



# American Preparatory Academy

## Bright Beginnings Staff

### Childcare & Preschool

# Parent Handbook of Policies and Procedures

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## Vision Statement

American Prep's Staff Child Care Center "Bright Beginnings" vision is to provide a low-cost, high quality childcare program for employees of American Preparatory Academy and American Prep Schools. Bright Beginning's Childcare teachers provide a nurturing and loving environment for the children in their care. Our childcare center combines a unique blend of learning by engaging children in center-style play. We strive to hold the same high standards that our American Prep schools hold by expecting nothing but the best from our childcare staff. We all work hard to do what's best for each child!

## Mission Statement

Bright Beginnings' mission is to nurture and educate children in a safe, loving, positive and stimulating environment, providing peace of mind to their parents - our valued American Prep employees. Our daily goal is to model and focus attention on the positive character traits and maximizing the development of those traits in each child under our care. We are aligned with the high moral, professional and ethical standards of American Prep.





## Welcome

We are pleased that you have chosen American Prep's Bright Beginnings Staff Childcare Program to fulfill your childcare needs. This service is a gift to our employees and is one of only a few schools in the district that provides this type of care. This is one of the many ways that American Prep can clear the way for you to be the best teacher and team member. We have implemented policies and procedures that are designed to support the safety and care of your child. It is our goal to provide engaging learning activities and environments that highlight the development of your child. They will learn through center-style learning and play which engages and challenges children to learn while they explore hand-on the world around them.

### Unity and Diversity:

### Policy No. 1

It is vital to our mission and to our community that we are unified in purpose. Just like our American Prep schools, we recognize the strength we have in our different cultures, nationalities, and religious faiths and we honor and embrace the diversity of our students and families. Parents can exercise their ability to opt-out their child from any activity that conflicts with their religious or cultural tenets. Parents can exercise this opt-out by speaking with the teacher if it is a classroom activity or with administrative personnel for center-wide activities.

### Licensing/Reporting/Training

### Policy No. 2

Bright Beginning Childcare Center is a License Exempt Facility where we adhere to all Utah state rules and regulations. You can view those rules and regulations on the state website at <https://dlbc.utah.gov/home/office-of-licensing/child-care/>. We are required to have background checks on all employees. Due to our license exempt status, we do not accept DWS funding. **We are a non-profit childcare program and rely heavily on parent donations and volunteers.** We are required by law to report any signs of child abuse or neglect. Just like our American Prep schools, we have high expectations for quality care and an overall diligent attitude for excellence in order to maintain the safety and well-being of your child. With this high standard of teaching, we are required to maintain at least 20 hours of state mandated training a year. We will also provide our staff the support they need to be the best childcare teachers they can be and facilitate on-going trainings in early childhood development throughout the year.



## Safety/Cleaning Procedures:

## Policy No. 3

Safety precautions are of the highest importance to us. We have implemented safety protocols throughout our program. You will find within every one of our policies that the common theme is SAFETY!

- We have strict strategies for adhering to a cleanliness policy. Our program follows a weekly cleaning schedule that has each room/section of the center on a rotating cleaning schedule to make sure that the entire center is cleaned and sanitized weekly.
- Daily, we clean and sanitize all high trafficked areas as well as toys that are played with each day. We also have steam/soak buckets placed throughout the center to place toys that go into mouths immediately after they are played with.
- The most common cleaning method that we use is steam and vinegar solutions. High heat steamers are the best method for keeping childcare facilities clean and safe from germs, viruses, and bacteria without using harsh chemicals (see facts about childcare centers best practices through the Utah childcare licensing department). Our steam cleaners clean, disinfect, and sanitize at the same time. We use steam on toys, floors, and other high-touch areas.
- We also use cleaning and sanitizing methods that include vinegar and water solution buckets for soaking toys as well as non-toxic sanitizing wipes. We use a similar safe sanitizing chemical on all changing tables and other surface areas (if you would like to know more about the chemicals we use, please ask your director for the list of cleaning ingredients).

## Arrival/Departure:

## Policy No. 4

- It is **EXTREMELY IMPORTANT** to remember to sign-in your child immediately upon arrival. Our sign-in and sign-out app also serves as our daily attendance role and is the form that would be used in the event of an emergency evacuation. If you fail to sign your child into the role book/parent communication app and a teacher does not see you at the time of arrival, your child would not be included in the head count for that emergency evacuation.
- Upon arrival at the center, parents are required to stop at the nearest sink to have their child's hands thoroughly cleaned for at least 20 seconds. When you sign your child into our parent communication app, you will be prompted to answer a "health screening" question to make sure you have checked your child for any illnesses and that they are in good health before they are allowed into the program. Children will also be given hand sanitizer along with any parents that need to enter the facility for whatever reason. Only children that are enrolled into the program will be allowed to enter the center. During any pandemic or health crisis, parents, staff, and children 2 and older may be recommended to wear face masks as long as the licensing department recommends them to be worn.
- Children are to arrive changed, clean, and fed (unless arriving just before mealtime).



- It is normal for some children to have difficulty separating from their parents. Please make your drop off and pick up routine brief. A smile, good-bye kiss and hug, and a reassuring word that you will be back is all that is needed when dropping your child off. Children are nearly always quick to get involved in play or activities as soon as their parents are gone.
- During arrival and departure, we expect parents to adhere to the childcare facilities rules. Please be in control of your child during drop off and pick up time.
- Please leave your **cell phone off or in silent mode during drop off and pick up time.** This will allow the staff members and your child to have your undivided attention.
- Children will only be released to a parent or guardian or someone who the parents designated on the Authorized Pick Up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice on that day is fine as long as the person is on the list of people who are authorized to pick up your child. If the person is not on that list, we must have written (text or email is fine) permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that we will need to ask for identification at pick up. This is not meant to offend anyone - this is simply a matter of safety.
- Drop-off and pick-up are not good times to discuss serious problems. Any serious discussions should take place in a private office where others (including children) cannot hear. Your director can set up a time when these issues can be discussed in private. If your issue will take longer than 2 minutes to discuss, please email or text the Director, or simply put a message on the parent communication app for the entire staff to read. Please have consideration for our closing staff timelines, remembering that they still need to clean and prepare the center for the next day.
- We must have the approval of an American Prep employee to make changes to the Authorized Pick-Up form.



## Tuition:

## Policy No. 5

At American Prep's Bright Beginnings Staff Childcare Center, we strive to keep our childcare tuition as low as possible. Our goal is to pave the way for our teachers to be successful by providing a low-cost, high quality childcare program for their children.

- Your childcare tuition is based on how many days a week you need care for your child and is calculated based on an American Prep staff contract year (39 weeks). We use a parent communication program which streamlines our business and communication needs. You will be asked to set up automatic withdrawals through our program from your banking institution to draft your monthly childcare tuition directly to the American Prep bank account. You will have complete control and access in managing your child's account. Through our payment program, you will be able to print out your monthly transactions for your end of year tax deductions.
- Parents are responsible for all associated payment transaction fees. There will be a bank ACH transaction fee of \$1.25 per transaction, as well as credit card transaction fees.
- Your childcare tuition contract is paid over 10 months, starting in August, and ending in May. Any days used in June will be billed separately and due the last day of June. The monthly childcare tuition amount will remain the same every month no matter the scheduled breaks. Your childcare tuition will be due the last day of each month for the current month's tuition amount. **You will receive a \$25 late fee if your payment is not made on or before this date.**
- If childcare services change during the year (ex. full time to part time), the tuition cost will be prorated and divided by how many weeks are in that month.
- We rely heavily on parent donations for snacks, gently used toys, learning materials, and any other supplies asked for throughout the year.
- If payments through our automated payment program cannot be made, then you must meet with the Administrative Director to make arrangements to pay by cash/check/card. This cash payment must be made before services are rendered on the first day of the month. There will be a late fee of \$25 if payment is not received by the last day of the first full week of the month. **\*\*Please note that this is not a recommended form of payment\*\***
- Kindergarten – We may provide care for AM, PM, and all-day kindergarteners throughout the year AND during DI training, preservice, post service, and professional development days **if our program can safely provide staffing during these times.** This service is only offered to kindergarteners that can be safe around younger enrolled children. The cost for kindergarten care is a daily rate of \$27 for a full day of care and \$21 for a half day of care. Should kindergarten get out of school a week earlier than the rest of the APA schools, there may be



childcare offered at the daily rate. You must enroll your kindergartener into our parent communication program to use the childcare services. This is where you will pay for your childcare tuition.

- All custodial parents and/or legal guardians are required to digitally sign an “Authorization to pay Childcare Tuition and Late fees” form prior to enrollment of their child/children in American Prep Childcare centers agreeing to pay the monthly tuition amount. The authorization for payments will remain in effect until a written revocation letter is submitted and received by the childcare center Director.
- If the childcare service ends prematurely due to a terminated employment status, then American Prep can deduct your final childcare tuition from your final payout check.
- If your grandchildren use this service, you as the APA employee must be a parent/guardian on our payment app so that you are able to make the payments in the event that your children are not able to. If the parent/guardian cannot make the payment, then the grandparent (APA employee) will be responsible.
- American Prep reserves the right to deduct childcare tuition from your paycheck if you are more than 30 days late.
- Employees who use Bright Beginnings childcare services are not reimbursed for their child’s missed childcare days. Employees are paying in advance to reserve a spot for their child. There will be no reimbursement of childcare tuition if your child is unable to make it to childcare for any reason. However, we may re-consider this policy if the absence from childcare is due to an unforeseen event or illness that would take the child out of care for more than two consecutive weeks. You may only receive this benefit as a one-time use during your contract year.
- If a parent wishes to pause their child’s tuition plan and remove them from the program for more than 30 days at a time, the parent will need to pay half of the monthly childcare tuition in order to secure their child’s spot in the program and so that we can continue to maintain employment of our childcare providers during the paused tuition period.





## Bright Beginnings APA Staff Childcare Payment Scale

### Automatic Bank Deduction Rates

<b>Infant (6 weeks - 23 months) 5 Day Tuition - Full Day OR Half Day</b>		
<b>NO PART TIME/DROP IN INFANT SPOTS OFFERED</b>		
Days	Annual Tuition	Monthly Cost
5 FD	\$6,630	<b>\$663.00</b>
5 HD	\$5,265	<b>\$526.50</b>

<b>Toddler &amp; Pre-K (2yr - 5yr) Tuition - Full Day</b>		
Days	Annual Tuition	Monthly Cost
5	\$5,265.00	<b>\$526.50</b>
4	\$4,212.00	<b>\$421.20</b>
3	\$3,159.00	<b>\$315.90</b>
2	\$2,106.00	<b>\$210.60</b>
1	\$1,053.00	<b>\$105.30</b>

<b>Toddler &amp; Pre-K (2yr - 5yr) Tuition - Half Day</b>		
Days	Annual Tuition	Monthly Cost
5	\$4,095.00	<b>\$409.50</b>
4	\$3,276.00	<b>\$327.60</b>
3	\$2,457.00	<b>\$245.70</b>
2	\$1,638.00	<b>\$163.80</b>
1	\$819.00	<b>\$81.90</b>

### Automatic Bank Deduction Rates for Staff Kindergartener's

Days/Hours	Daily Rate	Type of Care	Annual Tuition	Monthly Cost
4 hours a day	\$11.20	<b>½ day Kinder (not recommended)</b>	\$2,184.00	<b>\$218.40</b>
1.5 hours a day	\$5.00	<b>WV Kindergarten</b>	\$975.00	<b>\$97.50</b>
2.5 hours	\$6.00	<b>Draper/Salem - Before/After Kinder Care</b>	\$1,170.00	<b>\$117.00</b>
8 days a month	\$4.50	<b>Kindergarten Wed – Thurs After School Care</b>	\$360	<b>\$36</b>
15 training days	\$27 full day & \$21 half day	<b>Childcare during trainings (All centers)</b>	\$390.00	<b>DI &amp; Pre Service \$260/ Post Service \$130</b>

### Monthly Rates by Cash/Check/Card \*\*This is not a recommended form of payment\*\*

If for whatever reason you cannot make your monthly childcare tuition payment through our automated payment program, you must make arrangements with the director to pay the secretary at your campus OR you may mail, deliver, or call in your payment to Michelle McMahon at the APS offices - 12894 S. Pony Express Road, Suite 400, Draper, UT 84020 Phone Number: 801-797-0089



## APA Private Preschool at the Draper ELC

The cost for this program is \$527.50 a month (paid separately to APS) and is offered on a first come first serve basis. Before and after school childcare will be provided at an additional cost of \$117 a month (paid through our automated payment system) if you need to use the staff childcare service during the morning hour of 7:05am – 8:00am and after preschool from 3:15pm – 4:30pm on Mon, Tues, and Fri and 2:15pm - 4:30pm on Wed and Thurs. If you need care for your APA private preschooler during training days, that will be \$390 for 15 days of teacher trainings - DI training, Preservice, and Post service.

### Rates for Before & After School Care for Draper Private Preschool Program

Preschool Schedule	Type of Childcare	Annual Tuition	Monthly Cost
2-day, T/TH, Half Day (\$130)	<b>Before/After School Care T/TH - HD, MWF - FD</b>	\$3,960.00	<b>\$396</b>
3-day, MWF, Half Day (\$187)	<b>Before/After School Care MWF - HD, T/TH - FD</b>	\$3,390.00	<b>\$339</b>
5-day, M-F, Half Day (\$310)	<b>Before/After School Care M-F - HD</b>	\$2,160.00	<b>\$216</b>
2-Day, T/TH, Full Day (\$225)	<b>Before/After School Care MWF - FD</b>	\$3,010.00	<b>\$301</b>
3-Day, MWF, Full Day (\$322)	<b>Before/After School Care T/TH - FD</b>	\$2,040.00	<b>\$204</b>
5-Day, M-F, Full Day (\$527)	<b>Before/After School Care</b>	\$1,170.00	<b>\$117</b>
DI/Pre/Post Service Trainings (no Private Preschool)	<b>Childcare during DI/Pre/Post Service</b>	\$390.00	<b>DI &amp; Pre \$260/ Post Service \$130</b>

### Drop-in's

Drop-in rates are calculated based on our daily rates. Infant (6 weeks – 23 months) full day rate is \$34 a day and infant half day rates are \$27 a day (**drop-in infant care is not offered**). Toddler/Preschooler (24 months – 5 years) full day rate is \$27 a day and half day rates are \$21 a day. These payments are also made through our automated payment program. You will be billed for these days at the end of each month and required to pay this tuition amount by the end of the first week of the next month.

### Kindergarten Childcare

If you need childcare for your Kindergartener, you will need to pay the monthly before/after school childcare tuition as well as the 15 days of care for training. Should Kindergarten get out of school a week earlier than the rest of the APA schools, there may be childcare offered at the daily rate (\$27 full day, \$21 half day). You can pay for these tuition amounts through our automated payment program. There may also be more frequent early dismissal days



throughout the year. These days will be invoiced separately. For more information about kindergarten care, please see policy #15.

### **Draper and Salem Kindergarteners**

For Kindergarteners that go to our Draper and Salem center, we strongly recommend full day Kindergarten because we do not have a separate class for this age group. We can provide a full day kindergarten with before and after school care. The cost for before and after school care is \$117.00 a month + \$390 for 15 days of teacher trainings (paid through our automated payment system).

## **Parent/Provider Communication/APP Usage/Photo Release: Policy No. 6**

Our daycare is committed to providing a safe, nurturing, and respectful environment for your child. Open collaboration and respectful communication between parents and providers is key to ensuring the best experience for your child. We have established the following guidelines to promote healthy communication and discourage gossip.

**Channels of Communication:** We use an online communication program to communicate with parents about all issues related to your child. It is mandatory for parents/guardians to participate in the use of this program/app to ensure that proper communication is being used within the parent and provider relationship. If a parent refuses to communicate through our communication app, their child will be in jeopardy of losing their spot in the childcare program. Tuition, schedule changes, or other more serious concerns can be done via email with the Administrative Director.

**Confidentiality and Avoiding Gossip:** Gossiping can create a negative atmosphere and harm relationships within our community. To protect privacy, keep discussions about other children and families private. Do not share information about other children or families outside of your own household. To uphold staff confidentiality, respect the privacy of our staff and refrain from discussing their personal matters. Refrain from discussing other children, parents, or staff members in a negative manner. Promote Positivity by sharing concerns directly with the provider or director, rather than discussing them with other parents. This promotes a more supportive and respectful community.

**Concerns and Feedback:** We encourage collaboration in a radically candor atmosphere and encourage your thoughts, concerns, and feedback to be shared with our directors. We welcome constructive feedback to improve our services. These discussions should be handled with the director or administrative director first.



**Conflict Resolution and Addressing Disputes:** If conflicts arise, please follow the APA communication policy by addressing the person that is best able to solve your dispute and NO ONE ELSE. We aim to resolve conflicts amicably and professionally. If an issue cannot be resolved directly, mediation may be offered as a next step with the Administrative Director of the staff childcare program.

**Communication APP:** Attendance is taken on an iPad or tablet through a parent kiosk sign in and out page. This program provides our parents with the ability to see in real time what their child is participating in. The app allows the childcare provider to upload daily information such as diapering, potty training, sleeping, foods eaten, mood of the child, and learning activities. The providers can also upload photos and videos of children throughout the day. The parent can either choose to see these notifications in real time or at the end of the day. At the time of check out, there will be an automatic email sent to the parents that gives an account of the daily activities. Parents must have the “notifications” for this app turned on so that in the event of an emergency, they are reachable to receive these alert messages.

**Photo Release:** Using this service, our parents give APA Bright Beginnings the right to take photos and videos of their children to be used in daily communications. Parents must understand that other parents and staff of APA will be able to view pictures and videos of their children. Parents have the choice to allow these photos to be used for promotional materials. Please indicate your preference when you register your child online.

## **Hours/Late pick-up:**

## **Policy No. 7**

It can be very distressing and worrisome for children to be left at the center after hours. Our teachers work very long hours and must clean and set up for the next day’s activities. Please be considerate of our staff and their time. We understand that you are coming from other campuses and have designed the center hours to reflect a drop-off and pick-up time based on 15 minutes before and 15 minutes after your contracted hours. **Bright Beginnings Staff Childcare center hours are Monday through Friday from 7:05 to 4:30 for Draper, WV1, WV2, and Salem center opens at 7:30 to 4:30.**

- If you cannot be at the center by 4:30 then you must make other arrangements for your child’s pick-up. There will be a late fee of \$1 per minute per child payable for each minute your child remains at the center after closing.
- Late pick-up fee’s will be added automatically to your monthly invoice through our payment program.
- If you have questions or concerns that will take longer than 2 minutes to discuss, please email the Director. You will be contacted with-in 24 hours to address your concerns.



- If you are going to be late picking up your child, you should message the Childcare Center and let them know. If we have a staff member who is habitually late picking up their child(ren), they will need to meet with their Administrator, and it could be cause for removal from the APA Childcare program.
- We follow the same holiday and vacation days off as the rest of American Prep Academy Schools. We will be open regular hours of operation for scheduled professional development trainings. You will need to find alternate care for your child during parent-teacher conferences and after hour meetings/trainings. Care will not be provided for after-school activities such as games, carnivals, and/or music concerts. There may be “as needed care” for events like Administration meetings and other teacher trainings that are held during the summer months. If your child will not be in attendance for their regular scheduled times, please message the parent communication app or call the director to inform them of your child’s absence.

## Drop-in’s and Calling in:

## Policy No. 8

We are a facility that accommodates Drop-Ins when possible (infant drop-in care is not offered). We also maintain safe teacher/child ratio’s (1 provider to 11 toddlers/preschoolers and 1 provider to 4 infants). We are staffed each day for the number of students we have regularly enrolled. If you need to bring your child in during a time when you are not regularly scheduled, you must contact the director of your center to make sure there will be enough staff to cover for your child.

Advanced notice (at least 24 hours) makes it more likely that we can accommodate your child. If the center is at maximum capacity and no other staff can cover the ratio of children, you will not be able to bring your child that day. **You MUST call in advance to make sure there is enough staff to cover the care for your child.**

If you know for any reason that your child will not be attending Bright Beginnings Childcare on a day scheduled for childcare, please send a message through our parent communications app to inform them. This will announce a possible opening for any drop-in’s that might need childcare services for that day.

The drop-in price is the same as a normal daily rate (\$27 daily rate for Toddlers 2 yrs - 5 yrs). To pay for your child’s drop-in care, you will use the payment program app to pay for your daily childcare. If you wish to pay via cash/check/card, you must make arrangements with the Director to pay the school secretary.



## Medical Needs and Allergies:

## Policy No. 9

1. Parents are to fill out the health section of the registration form as part of the enrollment.
2. Parents of a child who have specific or special health concerns, chronic illnesses, or are in need of medication during operation hours must fill out a detailed explanation of their condition on the parent communication app found under the section “Medication/Allergies/Notes”. Medicines and other types, like Tylenol or cold medicines and the child’s dosage amount must be added to this section as well.
3. Any parent that wishes to give specific instructions regarding “Air Quality Days” needs to be included on our parent communications app.
4. Childcare Providers will have access to this health information and each child’s medical needs through the app. These needs will be discussed with each provider upon enrollment of the program.
5. At times, children may consume food that parents do not send – for example, receiving a birthday treat or having special food at an activity. It is imperative that parents disclose any food allergies in each child’s enrollment forms so that precautions can be taken to prevent allergic reactions.

## Immunizations:

## Policy No. 10

Utah law requires children attending this facility are appropriately immunized for their age against the following vaccine-preventable diseases:

Diphtheria	Measels
Pertussis	Mumps
Tetanus	Rubella
Polio	Haemphilus Influenzae type b (Hib)
Hepatitis A	Pneumococcal
Hepatitis B	Varicella

It is your responsibility to have your child immunized and to provide this facility with a medical verified, date and dose specific immunization record for all immunizations he/she has received. This is required for admission to this facility, and an updated record will be



required each new school year. If you chose not to immunize, you must provide a **Certificate of Exemption** claiming you have a medical, personal, or religious reason for not vaccinating your child. Factors regarding when your child gets which dose of vaccine include –

1. Current age of child or Grade, if your child attends school
2. When he/she began the immunization series

For specific information on which immunizations your child should receive, please see your healthcare provider.

## **Illnesses/Mandatory Back-up Provider:**

## **Policy No. 11**

Deciding when to keep your child home from childcare can be difficult. **If you are not able to stay home with your child, then you must have a back-up provider available.** This is someone that you can call on if you are unable to stay home with your child in the event that they are too sick to come to childcare. **The parent must provide proof of this secondary provider to the center director at the time of acceptance into the program.** When a child is sick and needs to stay at home, parents should contact the facility and describe the illness and symptoms. If a medical provider makes a specific diagnosis (such as strep throat, conjunctivitis, or chicken pox), let our staff know. Below are several reasons to keep (exclude) sick children from attending childcare:

- Fever – 100.4 degrees or higher (especially if accompanied by other symptoms)
- Respiratory – rapid breathing, severe coughing, high-pitched croupy cough or if the child is unable to lie comfortably due to continuous coughing.
- Diarrhea – two or more abnormally loose stools unless on medication or a statement from a physician stating non-contagious.
- Vomiting – two or more episodes in previous 24 hours or less if accompanied by fever or abdominal pain.
- Eye/Nose Drainage – thick mucus or pus draining from eyes or nose
- Sore Throat – especially when fever or swollen glands are present
- Skin Rash – undiagnosed, contagious or infected sores with yellow or green discharge
- Appearance/Behavior – child looks and acts differently, unusually tired, pale, lack of appetite, confused, irritable, or difficult to awaken.
- Unusual Color - yellow eyes or skin, gray or white stool, dark tea colored urine
- General Illness – a child who does not feel well enough to participate in usual daily activities, requires greater care, or may compromise the care of other children.
- Sick Siblings - If a parent has multiple children enrolled into the program and one of the children is ill and is not able to attend, **all other siblings are to be excluded from the program until the absence of symptoms from all enrolled children.**
- Re-admittance to the Childcare Center after an absence for illness is based on **absence of**



**symptoms for 24 hours or a note from a physician stating that the child is no longer contagious. If a child is sent home due to a fever, he/she is not permitted to return to the program the following day (at a minimum).**

## **Dispensing Medication:**

## **Policy No. 12**

Children in need of prescribed medication during the day will need a Dr's note, the medication in the original container, provided measuring cup/syringe, and a signed release form. Staff will dispense medications if they comply with this policy. Non-prescription medication will not be dispensed unless the parent has filled out the medication information on the parent communication app indicating the dosage (provided measuring cup/syringe) and times to be given.

## **Positive Guidance:**

## **Policy No. 13**

Positive guidance is a philosophy that guides children toward self-governing behaviors. Positive guidance shows respect for children. It is directed toward helping children develop self-control and helps them to make better decisions. We maintain a policy of treating each child with respect while helping the development of positive social and emotional development. We accomplish this by accepting and loving children, regardless of the child's behavior. Our staff speaks in non-threatening tones, responds quickly to children's needs, communicates at eye level, and gives positive attention to each child's individual needs.

### **Staff members use discipline techniques such as:**

- A. Guiding children by setting consistent, fair limits for classroom behavior; or in the case of older children, helping them to set their own limits.
- B. Love and Logic techniques.
- C. Incentive programs to encourage "happy" choices.
- D. Focusing and rewarding positive behaviors in the class.
- E. Giving children time to make their own decisions within a fair "count down" time.
- F. Viewing mistakes as learning opportunities.
- G. Kindly redirecting children, when needed, to a more acceptable behavior or activity.
- H. Listening when children talk about feelings and frustrations.
- I. Patiently reminding children of the rules and rationale for those rules, as needed.
- J. Create a calming space for children to go to when they need to process their emotions, provide children sensory items and allow them a reset time where they can learn to calm themselves down and then they can return to the group when they are ready.





## Behavior Management – Discipline:

## Policy No. 14

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also teach the children in our care manners, kindness and to be respectful to others. One of the ways in which we do this is by the example we as providers set. We understand that our actions and reactions speak much louder than our words. We focus more on positive engaging and interacting with children and less reacting to negative behaviors. The center rules are taught and reinforced frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them, we will always revert to the list above in the positive guidance policies. However, if the child continues to exhibit inappropriate behavior (hitting, biting, aggression, etc.), hurts property or others, the following developmentally appropriate guidance techniques will be used.

These behavior management techniques are as follows:

1. **Positive Reinforcement:** The child will be encouraged/praised when he or she is demonstrating acceptable behavior.
2. **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.
3. **Reset:** The child is asked to separate from the group, is invited to visit the “calming corner”, and is offered calming sensory items. If our calming corners are not received well by the child and disruptive or aggressive behaviors persist, then they will be removed from the group to a more secluded space for an age-appropriate amount of time for the child to reset. This technique is only used when a child repeatedly will not follow our directions, is exhibiting temper tantrum type behavior, or hurting oneself, others or equipment. When the timer goes off and the child shows that he or she is ready to demonstrate calm behaviors, they are encouraged to join the rest of the group to try again.
4. **Last Resort:** When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to look for alternate care.

Parents will be informed on a daily basis of their child’s negative behavior through the parent communication app. If a child has a problem with biting, hitting, or any other aggressive behavior, parents will be notified, and staff and parents will meet to create an action plan.

**Children in the childcare center should not engage in aggressive behaviors (wrestling, pushing, dragging, throwing, hitting) at home.** Many children think that it is acceptable to play aggressively at school/daycare because they are allowed to play aggressively (with family



members or neighbors) at home. Persistent aggressive behaviors will be handled in the following way:

1. Documentation/Incident Log: The staff will log the child's behavior on our parent communication app. as a "Note". Parents will be notified via the parent communication app. on a daily basis.
2. Parent/Staff meeting: Parents will be expected to work with staff to remedy the behavior through an individualized action plan.
3. After working through the child's "action plan" and the problem cannot be resolved, the child will be dismissed from the program.

**\*Note:** Sometimes if a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. **Please help show your child that you respect us, the rules of our facility, and our property by reminding them that the rules still apply when you are around.** We will also remind them of the rules and correct them if needed.

## Acceptance/Dismissal/Termination of Childcare: Policy No. 15

When reviewing criteria of acceptance of children with special needs, we will always make every effort to accommodate the needs of that child. However, if we need additional staff, additional equipment, or if we need to re-construct the facility to accommodate for safety and overall best practice; that additional cost may be rolled over to the parent. If a child needs more specific attention than our regular ratios require, or that would require one-on-one care, the cost of that additional care will be extended to the parent of the child requiring the additional support.

We accept grandchildren at our subsidized tuition rates (and other extended family members at standard market rates during low enrollment seasons) into our program IF there are openings available. Employees children receive priority enrollment. Family members may be asked to find alternate care if an APA employee needs a spot in our program at any time throughout the year. Extended family member spots are offered at the standard market rates (see the administrative director for these tuition rates).

We have a multi-age program (Birth - 5 year old's) which combines our toddler and preschool classes together at certain times of the day. **Accepting kindergarteners into our program is done on a case-by-case basis due to their size and vast differing abilities.** Parents must understand that if their kindergartener is unable to maintain safe behaviors with the rest of our toddler classes, then they will need to find alternate care for them.

American Prep Bright Beginnings Staff Childcare has the right to terminate a contract with a family if any of the following occur and cannot be resolved by any/all parties:



- Biting
- Self-Infliction of pain
- Violent temper tantrums
- Deliberate attempts to hurt other children or a staff member
- Inappropriate language
- Destroying property
- Inappropriate sexual behavior
- Any behavior that the staff is not capable of resolving
- Habitual tardiness of a parent picking up child(ren) from daycare
- Inappropriate/difficult behavior of a parent
- Termination of the parent's employment at APA
- Failure to pay the contracted Childcare tuition and fees in a timely manner
- Failure to use the parent communication program/app

## Diapering and Toilet Training:

## Policy No. 16

Parents are in charge of providing all diapering materials. We do not enroll children with cloth diapers. Each child will have their own labeled cubbies for their diapering materials.

- We would ask that all parents help with **DONATING WIPES** not only for diapering children but also for cleaning of faces and sticky hands.
- When you feel your child is ready for toilet training, we would ask that you begin this teaching at home during a weekend or vacation. We will **ASSIST** parents in toilet training with the understanding that it will be successful only if we work together and the child is showing signs of readiness.
- Please keep in mind that the activity level at daycare can distract your child from responding to an urge to use the toilet, more so than at home. Therefore, we may continue to use diapers or pull-ups until your child announces that he/she must use the toilet. During this time, we would ask that you provide pull-ups that have side fasteners to help with quick changes.
- **Children that are toilet training MUST have 3 extra pairs of clothing each day** (this includes socks and an extra pair of shoes) in case of accidents. These will be kept in your child's backpack.
- Send your child in easy on/off clothing until they are able to completely undress and dress themselves.
- We do not launder soiled items and will send any wet/soiled clothing in plastic bags to be returned daily for washing. Please replace any clothing sent home the next day. There may be times when underwear will be thrown away if they are too soiled to send home.



## **Dress Code:**

## **Policy No. 17**

- Your children will be engaged in various activities during the day. Some of these activities can be messy and/or athletic in nature. Children are required to be dressed in seasonably appropriate, comfortable clothing.
- Coats, hats, gloves, and winter boots must be provided in winter months.
- All children ages 2 - 5 are required to bring a change of clothes to daycare each day and this must be kept in their backpack. Unless your child is toilet training, then there must be 3 extra changes of clothing.
- All children under three are required to bring 2 changes of clothes to daycare each day. A complete change of clothes includes:
  - Shirt
  - Pants
  - Underwear
  - Socks & Shoes
- Staff will post reminders for parents to update changes of clothing as the weather begins to change.
- If a dress is to be worn, then there must be shorts/leggings under the dress for modesty.
- All clothing must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, and boots.
- Please do not send anything valuable (valuable to you or your student) to daycare with your student. This also includes jewelry, ie necklaces, bracelets, etc. Bright Beginnings Childcare Centers will not be responsible for lost or stolen clothing or valuables.

## **Modesty:**

## **Policy No. 18**

Some young children become curious about their body and other's bodies. There may be times when there will need to be a discussion about the importance of modesty and keeping our private parts covered (and private). Should this discussion come up, you will be informed of the reason for the discussion and what was discussed so that you can re-enforce that lesson at home.



## Rest Time:

## Policy No. 19

We will provide a designated nap/rest time each day. All children should nap, rest, read, or play quietly on their beds during this time. No child is forced to sleep; however, they must remain quiet so that others may sleep, and staff members can be provided with a lunch break and receive prep time. After the first hour of nap time, older children and those who wake early will participate in a quiet activity until rest time is over.

All children will rest on their own mats with linens provided by their parents. All items must be labeled with the child's name. Each child will need:

1. A crib sheet that fits around the napping mat/cot.
2. A blanket to cover the child.
3. If a child requires something special from home to sleep with (stuffed animal, pillow, or some sort of snuggle item).
4. Everything must be labeled with the child's name.

**All sleeping materials will be sent home at the end of the week for washing and MUST be returned the following week.**

- Infants nap at varying times and their schedules will be accommodated. We will however, “sleep train” babies as soon as it is age appropriate. Somewhere between 12 and 18 months, children usually drop down to one nap per day. We will attempt to put infants on the appropriate scheduled nap/rest period. **Infants that are 12 months and younger will need to have a sleep sack provided for them. We will not use blankets or stuffed animals in an infant's sleeping area under the age of one years old.**
- Utah State Child Care Regulations state that all infants must sleep on their back. No wedges or blankets may be used to prop the child. All recommendations by the SIDS **Back to Sleep Program** are followed when caring for a sleeping infant.
- We would ask that you keep your child on a similar sleep/play schedule as to what we adhere to (see schedule below). This allows the child to be well adjusted to both home and school. Example - If you allow your child to sleep in until 10:00 am and bring them to school at 11:00 am, they would not be ready for quiet rest time at 1:00 with the rest of the group. This affects not only your child but the schedule of the entire group.

## Food and Drink:

## Policy No. 20

- Parents are expected to provide a nutritious lunch for their child each day. Lunch is not provided by the childcare center and must be brought from home.



- Parents are expected to provide a water bottle for their child to drink water from at any time throughout their daily care at the center.
- The center does not have the use of a kitchen facility however we do have a microwave. On occasion, you may send your child with a microwavable lunch.
- Food brought into the childcare center must be dated and labeled with the child's name. This includes powdered formula, infant cereal, breast milk, food brought in to meet dietary requirements, and the bag/lunch box a child brings daily. We will not serve solids to a child younger than 6 months of age without a note from a physician/health care provider.
- If your student comes to daycare without adequate food and the childcare center is required to provide your child with food, you will be charged \$5 per day to cover the cost of food.
- A child's birthday is a special day and cause for celebration! You are welcome to provide a store-bought item in its original packaging for your child to share at snack.

## **Personal Toys from Home:**

## **Policy No. 21**

Toys that are brought from home almost always cause conflict with the group as a whole and are not allowable at Bright Beginnings Child Care Center. Most children have not learned this socially developed characteristic of sharing by this age. In order to maintain an even approach to teaching the concept of empathy and thinking of others over oneself; we have plenty of toys in which each child can practice the skill of sharing. We will provide "show and tell" activities throughout the year to enhance this developmental skill.

## **Best Developmental Practices/Training:**

## **Policy No. 22**

The following are best developmental practices that are important in providing quality early childhood programming for children. These are the proven strategies we will use to impact your child's school and life success -

### **Knowledge Base**

It is imperative that our teachers/providers have a wide knowledge base of the early childhood field including child development; appropriate milestone expectations; and early learning standards. This knowledge is the basis for providing an environment and learning activities that are age and developmentally appropriate. The ongoing training that our staff will participate in throughout the year will include research and best practices in order to provide the best possible learning environment for the children in the categories of social and emotional, cognitive, and



physical development. We will maneuver around a compiled list of age-appropriate themes to build a curriculum that is engaging and based on knowledge.

### **Observations and Assessments**

Using observations and assessments to document a child's progress is another key element in providing purposeful and intentional activities. It requires an understanding of early learning standards, knowing each individual child, observing during skill development activities and planning for increased skill development. We will meet at the beginning of the year to discuss a strategic game plan for implementing three important developmental goals you would like to see developed in your child throughout the year. We will then ask for parent teacher meetings throughout the year to discuss your child's ongoing development. We use a set of questioners to facilitate screenings for developmental milestones. These are called **ASQ-3 and ASQ-SE and they are a set of questionnaires about children's development in areas like speech, physical ability, social-emotional development, and problem solving skills.** Parents are the experts on their child and we will be here to offer support as we work at filling these informative screenings out as often as the parent requests.

### **Positive Behavior Guidance**

Young children are just learning how to exhibit self-control, be independent, and solve problems. Positive behavior guidance strategies encourage, guide and model appropriate behaviors so that children make good choices. Here at Bright Beginnings Staff Child Care Centers, Children will be able to experiment, test limits, and experience consequences within the safety of a trusting and respectful relationship with their teachers in order to develop positive social skills.

### **Inclusive Practices**

We will promote learning, playing, and working together as a productive and caring community. We strive to ensure that you and your child will feel you are a valued member of our family here at American Prep. Our quality inclusive program strives to provide an environment in which all children are accepted and valued as important individuals and members of our community.

## **Social and Emotional Development:**

## **Policy No. 23**

We implement methodologies that are in line with the state Pyramid Model. **The Pyramid Model is the method by which we teach positive social and emotional skills in our program (<https://challengingbehavior.org/>).** It is a framework for supporting the social and emotional development of our children and uses evidence-based methods to support positive behavior and social skills in young children. Our teachers undergo training to enhance their skills in fostering



a supportive and emotionally nurturing environment for all our students. The goal of the Pyramid Model is to create an environment where every child feels good about coming to school. This is accomplished by designing classrooms that promote engagement in learning and by building positive relationships among children, families, and staff. In our use of the Pyramid Model, our classroom staff will work together to ensure that all children understand behavior expectations, receive instruction in social skills, and those who are struggling receive individual support.

## **Enrollment Procedures:**

## **Policy No. 24**

When a decision is made to enroll your child into American Prep's Bright Beginnings Staff Childcare center, we must have the following filled out through our online registration program before your student can attend:

1. Signed Parent Contract agreeing to all policies and procedures (digital through parent app)
2. Registration Forms (digital through parent app)
3. Emergency Contacts (digital through parent app)
4. Photo Release (digital through parent app)
5. Tuition Agreement (digital through parent app)
6. Immunization (Upload to the parent app)
7. Signed "Health Screen" form (digital through parent app)
8. Secondary backup provider form (digital through parent app)
9. Everything from the supply list (see below)





## **Infant Supply List:**

1. Diapers (labeled with child's name)
2. Diapering Cream (labeled with child's name)
3. Wipes (donated for everyone to use upon enrollment as well as periodically throughout the year)
4. The number of bottles your baby drinks per day (labeled with child's name) (all bottles will be sent home for washing at the end of every day)
5. Pacifier w/leash (labeled with child's name)
6. Formula/breast milk/other (labeled with child's name)
7. Lunch from home if the child eats solid food in a lunch box with an ice pack (all food must be prepared/puréed & ready for feeding) (labeled with child's name)
8. Crib Sheet (labeled with child's name)
9. Infant sleep sack (labeled with child's name), we will not use blankets or stuffed animals in an infant's sleeping area under the age of one years old.
10. Sippy cup (if drinking from a cup) (labeled with child's name)
11. Two extra changes of clothes (labeled with child's name)

## **Toddlers/Preschool Supply List:**

1. Crib Sheet to go over their resting mat (labeled with child's name)
2. Special Blanket (labeled with child's name)
3. One extra change of clothes (unless toilet training, then bring 3) (labeled with child's name)
4. Diaper's if needed (labeled with child's name)
5. Wipes (donated for everyone to use upon enrollment as well as periodically throughout the year)
6. Water bottle or Sippy Cup (labeled with child's name)
7. Nutritious lunch from home (any utensils needed should be included) (lunch box w/ice pack needs to be labeled with child's name) (all food must be cut up and ready to eat)



**\*\*Please do not send sugar treats or candy in lunch boxes to be eaten at lunch time.**

Children are expected to take their nap directly following their lunch. If they are given a sugar treat right before laying down for a nap, it will cause them to not sleep well.

**\*\*Each child's tuition includes a morning and afternoon snack, however we may ask for donated food for snacks.**



# Daily Schedule

## Butterfly Classroom (4-5 year old's)

7:05am-8:50am: Arrival/ Breakfast (till 8:00)/ Free Play

8:50am-9:30am: Circle Time/Separate into Groups

9:30am-10:00am: Wash/ Bathroom/ Snack/ Sensory Activity/ or Recess

10:00am-10:30am: Preschool Session 1

10:30am-10:45am: Large Motor Activity

10:45am-11:30am: Preschool Session 2/Art Activity

11:30am-12:00pm: Large Motor Play/ Recess

12:00pm-1:00pm: Wash/ Bathroom/ Lunch/ Story/ Screen time

1:00pm-3:00pm: Nap/ Rest Time

3:00pm-3:30pm: Snack/ Manipulatives/  
Puzzles

3:30pm-4:00pm: Child Directed Free Play

4:00pm-4:30pm: Recess or GoNoodle/Screen time



# Daily Schedule

## Caterpillar Classroom (2-3 year old's)

7:05am-8:50am: Arrival/Breakfast (until 8:00)/Free Play

8:50am-9:30am: Diaper Check/Circle Time

9:30am-10:00am: Wash/ Snack/ Diapers/ Bathroom/ Large Motor Activity

10:00am-10:30am: Songs/ Preschool/ Art /Sensory Activities

10:30am-11:00am: Large Motor Activity/Child Directed Free Play

11:00am-11:30am: Manipulatives/Check Diapers

11:30am-12:00pm: Games/ Recess

12:00pm-12:30pm: Lunch Time

12:30am-1:00pm: Bathroom/Story

1:00pm-3:00pm: Nap Time

3:00pm-3:30pm: Diapers/ Bathroom/

Manipulatives/ Snack Time

3:30pm-4:00pm: Child Directed Free Play

4:00pm-4:30pm: Recess/ GoNoodle/ Screen Time



# Daily Schedule

## Bumble Bee Classroom (6 weeks–23 mo)

7:05am-8:45am: Arrival/ Breakfast (until 8:00)/ Free Play

8:45am-10:00am: Morning Nap Infants

8:50am-9:30am: Circle Time/ Music/ Free Play

9:30am-10:00am: Diapers/Snack Time

10:00am-10:30am: Learning Time/ Stories/ Free Play

10:30am-11:00am: Sensory Activities

11:00am-11:30am: Free Play/ Recess

11:30am-12:45pm: Lunch/Diapers/

Quiet Play to get for Nap Time

1:00pm-3:00pm: Nap Time

3:00pm-3:30pm: Diapers/Snack

3:30pm-4:30pm: Child Directed Free Play/ GoNoodle





## **I agree to a daily health screening of my child before bringing them to school**

- **Make a visual inspection** of your child for signs of illness.
- Flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
- **Take your child's temperature.** Persons who have a fever of  $100.4^0$  ( $38.0^0C$ ) or above or other signs of illness will not be admitted to the facility.
- Has there been any **Diarrhea** – two or more abnormally loose stools unless on medication or a statement from a physician stating non-contagious?
- Has there been any **Vomiting** – two or more episodes in the previous 24 hours or less if accompanied by fever or abdominal pain?
- Observe if there is any **Eye/Nose Drainage** – thick mucus or pus draining from eyes or nose
- **Sore Throat** – especially when fever or swollen glands are present
- **Skin Rash** – undiagnosed, contagious, or infected sores with yellow or green discharge
- **Sick Siblings** - If a parent has multiple children enrolled into the program and one of the children is ill and is not able to attend, **all other siblings are to be excluded from the program until the absence of symptoms from all enrolled children.**

**\*\*If any of these symptoms appear, the child will not be admitted to the program. Re-admittance to the Childcare Center after an absence for illness is based on absence of symptoms for 24 hours or a note from a physician stating that the child is no longer contagious. If a child is sent home due to a fever, he/she is not permitted to return to the program the following day (at a minimum)\*\***

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## **Mandatory Back-up Provider**

Deciding when to keep your child home from childcare can be difficult. If you are not able to stay home with your child, then you must have a back-up provider available. This is someone that you can call on if you are unable to stay home with your child in the event that they are too sick to come to childcare. The parent must provide proof of this secondary provider in order to have accountability in making sure that sick children are never allowed at school and that you have already made arrangements with another individual to care for your sick child. We will never call this provider if your child is sick. This will be your responsibility. Please disclose your emergency/secondary provider on the line below:

Name of Secondary Provider: \_\_\_\_\_

Phone number: \_\_\_\_\_



## APA Bright Beginnings Staff Childcare Center

### Tuition Agreement

-----

I, \_\_\_\_\_, agree to make arrangements through the online automatic payment program (or other form of payment) to have automated payment deductions from my bank account to pay American Preparatory Academy the monthly tuition amount of \$ \_\_\_\_\_ for the care of \_\_\_\_\_. This rate is calculated based on the current contract year and is based on a **Full Time/ Part Time/ 1/2 Day** rate for an **Infant/Toddler/Preschooler/Kindergartener.**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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### Tuition Agreement

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I, \_\_\_\_\_, agree to make arrangements through the online automatic payment program (or other form of payment) to have automated payment deductions from my bank account to pay American Preparatory Academy the monthly tuition amount of \$ \_\_\_\_\_ for the care of \_\_\_\_\_. This rate is calculated based on the current contract year and is based on a **Full Time/ Part Time/ 1/2 Day** rate for an **Infant/Toddler/Preschooler/Kindergartener.**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_





## Parent Contract and Agreement

Thank you for your interest in finding the best possible care for your child! The purpose of this contract is to make certain that policies were communicated clearly for both parties entering into this agreement. There may be updates to the parent handbook occasionally. If at any time the administration feels it best to add to these policies, you will receive a 30-day written notice of any changes. Please keep in mind that this facility will always stay within the state licensing requirements and regulations. You may request a copy of the state rules and regulations as well as a copy of our policies and procedures for your own records.

### **Welcome to American Prep’s Bright Beginnings Staff Childcare Center!**

#### AGREEMENT

It is my desire to enroll our child/children into the American Prep’s Bright Beginnings Staff Childcare Center. I have read and understand the Policies and Procedures clearly stated in the Parent Handbook. By signing this contract, I am agreeing to abide by the policies contained therein and agree to all financial obligations that I will accrue by entering this business arrangement. I agree to pay the monthly tuition amount of \$\_\_\_\_\_. I will make arrangements through the online payment program to have my amount deducted from my bank account **(\*recommended form of payment\*)** or I agree to make arrangements to pay this monthly amount via cash/check/card with the APS secretary at - 12894 S. Pony Express Road, Suite 400, Draper, UT 84020 or by phone: 801-797-0089.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_