



Bright From The Start
Child Development Center

Parent Handbook Of Policies & Procedures

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WELCOME!!!

We would like to take this opportunity to welcome you and your family to Bright From The Start Child Development Center, LLC. The purpose of Bright From The Start is to provide safe, high-quality childcare to families with children between the ages of 6 weeks through 12 years.

Family is very important to us at Bright From The Start as it is owned and operated by a family partnership. We understand that leaving your child in the care of others can be a difficult decision. Our highly-trained and dedicated staff will nurture and care for your child in a home-like environment to facilitate a smooth transition. BFTS has 5 programs which are placed into 7 classrooms to meet your child's individual needs. Each classroom takes into consideration the age, maturity level, and developmental stage of your child.

This manual outlines what you may expect from Bright From The Start Child Development Center, LLC and what BFTS expects from you in return. We hope it will be helpful. Feel free to contact the Directors with any questions in relation to our policies and procedures.

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We hope your family's time at Bright From The Start will be an enriching and delightful experience!

Megan Enger & Jillian Beller

Owners/ Directors

Below is information that can be used to contact the State of Nebraska Child Care Licensing in the event that you have a question about a state regulation or feel the need to make a complaint to the department.

Office of Children's Services Licensing
Nebraska State Office Building
301 Centennial Mall South-Third Floor
P.O. Box 94986
Lincoln, NE 68509-4986
402-471-3121
http://dhhs.ne.gov/Pages?reg_t391-2.aspx

Bright Mission

Bright From The Start Child Development Center, LLC provides high quality child care to families with children between the ages of 6 weeks through 12 years. Children at Bright From The Start are nurtured and supported in such a way that promotes positive self-esteem and provides the opportunity for optimal growth in all areas of development.

Bright Philosophy

Our philosophy at Bright From The Start Child Development Center, LLC is that all children will be given the opportunity to participate in a wide range of experiences from which to grow. It is our belief that such experiences must be provided in a supportive and nurturing environment, be child oriented, be "hands-on" in approach, and allow children freedom of choice whenever possible.

Hours of Operations

Bright From The Start is open Monday through Friday from 6:30 A.M. to 6:00 P.M. Hours of care will be contracted from child to child. Staff may be at the center earlier preparing the center for daily activity however children are not allowed to be brought into the center prior to 6:30. Children must be picked up by 6:00 P.M. or a late fee will be assessed to your account of \$5.00 per child per every 15 minutes late. This fee must be paid in full the next time your child is dropped off at the center. No care will be given on Saturdays and Sundays.

Holidays

The following are **paid holidays*** at Bright From The Start Child Development Center, LLC.

***Paid holidays** are days that the center is closed and staff is still paid for them. Parents are liable for that days' tuition.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

If a holiday falls on a weekend we will close accordingly:

- Holiday falls on a Saturday, we will close on Friday
- Holiday falls on a Sunday, we will close on Monday

Pick-up & Drop-off Procedures

Parents are responsible for bringing their child into the building each morning. When doing so they must clock their child in and take them to their appropriate classroom. Parents must come into the building in the evening when picking their child up & clock their child out. **Children may not be dropped off at the center from 11:00-2:30 due to the classrooms napping schedules, unless previously arranged.** Parents are discouraged in giving out their PIN number to persons picking up their child. All persons picking up children MUST have form of identification on them and be verified by an employee before entering the building. A PIN number may be set up for anyone on your child's contact list. Please see Jillian or Megan if you wish to do so.

Parents will be responsible for putting their child's belongings in their classroom & for taking them home. Children will have individual cubbies with their daily work and notes from the teacher/office. Please be sure to check your child's cubby on a daily basis.

If the person picking up a child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick-up both the child & adult. If there is a Court Order keeping one parent or guardian away from the child, BFTS must have a copy of the Court Order on file otherwise we cannot prevent the non-custodial parent from picking up the child.

Vacation Days

Parents will receive 5 days of vacation after 6 months of continuous care. Vacation days will renew each year on the anniversary of your start date. These days do not roll over into the new anniversary year. A Vacation Day Request may be placed through the Brightwheel app via Admin Messaging. Parents agree to give a week's notice before using vacation days. In the event of an extended leave of absence, including summers, families will forfeit their 5 days of vacation. An extended leave of absence is a period of greater than two weeks.

If you choose to have your child take an unpaid leave of absence (i.e.: summer vacation) you will then run the risk of losing your child's spot in the classroom. Unpaid spots will not be held throughout the summer. We cannot guarantee that there will be availability in your child's classroom after an unpaid leave of absence. If you do not want to risk losing your child's spot, then you are responsible for paying tuition during the leave of absence (i.e.: summer vacation) whether your child attends the center or not. Families that are on a wait list or wish to enroll will be filling unpaid spots in the classrooms. A director will call you while on a leave of absence if your child is in danger of losing their spot at BFTS. You will then have the option to bring your child back to the center at time. Occasionally special arrangements can be made. Please see director to do so.

Absentee Policy

In the event that your child is ill & needs to miss a day, please call the center or send a message through the Brightwheel Ap. Parents will be responsible for that day's tuition. Parents agree to give two weeks' notice before ending a contract at BFTS. If two weeks' notice is not given, you will be billed and responsible for two week's tuition. Parents agree to pay the re-registration fees, \$25/single child & \$50/multiple children in order to hold a child's position in the event of an extended leave due to illness, vacation, etc. if proper notice of 2 weeks is given. If proper notice is not given parents are responsible for full payment whether or not the child attends the center.

NOTE: An extended leave qualifies as an absence from daycare greater than 2 weeks' time.

Supply Policy

Parents are responsible for supplying the following while your child attends BFTS:

Infants

- Diapers (Cloth or Disposable)
- Wipes (Each child needs to have their own available)
- Bottles (We suggest leaving four at the center if not bringing them in daily)
- Formula/Breast Milk (fresh or frozen, with appropriate labeling)
- Change of clothes
- Ointment (Balmex, Aquafor, Colistamine etc.)
- Infant food that is not supplied by BFTS
- Bulb syringe (if wanted)
- Halo, Sleep Sack or Starfish
- Infant Feeding Schedule (Form is Available from BFTS)

Toddlers

- Diapers/Pull-ups/Training Pants
- Wipes (Each child needs to have their own available)
- Blanket for nap
- Crib Sheet for cot
- Change of clothes
- Extra clothing, especially when potty training

Preschool & Pre-K

- One Blanket for nap
- Crib sheet for cot
- Change of clothes
- Tennis shoes for outdoor play
- Water bottle for outdoor play
- Girls are asked to wear shorts under skirts and dresses

School-age

- Water bottle for field trips and daily outings
- A bookbag or tote to keep their personal belongings in.

It is important that you label all of your child's belongings that come into the center. If supplies are not brought they will be purchased for you and charged to your account. BFTS has the right to terminate care if supplies are not made available. Notice will be sent home when your child's supplies are low. We ask that your child does not bring any personal items from home (toys, video games, trading cards, etc.) other than what is requested unless asked by the office or classroom teacher. **BFTS is not responsible for any lost, stolen, or broken items.** If such items are brought in they will be sent to the office and must be picked up by a parent.

Health, Illness & Exclusion Policy

Under no circumstances is a sick child to attend BFTS. Children should be allowed to recover fully in the comfort of their own home. The other children in care are exposed to any disease your child may bring into the center. If you are unable to remain home with your child, it is your responsibility to make substitute childcare arrangements. Obviously, it is not possible to prevent the spread of all illness however minimizing exposure & providing good hygienic practices in the center & home are means by which we can limit the problem & the resulting inconvenience. Accordingly, for the benefit of all involved, the following policies will be strictly enforced.

Children who have exhibited ANY symptoms of infectious illness within the 24-hour period are likely to be contagious & should remain at home.

Examples of associated symptoms included, but are not limited to, fever of 100F measured orally or 101F measured rectally, nausea or vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing, yellow or green drainage from nose, drainage from eyes or ears, rash or head lice. BFTS reserves the right to determine whether a child should remain at home or is okay to stay or return to the center when illness is a consideration. A doctor's note with permission to return to daycare may be requested. Parents of children who become ill during the day will be promptly notified & are expected to make arrangements for their child to be picked up immediately. The sick child will, if possible, be isolated from the other children in the center to minimize exposure. If the parent/guardian cannot be reached, the person designated as the emergency contact will be notified.

It is the parent's responsibility to inform the director if their child has been diagnosed with a contagious illness so proper notifications can be made. Effective 3/2020 if a family household has a sick family member, with exclusive symptoms, all children must stay home until all family members are symptom free. **Notice will be posted on the parent information board, classroom doors, Brightwheel & Private Facebook pages informing parents that their child has been exposed to a contagious illness/disease.** For confidentiality reasons, the name of the child with the confirmed illness will not be released.

The following diseases will be reported to parents of all enrolled children in/out of attendance the reported day:

Chicken Pox (varicella), Conjunctivitis/Pink Eye, Head Lice, Influenza, Pin Worm (enterobiasis), Ring Worm (tinea dermatophytosis), Scabies (ascariasis), Fifth Disease (human parvovirus), Rotavirus & Respiratory Syncytial Virus (RSV).

Common colds and allergies should not, unless the child feels too uncomfortable, prohibit attendance. It is our policy to have conditions that encourage cleanliness and good health practices among both staff and children.

Bright From The Start employees will follow the same guidelines for exclusion as stated for children. All staff is to report illness to the director to ensure proper notifications can be made.

1. Temperature of 100.4°F orally, or 99.4°F axillaries, or higher.	1. Free of fever for 24 hours without the aid of medication.
2. Temperature of 100.4°F orally, 101.4°F rectally or 99.4°F auxiliary or higher, plus one of the following: a) severe cold with yellow-green nasal discharge b) cough c) sore throat d) sneezing e) swollen glands, or f) skin rash other than mild diaper rash.	2. a) Free of fever for 24 hours and b) Note is required from a physician or nurse practitioner stating that the child is not communicable.
3. Red, watery or draining eye(s).	3. All discharge has ceased.
4. Drainage from the ear(s).	4. a) All drainage from the ear(s) has ceased, or b) Note is required from a physician or nurse practitioner stating that the child is not communicable.
5. Lice.	5. After treatment, free of lice and nits.
6. Skin lesions, i.e., impetigo, ringworm, and scabies.	6. a) Skin sores are healed, or b) Note is required from a physician or nurse practitioner stating that the child is not communicable.
7. Vomiting.	7. Free of upset stomach and vomiting for 24 hours.
8. Diarrhea (2 or more loose, watery stools per day).	8. Diarrhea free for 24 hours.
9. Fainting or seizures or general signs of listlessness, weakness, drowsiness, flushed face, headache, or stiff neck.	9. a) Free of symptoms, or b) Note is required from a physician or nurse practitioner stating that the child is not communicable.
10. Fever with any specific signs and symptoms of a communicable disease to which the child has been exposed.	10. Free of fever for 24 hours.
11. Any combination of symptoms for consecutive days of attendance.	11. Free of symptoms.

Medication Policy

Medication can be stored and administered at BFTS under the following guidelines which are set forth by the Nebraska Health and Human Services Regulation and Licensure division. BFTS requests that all medication be delivered directly to Class Teachers or Directors and that proper documentation is completed. BFTS will not store nor administer any medication that has not been delivered to the class teacher or Director by parent/guardian, accompanying proper completed documentation. The State Of Nebraska requires all prescription medications are accompanied with a doctor's written note to give the medication. The prescription label itself is not sufficient.

All medication, outside of long term medication, must go home each evening with parents. Expired medication will not be kept on site as it is a violation of our licensing agreement with the State of Nebraska. All expired medication will be returned directly to a parent/guardian. It is the

responsibility of parents/guardians to supply BFTS with non-expired medication, accompanying completed proper documentation in order to administer any prescription or non-prescription medication on site.

- Delivery of Medication: Any child care provider, center, or preschool staff person who gives or applies medication shall do so in accordance with the “5 Rights” as required in Nebraska Statutes 71-6718 through 6742. These are:
 1. The right drug;
 2. The right recipient;
 3. In the right dose;
 4. By the right route;
 5. At the right time;
- Parental Responsibility: Parents or any licensed health care professional shall determine if child care providers or center and preschool staff are competent to give or apply medication. The Directors have the responsibility to assess the ability of staff to give or apply medication safely.
- Confidentiality: Any child care provider, center, or preschool staff who gives or applies medication shall not disclose information about a child’s medication unless such information is needed to protect the health of other children or staff.
- Written Permission and Instructions: BFTS staff shall give or apply medication, both prescription and non-prescription, only with prior written permission and written instructions from a parent. Parents must fill out a Permission to Administer Medication/Competency Statement prior to administration of medication. BFTS staff shall comply with the instructions provided by the parent. Medication shall be in the original container, stored according to instructions, clearly labeled for a named child, and returned to the parent when no longer needed. The dosage will not exceed that which is printed on the label. Expired medication shall not be given or applied to a child and shall be returned to the parent.
- Report to Parents: Any error in the giving or applying medication shall be reported to the parent.
- Unusual Circumstances: There must be a written statement from the licensed health care professional who prescribed the medication allowing the provider to give the medication when:
 1. Any prescription medication is given or applied as needed (PRN); or
 2. By route other than oral, topical, inhalant, or instillation.
- Hand washing: All child care providers shall wash hands before giving or applying any medication. If handling any bodily fluids is involved, caregivers must also wash hands after giving or applying medication.

Medication Log: BFTS has a designated medication binder in each classroom for children enrolled receiving medication. The information within the binder is kept confidential. For each child receiving medication there must be a completed medication log sheet signed by a parent or guardian which includes a competency statement permitting BFTS to administer medication to

your child. If medication is to be given on an 'as needed' basis, prescription or non-prescription, a note from a licensed health care professional indicating that BFTS can administer the medication on an 'as needed' basis is required. Medication log forms are required to be updated with each medication (type, dose, route, and/or time of administration is modified).

Medication Storage and First Aid Kit: All medications and first aid supplies are kept on site and stored in an area that can be locked at all times. An additional locked box is provided for medications that may need to be refrigerated. Life saving medications are not required to be locked, however must be out of children's reach. According to State Regulations all medications, both prescription and non-prescription, must be sent home each evening. We must have a note on file from your child's doctor stating that your child's medication must remain on the premises. The following first aid supplies are available at all times: fever thermometer, band-aids, sterile gauze pads, tape, and gloves.

EPI-PEN: If your child has an allergy that may require the use of an Epi-pen, BFTS will require their own Epi-pen kept on site which will be provided by the parent or guardian along with an action plan from the prescribing physician. If your child would require the use of the Epi-pen while in attendance the following steps will be taken:

1. The Epi-pen would be injected by a staff member.
2. 911 would be called after the Epi-pen is injected.
3. The parent or guardian would then be contacted and given further information.

Latex Free Gloves: Latex free gloves are worn by staff when administering first aid.

CPR/First Aid: At least one staff member who is CPR/First Aid certified must be on duty at all times. Bright From The Start requires each employee to become CPR/First Aid certified.

Immunization Policy

Bright From The Start requires all children to have immunizations & a copy kept on file within 30 days of starting. Children that are not immunized will not be allowed to enroll in the center. If your child is receiving their immunizations outside the standard schedule, please provide BFTS with a note from your child's physician detailing the schedule and the reason for the change.

Parents are responsible for providing an updated copy of child's immunization record each time they receive new shots. These may be faxed to BFTS @ 402-884-7687.

Child Allergy Policy

If your child has a food or environmental allergy BFTS will work with the family to develop an individualized action plan specific to your child and the severity of the allergy. This will be done at the time of enrollment or at the onset of new allergy.

Breastfeeding Policy

BFTS is committed to providing a breastfeeding friendly environment for our enrolled children and staff. BFTS subscribes to the following policy:

Breastfeeding mothers shall be provided a place to breastfeed or express their milk.

Breastfeeding mothers, including employees, shall be provided a private and sanitary place (other than a bathroom) to breastfeed their babies or express milk. This area has an electric

outlet, comfortable chair, and nearby access to running water. Mothers are also welcome to breast feed in front of others if they wish.

A refrigerator will be made available for storage of expressed breast milk. Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.

Sensitivity will be shown to breastfeeding mothers and their babies. The center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Infant formula and solid foods will not be provided unless requested by the mother. Babies will be held closely when feeding.

Staff shall be trained in handling breast milk. All center staff will be trained in the proper storage and handling of breast milk, as well as ways to support breastfeeding mothers. The center will follow human milk storage guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention to avoid waste and prevent food borne illness.

Bottles that have been feed out of will expire after 2 hours. If an infant has eaten a bottle it will remain “edible” for 1 hour after it entered the child’s mouth. Prepared bottles that have not been eaten out of will be stored according to State Guidelines to be used for the child’s next feeding.

Parents shall complete an infant feeding schedule. As your child’s caregivers, an important part of our job is feeding you baby. The information you provide will help us do our very best to help your baby grow and thrive. An infant feeding schedule must be completed for any infant on breast milk (or formula) and must be update by the parents as their child’s needs change.

Breastmilk Storage:

Guidelines for Child Care Facilities vs. Home Storage

Breastmilk is the preferred food for infants in the child care setting. There is a range for safe handling and storage guidelines, because breastmilk is a living food with immune-boosting and antibacterial properties. The 2013 Nebraska Child Care Licensing Regulations for child care facilities have established stricter guidelines than home milk storage guidelines. This information sheet aims to help providers and parents follow both home and child care milk storage guidelines to meet the needs of their breastfed infants.

Nebraska Child Care Licensing Regulations (2013)

Breastmilk Storage at Child Care Facilities

	Refrigerator	Freezer
Freshly Expressed Milk	Up to 48 hours	Up to 3 months
Frozen milk, thawed	Up to 48 hours	Do not refreeze

Academy of Breastfeeding Medicine Protocol #8 (2010)

Breastmilk Storage Guidelines at Home

	Refrigerator	Freezer*
Freshly Expressed Milk	72 hours (optimal) 5-8 days (under very clean conditions)	6 months (optimal) 12 months (acceptable)

* Freezer compartment of refrigerator with separate doors or a deep freeze.

Considerations on Milk Storage:

- Nebraska Child Care Licensing Regulations, revised in 2013, reflect a lower range for freezer and refrigerator storage to err on the side of greater food safety.
- The child care facility has 2 days (up to 48 hours) to use milk (fresh or previously frozen) after it's been delivered to the facility.
- Child Care providers can keep frozen milk for up to 3 months.
- Home storage guidelines allow a longer period of time for refrigerator and freezer storage and it is up to the mother to ensure safe storage within the guidelines.
- Milk that is expressed in sanitary conditions (clean hands, equipment, space) will ensure greater safety.
- Encourage mothers to express milk in a clean location (not a bathroom), wash hands before pumping, and chill or refrigerate the milk promptly.
- The longer fresh or frozen milk is stored, the more nutrients it loses. This is the reason that fresh milk is best and should be used first.

Tips to Bridge Child Care and Home Milk Storage Guidelines:

- All milk brought to child care needs to be appropriately labeled:

Mommy's Milk

Baby's Name:	
Date to Provider*: <i>Use within 48 hours</i>	
Amount:	
Date Expressed	
Date Frozen	

→ *If yes - do not re-freeze

- Milk that is not labeled should be discarded.
- Milk that is past the Child Care Storage Guidelines, should be given back to the parent.
- Milk stored for longer durations in the ranges listed is safe, but some of the nutrients in the milk decrease, resulting in lower quality.

Other Reminders and Tips for Providers & Moms

- The Center for Disease Control and Prevention (CDC) classifies human milk as a FOOD, not a bodily fluid. It is not considered a bio-hazardous substance.
- To prevent the spread of germs, wash your hands before preparing any bottle.
- Use the oldest fresh milk first and then use the oldest frozen milk when fresh milk is not available.
- Thaw frozen milk in a warm water bath or under running water. NEVER use a microwave to thaw or warm human milk.
- Store breastmilk in small quantities (1-4 ounces) to limit waste.
- Store milk towards the back of the freezer or refrigerator, where temperature is most constant.
- If the fresh milk has not been frozen, but exceeds 48 hours at the facility, either freeze the milk (if not previously frozen) or give it back to the parents.
- Keep a small frozen supply of milk for each child. If the frozen milk passes the 3 month date, give back to the parent for home use.

Sources:

- Nebraska Child Care Licensing Rules and Regulations (2013):
http://dhhs.ne.gov/publichealth/pages/ccl_childcare_childcareindex.aspx
- ABM Clinical Protocol #8: Human Milk Storage Information for Home Use for Full-Term Infants (Original Protocol March 2004; Revision #1 March 2010):
<http://www.bfmed.org/Media/Files/Protocols/Protocol%208%20-%20English%20revised%202010.pdf>

Parents may provide their own personal preferences, in writing, regarding the duration of storage and handling of their child's breast milk as long as times do not exceed the guidelines listed above.

Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression. Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave may be used, or the employee can come in earlier or leave later to make up the time.

Breastfeeding promotion information will be displayed. The center will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the center.

Tuition Rates

Child Rates as of October 2023:

Program:	Age:	Full-Time:
Infants	6 weeks-18 months	\$310/week
Toddlers	18 -36 months	\$291/week
Preschool/Pre-K	3-5 years	\$265/week
School-age	Before and After FT	\$155/week
	Before or After PT	\$110/week
	Summer Program	\$240/week
	Non-School Days Additional	\$35/day PT \$25/day FT

*rates will be prorated if you need non-school day care and are currently contracted for school care.

All contracts will be for full-time children. The initial registration fee of \$50.00/child or \$75.00/family secures your place on our enrollment list and is non refundable. There will be an annual re-registration fee of \$25.00/child or \$50.00/family thereafter. The annual re-registration fee will be billed in August of each year. Families that enroll after June 1st of the current year and have paid a registration fee will not be billed for re-registration until the following August.

Payment Policy

All payments are due by 6:00 P.M. on the first attending day for current week's tuition. When other payment arrangements have been made with your contract, then payments will be made accordingly. Payment made after 6:00 P.M. will assess a late fee of \$10.00 per day. If payment is not made within 3 days at drop-off, your child will not be accepted into care until payment, including all late fees, is made. If a period of 1 week passes without payment

received, the contract will be terminated, the position filled, and the collection process begun. You will be responsible for any costs related to collection of the childcare fees. These costs will include late fees, collection cost fees, & childcare fees. Cash or check is accepted & a receipt will be given upon request. Automatic *monthly* payments may be set up. Please contact the Director to do so. Parents also have the option to set up Bill Pay through their financial institution or through the Brightwheel App. As of October 2020, Brightwheel charges a \$0.60 fee per transaction through the app.

Money Matters

A year-end statement will be made available by January 31st of the New Year. A fee of \$30.00 will be charged for any returned checks. All future payments must be made in cash. Childcare fees and tuition are due regardless of whether or not your child attends. You are paying for a position, as well as a service. No refunds are given for late arrivals or early departures. All childcare services will be contracted. The contract is a legal document obligating Bright From The Start to provide a service for you & obligating you to pay Bright From The Start for those services. There are other requirements in the contract. Bright From The Start urges you to thoroughly read the contract and parent handbook & recognize that it is legal & you will be held liable for each item in the contract. By signing the contract, you are accepting it in all its terms. A notice of no less than two weeks is required to terminate a contract by a parent or guardian.

An enrollment fee of \$50.00/child or \$75.00/family will be payable upon enrollment at BFTS. A slot at BFTS will be considered open until the enrollment fee is received. After payment is received BFTS will hold your spot for your start date. Families must start within 2 weeks of proposed start date to maintain a spot. The enrollment fee is non-refundable.

Enrollment Policy

Before enrolling your child at BFTS there are several things you must do:

1. Read through & become familiar with the Policies. You will be required to sign a form that indicates you have read, understand, & agree to ALL the Policies as outlined.
2. An acquaintance visit must be made. BFTS will not enroll a child unless a visit has been made to become familiar with BFTS & its directors & staff.
3. All appropriate forms must be filled out, signed, & on file PRIOR to admission. All necessary forms/consents will be given to you in your admission package.
4. All required supplies must be brought on or prior to the first day care begins.

Termination Policy

Care can only be terminated with 2 weeks' notice by the parent or guardian. BFTS reserves the right to immediately end care for nonpayment; failure to respect staff, teachers, directors, supplies, the building & its grounds; behavior of the child, which is harmful to the physical or emotional well-being of the other children and/or staff; or failure to abide by BFTS Policies. If you terminate care without giving appropriate notice, you will be responsible for payment of the final 2 weeks of care, whether or not your child attends.

Bright From The Start has the right to terminate a contract without notice in the case of harm to other children and/or staff, or a dangerous situation due to an action that the child has caused intentionally or otherwise.

Discipline Policy

No child will be hit, spanked, belittled, or otherwise intimidated at Bright From The Start-even with parent permission. NO corporal punishment will be used. Children will be treated with courtesy, respect, & patience. Guidance will be according to age & level of understanding. Younger children, babies, & toddlers, will be redirected to another activity. If redirection is unsuccessful a time out of 1 minute per age of child will be given. Older children will be given time-outs depending on the severity of the offense (almost always 1 minute per age, never to be more than 15 minutes).

Discipline & Plan of Action forms will be filled out to inform the parent of any behavioral problems and/or incidents. If a child displays persistent behavior problems, a parent-teacher conference will be requested to try to resolve the problem/issue at hand. AT NO TIME WILL A CHILD BE SUBJECTED TO PHYSICAL PUNISHMENT, SHAMING, FRIGHTENING OR HUMILIATING METHODS. NO TYPE OF VERBAL ABUSE, THREATS, DEROGATORY REMARKS, OR DEPRIVATION OF A MEAL OR ANY PART OF A MEAL, INCLUDING SNACK, WILL BE USED TO DISCIPLINE. NO CHILD WILL EVER BE PUNISHED FOR TOILET ACCIDENTS.

Bright From The Start Center Rules

1. No hitting, biting, pinching, throwing, pushing, hair pulling, or otherwise hurting ourselves or others.
2. No intentionally breaking anything.
3. No running, jumping, wrestling, climbing, etc. inside the center unless in designated areas.
4. Children may not pick up other children.
5. No leaving the center or playground without permission of a staff member. No children are allowed outside alone without adult supervision, even when a parent is here.
6. No name-calling, yelling, foul language, teasing or bullying. Everyone deserves to be treated with respect.
7. All food & drink will remain in the designated areas of the center/classrooms.
Absolutely no gum chewing allowed by the children.

Meal & Menu Policy

BFTS provides nutritionally balanced meals & snacks for your child each day. Breakfast will be served from 7:30 A.M.-9:00A.M. followed by a morning snack that will be served from 9:30 A.M.-10:30 A.M. Lunch will be served from 11:00 A.M.-12:30 P.M. followed by an afternoon snack that will be served from 2:30 P.M.-3:30 P.M. Please do not send any food or drink from home without prior approval through the Director.

Infants that are eating solids & not eating table foods will be provided with 2nd & 3rd Stages Baby Food as well as, Rice, Mixed Grain, & Oatmeal cereals. If your child arrives after a meal or snack has been served, he/she will wait until the next meal/snack is served. Children are encouraged to use meal time to share their experiences with each other. Manners are taught, and practiced during this time as well. **Please list on the registration form, any food allergies your child may have.** If a child requires a special diet, the parent is responsible for supplying the proper food, this includes allergen-free and organic foods. If your child is refusing to eat food that is provided for him/her, parents will be asked to bring meals to substitute daily meals/snacks. Weekly menus will be posted for parents to read. A copy of the menu is available upon request.

Emergency Policy

Bright From The Start has a Emergency Action Plan set in place. Each classroom is supplied with a copy. All employees must read the action plan in orientation. A copy is available from the office at your request.

Fire: There are multiple fire extinguishers located throughout the center. The entire building is protected by an overhead sprinkler system. If there is a fire the children will be immediately evacuated from the building and 911 notified. We will practice monthly fire drills so the children will be prepared in the event of a fire. The fire evacuation plan is posted in each classroom, including the kitchen, dining room, & office.

Tornado: In the event of a tornado warning, the children will gather into the storm shelter which is located centrally in the building. Children & staff will remain there until the inclement weather has passed & it is safe to return to their classrooms. Tornado drills will also be practiced quarterly so the children will be prepared in the event of a tornado. The tornado drill plan is posted in each classroom, including the kitchen, dining room, & office.

Power Outage: There are flashlights located in all classrooms, the kitchen, & office. There are also generator powered lights in the building in the instance of a power outage. If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat & drink. If the weather is inclement, and the center is getting too cold for the children, parents will be called to pick-up their child. If power is out before opening the center BFTS will reserve the right to close the center until power is restored.

Medical Emergencies: Although supervision is constantly given, BFTS staff cannot be by the child's side at all times to prevent falls, tripping, bumps, blows from the other children, etc. If the child is injured in a non-threatening way, BFTS staff will assess the child and provide necessary first aid. If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctor's office (i.e. needs stitches, broken bone, dislocation, etc.). If a parent or emergency contact is not available, a child that needs medical attention will be transported via ambulance to the nearest hospital (along with your signed consent to provide medical care form). All costs associated with injuries to the child will be the responsibility of the parent, unless BFTS has been found to be negligent. If immediate intervention is required, a staff member that is certified in Child CPR/First Aid, will take appropriate action including calling 911 &

having your child transported to the hospital if necessary. You or your family's insurance will be responsible for the cost of medical help or treatment due to accidents or illness while in childcare. BFTS does not provide health insurance for enrolled children.

Field Trips

BFTS will have planned field trips for children which may require transportation from the center. A permission to transport form is provided at enrollment. If a permission form is not filled out & signed by a parent, BFTS will be unable to provide transportation for your child & he/she will be unable to attend the field trip. All traffic & safety laws will be followed. Only staff that has taken and complete the State Issued Transportation Safety Courses and has a good driving record will be allowed to transport children. No child will ever be left unattended in a vehicle. Staff members will count children before loading the van, after loading the van and when children unload the van.

Children under the age of 8 will be placed in a booster seat. Parents must complete a return the Consent to Transport/Booster Seat Policy form prior to BFTS transporting their child. If your child is above the age of 8 and you would like to have them in a booster, please state this on your Transport Permission Form. Parents may be asked to bring a seat for their child in the event of a field trip. Parents are encouraged to volunteer for any field trips. Please talk to your child's teacher and/or director if you are interested in doing so.

Inclement Weather Policy

If the temperature or wind chill is:

- Above +10 degrees Fahrenheit, children will be allowed to go outside.
- Between +10 and -10 degrees Fahrenheit, outside will be an option for children.
- Below -10 degrees Fahrenheit, NO OPTION. All children will remain inside
- Staff must use good judgment on days when the temperature or wind chill is in this range (example: shortened outside time)

Cold/Snow: Children must be properly dressed to go outside in cold weather. Coats, hats, & mittens/gloves must be worn at all times when the temperature is below 32 degrees Fahrenheit. If your child wants to play in the snow he/she must wear snow pants/suit, waterproof boots & gloves, a jacket, and a hat.

Heat: If the heat index is excessively high, staff will shorten or eliminate outside time. This includes heat and humidity factors. On these days, it is best for outside time to occur prior to 11:00 am. Sunscreen will be placed on all children before going outside by a staff member when there is direct sun.

Lightning/Severe Weather: At the first sign of threatening weather or lightning, staff will bring all children indoors into a safe area. Staff will need to monitor the situation.

Closing due to inclement weather:

SNOW DAYS: If schools are cancelled due to weather conditions, Bright From The Start will make every effort to open, There are many factors we must take into consideration when making the decision to close. First and foremost is safety, the ability to remove snow at the center, or other conditions that could pose a danger to the children, staff, or facility. In the event that BFTS is

closed we will place the closing on the local television stations, a message sent through Brightwheel and classroom private Facebook Page. **Please note that no credit will be given for a snow day.**

If school is closed due to weather conditions, the decision will usually be made by the school district before 6:30 am and announced on local television stations. School-aged children that are contracted through the school year may attend BFTS when school is cancelled due to weather and the center is open. A debit will be made to your account accordingly for the snow day and is due by 6:00 PM that day unless other arrangements are made with the director(s).

School closings announced during the school day

If school is closing due to weather conditions during the school day, BFTS will provide transportation from schools to the center. If BFTS must close throughout the day, the decision will be made no later than 6:30 AM. We will announce this at the center, via message, signage, and on the local news stations.

For all weather conditions, periodically check the news for weather information or closing or call and speak with the Program Director.

Staff Qualifications

All employees must have one of the following qualifications:

- ✓ Employee Qualifications-Statement from director certifying staff qualifications have been verified in writing.
- ✓ Holds a bachelor's degree from an accredited college or university in early childhood education, education or child/youth development.
- ✓ Holds an associate degree from an accredited college or university in early childhood education, education or child/youth development.
- ✓ Has a Child Development Associate Credential
- ✓ Has a high school diploma or GED AND 1500 verified clock hours of experience in organized group activities for young children as indicated by a positive reference from a former employer or supervisor OR submit a written plan for Dept approval to acquire 45 hours of training in the first 6 months of employment (must have dept review & approved)

All employees will have the following background checks prior to hiring:

- ✓ Child Abuse & Neglect Central Registry & Adult Protective Services Central Registry Check
- ✓ Report of Law Enforcement Contact
- ✓ Nebraska State Patrol Sex Offender Registry Check & Criminal Background
- ✓ Criminal History Record Check & National Fingerprint History
- ✓ A statement of immunization history

All full time employees scheduled 20-40 hours/week are required to complete 12 clock hours of Continuing Education in the field of Early Childhood Development and all part-time employees are required to complete 9 clock hours of Continuing Education in the field of Early Childhood Development while employed at Bright From The Start.

Parental Involvement

Parental involvement is a very important part of our program. Parents and children working together with staff members is an important element in a quality child care program. Visitation is encouraged by parents and other interested parties who wish to visit the site. A solid relationship with the BFTS employees at your school, built on mutual trust and respect, is key in making your child care arrangement work well for everyone. Keep these tips in mind as you begin to build your relationship:

- ✓ Keep the lines of communication open at all times. Let your teacher or directors know if there is something going on in your child's life that may be affecting behavior.
- ✓ Be aware of program policies and honor them. Respect drop-off and pick-up times.
- ✓ Get involved with the program. The more you participate, the more dedicated you will feel.
- ✓ Sign up for the Brightwheel App

There are bound to be certain topics or situations that are difficult to talk about with BFTS employees. If you have developed an honest, open way of communicating with one another, discussing these issues as they arise will not be as difficult. Things to consider when discussing difficult issues:

- ✓ Raise issues when they first develop. If you put off a discussion, it may be harder to bring it up later.
- ✓ Avoid confronting BFTS employees in front of other parents or children. Set up a time to speak privately, in person, or over the phone.
- ✓ Think about what you want to discuss ahead of time, and even practice how you want to say it.
- ✓ Be specific about your concerns. Give examples of things that have happened or observations you have made.
- ✓ Never discuss a problem when you are feeling angry or not in control of your emotions.
- ✓ Remember that conflicts are normal and part of most relationships. They can usually be resolved when both parties can see the other's views and are willing to compromise.

To keep our commitment we need your help throughout the year!

Help us "stay in tune" with your needs and interests!

- Tell us about your day when you pick up your child.
- Help us learn about your child's special talents and strengths.
- Tell us when your child needs extra help or support.
- Keep us informed about any important changes we need to know about to serve you well.
- Let us know about your family and cultural traditions.
- Make suggestions when you think we could serve you better.
- Ask questions if you don't understand our policies or procedures.
- Tell us the best ways for you to connect with your child's experience in our program.

Visit whenever you can – You are always welcome!!

We want to build positive relationships with all of our families.....help us achieve this goal!

CommunicationTools:

The list below indicates strategies which BFTS feels are helpful in communicating with families.

- Brightwheel App allows parents to see their child's day in real time and send messages to classroom teachers whenever necessary. We do ask parents to respect our BFTS employees time away from work and avoid messaging them outside of work hours unless an emergency.
- Classroom Facebook Pages. Each classroom has a private page in which only parents of children currently enrolled in the program will be allowed to join to ensure the privacy of the children. This is a great place for teachers to send reminders, pictures and videos throughout the day. To join your classroom page please search BFTS followed by your child's classroom name.
- A parent bulletin board is posted at each room with reminders, policies, and general information specific to your child's classroom.
- Each family has their own child cubby and parent file.
- Monthly/Weekly newsletters will be distributed by each classroom highlighting program events and news.
- Talk to your child's teacher each day at drop off and pick up times. Teachers also have time each day called CPT (Collaborative Plan Time) while the children are asleep allowing them more uninterrupted time to talk with parents.

Visitors: BFTS welcomes you to visit the center at any time and wants you to feel free to ask questions. Please consult with the Directors should any problems arise concerning your child, whether at home, school or at BFTS.

Family Information: It is the responsibility of parents to notify the Directors of any changes in employment, address, phone numbers, care and/or custody arrangements, and any other important information regarding the child or family situation. All changes must be completed in writing and submitted to the office.

Parent/Guardian Responsibilities:

- Call BFTS if your child will not be attending.
- Notify BFTS in advance if anyone other than the parent or guardian will pick the child up.
- Notify the Director(s) of any special needs your child may have. The information must also be listed on your child's enrollment form.
- Clock your child in/out daily.
- Honor BFTS operating hours by not dropping your child off before 6:30 am, and picking your child up by 6:00 pm.
- Update your child's records as changes occur.
- Notify the Director(s) in the event of questions or concerns with BFTS staff or policies.
- Have your tuition account current.
- Notify in writing any changes to your child's enrollment status or intention to withdraw from BFTS.
- According to Nebraska law Section 28-710, it's considered child abuse and neglect to leave a child who is six years old or younger unattended in a motor vehicle and goes against the Child Protection Act.

When left unattended in a motor vehicle, children are at risk for bodily harm or death due to factors including extreme hot and cold temperatures, kidnapping, and tampering with the vehicle's gear setting or ignition.

Please do not leave your child unattended in your car!!! Thanks for your cooperation.

Biting Policy

Explanations, policies and procedures regarding biting in the child care center.

A child biting another child is one of the most common and most difficult behaviors in group childcare. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

No matter what the cause, biting in a group situation causes strong feelings with all involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur. The staff of the Center, after consulting child care experts and manuals, has developed the following plan of action to be used if and when biting occurs in any of our rooms.

Before biting occurs:

1. Discuss the issue of biting with all parents at the time of enrollment.
2. Distribute written policy to all families and include the written policy in the enrollment packet.

When a child is bitten:

For the biter:

1. The biter is immediately removed with no emotion, using words such as "biting is not okay – it hurts." Avoid any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
2. The biter is not allowed to return to the play and is talked to on a level that the child can understand. "I can see that you want that truck, but I can't let you hurt him. We don't put our teeth on people. "Or "That hurts Johnny when you bite him, he is sad."
3. Redirect the child to other play.
4. Write an accident report and notify the parents of the biter.

For the victim:

1. Separate the victim from the biter.
2. Comfort the child.
3. Administer first aid.
4. Write an accident report and notify parents of the victim (in writing).

If biting continues:

1. Room staff meet with the director on a routine basis for advice, support and strategy planning.
2. Chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Let all parents know that there is a problem and the procedures that will be followed to deal with it.
4. "Shadow" children who indicate a tendency to bite:
 - Head off biting situations before they occur.
 - Teach non-biting responses to situations and reinforce appropriate behavior.
 - Adapt the program to better fit the individual child's needs.
5. "Shadow" children who have a tendency to be bitten:
 - Head off biting situations.
 - Teach responses to potential biting situations: "No" or "Don't hurt me!"
6. Work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
7. Hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or telephone conversations as needed.
8. Consider early transition of a child "stuck" in a biting behavior pattern for a change of environment, if developmentally appropriate.
9. Prepare the parents of the biting child for the possibility that the child may have to be removed from the Center and help them to make contingency plans.
10. If it is deemed in the best interest of the child, center, and other children, termination of the child from Center enrollment for the duration of the biting stage may occur. Written warning will be given to the parents before this action will be taken.

Potty Training Policy

This is a big transition for your child and we are here to work with you and your child during this process. In our experience, we have found that consistent potty training at home leads to successful potty training at school and is vital to your child's success. We are here to help and support you and your child through this phase of growth and development.

Accidents happen in the initial stages, so we request that you leave us with several pairs of underwear and pants/shorts. Children learn quickly when they see others using the toilet and when parents and teachers have high expectations and are consistent in their approach. Here are a few ways to help your child succeed:

- a. Please don't send your child in clothing that is hard for them to remove (overalls, snap crotch pants or onesies). It is very important that they can easily and independently manipulate their own clothing.
- b. While in the classroom, children use the toilet at specific times, which helps them get used to a routine. It's a good idea to develop a home routine as well, such as before bedtime, after meals, etc.

- c. We offer positive feedback, stickers and other rewards to motivate your child. The biggest motivator is usually parent encouragement and approval.
- d. Training can be a long process for some children, so patience and understanding is important.

A child will be considered "Potty Trained" once he/she is able to successfully do the following:

- 1. A child has not had any accidents at home or school for an entire week.
- 2. A child can verbally tell a teacher/parent that he/she needs to go pee. Holding it for the entire day or for long periods of time does not constitute a child as trained.
- 3. A child can verbally tell a teacher/parent that he/she needs to go poop. Holding it for the entire day or for long periods of time does not constitute a child as trained.

Once a child is able to do these steps successfully the teachers and directors will meet to set a transition date for your child into the three year old Preschool Program. The directors will make the final decision on when a child will transition up in to the next program. Ideally, children are trained by their third birthday and will transition around that time. We will not be able to transition a child at their third birthday if they are not successfully potty trained.

Transportation Policy

Safety is our top priority when transporting children to and from Bright From The Start. This policy is in force anytime children are transported by Bright From The Start. Staff/parents will adhere to all requirements. Staff will adhere to the policy guidelines even if no children are present when using a vehicle owned by Bright From The Start. All children under the age of 8 years old will be placed in a booster seat while being transported by BFTS per NE State Law.

Parent Responsibilities:

- ✓ Permission to Transport Consent Form must be signed and dated by a parent/guardian before a child will be transported by Bright From The Start.
- ✓ A Booster Seat Permission form must be signed and dated by a parent/guardian before a child will be transported by Bright From The Start. This form is to be updated as needed..
- ✓ Parents are to inform Bright From The Start if their child does or does not need transportation.

Center/Driver Responsibilities:

- ✓ Drivers will be legally-licensed & have a safe driving record.
- ✓ Drivers will meet all required staff qualifications including a criminal background history check.
- ✓ Drivers are required to be CPR & First Aid Certified.
- ✓ Only insured, licensed, well-maintained vehicles will be used to transport children.
- ✓ Drivers will obey all traffic regulations.
- ✓ Drivers will NOT be under the influence of any chemical substance that may alter their ability to drive safely.
- ✓ Drivers will have completed State Required Training within 30 days of employment and re-certify every 5 years.
- ✓ The number of passengers will not exceed the manufacturer's stated capacity for the vehicle.
- ✓ All children under the age of 8 will be placed in a booster.

- ✓ Children will never be left unattended In a vehicle, even for brief periods. All children will be accompanied by an adult to/from the vehicle to insure safety.
- ✓ All children will be accounted for before leaving the facility, after loading the vehicle, after unloading the vehicle.
- ✓ All travel routes will be planned in advance & driver will be familiar with the planned route ahead of time.
- ✓ To prevent distractions the driver is not permitted to talk on the phone or play loud music.
- ✓ Doors will be locked at all times when vehicle is in motion.
- ✓ A cell phone will be available to drivers in case of an emergency.
- ✓ A first aid kit & list of emergency contacts for all children and adults will be in the vehicle during transportation of children.
- ✓ Children will be transported properly in a seat belt, car seat, or booster according to Nebraska Regulations. Drivers/staff will ensure that all children are properly restrained before moving the vehicle.
- ✓ In the event of a break down, a back-up vehicle will be accessible to drivers.
- ✓ In the event of an accident when children are in the vehicle all parents will be informed by the director of the accident. Directors will notify the parents by phone when notified of the incident

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Family Acknowledgement of Bright From The Start Policies

To ensure that you, the parent, have read & agree to the Policies of Bright From The Start Child Development Center, LLC you must complete, sign, & return the following form to the office at the time of enrollment. A copy for your records will be made available upon request.

I have received and read the Bright From The Start **Biting Policy** and agree with its terms. I will contact the director immediately with any questions or concerns. _____ (Please Initial)

I have received and read the Bright From The Start **Transportation Policy** and agree with its terms. I will contact the director immediately with any questions or concerns. _____ (Please Initial)

I have received and read the Bright From The Start **Health/Illness/Exclusion Policies** and agree with its terms. I will contact the director immediately with any questions or concerns. _____ (Please Initial)

I have received and read the Bright From The Start **Payment Policy** and agree with its terms. I will contact the director immediately with any questions or concerns. _____ (Please Initial)

I have received and read the Bright From The Start **Medication/Immunization/Allergy/Breastfeeding Policies** and agree with its terms. I will contact the director immediately with any questions or concerns. _____ (Please Initial)

I have received and read the Bright From The Start **Enrollment /Termination Policy** and agree with its terms. I will contact the director immediately with any questions or concerns. _____ (Please Initial)

I have received and read the Bright From The Start **Discipline Policy** and agree with its terms. I will contact the director immediately with any questions or concerns. _____ (Please Initial)

I have received and read the Bright From The Start **Inclement Weather/Emergency Policy** and agree with its terms. I will contact the director immediately with any questions or concerns. _____ (Please Initial)

I, _____ and _____ have read and understand all Policies & Guidelines of Bright From The Start Child Development Center, LLC. I/We agree to abide by all policies stated in the Parent Handbook. I/We understand that we will be notified, in writing, of any changes in these policies. Any complaints, concerns, or grievances against Bright From The Start Child Development Center will be made in writing and/or telephone call and will be followed up in a timely manner. I/We also understand that any breach of policies & contracts may be grounds to terminate childcare. A two week notice will be given in such circumstances unless the infraction is severe enough to warrant termination without notice.

This arrangement will come into effect on _____.

Parent Signature & Date

Parent Signature & Date

Director's Signature & Date

PLEASE COMPLETE THIS PAGE AND RETURN TO THE OFFICE WITH ENROLLMENT PAPER

