

# Preschool Program



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[www.jbsbrightbeginnings.com](http://www.jbsbrightbeginnings.com)



Welcome to JB's Bright Beginnings! I know a great deal of thought has gone into making this decision for your child and recognize the trust and confidence you have placed in JB's Bright Beginnings for their education and care this year.

Parents are an integral part of a successful preschool program. Through parental involvement our team is better able to meet the needs of children as educators. We can serve as a valuable resource for parents and their children concerning most areas of child development. Therefore, I like to think that families should work with us as a team to provide an environment that facilitates the growth of children into well-adjusted individuals with positive self-concepts.

I have prepared this handbook as one way to help you get acquainted with our policies and expectations and to explain the benefits you will enjoy. Our professional staff will be happy to work with you in meeting any special consideration or addressing any concerns regarding your child. It is also a reference for where to turn with any questions or concerns you may have in the future. Please take time to review this carefully to be sure you understand the information. It is written with the best interests of your child in mind, in addition to maintaining the integrity and quality of our program.

Families are an important part of the success of our school. I would like to take this moment and welcome you into ours! As we build our program and relationships together, please feel free to share any new ideas or concerns.

We have an open door policy, so if you have any questions regarding this handbook, please feel free to call me at 724.863.5310. I sincerely look forward to serving you and your child.

Sincerely,

*Kate Berger*

Kate Berger  
Owner/Director

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# About JB's

## MISSION STATEMENT

Our mission at JB's Bright Beginnings is to provide excellent childcare and early education to the families and children in our community.

## PHILOSOPHY

Our programs are designed to promote the social, physical, and intellectual growth of children through learning experiences which are developmentally age appropriate. It is our desire as educators to help our children to meet their fullest potential in these areas by providing an environment that is safe, supports risk-taking, and invites a sharing of ideas. There are three elements that we believe are helpful to establishing such an environment, with the teacher: (1) acting as a guide, (2) allowing the child's natural curiosity to direct his/her learning, and (3) promoting respect for all things and all people.

## KEYSTONE STARS

We are proud to actively participate in this voluntary program to show our commitment to continually improve our standards of care, and provide a quality educational environment that emphasizes social and emotional development, increases learning skills, and promotes school readiness. The STARS program recognizes providers who meet a higher standard of quality. Each star shows that the provider meets increasingly higher standards with a maximum of 4 stars. In other words, the more stars a provider has, the better the quality of care it offers to children.

The Keystone STARS program provides JB's Bright Beginnings Children's Center with standards, training, assistance, resources, and support. Keystone STARS establishes a quality rating system with each STAR designation having its own research-based performance standards that are linked to improving outcomes for children.

JB's Bright Beginnings is committed to maintaining the quality of the Early Learning Standards of the Keystone Stars rating system. This helps ensure the best possible development for the children, and compliance with the PA Standards. We have received STAR 4 recognition and will continue to strive to maintain the best practices available.

# Our Program

## CURRICULUM

Our program provides a wide variety of experiences designed especially for young children to help them learn at their own level of interest and ability. In our Toddler classrooms we utilize Creative Curriculum and in our 3 year old and higher classrooms we use Houghton-Mifflin Harcourt. Both curriculums are aligned with the Pennsylvania Early Learning Standards. We offer a combination of child-initiated and teacher-student directed activities. Teachers help the children learn communication skills, self-help skills, cooperation, problem solving, and respect for peers, teachers, and parents. This is a part of the many activities the children do each day. Activities and learning centers are designed to promote children's development in each of the major developmental areas.

## ASSESSMENT OF CHILDREN

JB's Bright Beginnings uses formal and informal assessment approaches to provide information on children's learning and development. A base line assessment will be done upon enrollment within 45 days of enrollment, and periodically after that. The results will be shared with parents during annual conferences offered to parents. Assessment includes observing, recording, and documenting your child throughout the day. Assessment of a child's progress is essential for curriculum development and is used for several purposes: to plan activities for classroom groups or individual children; to communicate with families; to identify children who may need specialized services; and to evaluate our program.

# Enrollment

## ADMISSION

Prior to admission, an initial interview is required to:

- Tour the facilities and allow the child to become familiar with new surroundings and peers.
- Discuss JB's policies, program and financial responsibilities.

Admissions, the provision of services, and referral of children shall be made without regard to race, religion, ancestry, national origin, age, sex, marital status of parent, or because of a need for special care.

## INCLUSION POLICY

Our goal is to meet the individual needs of each child within the structure of our program while maintaining a safe and healthy environment for all children and staff. JB's complies with the Americans with Disabilities Act and applicable Federal, State or local law in providing services to children with special needs. Each child brings his or her own uniqueness to the program.

We do retain the right to deny enrollment if all openings for a particular age group are filled. Any family who believes they have been discriminated against may file a complaint of discrimination with any of the following: JB's Bright Beginnings, Bureau of Equal Opportunity, Office of Civil Right or PA Human Relations Commissions. Addresses for these offices are posted at JB's.

## REGISTRATION

Children will be accepted on a first-come, first-serve basis until capacity is reached. It may become necessary to place children on a waiting list until an opening becomes available.

We are a State Licensed Facility. Regulations require us to have the following forms on file for each child. All forms must be completed before your child's first day in attendance. The only exception to this is the Child Health Assessment. You have 30 days from the date of your child's first day in attendance to have it completed & signed by a Physician and annually thereafter.

Upon acceptance the registration procedure is as follows:

- 1.) **REGISTRATION FEE:** All new clients are required to pay a non-refundable \$50.00 registration fee per child to hold your child's spot.
- 2.) **CONTRACT AGREEMENT\*:** Parents are responsible for payment bound into contract with JB's Bright Beginnings. You will be required to sign a contract agreement.
- 3.) **EMERGENCY CONTACT FORM\*:** Emergency contact information is required for each child enrolled. This form is to provide information regarding who shall be contacted in an emergency. Emergency contact information must be complete and accurate.
- 4.) **HEALTH ASSESSMENT FORM:** An enrolled child shall have an age-appropriate health report on record at the facility no later than 30 days following enrollment. Health Assessment shall be conducted and a report written and signed by a physician or a CRNP. A new health record is required **ANNUALLY** or at any time in which a child receives immunizations.
- 5.) **ENROLLMENT QUESTIONNAIRE:** The questions have to do with the safety and health of your child while in our care. The answers to the questionnaire help your child's teacher prepare for a smooth transition into our program.
- 6.) **If applicable:** Please share a copy of your child's **IEP or IFSP** so we can continue to work with your child.

\* The parent shall update in writing emergency contact and agreement information once every 6 months or as soon as there is a change in the information. If the information is not updated and signed as designated, JB's reserves the right to suspend services until forms and information are made current.

## Tuition

All custodial parents and/or legal guardians are required to sign a Contract Agreement prior to enrollment of their child in JB's Bright Beginnings. For dual billing, a second contract will be needed and a \$5 processing fee will be charged monthly to both accounts.

Any tuition/billing issues should be handled through e-mail, and not the office staff or teachers. The billing department will respond within a timely manner. Our billing service can be contacted by e-mail at: [billing@jbsbrightbeginnings.com](mailto:billing@jbsbrightbeginnings.com).

### PAYMENTS

Tuition will be agreed upon during enrollment and will be outlined in the contract agreement. Payment is expected by the first of each month. No credit is given for absences. A \$5 late payment fee will be added to the balance daily. If your balance exceeds more than one week past due, your child's services will be suspended until payment is received in full. After 6 weeks, all outstanding balances will be referred to the District Magistrate for collection. Monthly interest of 1.7262% (21% APR) will be charged on all unpaid balances.

### PAYMENT TYPES

Payment can be made by cash, check, or through our Intuit electronic payment network.

All cash payments must be handed directly to the office staff. Receipts will be given for tuition payments made by cash. Any cash given to the center without receiving a receipt or left in the payment box is at your own risk.

Checks should be made payable to "JB's Bright Beginnings". Payments by check or money order should be placed directly into the payment box. Any canceled check will serve as your receipt for payments made by check.

JB's charges a **\$15** bank fee if notified by the bank that a check must be reprocessed. JB's will charge a **\$30** fee for returned checks. After two reprocessed or returned checks all tuition payments must be made by cash, certified check, or money order. **Postdated checks are not accepted.**

### PRESCHOOL TUITION DISCOUNTS

JB's Bright Beginnings offers a 5% discount to families who pay in advance for the entire semester (Sept. thru Dec. and Jan thru May) by the first of the month. There is an additional 5% discount for sibling enrollment. The 5% sibling discount will be applied to the lesser tuition.

## Time Off

### SCHOOL CLOSURES

Please see the school calendar for the days that we do not have preschool throughout the school year. A calendar is available on our website and will be posted in the classroom.

### MINIMUM ATTENDANCE

If your child remains out of care for more than 2 consecutive weeks without suitable cause or full payment, the child's enrollment will be terminated. Once the enrollment has been terminated you will need to re-enroll your child by filling out new paperwork and pay another enrollment fee.

### ABSENCES

Parents are required to inform the center by 10:00 AM if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. Parents failing on 3 occasions to give proper notice of an absence will result in the

child being dismissed from the program. If your child is ill, we request that you notify the center not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school.

## Child Arrival & Departure

### **BUILDING ACCESS**

JB's Bright Beginning has secured all doors from the outside and established one designated entrance and exit point for parents and visitors. We ask that you enter through the entry door at the front of the building directly across from the parking spaces out front when entering the building.

### **AUTHORIZED PICK-UP**

JB's Bright Beginnings will not release a child to anyone who is not specifically listed on that child's emergency contact form. If the person picking up your child is not recognized by JB's staff, they will be asked to show photo identification to ensure the safety of all children. If someone who is not listed on the emergency card needs to pick up your child, we ask that you call the center regarding the situation. The individual will be asked to show proof of identity when picking up your child.

If you have concerns with custody, we ask that you provide court documentation to JB's outlining who is responsible for the child to the center. Otherwise, we are obligated to release a child to either the birth mother or father.

### **DROP OFF & PICKUP**

Arrival and dismissal procedures are different for each preschool classroom. Your child's teacher will inform you of the arrival and dismissal procedures for your child's classroom at open house. Please check with your child's teacher if you have any questions.

### **LATE ARRIVAL**

If your child will be late, you are required to notify the center within 1 hour of your child's contracted time. This will help us maintain the appropriate numbers of employees to ensure ratios are met when the child arrives to school. If you do not notify the center this will be cause for refusal.

### **LATE PICK-UP**

We are bound by state regulations which require a specific staff-child ratio. We must enforce a late fee of \$5.00 per 5 minutes if you are late picking up your child past your contracted time. *If you know you are going to be late, please call as far in advance as possible so we can make arrangements for additional staffing if needed to meet state regulations.*

## Health & Safety

### **ILLNESS**

JB's Bright Beginnings follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file at the center and is available upon request for review. Your child is welcome when he/she has only a mild cold and is able to participate in the day's activities. You are strongly urged to keep your child home if they are showing signs illness. If your child becomes ill while at JB's, you are required to have your child picked up within 1 hour of notification. A fee will apply if your child is not picked up within 1 hour.

Children are required to be excluded from the program for fever, vomiting, or diarrhea. If your child is sent home with these symptoms he/she is not permitted to return to the program the following day at a minimum. Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. A fever is defined as a temperature reading on a thermometer of at least 100 degrees Fahrenheit or more as taken under the arm.



If your child will be absent due to illness, we request that you notify the center. This enables our staff to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. JB's Bright Beginnings will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share (or not) the reason for your child's absence from school.

### **CHILDREN WITH SEVERE ALLERGIES**

If your child has allergies, please advise us as soon as possible. We ask that this information be provided on the emergency contact form as well as discussing the situation with the director.

For the safety of your child, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the front office.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases JB's Bright Beginnings from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided JB's Bright Beginnings exercises reasonable care in taking such actions.

### **INJURIES**

Minor cuts and abrasions suffered while at the center will receive proper care. Specifically, they will be washed with warm water and properly bandaged. You will receive an ouch report with details of the injury.

If a medical emergency occurs, we will try to contact a parent first, unless doing so endangers the child's life. In that case, we will take necessary steps, putting the child first (calling 9-1-1, the hospital, a doctor, poison control, etc.). The director or staff member will accompany your child to the hospital in the ambulance. A staff member will contact the parent or listed emergency contact.

### **MANDATED REPORTERS**

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. ALL EMPLOYEES of JB's Bright Beginnings are considered mandated reporters under this law. The employees of JB's Bright Beginnings are not required to discuss their suspicions with parents/guardians prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at JB's Bright Beginnings take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of JB's Bright Beginnings cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."



# General Info

## **CLOTHING**

Clothing and shoes should be comfortable and allow for ease in movement. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes. For safety purposes flip flops are strictly prohibited. If your child arrives at JB's for the day wearing flip flops you will be notified and reminded of this policy. For any future occurrences you will be called and asked to bring in another pair of shoes to your child within the hour.

We use washable art supplies and wear smocks to cover clothes during activities; however, accidents happen. Please send your child in clothes that, if they are stained, won't be a major concern. .

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are required to have one seasonably and size-appropriate complete change of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents/guardians to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. JB's Bright Beginnings is not responsible for lost or damaged items of clothing.

Please select clothing that encourages your child to be independent: snaps, elastic waist, large buttons, and/or Velcro. Belts, difficult buttons, overalls, and one piece clothing can cause problems for children getting on the potty in time to avoid an accident. Soiled clothing will be put in a bag and placed in your child's cubby to be taken home. State standards do not allow us to launder or hand wash clothing from accidents.

## **DISCIPLINE POLICY**

We encourage positive redirection. Positive discipline teaches children where limits are set, how to maintain control of their bodies, and how to problem solve in the event of the conflict. We encourage children to empathize with one another's feelings and see the results of their actions. We discourage inappropriate behavior. Behavior is often redirected to another area of the room. Breaks from the group or activity, may be necessary for children age 3 and up. Any child that requires a break is always supervised by a teacher and shall remain in the cool down area for only 1 minute per age of the child. When break time is over, it is explained to the child why the break occurred and what correct behavior is expected. No child is subjected to corporal punishment or physical discipline at any time.

## **INCLEMENT WEATHER**

JB's Bright Beginnings runs on a modified preschool schedule during inclement weather situations. If Norwin School District has a delay or cancellation JB's Bright Beginnings half day preschool has a start time at 10:30a.m. and then an end time at 12:30pm. The All Day PreK class has a start time at 10:45a.m. and ends at 3:00p.m. If the center is open, and your child does not attend, the regular tuition is due for that day. No credit is given for emergency and inclement weather closings.

## **SNACK**

Snacks are provided by the center and are served at no separate charge. Possible snacks provided by the center include morning snack and afternoon snack. Depending upon your child's contracted schedule, your child's actual snacks served may vary. The menu will be posted on the parent bulletin board at the JB's and on the website.

Your child's health and safety is important to us so please provide written notification from your child's physician of any food allergy or dietary restrictions. (i.e. nut allergy, lactose intolerance, vegetarian diets, wheat free/gluten free diets) JB's does not provide food or drink substitutions but you may provide substitutions for your child.

## **OUTDOOR PLAY**

Please dress your child appropriately for the weather and in play clothes. Outdoor play times are scheduled as part of each group's daily program. The benefits to the children from regular exposure to fresh air and sunshine are vital to their overall development. We are required to get outdoors daily when the temperature is between 25 degrees and 90 degrees. All of the children should be prepared to take part in this daily activity.

## **PARENT PARTICIPATION**

Parent Volunteers will now need to obtain two mandatory clearances in order to volunteer in any capacity for JB's. The two mandatory clearances are free. Both of these clearances are good for five years.

Here is where you can find both:

- Child Abuse Clearance may be obtained through the "Child Welfare Portal" at: [www.compass.state.pa.us/CWIS](http://www.compass.state.pa.us/CWIS)
- Pennsylvania State Police Request for Criminal History Check may be obtained at <https://epatch.state.pa.us>

### Clarifications

- Clearances that have been obtained in Pennsylvania within the past 60 months are acceptable.
- Clearances obtained for employment purposes are acceptable for volunteer purposes

Once you have received all your clearance, please send a copy of each document into the office.

There are many different ways in which parents can participate and volunteer at JB's. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted, in their classrooms or on their Shutterfly page, any volunteer opportunities available. Parents who want to contribute, but are not interested in volunteering directly in the classroom, may donate items, do maintenance work, or any other action approved by the director. Also, please feel free to share experiences, cultures, talents, jobs, or any other resources to which you may have access to. Unfortunately due to state regulations, siblings not enrolled in our program, may not come with you while you are volunteering.

## **PERSONAL ITEMS**

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. JB's Bright Beginnings is not responsible for any lost or damaged items brought into the facility from home. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

All toys brought in for use as part of the curriculum will be inspected by JB's Bright Beginnings staff for safety and appropriateness, and may be prohibited at the sole discretion of JB's Bright Beginnings. **Toys**

that encourage violence, such as guns, knives, swords, or any other weapons are **STRICLY PROHIBITED** at the center.

### **REFERRALS**

A referral from an enrolled family is the highest compliment we could receive. If you refer another family to JB's and they sign a contract, we will give you a \$50 credit on your next month's tuition.

### **TRANSFERRING**

At the request of the parent, you child's records may be transferred when transitioning to another educational facility. The request must be made in writing and turned in to the director. At that point we will determine the means of transporting the appropriate information and records.

### **WITHDRAWING**

We request two weeks' notice before withdrawal. This will enable us to offer the vacated position to another child. If notice is not given, you will be billed for the two weeks tuition. If, for any reason, JB's Bright Beginnings requests the termination of your child's enrollment, we will extend to you the courtesy of a two week notice as well.

## **Contact Information**

### **Main Office:**

780 Brush Hill Road  
N. Huntingdon, PA 15642

724-863-5310 (phone)  
724-515-7477 (fax)

### **General Questions**

adminteam@jbsbrightbeginnings.com

### **Kate Berger (Owner/Director):**

kberger@jbsbrightbeginnings.com

### **Billing Questions:**

billing@jbsbrighbeginnings.com

### **Website\*:**

[www.jbsbrightbeginnings.com](http://www.jbsbrightbeginnings.com) – Please use our website as a resource. \* There is a “Parents Only” section of the website that provides all of the important information and forms that you may need. This section is password protected. *The password to access this section of the website is: house.*

In order to communicate with specific teachers, please refer to the contact information the teacher has provided; or contact the office and a way to contact the teacher will be arranged.