



780 Brush Hill Road  
N. Huntingdon, PA 15642  
Ph. 724.863.5310  
Fax 724.515.7477  
[jbsbrightbeginnings.com](http://jbsbrightbeginnings.com)

**JB'S BRIGHT BEGINNINGS**

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**JB'S BRIGHT BEGINNINGS**

**POLICY: WELCOME**

**POLICY NO.: 1**

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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.

You are an integral part of a successful childcare and preschool program. With your involvement, our team is better able to meet the needs of children as childcare professionals. We can serve as a valuable resource for you and your 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 considerations or addressing any concerns regarding your child's care. 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**  
Director/Owner

**EFFECTIVE DATE: December 1, 2021**

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**JB'S BRIGHT BEGINNINGS**

**POLICY: MISSION STATEMENT & VISION STATEMENT**

**POLICY NO.: 2 & 3**

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**2.0 Mission Statement**

JB's Bright Beginnings will provide a safe and nurturing quality early learning environment that fosters each child's growth and development. The program welcomes and encourages families to have an active role in their child's education.

**3.0 Vision Statement**

JB's Bright Beginnings will be the recognized leader in providing quality care and education for the children in our surrounding communities.

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**JB'S BRIGHT BEGINNINGS**

**POLICY: LICENSING INFORMATION**

**POLICY NO.: 4**

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**4.1 State Licensing**

JB's Bright Beginnings is a state-licensed facility. The PA Department of Human Services (DHS) regulates both our childcare activities and building requirements. Our license is renewed annually, and the facility is inspected a minimum of once per year. Each staff member has received his or her criminal, child abuse, sex offender, FBI clearances. Over the course of a year, DHS requires each employee to obtain a minimum of 12 hours of continuing education in early childhood in addition to fire safety and emergency preparedness training annually.

**4.2 Keystone Stars**

We are proud to actively participate in this voluntary program to show our commitment to continually improve our standards of care, provide a quality child care environment that emphasizes social and emotional development, increases learning skills, and promotes school readiness. Keystone Stars requires additional hours of continuing education in early childhood annually for all direct care staff. The Keystone Stars program recognizes providers who meet a higher standard of quality. There are up to 4 Stars that a center may earn. Each star shows that the provider meets increasingly higher standards. The more stars a provider has attained, the better the quality of care it offers to families. Keystone STARS establishes a quality rating system with each star designation having its own research-based performance standards linked to improving children's outcomes.

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 a STAR 4 rating and will continue to strive to maintain the best practices available.



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**JB'S BRIGHT BEGINNINGS**

**POLICY: ENROLLMENT**

**POLICY NO.:**     5    

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Enrollment at JB's Bright Beginnings is open to children from six weeks to thirteen years of age. Initial enrollment is contingent upon available room capacity, the non-refundable enrollment fee, and the receipt of registration forms listed in Policy No. 6 Registration.

The emergency form and fee agreements are not meant to serve as contracts guaranteeing service for any duration. JB's Bright Beginnings reserves the right to dismiss any parent/guardian or child at any time with or without cause. Continued enrollment at JB's Bright Beginnings is contingent upon the parent/guardian, emergency contact persons' and child's adherence to the policies and procedures of JB's Bright Beginnings as outlined in this handbook including, but not limited to, timely payment of all fees and tuition. You are required to notify the office **immediately**, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program.

**5.1 Admission**

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

**5.2 Inclusion Policy**

At JB's Bright Beginnings we actively promote inclusive practice in order to best meet the needs of the children, families, and staff of our center. All children are welcome to attend JB's Bright Beginnings regardless of race, religion, ancestry, national origin, age, sex, marital status, or because of a need for special care. Through inclusive practice, we aim to reflect our wider community and promote positive attitudes to both the similarities and differences in each other. In order to achieve this, we actively engage with children, parents, and other organizations as appropriate.

JB's Bright Beginnings welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that supply each child's full access and participation. We work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential. Children receiving support and services may receive these services within our classrooms. We will create learning goals for the child based on the IFSP/IEP.

Our program supports inclusion by:

- Encouraging family involvement
- Individualized supports
- Providing interactions between peers with and without disabilities.
- Promoting social outcomes that work to help develop friendships and a sense of belonging.
- Use of inclusive services and collaborative teaming
- Providing ongoing professional development
- Evaluations of our program

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**JB'S BRIGHT BEGINNINGS**

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

We 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 Rights, or PA Human Relations Commissions. Addresses for these offices are posted at JB's Bright Beginnings. Admissions, the provision of services, and referral of children shall be made without regard to race, religion, ancestry, national origin, age, sex, marital status, or because of a need for special care.

**5.3 Trial Period**

The first two weeks of your child's enrollment are on a trial basis. During those first two weeks, either the parent/guardian or provider may terminate this agreement at any time. After the initial two weeks, a written notice by either party is required to terminate this agreement. Please see Policy # 13 Withdrawal for further clarification.

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**JB'S BRIGHT BEGINNINGS**

**POLICY: REGISTRATION**

**POLICY NO.:** \_\_\_\_\_ 6 \_\_\_\_\_

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Children will be accepted on a first-come, first-serve basis until capacity is reached. We are a state-licensed facility. Regulations require us to have the following forms on file for each child. All forms, with the exception of the health assessment form, must be completed before your child's first day in attendance.

**Registration Fee:** All new clients are required to pay a \$50.00 non-refundable registration fee per child to hold their child's spot.

**Contract Agreement:** Parents/guardians are responsible for payment bound into a contract with JB's Bright Beginnings. You will be required to sign a contract agreement that includes but is not limited to:

- ✓ *The amount of the fee to be charged per day or week.*
- ✓ *The number of days per week.*
- ✓ *The child's arrival and departure times.*
- ✓ *The persons designated by the parent/guardian to whom the child may be released.*

**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. (Release persons listed on the emergency contact form and contract must be the same.)

**Care Plan:** For children with any special medical, health, or behavioral need, parents/guardians are required to provide a copy of the "Care Plan for Children With Special Health Needs" form signed by your child's physician. Please see Policy No. 25.2 Children with Special Needs for additional information.

**Child Health Report:** An enrolled child shall have an age-appropriate child health report completed and signed by a licensed medical professional within 30 days of enrollment. There is a \$5.00 processing fee for a copy of your child's health report.

**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.

**Ages and Stages Questionnaire:** (This applies to children 2 months to 60 months of age.) This is an initial assessment tool that is used as a developmental baseline for your child.

**Parent Handbook Signature Page:** This page acknowledges that you have received and reviewed our parent handbook.

**IEP/IFSP:** If applicable, please share a copy of your child's most recent **Individualized Education Plan or Individual Family Service Plan** so we can work together to meet your child's developmental and learning goals.

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JB'S BRIGHT BEGINNINGS

POLICY: TUITION

POLICY NO.: 7

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The amount of tuition is based on your child's predetermined schedule and has no bearing on your child's actual attendance including but not limited to sick days, vacation days, holidays, and emergency closures.

Any billing concerns should not be discussed with office staff or classroom teachers. Our billing service can be contacted by email at: [billing@jbsbrightbeginnings.com](mailto:billing@jbsbrightbeginnings.com). The billing service will respond Monday thru Friday during business hours.

7.1 Payment Schedule

Tuition will be agreed upon during enrollment and will be outlined in the contract agreement. **Payment is required on the first day of each week or month depending on the agreement.** For families requesting dual billing, a second contract will be needed and a \$5 processing fee will be charged, weekly or monthly based on your payment schedule, to both accounts.

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

7.3 Late Payments

Timely payments are essential for continued enrollment at JB's Bright Beginnings; however, if you anticipate difficulty with paying on time, please discuss the matter with the center director. If alternative arrangements for payment are approved you will be notified by the center director

A **\$5** late fee will be added to the balance **daily** (including Saturday and Sunday) once it becomes past due. If your balance exceeds more than one week past due, your child's services will be suspended, for up to one week, until payment is received in full. Non-payment of tuition, exceeding one week past due, is grounds for dismissal from the program. For a child who has been dismissed from the program, once your payment has been received, re-enrollment will be based on availability and you will be required to register online and submit the \$50.00 non-refundable registration fee.

After 6 weeks, all outstanding balances will be referred to the District Magistrate for collection. A monthly interest of 1.7262% (21% APR) will be charged on all unpaid balances.

EFFECTIVE DATE: December 1, 2021

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## JB'S BRIGHT BEGINNINGS

### 7.4 Subsidized Care

JB's Bright Beginnings participates in child care subsidy programs. JB's Bright Beginnings is registered with ELRC (Early Learning Resource Center). ELRC can help families find and pay for child care. For information on financial assistance, please contact the ELRC office at 724-836-4580.

The parent/guardian of a subsidized child must complete all required paperwork on time to continue enrollment at JB's Bright Beginnings. Parents/guardians of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event, they become ineligible to receive child care subsidies. We are required to notify the ELRC if we do not receive your weekly copay by Wednesday each week.

### 7.5 Multiple Child Discounts

JB's Bright Beginnings offers a multiple child discount for one or more siblings enrolled during the same school year. A 5% tuition discount is applied to the lower tuition rate of each additional child. Discounts are only applicable when tuition payments are made on time.

### 7.6 Monthly Prepay Discount

JB's Bright Beginnings offers a 5% discount to families who pay in advance for the entire month by the first of the month. Discounts are only applicable when tuition payments are made on time.

### 7.7 Referrals

A referral from an enrolled family is the highest compliment we could receive. Parents/guardians who refer new families to JB's Bright Beginnings will receive a referral credit in the amount of \$200 posted to their account. This is our way of saying thank you for being a part of our community.

#### Our new Family Referral Program Requirements:

- The new family must submit the Family Referral Form at the time of their registration. Only one referring family will receive the referral credit for each new family that enrolls.
- The referral credit will be posted to the referring family's account after four continuous weeks of attendance. The new family's account must be in good standing.
- Maximum credit of \$200.00 per new family enrolled.
- Families who previously attended JB's Bright Beginnings are not considered a new family.
- JB's Bright Beginnings employees are not eligible for a referral credit.
- This offer excludes preschool-only and summer-camp-only enrollment.
- All tuition credits are at the discretion of JB's Bright Beginnings management and this program may be ended at any time.

EFFECTIVE DATE: December 1, 2021 June 6, 2022

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**JB'S BRIGHT BEGINNINGS**

**7.8 Holidays**

The center is closed for the following holidays:

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|---|---|
| New Year's Day                                    | Fourth of July                                |
| Martin Luther King Jr. Day (Staff In-service Day) | Labor Day                                     |
| Good Friday                                       | Columbus Day (Staff In-service Day)           |
| Memorial Day                                      | Thanksgiving Day & the day after Thanksgiving |
|   | Christmas Eve & Christmas Day                 |

Holidays falling on a Saturday or Sunday may be observed on the preceding Friday and/or following Monday. Please arrange for alternate care. When the daycare is closed on a holiday, all parents/guardians are required to pay their regular weekly or monthly rate. This policy is standard with most reputable child care centers and reflects the center's ongoing expenses.

**7.9 Vacation**

Children who attend JB's Bright Beginnings 12 months a year will receive one week of vacation time per calendar year equals the number of contracted days per week. For example, if your child attends four days weekly you will receive one four-day week per year. Any vacation time over one week will require full tuition payment for the time missed. Unpaid vacation time must be taken as a full week and may not be divided into separate vacation days.

Please give, in writing, at least 14 days' notice when planning a vacation so we can adjust our staffing levels. If you fail to advise us of your vacation week, the full tuition is due. Any unused vacation time will not carry forward and there is no credit or refund.

For children who are enrolled for less than 12 months a year, we do not offer unpaid vacation time. This policy is standard with most reputable child care centers and reflects the center's ongoing operating expenses.

**7.10 Part-year Enrollment**

Children who attend JB's Bright Beginnings for less than 12 months or request a temporary withdrawal, will be required to pay the \$50 non-refundable registration fee to hold their child's spot. Your child's spot will be held for up to 12 weeks at an additional no charge. You may continue to hold the spot for 8 additional weeks at 50% tuition charge. Any time beyond this 8 week period 100% tuition will be due to continuing to hold the spot for your child.

**7.11 Minimum Attendance**

If your child remains out of care for more than one week without notification, suitable cause, and/or payment, your child will be dismissed from the program. For a child who has been dismissed from the program, re-enrollment will be based on availability and you will be required to register online and submit the \$50.00 non-refundable registration fee.

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## JB'S BRIGHT BEGINNINGS

### 7.12 Contract Agreement Changes

Parents/guardians who wish to change their child's contracted days or times of enrollment must submit a request to the director at least two weeks in advance of the proposed change. Contract changes are subject to a contract change fee of \$10.00 each time you need to adjust your child's contracted schedule.

The director will notify you if the new schedule is available. A contract change will not be considered to be final until a new contract agreement is signed. If the requested schedule is not available you may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw your child from the program.

### 7.13 Schedule Changes

Parents/guardians who request any one-time changes to their contracted schedule will be charged a \$5.00 fee per request. One-time schedule changes are based on availability. Including but not limited to adding a day and early drop-off.

### 7.14 Early Drop Off or Late Pick-Up

We are bound by state regulations that require a specific staff-child ratio. Schedules for the staff are made according to your **child's schedule provided by you at the time of enrollment**. We adhere strictly to the contracted drop-off and pick-up times. When you are early dropping off or late picking up your child, we may not be able to meet this requirement; therefore we must enforce a **fee of \$5.00 per 5 minutes**. *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.*

If you or the person responsible for picking up the child arrives after 5:00 pm, you will be charged \$2.00 for every minute late. All measurements of time are to be according to the JB's Bright Beginnings clock located at the check-in computer.

A child's services will be terminated should the child be dropped off early or picked up late per their contracted schedule, on three occasions in one calendar year regardless of the reasons for the late pick-up. It is your responsibility to ensure that someone is available to pick up the child on time.

### 7.15 New Baby Enrollment

Currently, enrolled families are given priority in regards to availability. Parents who wish to enroll their newborns should register as soon as possible to secure a spot for their child. Once the child is registered we will hold the spot for up to 12 weeks from the child's date of birth. You may continue to hold the spot for 8 additional weeks at 50% tuition charge. Any time beyond this 8 week period 100% tuition will be due to continue to hold the spot for your child.

### 7.16 Extended Day

A normal day consists of up to 9.5 hours of care daily; however, if care is needed for longer, you can extend your child(ren)'s day for \$5.00/day. The latest time available for an extended day is 5:00 pm.

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**JB'S BRIGHT BEGINNINGS**

**POLICY: CONFIDENTIALITY**

**POLICY NO.: 8**

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Within JB's Bright Beginnings, confidential and sensitive information will only be shared with employees on a need-to-know basis in order to most appropriately and safely care for your child. Confidential and sensitive information about staff, other parents/guardians, and/or children will not be shared. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, or other health-related information of anyone associated with JB's Bright Beginnings.

Outside of JB's Bright Beginnings, confidential and sensitive information about a child will only be shared when the parent/guardian of the child has given express written consent, except where otherwise provided for by law.

Anyone who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to Policy No. 11 Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or children who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of JB's Bright Beginnings are strictly prohibited from discussing anything about another child with you.

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**JB'S BRIGHT BEGINNINGS**

**POLICY: MANDATED REPORTING OF SUSPECTED  
CHILD ABUSE AND/OR NEGLECT**

**POLICY NO.:**           9          

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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."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over-medicated to hide symptoms that would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

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**JB'S BRIGHT BEGINNINGS**

**POLICY: PARENT/GUARDIAN'S CODE OF CONDUCT**

**POLICY NO.: 10**

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One of our goals is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving the ideal environment is not only the responsibility of the employees but the responsibility of every parent/guardian or adult who enters the center. You are required to conduct yourself in a manner that fosters this environment. **Parents/guardians who violate this code of conduct will not be permitted on the property thereafter.** Please refer to Policy No. 11 Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

**10.1 Swearing/Cursing**

No Parent/guardian or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent/guardian or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

**10.2 Threatening Employees, Children, Other Parents, or Adults at JB'S Bright Beginnings**

Threats of any kind will not be tolerated. In today's society, JB's Bright Beginnings cannot afford to sit idly by while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, JB's will not assume the risk of a second chance. Parents/guardians must be responsible for and in control of their behavior at all times.

**10.3 Physical/Verbal Punishment of Your Child or Other Children at JB'S Bright Beginnings**

While JB's Bright Beginnings does not support nor condemn the corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents/guardians to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. You are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents/guardians are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No parent/guardian or other adults may physically punish another child. If you should witness another child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for you to discuss your concern with the classroom teacher or director.

Additionally, it is inappropriate for one parent/guardian to seek out another parent/guardian to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. The teacher and/or director will then address the issue with the other parent/guardian. Although you may be curious as to the outcome of such a discussion, teachers and/or the director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by Policy No. 8 Confidentiality. You may be

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## JB'S BRIGHT BEGINNINGS

assured that we will not discuss anything about your child with other parents/guardians or adults visiting the center.

### 10.4 Smoking

For the health of all JB's Bright Beginnings employees, children, and associates, smoking is prohibited anywhere on agency property. You are prohibited from smoking in the building, on the grounds, and in the parking lot of JB's Bright Beginnings. Parents/guardians who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

### 10.5 Safety Policy

You are required to follow all safety procedures at all times. These procedures are in place to protect the welfare and best interest of the employees, children, and associates of JB's Bright Beginnings. Please be particularly mindful of JB's Bright Beginnings entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however, that person might not be authorized to enter the premises. Security procedures are only as strong as the weakest link in our organizational chain. Be alert and mindful. Immediately report any breaches to the center director or office staff.

### 10.6 Employee Interactions

At JB's Bright Beginnings, we strive to build relationships with the children in our care and their families. It is imperative that employees maintain a professional relationship with JB's clients and treat families with courtesy, appropriate distance, and respect. To ensure this we have implemented policies for staff regarding Employee/Client Interactions. Employees are expected to uphold and convey these policies.

### 10.7 Confrontational Interactions with Employees, Other Parent, or Associates of JB'S Bright Beginnings

While it is understood that parents/guardians will not always agree with the employees of JB's Bright Beginnings or the parents/guardians of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

### 10.8 Violations of the Confidentiality Policy

JB's Bright Beginnings takes the responsibility of maintaining confidentiality seriously; parents/guardians must understand the importance of this and need to recognize that Policy No. 8 Confidentiality not only applies to their child or family, but all children, families, and employees associated with JB's Bright Beginnings. Any parents/guardians who share information considered confidential or who pressure employees or other parents/guardians for information that is not necessary for them to know; will be considered to be in violation of Policy No 8 Confidentiality.

### 10.9 Firearms and Weapons

At no time is any person permitted to carry any type of firearm, ammunition, and/or weapon on agency property for any reason unless they are police officers required to carry these weapons as part of their uniform/job and disclose this information to the center director. Violation of this policy will result in immediate dismissal from the program.

**EFFECTIVE DATE:** December 1, 2021

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**JB'S BRIGHT BEGINNINGS**

**POLICY: RIGHT TO IMMEDIATE ACCESS**

**POLICY NO.:** 11

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Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at JB's Bright Beginnings, as provided by law.

In cases where an enrolled child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order), JB's Bright Beginnings must be provided with a copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed. If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, JB's Bright Beginnings is obligated to follow the order for the entire period it is in effect. Employees of JB's Bright Beginnings cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. JB's Bright Beginnings will report any violations of these orders to the court.

**In the absence of a court order on file with JB's Bright Beginnings, both parents shall be afforded equal access to their child as stipulated by law.** JB's Bright Beginnings cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, JB's Bright Beginnings suggests that you keep your child with you until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. JB's Bright Beginnings staff will contact the local police should a conflict arise.

JB's Bright Beginnings will dismiss any child whose parent is prohibited from entering upon agency property. Due to this policy, as well as state and federal regulations, JB's Bright Beginnings cannot have a child at the agency when the child's parent is prohibited access. JB's Bright Beginnings will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be considered.

**EFFECTIVE DATE:** December 1, 2021

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JB'S BRIGHT BEGINNINGS

POLICY: SUSPENSION & EXPULSION

POLICY NO.: 12

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SUSPENSION & EXPULSION

~ *Suspension and expulsion are actions adults take that greatly impact children.* ~  
*We can work together to ensure both children and teachers have the support they need to build great relationships and remain a part of their early learning community.*

There are sometimes reasons we have to ask that a child be removed from our program either on a short-term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

**Suspension:** an action that is administered because of a child’s developmentally inappropriate behavior and requires that a child not be present in the classroom or the program for a specified period.

**Expulsion:** the complete and permanent removal of a child from an early learning program because of challenging behavior or non-infectious health conditions.

**WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM**

- Staff will try to redirect children from negative behavior.
- Staff will reassess the classroom environment, appropriate activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behavior.
- Staff will consistently apply consequences for rules.
- Children will be given verbal warnings.
- Children will be given time to regain control.
- The child’s disruptive behavior will be documented and maintained in confidentiality. The parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff, and parent/guardian will have a conference(s) to discuss how to promote positive behaviors. A safety plan may be set in place at this time. The parent will be given literature or other resources regarding methods of improving behavior.
- A recommendation will be made for an evaluation by a professional. We will refer the family to OCDEL’s Early Childhood Mental Health Consultation Program, the Westmoreland Intermediate Unit, or our other community partners.

EFFECTIVE DATE: December 1, 2021

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## **JB'S BRIGHT BEGINNINGS**

### **IMMEDIATE CAUSES FOR EXPULSION**

- The child is at risk of causing serious injury to other children or himself/herself.
- The parent threatens physical or intimidating actions toward staff members.
- The parents exhibit verbal abuse to staff in front of enrolled children.

### **PARENTAL ACTIONS FOR CHILD'S EXPULSION**

- Verbal abuse to staff.
- Parents threaten physical or intimidating actions toward staff members.

### **CHILD'S ACTIONS FOR EXPULSION**

- Failure of the child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical abuse to staff or other children.

### **SCHEDULE OF EXPULSION**

- If after the remedial actions listed in this policy have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or come to an agreement with the school.
- The parent/guardian does not proceed with the recommendation for evaluation by a professional.
- The parent/guardian will be informed regarding the length of the expulsion policy.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.
- The parent/guardian will be given 2 weeks and a set expulsion date that will allow the parent/guardian sufficient time to seek alternate childcare.
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

### **A CHILD WILL NOT BE EXPELLED**

If child's parents:

- Made a complaint to the Office of Licensing regarding a school's alleged violation of the licensing requirements.
- Reported abuse or neglect occurring at the school.
- Questioned the school regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

**EFFECTIVE DATE: December 1, 2021**

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**JB'S BRIGHT BEGINNINGS**

**POLICY: WITHDRAWAL & DISMISSAL**

**POLICY NO.:** 13

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**WITHDRAWAL**

Two weeks' written notice is required when withdrawing your child for any reason. This will enable us to offer the vacated position to another child. If the required notice is not given, you will be charged tuition for two additional weeks.

In the event that you are withdrawing with the intent to re-enroll please see Policy 7.10 Part-Year Enrollment. Upon your child's return, pricing will reflect the most current pricing structure. Your new contract will reflect the new pricing.

The parent, guardian, or child, following their last day of enrollment, is not permitted to re-enter agency property without prior permission of the center director. A withdrawn child and his/her parents/guardians are required to call and request an appointment with the center director if they wish to return to agency property following the last day of enrollment at JB's Bright Beginnings. Appointments are made at the discretion of the center director and are not a right of the withdrawn child or parent/guardian.

**DISMISSAL**

JB's Bright Beginnings reserves the right to dismiss any child at any time, with or without cause.

You will be refunded any unused tuition within two weeks of the dismissal. An agency check will be mailed to the address indicated in the child's file. Any past-due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the district magistrate for collection.

The center director or designee will assist the parent/guardian in gathering their child's belongings at the time of dismissal and you are required to leave agency property immediately in a calm and respectful manner. JB's Bright Beginnings will request assistance from local police should any parent/guardian become disruptive and/or uncooperative while collecting their child's belongings upon dismissal.

A dismissed child and his/her parent/guardian are required to call and request an appointment with the center director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the center director and are not a right of the dismissed child or parent/guardian.

Following a dismissal, any parent, guardian, or child who harasses, threatens, or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means will be prosecuted to the fullest extent of the law.

**EFFECTIVE DATE:** December 1, 2021

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**JB'S BRIGHT BEGINNINGS**

**POLICY: ARRIVAL PROCEDURES**

**POLICY NO.:** 14

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**14.1 Drop Off**

Upon arrival at JB's Bright Beginnings, please use the office entrance (Door #1) at the front of the building. A staff member will meet you and your child at the entrance. Children are to carry their own lunches and walk on their own up to the door. No parents are to enter the building at this time.

**14.2 Special Circumstances**

At dropoff please notify staff of any special instructions or needs for the child's day. These special instructions include but are not limited to: health issues over the previous night which needs to be observed and/or any general concerns of which the staff should be aware to best meet the needs of your child throughout the day. If medication needs to be administered, you are required to follow Policy No. 25.4 Dispensing Medication.

**14.3 Agency's Right to Refuse Admission upon Arrival**

JB's Bright Beginnings reserves the right to refuse admission to any child at any time with or without cause.

**Possible reasons for the refusal of admission include but are not limited to:**

1. Arriving before your child's contracted scheduled times.
2. Arriving more than 1 hour after your child's contracted scheduled times.
3. Lack of staff to maintain appropriate Staff to Child Ratios as determined by state licensing regulations.
4. The need to maintain compliance with licensing regulations.
5. Staff deems the child too ill to attend.
6. Domestic situations present a safety risk to the child, staff, or other children enrolled at JB's Bright Beginnings if the child were to be present at the center.
7. Parents/guardians fail to maintain accurate, up-to-date records.
8. Parents/guardians fail to complete and return required documentation in a timely fashion.
9. Past due balance.

**EFFECTIVE DATE:** December 1, 2021

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**JB'S BRIGHT BEGINNINGS**

**POLICY: MODIFIED ATTENDANCE**

**POLICY NO.:** 15

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**15.1 Absences**

Please notify the center within 1 hour of your child’s contracted time if your child will be absent. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

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 staff to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the office, so that the parents/guardians 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. Parents/guardians are not required by law to disclose this information, and your continued enrollment will not be based on your decision to share, (or not) the reason for your child’s absence from school.

For school-age children arriving by school bus or JB’s van, you are required to inform the center by 2:00 PM if your child will not be riding the bus or van to JB’s Bright Beginnings. When we are expecting a child and they do not get off the school bus this is a safety concern for a missing child that requires immediate action. Because of this, after 3 occurrences of failing to notify the center that your child will be absent, you will be charged \$5.00 each occurrence thereafter. You will receive an invoice within 48 hours of the occurrence and payment is due upon receipt.

**15.2 Late Arrival**

If your child will be late, you are required to notify the center within 1 hour of your child’s contracted time. When you notify the center you are required to give an expected arrival time. This will help us maintain the appropriate numbers of employees to ensure ratios are met when the child arrives at school. If you arrive after your expected time and you did not notify the center this may be cause for refusal. Please refer to Policy No. 14.3 Agency’s Right to Refuse Admission upon Arrival.

**EFFECTIVE DATE:** December 1, 2021

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**JB'S BRIGHT BEGINNINGS**

**POLICY: PICK UP PROCEDURES**

**POLICY NO.:** 16

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**You are required to pick up your child/children from the direct care staff, by your scheduled contract end time. You are then solely responsible for supervising your child while on agency premises. Children must remain in your care at all times while on agency premises. To ensure the safety and security of the children in our facility we ask once you enter the building, you pick up your child/children and exit the premise within 10 minutes. The classroom teacher will be able to briefly discuss your child's day, however should you feel it necessary to have an in-depth discussion, you will need to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children.**

**16.1 Signing Out**

Please be sure to clock your child out every day. Anyone who is authorized to pick up your child should have their own unique code and password. Please send them to the office to have a code and password assigned to them. It is very important that we have accurate records of who is picking up your child. The instructions are posted above the time-clock. After 3 occurrences of a child not being clocked in or out, you will be charged \$2.00 per child per occurrence thereafter. You will receive an invoice within 48 hours of the occurrence and payment is due upon receipt by cash or check only. Please keep in mind this policy was designed with your child's safety in mind.

**16.2 Authorized Pick-Up**

JB's Bright Beginnings will not release a child to anyone who is not specifically listed as a release person on that child's emergency contact form. If the person picking up your child is not recognized by JB's staff, they will be required to show photo identification to ensure the safety of all children. If someone who is not listed on the emergency contact form needs to pick up your child, we ask that you call the center and speak to the office regarding the situation and the procedures that will need to be followed. If you have concerns with custody, we ask that you provide a court order detailing the custodial arrangements. Otherwise, we are obligated to release a child to either the birth mother or father.

**16.3 Late Pick-Up**

Please refer in this handbook to Policy No. 7.14 Early Drop Off or Late Pick-Up.

**16.4 Persons Appearing to Be Impaired By Drugs/Alcohol at Pick-Up**

The staff of JB's Bright Beginnings will contact local police and/or the other custodial parent should a parent appear to the staff of JB's Bright Beginnings to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, JB's Bright Beginnings staff will delay the impaired parent as long as possible, while contacting the other parent and/or the local police. Any other authorized person who attempts to pick up a child, and appears to the staff of JB's Bright Beginnings to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of JB's Bright Beginnings will contact the child's parent/guardian, local police, and/or Child Protective Services to notify them of the situation.

**EFFECTIVE DATE:** June 6, 2022

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**JB'S BRIGHT BEGINNINGS**

**POLICY: BUILDING ACCESS**

**POLICY NO.:** 17

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JB's Bright Beginning has secured all doors from the outside and established one designated entrance and exit point for parents/guardians and visitors. We ask that you enter and exit through the entry doors at the front of the building directly across from the parking spaces. The designated entrance is monitored by the main office staff from 7:00 AM – 5:00 PM Monday through Friday.

**17.1 Electronic Key Fob Policy**

The purpose of this policy is to establish and implement procedures for electronic key fob control at JB's Bright Beginnings facility, to assign responsibility for the issuance of key fobs, and to implement procedures for the control of such keys. Through this policy, JB's Bright Beginnings seeks to achieve maximum security for all persons relying on this building access system for their safety. Each family may choose to purchase up to 2 key fobs. If you would like to utilize the key fob system there is a \$10.00 non-refundable fee per fob.

Please note:

The keyholder is personally responsible for the fob.

Individuals to whom fobs are issued are prohibited from loaning the fob to any other person.

The key fobs will activate the front entry door to JB's Bright Beginnings for your child's contracted times between the hours of 12:00 PM – 5:00 PM Monday thru Friday.

Lost, Stolen, or misplaced fobs must be reported immediately to the office so they can be deactivated from the system.

Reports on individual fob activity will be conducted regularly.

**17.2 Visitors**

To ensure the safety of the children and staff and to avoid potential disruptions, during business hours all visitors must report to the office, sign in and receive a visitor's badge. Visitors must sign in, note the reason for their visit, their intended location, and sign out upon departure. Visitors may be asked to present identification if not already known by the staff. Visitors must wear a Visitors Badge at all times. Visitors must adhere to the rules and policies of the school and will be directed to leave if the visitor causes disruption or poses a threat to the safety of the children or staff.

**EFFECTIVE DATE:** December 1, 2021

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**JB'S BRIGHT BEGINNINGS**

**POLICY: TRANSPORTATION**

**POLICY NO.:** 18

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We offer a school bus service to and from schools in the community, based on availability. If you would like your child to avail of this service, we require the transportation agreement to be completed before you may use this service.

There is a fee that covers insurance, liabilities, gas, and maintenance of the vehicle as well as a staff member having to transport your child. You must notify your child's school and give permission to release your child to JB's Bright Beginnings.

For school-age children arriving by school bus or JB's bus, you are required to call the center by 2:00 PM if your child will not be riding the bus to JB's Bright Beginnings. When we are expecting a child and they do not get off the school bus this is a safety concern for a missing child that requires immediate action. Because of this after 3 occurrences of failing to call to notify the center that your child will be absent, you will be charged \$5.00 each occurrence thereafter. You will receive an invoice within 48 hours of the occurrence and payment is due upon receipt.

JB's Bright Beginnings, directors, and employees will not be held responsible for any claims, damages, or other liabilities for injuries caused by a traffic accident to a child which is not a result of the negligence of JB's Bright Beginnings.

JB's Bright Beginnings will not tolerate behavior problems that will cause the transportation to be late for our destination or would compromise the safety of the children. Please talk with your child about the importance of bus safety and proper behavior while riding the bus. Our school buses are equipped with seat belts and children are required to stay buckled until the driver permits them to unbuckle.

**EFFECTIVE DATE:** December 1, 2021

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**JB'S BRIGHT BEGINNINGS**

**POLICY: EMERGENCY AND INCLEMENT WEATHER CLOSING      POLICY NO.:           19**

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Because we provide a service to working parents/guardians, we try to stay open during inclement weather. However, if JB's Bright Beginnings should close or delay due to the weather, it will be posted on KDKA TV and on our website: [www.jbsbrightbeginnings.com](http://www.jbsbrightbeginnings.com). No credit is given for emergency and inclement weather closings. If the center is open and your child does not attend, the regular tuition is due for that day.

Should JB's Bright Beginnings need to close in the middle of the day, the staff will attempt to reach the child's parent/guardian first to arrange for pick up. You will be notified by email, JB's Facebook page, and/or telephone. All pertinent information will be included to ensure the safe pickup of your child.

**EFFECTIVE DATE: December 1, 2021**

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**20.1 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 infant, toddler, preschool classrooms we utilize Creative Curriculum. In our prekindergarten and higher classrooms we use a combination of the Creative & Houghton-Mifflin Harcourt Curriculums. 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. Lesson plans are posted on the parent information board weekly in each classroom.

**20.2 Daily Schedule of Activities**

A schedule of daily activities and routines, including a time for free play and gross motor activity, has been established for each group. The schedule is posted in each classroom on the parent information and is posted on the classroom’s Shutterfly site. The schedule is flexible to accommodate the needs of individual children and the dynamics of the group. Daily activities promote the development of skills, social competence, and self-esteem. Daily experiences recognize your child as an individual and give some choice of activities that respect personal privacy, lifestyle, and cultural background.

**20.3 Class Assignments**

Children are assigned to classes according to their age as of September 1st of each year. Careful consideration is given to the placement of each child. Children’s classroom assignments are based upon the individual child, teacher input, state regulation, and program policies.

**20.4 Transitioning**

**Transitioning Within the Center**

Children age 1 and under will transition at the discretion of the director and based on availability. Children over the age of 1 will transition annually. Transitions are based on your child’s age as of September 1. We understand that transition can be difficult for parents and children. To ease the transition we follow the protocol below:

- Parents, teachers, and administration will collaborate to ensure a smooth transition.
- Parents will receive a transition letter with additional transition information.
- Parents will have an opportunity to visit the new classroom and meet the teachers.
- Children will periodically visit the new classroom to help them become familiar with the new teacher and surroundings.

**Transitioning to Kindergarten**

We work with families to prepare each child for a successful transition to Kindergarten by:

EFFECTIVE DATE: December 1, 2021

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## JB'S BRIGHT BEGINNINGS

- Practicing routines like lining up when moving from one location to the next, reading books about going to kindergarten and making new friends, talking about the fun and new activities they will be doing in kindergarten.
- Providing parents with a transition letter with additional guidance and resources.
- Partnering with the local elementary schools to collaborate and share ensures a smooth transition for your child.
- Hosting a kindergarten information event prior to kindergarten registration to give families more information to help parents to prepare their child for this upcoming transition and learn how JB's bright Beginnings can support it.

### Transitioning to Self-Care (Age 13 and older)

We encourage families to give advance notice before this big transition to allow time for several discussions with the child about staying safe on their own. Parents are the best judge of when their child is ready for this transition. Families are provided a Self-Care Information packet to work through with their child.

### 20.5 Staff to Child Ratios

By state law, JB's Bright Beginnings maintains certain staff to child ratios based on the ages of the children in the classroom. Listed below is the maximum staff to child ratios for our facility:

Infant	4:1	3 Year Olds	10:1
Young Toddlers	5:1	4 Year Olds	10:1
Older Toddlers	6:1	Young School Age	12:1
		Older School Age	15:1

### 20.6 Nap/Rest Time

We feel that napping is both an important and necessary part of our daily schedule. Children younger than age 1 will nap on their own schedule. Please refer to our Safe Sleep Policy signed at the time of enrollment. Children in our toddler and preschool classrooms are given up to two hours of nap/quiet time per day. Each classroom nap/quiet time varies. Children are not all required to sleep but are all given the opportunity for quiet time (lie down and look at books, etc). This rest time is necessary to prevent fatigue and illness. Staff is not able to "keep children awake" during this time and therefore most younger children do fall asleep during this period. If children do wake independently during this time or do not end up falling asleep after 30 minutes of resting, we will provide quiet activities for them on their mats.

Each child will be assigned a crib or mat. Mats/cribs will be sanitized daily. If your child's age group has a nap time, you must provide your child with their own bedding which is clearly labeled with your child's name. Bedding should include a fitted sheet/crib sheet and a light blanket. Bedding is sent home weekly for you to launder at home and bring back the following week. If you fail to provide bedding and JB's provides it for you, you will automatically be charged a \$5.00 fee daily.

### 20.7 Toys/Personal Items

Due to the risk of damage, sharing issues, and loss children are encouraged not to bring in items from home unless specifically requested by the classroom teacher. JB's Bright Beginnings is not responsible for any lost or damaged items brought into the facility from home. Parents/guardians are encouraged to consult your classroom teacher for further guidelines around items brought in from home.

**EFFECTIVE DATE: December 1, 2021**

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## JB'S BRIGHT BEGINNINGS

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

### 20.8 Electronics

The intent of this policy is to ensure that children participate in play in which they can actively be creative, imaginative, and have hands-on experiences with real materials, rather than spending inordinate amounts of time watching TV or other passive electronic devices. JB's Bright Beginnings recognizes that many children possess personally owned electronic devices however due to the risk of damage, theft, misuse, sharing issues, and loss, children in the infant thru pre-kindergarten classrooms are strictly prohibited from bringing any electronic devices to JB's Bright Beginnings. If a device is found, it will be turned into the office.

JB's Bright Beginnings recognizes that school-age children may have a device with them on a daily basis however they must strictly adhere to the following guidelines:

1. Electronic devices must remain in the "off" mode and be kept in the child's backpack.
2. If you need to communicate with your child while they are in our care, please call the JB's Bright Beginnings landline.
3. Children will be allotted specific times during program hours that they may access their devices. These times will be reflected in the classroom schedule posted on the parent information board.
4. Any electronic device must be free of violent, sexually explicit, and stereotyped content (including cartoons).
5. Children are prohibited from using any electronic device to harass, threaten, demean, humiliate, embarrass, or annoy their classmates or others.
6. Children are not permitted to use another child's device.
7. Children are not permitted to use any electronic device to record audio or video or take pictures of any other child or staff member without their permission.
8. Children may not take electronic devices on off-site field trips.
9. JB's Bright Beginnings is not responsible for any lost or damaged electronic device brought into the facility from home.

Access is a privilege, not a right. Violation of this policy by a child/parent may result in disciplinary action, including but not limited to confiscation of the electronic device or banning of the child from bringing a personal electronic device to JB's Bright Beginnings. JB's Bright Beginnings reserves the right to take appropriate action, which may, depending on the circumstances include monitoring, inspecting, copying, reviewing, or confiscating a personal electronic device or when the administration has a reasonable suspicion that a violation of JB's Bright Beginnings Electronic Policy or applicable law has occurred.

### 20.9 Parent/Teacher Conferences

Parent-teacher conferences are held to discuss your child's progress, adjustment to the center, and other issues of concern to both parents and teachers. Conferences are a way for parents/guardians and teachers

**EFFECTIVE DATE: December 1, 2021**

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## JB'S BRIGHT BEGINNINGS

to form a partnership and work cooperatively toward a common goal. Goals are necessary for your child's development and growth.

Conferences are offered twice a year and are held in the fall and spring. Conferences may be conducted in-person, by phone, or through an online media platform. Teachers complete developmental progress reports for each child that may be shared at the conference. Information about parent-teacher conferences and a sign-up sheet will be posted on the classroom's Shutterfly site. If you wish, you are welcome to schedule additional meetings with your child's teachers at any time.

### **20.10 Assessment of Children**

JB's Bright Beginnings uses formal and informal assessment approaches to provide information on children's learning and development. 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; to evaluate our program. Infant through PreK classrooms utilizes the Teaching Strategies Gold Assessment Tool. This is an online tool used by our teachers. You will be invited to access this tool via email from your child's teacher. By doing this you will be able to follow your child's growth, development, and educational progress.

### **20.11 Early Intervention**

Early intervention services are a range of targeted services to help young children who have developmental delays or specific health conditions. Different types of specialists work with each child depending upon their individual needs. Providing these services early helps children catch up and increases their chances for success in school and life overall. JB's Bright Beginnings may refer a child for early intervention services when appropriate.

Children already receiving support and services from local early intervention programs may receive these services within our classrooms. Support and services for children receiving early intervention services are determined through the development of an Individualized Family Service Plan or Individualized Education Plan (IFSP/IEP). The IFSP/IEP is developed by the family and a team of early childhood professionals based on information gathered through assessments, observations of the child, information from the family, and other individuals involved in the child's development. Our teachers are integral partners and must be involved with the planning and coordination of Early Intervention services through attendance at plan meetings or through providing input into the development of the IFSP/IEP. We will create learning goals for the child based on the IFSP/IEP.

### **20.12 Communication**

The infant, young toddler, and older toddler classes will share a daily report about your child's day. All other age groups' daily reports are available upon request. The preschool and school-age classrooms have a daily information board in the classroom for you to read. You will also be informed of special classroom events through parent communication boards, daily reports, online classroom "share" sites, or email. Each classroom utilizes Shutterfly's Share Site as a tool to support communication in the classroom. Through this site, families are able to engage with the teacher. If you have any questions or concerns, please contact your child's teacher.

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**JB'S BRIGHT BEGINNINGS**

**20.13 Home Language Policy**

At JB's Bright Beginnings we make every effort to communicate with children and families whose primary language is not English. Parents are asked to share words in their home language with their child's teacher to help make their child feel more comfortable in the classroom. Teachers will label some of the classroom materials in the home language of the child. Parents are encouraged to share books and/or other materials in their home language with the classroom. Non-English speaking parents are encouraged to bring someone with them who can help interpret and translate questions, concerns, and documents. Children whose first language is not English are encouraged to use home language, gestures, communication devices, sign language, and pictures to communicate when needed.

**20.14 Child Referral Policy**

This is the process to be followed should you or the teacher have a concern about your child's development. The headteacher will observe and document the behaviors or lack of behaviors that are a concern. The head teacher and parent may be asked to complete an Ages & Stages Developmental or Ages and Stages Social and Emotional Questionnaire. The results will be reviewed and the head teacher and/or director will discuss the results with the family. If the decision is made to refer the family for an early intervention evaluation we will assist in the process as needed.

After a child is referred, he or she will be screened to assess if the child may have delays. The screening will include the child's developmental history and a short developmental assessment. If the screening indicates a concern for possible developmental delays, we will refer the family to their child's pediatrician, OCDEL Early Childhood Mental Health Consultation Program, Westmoreland Intermediate Unit or other community partners. Please see Policy #20.11 Early Intervention for additional information. Once a child has been referred a timeline will be established to aid in the progression of support and/or services in place for the child.

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**JB'S BRIGHT BEGINNINGS**

**POLICY: DISCIPLINE**

**POLICY NO.:** 21

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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 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. Discipline shall never be related to food, rest, or toileting.

We will make every effort to work with parents of children having difficulties in child care. Behavior of children which disrupts normal classroom group activities on a frequent or extended basis may indicate physical or emotional concerns requiring the attention of a professional specialist. Please see Child Referral Policy #20.14. If you choose not to give parental consent for services for your child, your child may be dismissed from the program.

For children displaying chronic disruptive behavior or behavior harmful to himself, others, or property please review Suspension/Expulsion Policy #12 for additional information.

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**JB'S BRIGHT BEGINNINGS**

**POLICY: DRESS CODE**

**POLICY NO.:** 22

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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. 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.

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 ages 3 through 5 are required to have one seasonably and size-appropriate complete change of clothing at the center at all times. Children less than 3 years of age are required to have two seasonably and size-appropriate complete changes 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.

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**JB'S BRIGHT BEGINNINGS**

**POLICY: FIELD TRIPS**

**SUSPENDED**

**POLICY NO.:** 23

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JB's Bright Beginnings may supplement the in-class curriculum with off-premise field trips. Parents/guardians are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information, including destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

Parents/guardians, who wish to attend the field trip, should discuss the procedure for attending with their child's teacher. Please see Policy No. 24 Participation/Volunteering with additional information and requirements regarding volunteering for a field trip.

Parents/guardians will not be permitted to transport any child, other than their own, on a JB's Bright Beginnings sponsored trip.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate, please discuss this with the office at least one week prior to the date of the trip. A fee will apply. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class.

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**JB'S BRIGHT BEGINNINGS**

**POLICY: PARTICIPATION/VOLUNTEERING**

**SUSPENDED**

**POLICY NO.:**

**24**

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You are a vital part of the center and are welcome to visit JB's Bright Beginnings at any time to observe or participate in any part of our program. It is necessary for the staff at JB's and you to work in close cooperation to make your child's day fun, educational, and fulfilling. Volunteers are welcome and greatly appreciated. Also, please feel free to share experiences, cultures, talents, jobs, or any other resources to which you may have access to.

Volunteers must obtain two mandatory clearances in order to volunteer in any capacity for JB's Bright Beginnings. The two mandatory clearances are available at no cost. Both of these clearances are good for five years.

Here is where you can access both:

1. 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)
2. 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 clearances, please send a copy of each document into the office.

There are many different ways in which you can participate and volunteer at the center. You may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will post to their classroom Shutterfly sites any volunteer opportunities available. Parents/guardians 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.

Parents/guardians with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent/guardian is afforded custody on Tuesdays and Wednesdays that parents/guardians will only be able to volunteer on those days. Parents/guardians with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parents/guardians .

JB's Bright Beginnings reserves the right to make volunteer assignments. JB's Bright Beginnings does not guarantee the volunteering parents/guardians will be assigned to locations where their child (ren) is/are present.

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**JB'S BRIGHT BEGINNINGS**

**POLICY: HEALTH AND SAFETY**

**POLICY NO.:** 25

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**25.1 Child Health Report Requirements**

All children are required to have a child health report form filled out by a licensed medical professional, in order to attend JB's Bright Beginnings. The child health report must be completed by a licensed healthcare professional and returned within the first 30 days of enrollment. An updated child health report is required **ANNUALLY** or at any time in which a child receives immunizations. This is per our state licensing regulations.

If you are not following the American Academy of Pediatrics (AAP) recommended schedule for immunizations or have chosen not to have your child immunized, please see the program manager to discuss the procedure and requirements for your child's enrollment. The program manager will share the AAP immunization waiver form. Parents/guardians are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

**25.2 Children with Special Needs**

Our center is committed to meeting the needs of all children. This includes children with special health care needs including but not limited to asthma, allergies, dietary, as well as children with emotional or behavioral concerns, chronic illness, or disabilities. Inclusion of children with special needs enriches the child care experience and all staff, families, and children.

For children with special needs, parents/guardians are required to provide a signed copy of the "Care Plan For Children With Special Health Needs" form, detailing as much information as possible about the daily and emergency needs for your child. The Care Plan guides plans for the care of your child and for the education of staff members. This form must be completely filled out by the child's physician and parents/guardians, and must be updated every six months, or more frequently, as needed.

For children with severe allergies, parents/guardians 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/guardian, and must be updated every six months, or more frequently, as needed. In addition to this form, parent/guardian 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 office. Parents/guardians 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. Any medication required to treat an allergic reaction must be provided in accordance with Policy No. 25.4 Dispensing Medication.

**25.3 Inclusion/Exclusion of Children due to Illness**

Keeping children and the adults who care for them healthy is a goal at JB's Bright Beginnings. Parents can work with teachers to protect children against illness in the following ways:

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- Follow good hand and surface hygiene practices.
- Teach children to catch sneezes and coughs with tissue or elbow.
- Keep children healthy with good nutrition, exercise, and up to date vaccines.

JB's Bright Beginnings is required to follow the Department of Human Services guidelines for communicable and non-communicable illnesses. JB's Bright Beginnings also refers to the American Academy of Pediatrics Model Health Policies along with Caring for our Children guidelines for guidance on managing infectious disease at the center. A copy of this manual is on file and is available upon request for review. You are strongly urged to keep your child home if they are showing signs of illness. If your child becomes ill while at JB's Bright Beginnings and you are required to have your child picked up this must occur within 1 hour of notification. If a parent/guardian is reached but cannot pick-up their child they need to arrange pick-up with someone listed on the child's emergency contact form. If a parent/guardian cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up. A \$5.00 per 10 minute fee will apply if your child is not picked up within 1 hour.

### **Conditions/Symptoms that DO NOT Require Exclusion:**

- a. Common colds, runny noses (regardless of color or consistency of nasal discharge);
- b. Fever (temperature above 100°F or higher taken under the armpit) without any signs or symptoms of illness in children who are older than four months. Fever is an indication of the body's response to something, but is neither a disease nor a serious problem by itself. The child should be monitored, but does not need to be excluded for fever alone;
- c. Pink eye indicated by pink or red conjunctiva free of purulent discharge from the eye.
- d. Rash without fever and behavioral changes;
- e. Head lice or nits (exclusion for treatment of an active lice infestation will be delayed until the end of the day and you will be referred for treatment);
- f. Ringworm (exclusion for treatment may be delayed until the end of the day and you will be referred for treatment);
- g. Fifth disease (slapped cheek disease, parvovirus B19) once the rash has appeared;
- h. Hand-Foot-and-Mouth Disease.

### **Exclusion of Children due to Illness**

Temporary exclusion is required when the child has any of the following conditions:

- a. The illness prevents the child from participating in daily activities;
- b. The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children;
- c. An acute change in behavior - this could include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash;
- d. Fever above 100°F or higher taken under the arm and behavior change or other signs of illness. Any infant younger than four months of age with a fever will be sent home. If your child is sent home he/she is not permitted to return to the program the following day at a minimum.
- e. After 2 occurrences of diarrheas you will be called to pick up your child. Diarrhea is defined by watery stools or decreased form of stool. Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing soiled pants or

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clothing. If your child is sent home with diarrhea he/she is not permitted to return to the program the following day at a minimum.

- f. After 2 occurrences of vomiting you will be called to pick up your child. If your child is sent home with vomiting he/she is not permitted to return to the program the following day at a minimum.
- g. Pink eye (bacterial conjunctivitis) indicated by pink or red conjunctiva with purulent discharge from the eye. Your child may return when their eye is free of discharge.
- h. Rash with fever or behavioral changes. Exclusion until twenty-four hours after treatment has been started;
- i. Impetigo, exclusion until twenty-four hours after treatment has been started;
- j. Streptococcal pharyngitis (i.e., strep throat or other streptococcal infection), until twenty-four hours after treatment has been started;
- k. Head lice until after the first treatment (note: exclusion is not necessary before the end of the program day);
- l. Ringworm until after the first treatment. Unless lessons are dried they must be covered. (Note: exclusion is not necessary before the end of the program day).

Above are the most common illnesses seen in childcare. For any other illnesses not listed above we use the resources listed above for guidance. We ask that you provide JB's Bright Beginnings with a written doctor's release or doctor orders when you visit your child's pediatrician due to illness.

All families are required to conduct daily health screenings prior to children arriving at JB's Bright Beginnings.

If you or your child has felt unwell, or displayed signs of COVID-19, we ask that all household members stay home until they've been symptom-free without medication for at least 48 hours

Stay Home Policy if you or your child experience symptoms: 1 symptom from Group A stay home 48 hours  
2 symptoms from Group B stay home 48 hours

Group A (1 or more symptoms)	Group B (2 or more symptoms)
Fever above 100°F	Sore throat
Cough	Runny nose/congestion
Shortness of breath	Chills
Difficulty breathing	New lack of smell or taste
	Muscle pain
	Nausea or Vomiting
	Headache
	Diarrhea

If your child becomes ill while at JB's Bright Beginnings you must pick the child up immediately.

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

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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/guardians 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.

### 25.4 Dispensing Medication

JB's Bright Beginnings will only dispense medication when a medication log is filled out and in its original, labeled containers, with explicit dosage and administration instructions. JB's Bright Beginnings will only give medication to the child for whom the medication log is completed and for whom the medication container is labeled. Medication logs can be found by the payment box in the front hallway and JB's Bright Beginnings website. You are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date. **Medication logs and ALL MEDICATIONS are to be turned into the office; these are not to be left in a child's backpack, classroom, or cubby.**

JB's Bright Beginnings will dispense over-the-counter, fever reducing/pain medication (i.e. Children's Tylenol, Children's Motrin) on an as-needed basis. Over-the-counter (OTC) medications can only be dispensed according to the manufacturer's instructions. If the manufacturer's instructions do not provide specific dosage for your child's age you must provide doctor's orders. The bottle must be unopened and clearly labeled with your child's name. Upon request, staff will contact you prior to administering the medication to your child. JB's Bright Beginnings will not dispense maintenance medications.

#### Clarifications

- Diaper cream and sunscreen do not require a medication log because this is covered under the Parents/guardians Handbook Signature page. These two items may be given directly to your child's teacher.
- Lip Balm/Petroleum Jelly requires a medication log to be completed and must be brought to the office.
- Hand soap and hand lotion must be accompanied by doctor's order and also require a medication log and must be brought to the office.
- Since all these items are designated medication, **DO NOT** leave them in the child's cubby or classroom unattended; the teacher will store them appropriately.
- Please check the product expiration date and label with your child's first and last name. Any expired medication will be disposed of immediately.

### 25.5 Fire/Emergency Drill

JB's Bright Beginnings conducts fire and emergency/evacuation drills every 60 days. Parents/guardians, staff, and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency evacuation plans.

During a fire/emergency drill or real fire/emergency situation, Parents/guardians may not drop off or pick up children during a fire/emergency drill or situation. You must wait until the drill is complete and the building is clear to sign your child into or out of the program.

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## JB'S BRIGHT BEGINNINGS

### 25.6 Minor Injuries

Should your child be involved in a minor accident during the course of the school day, a staff member will complete an incident report form. Parents/guardians are required to sign the incident report that day at pick-up. You will receive a copy of this report detailing the incident. Minor cuts and abrasions suffered while at the center will receive proper care. Specifically, they will be washed with warm water and properly bandaged.

#### **Biting**

JB's Bright Beginnings recognizes that biting is a developmentally appropriate behavior for children in the infant through toddler classrooms. Parents/guardians with children in these classrooms should expect that their children may be bitten, or will bite another child. The staff understands that you are concerned and can be upset when your child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which provoke or elicit this behavior so it can be prevented in the future.

Parents/guardians will be notified by an incident report that a biting incident occurred during the course of the day. Occasionally a bite may go unnoticed by the teacher, due to the child not reacting or the bite not being visible. If this should happen please bring this to the teacher's attention.

The staff may not discuss with either parents/guardians the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of JB's Bright Beginnings cannot discuss the medical history of any child involved in a biting incident with the other party.

### 25.7 Medical Emergency

When a medical emergency arises, every effort will be made to contact the parents/guardians or emergency contacts, unless doing so endangers the child's life. If that is the case, 911 will be called first. In the event that parents/guardian or emergency contacts cannot be reached, the director will decide the next step and a call to 911 will be placed. An authorized representative from the center will accompany the child and remain with him/her until you arrive. Your emergency contact form, filled out at the time of enrollment, serves as consent for your child to be transported by ambulance to a local medical facility to receive emergency care. JB's Bright Beginnings assumes no responsibility for the costs associated with emergency care.

### 25.8 Physical Activity & Nutrition

In an effort to provide the best possible nutrition and physical activity environment for the children in our facility, we have adopted the following policies.

#### Nutrition

Drinking water will be freely available for children to serve themselves throughout the day.

Our snacks follow the USDA dietary guidelines of nutrition for children.

Our snacks include healthy items from a variety of cultures.

Our snacks include a combination of new and familiar foods.

#### Feeding Practices

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Our staff help children determine if they are full before removing their plate.  
Our staff help children determine if they are still hungry before serving additional food.  
Our staff gently and positively encourages children to try a new or less favorite food.

### Physical

We provide opportunities for outdoor play 2 times per day weather permitting.  
We ensure that children are rarely seated for extended periods of time.  
We do not withhold active play time for children who misbehave.  
We rarely show television and videos.  
We have planned and informal physical activity education provided for at least 1 hour daily.

Teachers promote developmentally appropriate physical activity to help children (and themselves) prevent overweight/obesity and practice lifetime healthful habits. We appreciate support from the parents/guardians in promoting the health of our children.

### 25.9 Meals/Snacks

Children may bring in breakfast to eat at school between 7:00am - 7:45am. If you arrive after 7:45am please allow time at home to eat breakfast.

#### Breakfast/Lunches from home must follow the guidelines below:

- ✓ Must be packed in a brown paper bag
- ✓ All items must be disposable.
- ✓ Any uneaten items must be discarded when meal time is over. (This is a state regulation.)
- ✓ The brown bag must be clearly labeled with your child's first and last name and classroom #. If you are packing a breakfast and lunch please identify this on the bag as well.
- ✓ We can not heat items in the microwave.
- ✓ JB's Bright Beginnings prohibits any food item in glass containers. These can be safety hazards for the children and staff.
- ✓ JB's Bright Beginnings does not permit children to share or exchange food items.

Morning and afternoon snacks for children age 1 and older are provided by the center and are served at no separate charge. The food served to your child may vary depending upon your child's contracted schedule.

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 Bright Beginnings does not provide food or drink substitutions but you may provide substitutions for your child who has food allergies or dietary restrictions. JB's Bright Beginnings never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

#### Infant Classroom:

You are required to complete a feeding schedule for your child on a monthly basis, or as the child's feeding requirements change. You are asked to provide at a minimum 3 pre-filled bottles daily. Bottles may be filled

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with breast milk or prepared formula. Breast milk and formula bottles will be stored in the designated refrigerator and will be warmed in a water bath prior to feeding. No bottles will be microwaved. Bottles will be rinsed out only and will be sent home daily for cleaning and sanitizing. Any unused bottles will be sent home daily as well. Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

**Young Toddler:**

You are asked to provide at a minimum 3 sippy cups daily in a plastic lidded shoe sized bin that will go back and forth each day. Sippy Cups will be rinsed out only and will be sent home daily for cleaning and sanitizing. It is important that your child's name be on each cup and the bin. You may fill one cup with milk. It will be stored in the refrigerator and served at lunch time.

Birthday Snacks

Please help us encourage lifelong healthy habits for our children. If you choose to bring in a snack, please select healthier food options that your child enjoys. Suggestions include: favorite fruits, lower fat baked goods, favorite dishes that aren't necessarily desserts, foods with special family or cultural significance, or healthy foods in fun shapes. Please notify your child's teacher to make arrangements and discuss any allergy limitations in the classroom. We ask that the snack be store bought items brought in original packaging with ingredient listing. Please talk with your child's teacher if you have questions or need ideas.

**POLICY: AGENCY CONTACT INFORMATION**

**POLICY NO.:** 26

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**JB'S BRIGHT BEGINNINGS**

**Main Office:**

780 Brush Hill Road  
N. Huntingdon, PA 15642

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

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

kberger@jbsbrightbeginnings.com

**Administration:**

adminteam@jbsbrightbeginnings.com

**Billing:**

billing@jbsbrighbeginnings.com

**Website\*:**

www.jbsbrightbeginnings.com

\* 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.

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