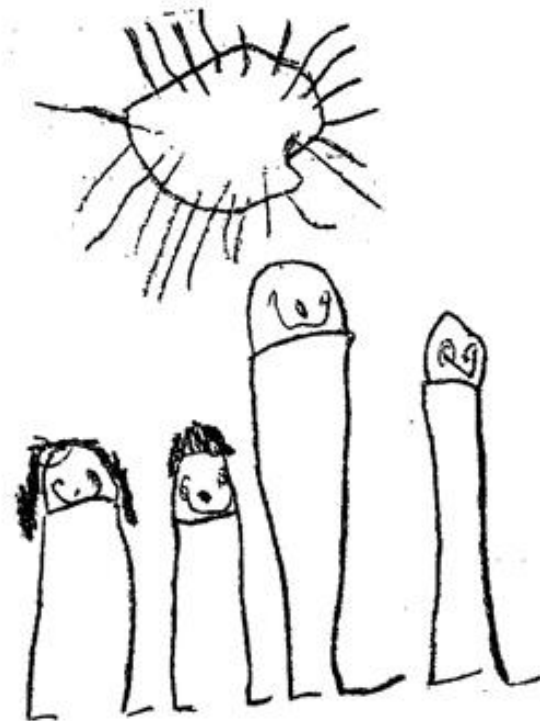


# Bright Days Preschool

## Parent Handbook



Campbell United Methodist Church  
1675 Winchester Blvd.  
Campbell, CA 95008

Office: 408-378-8422  
Fax: 408-378-8423  
Church Office: 408-378-3472

Email: [bright\\_days@earthlink.net](mailto:bright_days@earthlink.net)  
Website: [www.brightdayspreschool.com](http://www.brightdayspreschool.com)

**Bright Days Preschool  
Parent Handbook  
Table of Contents**

OUR HISTORY .....	2
OUR MISSION .....	2
OUR PHILOSOPHY .....	2
POLICY AND PROCEDURES	
THE PROGRAM .....	3
Eligibility Requirements for Enrollment .....	3
Enrollment Options .....	3
Daily Schedule .....	3
Curriculum .....	4
Play and Learning .....	4
A Teacher’s Role .....	4
Assessment .....	4
Conferences .....	4
ENROLLMENT	
Class Placement .....	5
Forms .....	5
Tuition .....	5
Late Tuition .....	5
Signing In and Signing Out .....	5
Late Pick-up Policy .....	5
Two Week Drop Policy .....	5
HEALTH AND SAFETY	
Participant’s Health .....	6
Allergies .....	6
Communicable Diseases .....	6
Medication .....	6
Illness or Injury .....	6
Emergencies .....	6
Dress Code .....	6
Outdoor Play .....	6
Themed Clothing .....	6
Parking Lot Safety .....	7
Emergency Preparedness .....	7
INTERACTING WITH CHILDREN	
Guiding Children’s Behavior .....	8
Guidance Goals .....	8
Guidelines for Working with Children .....	8
Procedure for Dealing with Unacceptable Behavior....	8
Unacceptable Behavior .....	8
PARENTS AS PARTNERS	
No Babysitting Policy .....	9
Communication Systems .....	9
Resources .....	9
Birthdays and Other Celebrations .....	9
Items from Home .....	9
FREQUENTLY ASKED QUESTIONS .....	10

## **OUR HISTORY**

In the spring of 1993, Bright Days began as a community service program for parents who were members of the Campbell United Methodist Church. The program began as a one day a week "Mother's Day Out" type program. Our reputation grew and soon we had the enrollment of children from many surrounding areas. In September 1994, Bright Days opened its doors as a licensed preschool. Since that time, the staff has continued to develop, class sizes have increased and we have the support of many new families each year.

## **OUR MISSION**

Bright Days Preschool strives to create a caring community that embraces and cares for children, families, and teachers. At Bright Days children are nurtured, loved, understood, honored and accepted as the unique individuals they are.

## **OUR PHILOSOPHY**

Our program is designed to promote the development of the whole child, in a child-centered environment. This involves presenting children with quality materials appropriate for their level of development in a manner that is pleasing aesthetically, encourages creativity and allows them to build on concepts. Because our teachers see themselves as facilitators, they are very careful not to present models of work to children or ask them for products. Process takes precedence over product.

## POLICY AND PROCEDURES

### THE PROGRAM

Bright Days Preschool is a licensed childcare facility offering positive social values in a developmental program to all young children regardless of race, nationality or creed.

#### Eligibility Requirements for Enrollment:

Classes	Enrollment Age to start
2's	2 years old
Multi-Age (MA)	3 years old in September
Year Before Kindergarten (YBK)	4 years old in September

#### Enrollment Options:

	Classes	Days of week	Class	Lunch Bunch
<b>School Year: September - May</b>	2's	T/Th, MWF, or M-F	9:00am - noon	Noon - 1pm
	MA	T/Th, MWF, or M-F	9:00am - noon	Noon - 1pm
	YBK	T/Th, MWF, or M-F	8:45am - noon	Noon - 1pm
<b>Summer School: June &amp; July</b>	MA	TWTh	9:00am-noon	Noon - 1pm
	YBK	TWTh	9:00am-noon	Noon - 1pm
<b>August</b>	No Sessions			

#### Daily Schedule:

Time	2's classes Room 8	Multi-age classes Room 10	YBK classes Room 9
8:45 am			Arrival
8:45 - 9:15 am			Morning Large Group Gathering
9:00 am	Arrival	Arrival	
9:00-9:15 am	Classroom Activities	Morning Large Group Gathering	Classroom Activities
9:15-9:30 am		Classroom Activities	
9:30 am	Outside Patio opens		
9:45 am		Play ground opens	
10:00am	Snack Time	Full Choice - Rooms 9 or 10, Snack or Play Ground	
10:30 - 11:20 am	Play ground opens		
11:20 - 11:30 am	End of day routines - cleanup, clothes changing, clear playground		
11:30 - 11:45 am	Music and Movement	Music and Movement	Large Group Gathering
11:45- noon	Large Group Gathering	Large Group Gathering	Small Group Writing Activities
Noon	Dismissal for all children not enrolled in Lunch Bunch		
Noon - 1:30pm	Lunch & Play for children enrolled in Lunch Bunch		

**Curriculum:** Our curriculum is planned to build on concepts as the year progresses, with age-appropriate projects and activities. Activities are planned to:

- foster positive self-concept,
- develop social skills and promote prosocial behavior,
- facilitate the development of self-help skills and responsibility,
- encourage children to think, reason, question and experiment,
- enhance the development of language and communication,
- enhance physical development and skills,
- allow for individual differences and ableness,
- furnish opportunities for exploring nature and the physical environment,
- encourage creativity and appreciation for the arts,
- demonstrate sound health, safety and nutritional practices, and
- respect the cultural diversity of children and staff.

**Play and Learning:** All the activities are process oriented. Creativity is innate, and our curriculum honors that. Child-initiated activities are autonomous endeavors that contribute to cognitive development as children are actively engaged in the processes of making their own colors, balancing block structures, problem solving, etc.

**A Teacher's Role:** In the various roles of observer, stage manager (implementing and supporting the planned and emergent curriculums) and mediator, each teacher works to promote resilience and mastery in play. Within the context of a specific relationship, each teacher is thoughtful about how, what and when she speaks and acts, so that her support of the child is useful.

**Assessment:** Developmental assessments of the children are done twice during the school year, once mid-year and once at the end of the year. Each child's assessment is reported with an evaluation and portfolio.

For the multi-age and YBK classes, the evaluation is a written narrative divided into four sections: the child's strengths, areas of growth, specifics on what is planned for the child's continued growth and development in our program and suggestions for what can be done at home and the portfolio includes photographs, available work samples and written observations of the child in the major areas of development.

For the 2-year old class, the evaluation is a developmental checklist and the portfolio contains photographs of the children involved with activities during their school day that demonstrate skills in the major areas of development.

**Conferences:** Teacher/Parent conferences are available after each assessment cycle for an in-depth discussion of the child's evaluation and portfolio as well as an opportunity to discuss any questions or concerns. These conferences are scheduled after our school day during the weeks following the completion of the evaluations and portfolios. Conferences can also be scheduled anytime during the year by contacting the Director.

## ENROLLMENT

**Class Placement:** Placement will be decided at the discretion of the staff, considering birth date and developmental readiness of the children.

**Forms:** State Licensing regulations stipulate that all children entering Bright Days must have the following forms completed and signed **before attendance**:

1. Personal Rights, LIC 613A
2. Consent for Medical Treatment, LIC 627
3. Identification and Emergency Information, LIC 700
4. Child's Physician's Report, **including updated immunization record**, LIC 701
5. Child's Health History, LIC 702
6. Parent's Right's, LIC 995
7. Admission Agreement
8. Family Information Form

Administrative Forms required by Bright Days include:

1. Enrollment Forms Receipt
2. Enrollment application with \$100 non-refundable registration fee for each child
3. Earthquake Preparedness Kit

**Tuition:** September tuition is due June 1<sup>st</sup>, secures your child's spot in the program and is non-refundable. The next payment will be due October 1<sup>st</sup>, and the first of each month thereafter, with the last payment due May 1<sup>st</sup>.

**Late Tuition:** If your payment is received after the tenth of the month, a \$20.00 late fee is due with the tuition.

**Signing In and Signing Out:** State licensing requires that each child be signed in and out each day. Parents and caregivers need to sign, with their ***full signature***, the arrival and departure sheet located directly inside our front doors. Any person other than the child's legal parent or guardian who is parent-approved to take their child from the facility must be prepared to show a picture ID when picking up the child.

**Late Pick-up Policy:** There may be times when parents are delayed. We understand that some of these delays are unavoidable, but we ask that you notify the school when you will be late. If at all possible, have another authorized person pick-up your child if you will not be on time. A late charge of \$10 will be charged for every 5 minutes you are late for your scheduled pickup time.

**Four Week Drop Policy:** If a child is being withdrawn from the program, parents must provide the school with four week notice; tuition refunds are pro-rated. If four week notice is not given, parents will be required to pay the month's tuition.

## Health and Safety

**Participant's Health:** Children are expected to be in good health and able to participate in the planned activities. To reduce the spread of illness, please keep your child home if he/she has had a non-clear nasal discharge, unexplained rash, skin or eye infection, sore throat, diarrhea, stomach/ear ache, swollen glands, head lice (children should be free of all nits), fever or strong cough during the previous 24-hour period.

**Allergies:** Please make sure Bright Days is aware of all allergies and that the applicable information is noted on your child's *Family Information Form*.

**Communicable Diseases:** Promptly inform Bright Days if your child has contracted or been diagnosed to have a communicable disease. Such reports will be treated with confidentiality. When possible, notification of possible exposure will be provided.

**Medication:** Medication, whether prescription or nonprescription can be given only if parents complete the parents' Consent for Administration of Medication form (LIC 9221).

**Prescription medicines:** The medication must have on its container the original label as given by the pharmacy containing the child's name, the physician's name, and the name of the medicine, the issue date, the dosage and how it must be administered and stored.

**Nonprescription medicines:** Must be in their original container, which must have directions for use, an expiration date, its active ingredients and the name and address of the manufacturer. Additionally, the bottle must also be labeled with the child's name.

**Illness or Injury:** If a child is injured or becomes ill while at Bright Days the parent will be contacted immediately. A child who becomes sick at school will be isolated from the rest of the children and must be picked up as soon as possible. The school reserves the right to refuse admittance to children who do not appear to be fully recovered and healthy. If your child will not be attending school, we appreciate a phone call informing us of your child's absence.

**Emergencies:** We would hope that dental and medical emergencies will never happen, but in the event that they do we as a center reserve the right to call 911. If we, as a staff, determine that it is in the best interest of the child to call 911, we will do so and then notify the parents. Bright Days is not responsible for any costs related to a dental or medical emergency that requires 911.

**Dress Code:** Dress children in play clothes that will not concern you or the child if the clothes become soiled or torn. Long skirts and dresses, scarves, parka hood strings, belts, jewelry, etc. are dangerous when a child plays or uses school equipment and should not be worn at Bright Days. **Label all your child's clothing for easy identification.**

**Outdoor Play:** Outdoor play occurs in all weather and water play is part of the program, children will get wet. Extra clothes are essential and each child in the program is provided with a cubby for storing an extra change of clothes. Shoes and socks often come off outdoors as children experience the environment.

**Themed Clothing:** Please consider the impact of super-hero or theme clothing when allowing your child to select clothes for school. Some of this type of clothing may promote

aggressive play and cause disruption. Remember, it is not always the wearer that is stimulated by the design. It may also influence other children.

**Parking Lot Safety:** Practice extreme caution! Watch for small children. Hold Hands. **NEVER** leave any child alone in the car no matter how short the time. This is against the law and Bright Days cannot be responsible for any ensuing consequences. Follow all parking lot safety regulations in the Campbell United Methodist Church Campus Safety Regulations pamphlet.

**Emergency Preparedness:** Bright Days will have monthly emergency evacuation drills. All individuals must evacuate the school and remain outside until the 'all clear' signal is given by the Director. Central Storage of emergency supplies is in the shed located on the playground next to the play house.



## Interacting with Children

**Guiding Children's Behavior:** Bright Days embodies mutual respect of the personal rights of the child and adult. Within that framework, we seek to have children develop self-discipline by providing a safe environment that requires a minimum number of "rules" and which expressly forbids corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other punitive actions.

### Guidance Goals:

- To develop internal controls.
- To be a problem-solver.
- To develop a sense of personal worth and competence.
- To maintain respect for self and others.
- To develop a sense of responsibility for self and others.
- To learn to recognize and express feelings.

### Guidelines for Working with Children:

- Model the behavior expected from children.
- Reinforce acceptable behavior.
- Set limits and clear expectations.
- Help children understand choices and "natural consequences".
- Verbalize what's happening. Describe situation, explore and acknowledge feelings.

### Procedure for Dealing with Unacceptable Behavior

- Immediately stop unacceptable behavior if safety is a factor.
- Briefly explain why behavior is unacceptable. Explore acceptable alternatives with child.
- If child's behavior does not change, verbalize the consequences of the behavior.
- Give child an opportunity to make behavioral adjustments, re-direct, or select another activity.
- A child who hits, bites, or uses other forms of aggression may need to sit quietly in an adult-supervised area for a brief time. All acts of aggression are reported to the Director.
- Repeated abusive behavior requires further action: parent conferences, consultations, referrals, or possibly removal from the program.

**Unacceptable Behavior:** Unacceptable behavior is physical aggression: hitting, biting, spitting, pushing, kicking, pinching, scratching, slapping or pulling hair; emotional aggression: name-calling, teasing, foul or vulgar language, intimidating or threatening words; misuse or destruction of materials or environment: throwing objects, mistreating living things, jumping or climbing on furniture, interfering in work or play of others, urinating/defecating anywhere other than the toilet.

## Parents as Partners

**No Babysitting Policy:** The staff members at Bright Days Preschool are not permitted to babysit for families in our program.

**Communication Systems:** There are a number of communication channels for Bright Days Preschool staff/parent communications including:

- Email – [Bright\\_days@earthlink.net](mailto:Bright_days@earthlink.net) for staff to parent communications
- Yahoo Group [BDFamilies@yahoogroups.com](mailto:BDFamilies@yahoogroups.com) for parent-to-parent communications
- Parent Website – [www.brightdayspreschool.com/parents](http://www.brightdayspreschool.com/parents) for calendar/events
- Jooners - On-line sign-up sheets on parent website
- Family folders – on the sign-in tables for each classroom. If you have multiple children enrolled at Bright Days, your folder is on the oldest child's classroom sign-in table.
- Parent-teacher or Parent-director communication – in person, email, phone
- Newsletter – published monthly with news and program reminders
- Assessments – Fall and Spring Portfolios and Evaluations
- Conferences – during assessment cycle or at your request

### Resources:

- Parent Resource Library – resource books available for loan
- Children's Library – children's books available for loan, limit one a day per child
- Parent Resources Binder – assessment resources available in our area

**Birthdays and Other Celebrations:** Families are encouraged to share traditions, food, music, etc. not only on holidays but throughout the school year. **Birthdays:** Each child in the program is presented with a paper crown during gathering time in the classroom to celebrate their birthday. If you would like your child's birthday recognized beyond that, please talk with the Director.

**Items from Home:** Except for security items, a special blanket or stuffed animal that may be needed in the very early days of school to help ease your child's transition from home to school, leave your child's toys at home or in your car to help prevent problems with other children wanting to use toys brought from home. If an item is brought to school, we are not responsible for it.

# FAQ's



## **1. Can I schedule to meet with teachers or the director?**

Yes. Parents and teachers are encouraged to schedule a conference any time of the year to discuss individual issues or concerns about a child's behavior, developmental progress or interactions within our program.

## **2. Can I bring food or a gift for my child's birthday or holidays?**

Yes, if you co-ordinate with the director in advance and receive approval. Acceptable foods include mini-muffins, crackers, and fruit. You will be asked to provide enough for each child enrolled in the program on the day you deliver. Acceptable gifts include books for our children's library or equipment for the classroom or playground.

## **3. What are the types of activities being offered?**

Play is a critical part of learning for the preschool aged child. All of our activities are developmentally appropriate, open ended and are offered frequently to allow children to become familiar with them and to be able to challenge themselves to use them in new ways.

- The art area is always set up with particular concepts in mind such as, primary colors, secondary colors, space, line shapes, etc.
- The writing center is always available and is stocked with a variety of writing implements, paper, tape and other items that promote fine motor skills, small muscle development and creativity.
- All areas of the curriculum are in operation from the start of the day and teachers are covering each area based on the number of children present. The areas include the block center, dramatic play center, reading center, writing center, math center, science center, art centers, manipulatives center and activities center.
- The outside environment is just as critical as the indoor environment and has been set up based on a curriculum plan.
- The children at Bright Days have the opportunity to play outside in all weather – including rain. Rain gear such as boots, coats and umbrellas are suggested when rain is in the forecast. Extra clothes are essential on rainy days as well.
- Cooking is an integral part of our curriculum and is available for children to participate in 2-5 times a week.
- Messy play is not discouraged. This includes sand, water, mud, paint and sensory experiences like shaving cream or cornmeal.

- Children are allowed to remove their shoes and socks to play barefooted inside and out.

#### **4. What should I consider when dressing my child for school?**

- Particular attention should be paid to wearing clothes that allow for ease in toileting, which promotes self-sufficiency.
- An extra change of clothing, or two, including shoes and socks, need to be left at school at all times and must be replenished as needed. In the event a child needs a change of clothes and one is not available in his/her cubby we will dress them in clothes donated to the preschool. Those clothes need to be taken home with you, washed and returned promptly to the school so other children may benefit.
- Please **label** all clothing, including shoes, socks, underwear, jackets, coats and sweaters. Occasionally, shoes and clothes go missing so please bring your child in 'play' clothes.
- Play clothes include but are not limited to: goodwill clothes, hand-me-downs, T-shirts, shorts, sweats, zipper jackets, easy Velcro shoe.
- Play clothes are **NOT** church clothes, fancy things, and anything you want to keep clean.

#### **5. Does my child have to be toilet trained to attend Bright Days?**

No. Bright Days recognizes and honors that the initiation of toilet training should always be based on the child's developmental level rather than on the child's age. Bright Days Staff work with parents to recognize toilet training readiness and collaborate with the family to initiate the toilet training process. Bright Days Staff support children in the toilet training process during their school day.