any staff member of their presence during the hours of operation and without advanced notice.

How to register a complaint

-Please discuss your concern with the staff on site.

-If you do not feel the problem is resolved - Please contact the Director.

541.659.8004 or **brightbeginningsplayschoolgp@gmail.com**

-If you continue to have concerns and do not feel that your complaint has been appropriately addressed or are simply uncomfortable discussing your complaint with the program, please contact our state certifier,

Alicia Polendey

Phone : 503-559-3449

Email : alicia.polendey@delc.oregon.gov

*Parents can access information about their childcare provider
on the Child Care Safety Portal online at
www.oregon.gov/delc or by phone - 1.800.556.6616*



BRIGHT BEGINNINGS
PLAYSCHOOL

BEHAVIOR AND GUIDANCE POLICY

Purpose: To create a positive, nurturing, and supportive environment that promotes respectful behavior, self-regulation, and social development in every child.

1. Guiding Principles

- Positive Reinforcement: We will use praise and encouragement to reinforce appropriate behaviors and social skills.
- Modeling Behavior: Staff will model respectful and positive behavior, demonstrating appropriate ways to communicate and interact with others.
- Consistency: Consistent rules and expectations will be established, and children will be gently reminded of these guidelines.

2. Expectations for Children

- Respectful Interactions: Children are encouraged to use kind words, share, and take turns with their peers.
- Expressing Emotions: Children will be taught to recognize and express their emotions in appropriate ways.
- Following Directions: Children are expected to listen to and follow directions given by staff.

3. Behavior Guidance Strategies

- Preventative Measures: We will create a structured environment with engaging activities to minimize the likelihood of challenging behaviors.
- Redirection: If a child is exhibiting inappropriate behavior, staff will redirect them to more appropriate activities or behaviors.
- Problem-Solving: When conflicts arise, staff will guide children through problem-solving discussions, encouraging them to find solutions together.

4. Response to Challenging Behavior

- Time for a Break: For persistent challenging behavior, a brief participation break may be utilized, allowing the child to calm down and reflect on their actions. This will be done in a safe, quiet area with supervision.
- Communication with Parents: Staff will communicate with parents regarding any ongoing behavioral concerns, collaborating with them to create supportive strategies at home and in the childcare environment.

5. Support for All Children

- Individual Needs: Staff will observe and understand the individual needs of each child, adapting approaches for varying developmental levels and backgrounds.
- Collaboration: We will work with parents and specialists when necessary to support children who may need additional guidance or intervention.

Conclusion

Our Behavior and Guidance Policy is designed to promote a positive atmosphere where children can learn, explore, and grow. By fostering a respectful community, we aim to equip children with essential life skills and create a safe, nurturing environment for all. We understand transitions can be hard and may be accompanied by many big emotions. We take this into consideration when helping children work through their troubles and emotions.

ARRIVAL

1. Check-In Process:

- Upon arrival, staff members will greet parents and children at the entrance.
 - Parents or guardians will use the iPad provided at the check-in station to log their child's arrival using the Brightwheel app.
 - Staff will assist parents with the process if needed, ensuring a smooth and efficient check-in.
 - Once checked in, staff will ensure that each child is escorted to their designated classroom.
- Children must be checked in by 10am in order to allow us to get our day started and maintain proper ratio to meet state standards.**

2. Communication:

- Important messages or updates from parents should be communicated to staff during arrival, and parents are encouraged to review any notices posted on the parents board at the entrance regarding daily activities or changes.

DISMISSAL

1. Check-Out Process:

- Upon arrival for pickup, parents or authorized guardians will check their child out using the iPad via the Brightwheel app.
- Staff will confirm the identity of the person picking up the child by checking the authorized pick-up list in Brightwheel.

2. Identification for Non-Authorized Persons:

- If a non-guardian is picking up the child, they must present a current, valid ID.
- Staff will verify that the individual is listed as an authorized person to pick up the child.
- If the individual is not on the authorized list, staff will contact the parent for verification before allowing the child to leave.

3. Child Release:

- Once authorized, staff will release the child to the caregiver.
- Staff will provide a brief update about the child's day to the parent or guardian at pickup.

4. Documentation:

- All arrival and departure records will be stored securely within the Brightwheel app for accountability.

ADDITIONAL NOTES

- Any changes to the pickup list should be communicated in writing to the childcare center in advance. This can be done via Brightwheel Messaging or by email.
- Parents are encouraged to be on time for both drop-off and pick-up to ensure a smooth transition for all children.

Enrollment, Waitlist, and Withdrawing Policies

Enrollment

Enrollment is on a first-come, first-served basis - with full time families receiving priority. Part time spaces are not offered at this time. Families must complete all required forms prior to their child's start date. Enrollment forms and all information can be found on our website - www.brightbeginningsplayschool.com

Waitlist

If our programs are full, your child will be placed on a waitlist. Families will be contacted as space becomes available.

Withdrawing

A two-week written notice is required to withdraw your child from the program. All accounts must be up to date at the time of child's last day to avoid late fees.

Sick Days and Schedule Interruptions

Children showing signs of illness (fever, vomiting, etc.) must be kept home, until they are symptom free for 24 hours.

In case of sickness during the day, you will be contacted to pick up your child immediately.

Please notify us if your child will be absent.

Meals, Snacks, and Additional Supplies

At Bright Beginnings Playschool, we prioritize the health and safety of your children when it comes to meals and snacks. Below is important information about our food service practices, as well as guidelines for any food brought from home:

Meals and Snacks from Home

All meals and snacks must be provided from home. Please make sure you are sending a balanced option for your child to choose from. We offer 4 eating times throughout the day. Breakfast (depending on dropoff time), AM snack, Lunch and PM snack. Meals brought from home should be clearly labeled with your child's name. We encourage healthy meal choices for children who bring food from home. Please avoid sending candy, soda, or other sugary treats. We are happy to refrigerate or heat your child's meal when necessary, but please provide meals that require minimal preparation. At Bright Beginnings Playschool we must follow USDA guidelines to ensure each child is receiving proper nutrients. Please be familiar with these when packing your child's food. Please also pack them enough food - We will have eating times for Breakfast (if needed), morning snack, lunch and afternoon snack.

Food Storage and Handling

We have both a refrigerator and a microwave available for storing and heating meals brought from home. Please ensure that any perishable items are packed appropriately and labeled. Our staff are trained in safe food handling procedures, including proper storage, preparation, and serving to ensure your child's food is safe and fresh.

Dietary Needs and Allergies

If your child has food allergies or specific dietary requirements, please notify us in writing. We will take every precaution to prevent exposure to allergens and accommodate your child's dietary needs. It is vital that all families refrain from sending foods containing common allergens (such as nuts) if we have children in the program with those allergies.

Infant Feeding

For infants, parents are encouraged to provide breast milk, formula, or baby food, as per their child's needs. All bottles and food must be labeled with your child's name and the date. Our staff will follow any specific feeding instructions you provide to ensure your child's feeding schedule and preferences are maintained. If you are a nursing mother, you are able to come during hours to nurse if needed.

If you have any questions or special requests regarding your child's meals, snacks, or dietary needs, please feel free to reach out to our staff. We are committed to providing a safe, healthy, and accommodating environment for all children.

Health and Safety Regulations

At Bright Beginnings Playschool, the health and safety of all children and staff are our top priority. We adhere to strict guidelines to create a clean, secure, and healthy environment for everyone. Below are the key policies and procedures to ensure the well-being of your child:

Immunizations

Required Immunizations: All children must be up-to-date with their immunizations before enrolling in our program. We follow state regulations regarding mandatory vaccinations for childcare facilities. A copy of your child's immunization records must be submitted upon enrollment and updated annually or as new vaccines are received.

Exemptions: Medical or religious exemptions must be documented and on file. Please note that during outbreaks of vaccine-preventable diseases, children with exemptions may be temporarily excluded for their safety and the safety of others.

Infection Control and Hygiene

Hand Washing: Handwashing is one of the most effective ways to prevent the spread of illness. Staff and children wash their hands frequently throughout the day, including before meals, after using the restroom, and after outdoor play. We teach children proper hand-washing techniques.

Cleaning and Sanitizing: All toys, surfaces, and equipment are cleaned and disinfected regularly using safe, child-friendly cleaning products. High-touch areas such as door handles and tables are sanitized multiple times a day.

Bedding and Nap Materials: Each child's nap-time blanket is stored separately and laundered weekly or when soiled. Mats and cots are cleaned and sanitized after each use. Blankets must be taken home weekly to be washed and brought back the next day the child attends.

Billing Policies

At Bright Beginnings Playschool, we strive to make the payment process straightforward and convenient for all families. Please review the following details regarding our billing procedures:

1. Monthly Billing

Invoices are sent out on the 1st of every month and are due by the 6th. You will receive your invoice via email, unless another arrangement is made.

2. Bi-Weekly Billing

If you prefer to be billed bi-weekly, this option is available upon request. Please notify us if you would like to set up bi-weekly billing, and we will adjust your payment schedule accordingly.

3. Payment Methods

All payments are made online through Brightwheel. Families must use their routing and account number to enroll in auto-pay. Please note that payments made using a credit or debit card will incur a processing fee.

4. Late Payments

Payments not received by the 6th of the month (or according to the agreed bi-weekly schedule) will be considered late. A late fee of \$15 will be charged for every 5 days the bill remains unpaid. If payments continue to be delinquent, we may need to discuss alternative payment arrangements or take further action.

5. Non-Payment

If payments are not received after 15 days, your child's enrollment may be subject to suspension until the balance is paid in full.

6. Financial Assistance

If your family participates in the Employment Related Day Care (ERDC) program or any other financial assistance program, please ensure all necessary documentation is up to date to avoid any interruptions in billing or services.

WHAT TO BRING

To help ensure your child has a comfortable and enjoyable experience, please make sure to bring the following items every day:

Infants (6 weeks - 23 months)

- **Diapers and wipes:** Enough for the day (at least 6-8 diapers) You are more than welcome to provide a whole box and have it stay at the center until we have gone through it.
- **Formula/Breast milk:** Bottles, labeled with your child's name
- **Baby food (if applicable):** Labeled containers or jars
- **Two extra outfits:** Labeled with your child's name (weather-appropriate)
- **Pacifiers and comfort items:** If needed, labeled
- **Diaper cream or ointment:** Labeled

Toddlers (24- 36 months)

- **Diapers/Pull-ups and wipes:** If not potty trained. You are more than welcome to provide a whole box and have it stay at the center until we have gone through it.
- **Two extra outfits:** Labeled, including socks and underwear for potty-trained children
- **Comfort item:** If your child uses a blanket, pacifier, or stuffed animal, label it
- **Nap-time blanket:** Labeled, taken home weekly for washing
- **Sippy cup or water bottle:** Labeled
- **Weather-appropriate outerwear:** Jacket, hat, mittens, etc., for outdoor play

Preschoolers (3 - 5 years)

- **Extra outfit:** Labeled, in case of accidents or messy activities
- **Water bottle:** Labeled
- **Nap-time blanket:** Labeled, taken home weekly for washing
- **Weather-appropriate outerwear:** For outdoor play (jacket, hat, mittens, etc.)
- **Comfort item:** If your child uses one for naptime - labeled

General Items for All Ages

- **Sunscreen:** Labeled, to be applied before outdoor play
- **Personal hygiene items:** Diaper cream, lotion, or any other specific product your child may need, labeled
- **Shoes:** Comfortable and appropriate for outdoor play (closed-toe recommended). We will have a no shoe policy within the center. Children will be assisted in putting their shoes on and taking them off as needed. This will help minimize the amount of germs being brought in daily. You can also send slippers with your child to wear while inside - these will remain at the center and kept in their cubby.
- **Backpack:** To transport daily items and artwork

Please label **all personal items** with your child's name to prevent mix-ups. We aim to make the day enjoyable and smooth for everyone, and having the necessary supplies helps us create a comfortable environment for your child.

WE LOOK FORWARD TO THIS NEW JOURNEY
WITH YOU AND YOUR KIDDOS!