



American Preparatory
Academy's
Bright Beginnings
Staff Childcare Center
Parent Handbook of
Policies and Procedures

Contact Emails -

Bright Beginnings Draper, West Valley, and Salem Administrative Director – Jennifer
Brown jennifer.brown@apamail.org

Bright Beginnings West Valley Director – Kristy Powell kpowell@apamail.org



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Vision Statement

American Prep's Staff Child Care Center "Bright Beginnings" vision is to provide a low-cost, high quality child care 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 child care 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 Center to fulfill your child care needs. Here 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. Your child will learn through center-style learning and play which engages and challenges children to learn while they explore 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 is in conflict 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 <http://health.utah.gov/licensing/Rules.html>. We are required to have background checks on all employees. Because of our license exempt status, we are also a non-profit Childcare Center 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.



Arrival/Departure:

Policy No. 3

- It is **EXTREMELY IMPORTANT** to remember to sign-in your child immediately upon arrival. Our sign-in and sign-out form 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/Kinderlime 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.
- Children are to arrive clean and fed (unless arriving just before meal time).
- It is normal for some children to have difficulty separating from parents. Please make your drop off and pick up routine brief. A smile, cheerful good-bye kiss, 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 parents are gone.
- During arrival and departure, we expect parents to back up our childcare 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 designate 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 fill out a "parent concern form" and put it into the Directors box. 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. 4

At American Prep's Bright Beginnings Staff Child Care 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 childcare program for their children. We have built in a lower incentivized rate to encourage an annualized form of payment. This discounted rate and payment option is the most efficient way for us to receive your tuition payment.

- Annualized tuition (spread out over 12 months) will be deducted from each paycheck. This amount is calculated based on the start date, how many days childcare service is needed, and is annualized over the remaining pay periods (The director will calculate your amount if you did not start on day one). The monthly tuition rates are calculated based on an average 190-day American Prep staff contract.
- Preschool age (4 years old by September 1 and ready to attend kindergarten the following year) tuition will not be annualized over 12 months but will still be deducted from the monthly paychecks for up to 10 months of service.
- If the childcare service is terminated prematurely, and you are set up on an annualized payment plan then there will be a residual amount due which will be deducted from the next paycheck. If the amount of childcare service is changed during the year, the tuition cost will be recalculated. This new tuition amount will be calculated based on days of service remaining and the residual amount which is based on how many pay periods the employee used the previous childcare arrangement.
- If you chose to make arrangements to pay by cash/check/card on a monthly basis, this 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****
- All custodial parents and/or legal guardians are required to sign an "Authorization to Deduct for Payment" form or make arrangements to pay monthly prior to enrollment of their child/children in American Prep Academy Childcare centers. The authorization for payments will remain in effect until a written revocation letter is submitted and received by the childcare center Director.



- 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 seat 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.

Bright Beginnings APA Staff Childcare Payment Scale

Automatic Paycheck Deduction Annualized Rates

Infant Tuition - Full Day

Days/Week	Annual Tuition	Monthly Cost	Per Paycheck
5	\$5284.50	\$440.38	\$220.19
4	\$4227.60	\$352.30	\$176.15
3	\$3170.70	\$264.23	\$132.11
2	\$2113.80	\$176.15	\$88.08
1	\$1056.90	\$88.08	\$44.04

Toddler Tuition - Full Day

Days/Week	Annual Tuition	Monthly Cost	Per Paycheck
5	\$3880.50	\$323.38	\$161.69
4	\$3104.40	\$258.70	\$129.35
3	\$2328.30	\$193.03	\$97.01
2	\$1552.20	\$129.35	\$64.68
1	\$776.10	\$64.68	\$32.34



Automatic Paycheck Deductions for Monthly Rates

Preschool Age Tuition – Full Day

Days/Week	Annual Tuition	Monthly Cost	Per Paycheck
5	\$3,880.50	\$388.05	\$194.02
4	\$3,104.40	\$310.44	\$155.22
3	\$2,328.30	\$232.83	\$116.42
2	\$1,552.20	\$155.22	\$77.61
1	\$776.10	\$77.61	\$38.80

Preschool Age Tuition - Half Day

Days/Week	Annual Tuition	Monthly Cost	Per Paycheck
5	\$2,827.50	\$282.75	\$141.37
4	\$2,262	\$226.20	\$113.10
3	\$1,696.50	\$169.65	\$84.82
2	\$1,131	\$113.10	\$56.55
1	\$565.50	\$56.55	\$28.27

Monthly Payment by Cash/Check/Card Rates

Monthly rates are calculated at the beginning of each month based on the number of days the child care facility is open. Because the school year has a lot of breaks (fall break, winter holiday, etc.), the cost of child care varies every month. This is another reason we recommend payment by automatic deduction.

The monthly cost is based on the following daily rates:

Infant	Cost Per Day
Full Day	\$30
Half Day	\$21

Toddler	Cost Per Day
Full Day	\$21
Half Day	\$16

****Drop-in rates are the same as the daily rates****

****For Kindergarteners that go to our Draper center, we strongly recommend full day Kindergarten. At the ELC or D1, we can provide a full day kindergarten with before and after school care. The cost for this is \$327 a month and can be deducted from your paycheck.**



Parent Communication/Photo Release:

Policy No. 5

We use an online communication program called Kinderlime. Attendance is taken on an iPad or tablet through a parent kiosk sign in and out page. This program provides our parents the ability to see in real time what their child is participating in. The app allows the childcare provider to upload 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.

Because of 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. 6

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 days 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 the Draper center. West Valley center opens at 7:20 to 4:30. Salem center opens at 7:30 to 4:30.**

- If you cannot be to 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.
- If you have questions or concerns that will take longer than 2 minutes to discuss, please fill out a "parent concern form" and put it into the Directors box. 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 call the Child Care 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 Child Care program.
- Late pick-up fee's will be deducted directly from the American Preparatory Staff members paycheck. You will fill out a form to consent the amount to be withdrawn before you leave with your child(ren).

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 monthly teacher 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 Parent Teacher Conferences and you will be notified of those events when childcare services will be offered. If your child will not be in attendance for these types of events, please call our facility to inform staff members of your child's absence.

Drop-in's and Calling in:

Policy No. 7

We are a facility that accommodates Drop-Ins when possible. 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 call the Director of your center to make sure there will be enough staff to cover 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.

If you know for any reason that your child will not be attending Bright Beginnings Childcare on a day scheduled for childcare, please call the Director to inform them. This will announce a possible opening for any drop-in's that might need child care services for that day.

Drop in price is the same as a normal daily rate (see enrollment costs per day in the above table). Payment is to be made on the day the care is received. You **MUST** call in advance to make sure there is enough staff to cover the care for your child.



Medical Needs and Allergies:

Policy No. 8

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 green “Medication Release” form (available upon request). This information will be given to the Director to be put inside of a red “Health Alert” binder which will be kept at the check-in counter. This binder will contain information on procedures to follow in case of illness or emergency, as well as any necessary permissions.
3. Any parent that wishes to give specific instructions regarding “Air Quality Days” needs to include that here.
4. Childcare Providers will have access to Health Alert information and each child’s medical needs. 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. 9

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
2. When he/she began the immunization series
3. Grade, if your child attends school

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

Illness:

Policy No. 10

Deciding when to keep your child home from child care can be difficult. 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 child care:

- Fever – 101 degrees or higher orally or 100 degrees axillary (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 – 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.
- Re-admittance to the Child Care 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. 11

Children in need of medication during the day will need a Dr.'s note, the medication in the original container, 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 brings the medication to school and signs a green "Medication Release" form indicating the dosage and times to be given. This is then put into the red "Health Alert" binder.

Positive Guidance:

Policy No. 12

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 self-esteem. 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 pays 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. Color chart to encourage "happy" choices.
- D. Focusing and rewarding positive behaviors in the class.
- E. Giving children time to make their own decisions with in 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. Give children a timer to allow a re-set time where they can learn to calm themselves down and then they can return to the group.



Behavior Management – Discipline:

Policy No. 13

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try to 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. The children are taught the rules of the childcare center 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. **Time-Out:** The child is separated from the group for an age appropriate amount of time (one minute per one year of age and use a timer). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting one's self, others or equipment. When the timer goes off and the child shows that he or she is ready to demonstrate acceptable behavior, 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 behavior. 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. The log will be dated and initialed by staff members.



2. Report to parents. Parents will be notified via parent communication app.
3. Parent/Staff meeting. Parents will be expected to work with staff to remedy the behavior.
4. If 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 Child Care: Policy No. 14

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 over a period of time, the cost of that additional care will also be extended to the parent of the child requiring the additional support.

American Preparatory Academy Staff Child Care 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 Child Care fees in a timely manner



Diapering and Toilet Training:

Policy No. 15

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 in 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.
- Children that are toilet training **MUST** have 3 extra pares 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.

Dress Code:

Policy No. 16

- Your children will be engaged in various activities during the course of 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 3-5 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 Child Care Centers will not be responsible for lost or stolen clothing or valuables.

Modesty:

Policy No. 17

Some young children become curious about their body and other's bodies. There may be times where 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. 18

We will provide a designated nap/rest time each day. All children should nap, rest, read, or play quietly 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 a lunch 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 child's name. Each child will need:

1. A crib sheet that fits around the napping mat.
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. At this time, we will attempt to put them on the appropriate scheduled nap/rest period.
- 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. 19

- 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 dishwasher safe 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 uncut fruit or a store-bought item in its original packaging for your child to share at snack time.

Personal Toys from Home:

Policy No. 20

Toys that are brought from home almost always cause conflict with the group as a whole and is 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 toys. We will provide "show and tell" activities throughout the year in order to enhance this developmental skill.

Best Developmental Practices:

Policy No. 21

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 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.



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.

Enrollment Procedures:

Policy No. 22

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
2. Registration Forms
3. Emergency Contacts
4. Photo Release
5. Authorization to Deduct Child Care Tuition from your paycheck
6. Immunization's
7. Birth Certificate
8. Everything from the supply list (see below)



Supply List:

Infants:

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. Bottles (labeled with child's name)
5. Pacifier (labeled with child's name)
6. Formula (labeled with child's name)
7. Lunch from home if the child eats solid food (all food must be prepared/puréed & ready for feeding) (labeled with child's name)
8. Crib Sheet (labeled with child's name)
9. Special Blanket (labeled with child's name)
10. Dishwasher safe sippy cup (if big enough) (labeled with child's name)
11. Two extra changes of clothes (labeled with child's name)

Toddlers/Preschool:

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. Dishwasher safe water bottle or Sippy Cup (labeled with child's name)
7. Nutritious lunch from home (any utensils needed should be included) (lunch box needs to be labeled with child's name) (toddlers - 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 follow their lunch. If they are given a sugar treat right before laying down for nap, it will cause them to not sleep well.

**Each child's tuition includes a morning and afternoon snack.

Daily Schedules

4-5 year olds

7:20am-8:50am: Arrival/Breakfast/Free Play

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

9:30am-10:00am:

Wash/Bathroom/Snack/Sensory
Activity

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
Time

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

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

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

4:00pm-4:30pm: Recess or GoNoodle



2-3 year olds

7:20am-8:50am: Arrival/Breakfast/Free Play

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

9:30am-10:00am:

Wash/Snack/Diapers/Bathroom/Exercise

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

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

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

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

12:00pm-12:30pm:
Lunch/Diapers

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

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 or GoNoodle



1 Year Olds

7:15am-8:50am: Arrival/Breakfast/Snack/Free Play

(8:30am-10:00am: Morning Nap Infants)

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

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

10:00am-10:30am: Learning Developmental
Skills/Stories/Music

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

11:00am-11:30am: Free
Play/Recess or Large Motor
Activity

11:30am-12:45pm:
Lunch/Diapers/Free Play/Story
Time

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

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

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





APA Bright Beginnings Staff Childcare Center

Authorization to Deduct Tuition

I, _____, authorize American Preparatory Academy to deduct the amount of \$_____ to be deducted from each paycheck for Childcare Tuition. This rate is calculated from the day you start care and based on a **Full Time/Part Time/ 1/2 Day Infant/Toddler/Preschool** which is \$_____ for a monthly spot which will be divided over _____ paychecks.

Printed Name _____

Signature _____ Date _____

APA Bright Beginnings Staff Childcare Center

Authorization to Deduct Tuition

I, _____, authorize American Preparatory Academy to deduct the amount of \$_____ to be deducted from each paycheck for Childcare Tuition. This rate is calculated from the day you start care and based on a **Full Time/Part Time/ 1/2 Day Infant/Toddler/Preschool** which is \$_____ for a monthly spot which will be divided over _____ paychecks.

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 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 into this business arrangement. I authorize American Preparatory Academy to deduct the annualized amount of \$_____ from each paycheck for Childcare Tuition

Parent Signature _____ Date _____

Parent Signature _____ Date _____