



Bright Futures Preschool & Learning Center

Parent Handbook

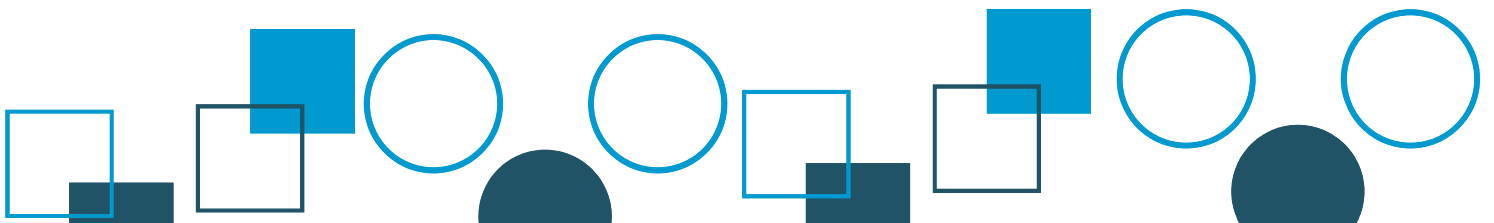
Welcome

We welcome you to Bright Futures preschool & Learning Center, where your children are our first priority. At our school, your child will be exposed to a nurturing environment with an abundant amount of educational material. This type of environment allows children to thrive in self-confidence and knowledge. We pride ourselves in serving our local community with many returning families. Our staff is highly qualified with many years of experience. Our school is gold seal certified and nationally accredited by NECPA.



Mission Statement

Our mission is to provide your children, with the right to be able to flourish from the beginning of their school experience. Our job is to make sure that your children feel good about themselves, learn and love school.




Philosophy

Bright Futures Preschool & Learning center believes that children learn best with good staff-child relationship and a quality curriculum. We encourage and seek parent involvement because we believe parents are the primary educators of their children.

Our goal is to make sure that children are safe, that they come to love learning and develop confidence in their abilities. We feel that with these important components our children will have the right start to be able to flourish from the beginning of their school experience. Our program is geared towards experiences that will fully develop their capacity to learn, be creative and increase the potential for a smooth transition to elementary school with a special emphasis on language and literacy.


Program Description

Bright Futures Preschool & Learning center is a center-based program that offers a hands-on curriculum named Creative Curriculum where children are encouraged to explore and manipulate materials in order to build cognitive, emotional social and physical growth.

- providing services to children ages 12 months to 6-8 years of age
 - Staff child ratios meet or exceed state requirements.
 - accepting both private pay and subsidized children.
 - children are exposed to a nurturing environment with an abundant amount of educational material.
 - with the help of our parents and the community we provide a chance for children to learn about different cultures and backgrounds.
 - Offering extracurricular activities on-site like Gymnastics, Ballet and Karate.
- 

Parent's Role

It is the responsibility of the parent to:

1. Provide the program with complete enrollment including a current home telephone number and numbers of three local persons in case of an emergency and to inform the center of any changes immediately.
 2. Provide current and up to date immunization and physical records of your child.
 3. be on time when picking up or dropping off your children at the center and signing in and out your child daily.
 4. Abide by the policies and procedures set forth agreed to.
 5. Notify the school when the child is sick, absent or late. All arrivals after 9:30 must bring a doctor's note.
 6. Attend all parent conferences and parent meeting set forth by the center throughout the year.
 7. Notify the center director of any problems you may encounter with a staff or if you have any questions or concerning relating your child in our center or the program itself.
 8. All children are required to be in uniform every day.
 9. Are children need an extra change of clothes to be kept in school. These clothes will be used in case of any incidents with your child that requires changing his or her clothes. A clean blanket is required every other Monday for nap time. The blanket will be sent home every other Friday to be washed it is your responsibility to bring it back. (all children's clothes must be labeled with their name)
 10. children ages 1 & 2 that are not potty trained are to bring diapers/wipes immediately when asked by the teacher.
 11. Keep your child's account up to date. Pay on time all fees, tuition, extracurricular activities, late payment fees, late pickup fees, or the child may be expelled.
- 

New Student – Parent Orientation Procedures

All parents will be given a tour of the school by the director and be introduced to the teacher of the new student. They will be shown where the parent information board is and where lesson plans and schedules are posted for the child's class. They will also be given the enrollment packet and explained the policies and procedures of the school.

At this time, we also ask parents to purchase uniforms.



Entrance Requirements

Children must be at least 12 months of age upon registration and have all necessary papers & health certificates required. The \$250.00 registration fee must be fully paid.

Hours of operation

Monday – Friday 6:30A.M. – 6:00P.M.

The center will be closed the following days.

- Martin Luther King
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving & Friday after Thanksgiving
- One week in Christmas (holiday break)

All holidays in which the center is closed will be paid days. We also follow all Miami-Dade County public schools' closures in case of hurricanes or tropical storms.

All weeks must be paid including sick days any unpaid week will result in losing your child's spot.



Attendance Policy

It is important that your child attends school every day. Our policy at Bright Futures Preschool states that if a child is absent from school for 5 consecutive days without an appropriate excuse or doctor's note, your child will be withdrawn from the program. It is your responsibility to inform us of any illness or absence of your child. All children's attendance will be tracked throughout the day, so teachers are aware of the time they arrived and left by marking their attendance.

Unusual incident policy

In order to help parents and staff prepare and be aware of what actions to take in case of an emergency, we would like everyone to be aware of the following guidelines.

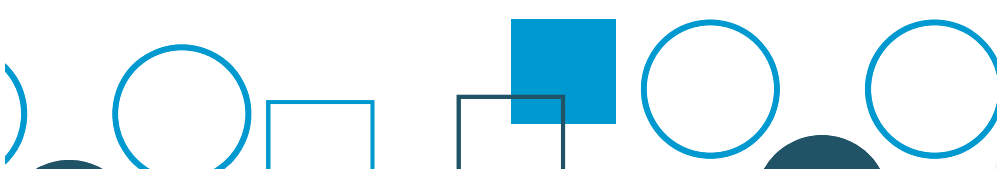

- **Storms and Hurricanes**

- We follow Miami-Dade County public school announcements as to closures. It is the responsibility of parents and staff to contact those schools as soon as possible after the hurricane passes to determine when the school will reopen. Following a major storm, if the power is out, we will remain closed until power is restored because lack of ventilation creates an unhealthy environment for all. Any prolonged power outage or any other problem that prevents use of the air conditioner may require the centre to be closed.

- **Fire**

- We practice fire drills on a monthly basis. We take the responsibility for our children's safety seriously. For instance, if the smoke detectors go off, or we are notified that there is a fire in the immediate vicinity, we will evacuate the facility. Staff are instructed to bring the emergency contact cards and the phone to call parents if necessary to come pick up their children. As soon as it is determined to be safe, we will return to the building.

- **Stranger**

- No one comes into the centre except by being "buzzed in" by a staff person, who will then ask the stranger/unfamiliar person what they need. Either the Director or the staff person will handle whatever the request is. If a person we are unfamiliar with comes to pick up a child, we require ID and if the person is not on the emergency contact card as a person allowed to pick up the child, staff will not release the child to that person. We reserve the right to deny entry to the school anyone acting violently, angrily, or possessing a visible weapon. If we hear an announcement of an act of terrorism or a crime that might bring danger to your children, the facility will remain locked up and no unfamiliar person will be allowed entry until the crisis is over. We will assess each situation and use any and all measures to maintain the safety of all children.
- 
- 

Emergency Communication

If an emergency occurs, we always call parents. If you are not able to communicate by phone and it becomes necessary to evacuate the centre and there are children that cannot be picked up by parents, or we are unable to contact family members, we will contact the Miami Dade Office of Emergencies Management for further instruction or assistance. It is the responsibility of the parent to keep all contact information up to date.

Arrival and Departure

It is mandatory to sign your child in and out daily. If a child has three unexcused tardies, he/she can be expelled from school. A staff member must receive all children each day. Please enter the school to drop off and pick up your child each day. Children must arrive at school before 9:30 a.m. All children arriving after these times need to bring in a doctor's note.


Only the parents and those listed on the enrollment card will be allowed to pick up the child. If a parent is not allowed to pick up the child, we will need the court order on file. It is also required in writing to advise a director and teacher if someone other than those listed on the enrollment form will be picking up your child. Please keep in mind that proper identification is required prior to releasing a child, regardless of the arrangement previously made. A child will not be released to a person who is intoxicated or impaired. Remember these rules are for the safety of your child.

Open Door Policy

At Bright Futures Preschool, we always welcome the parents to be involved in their children's education and to visit our school. Parents are welcome to come and participate in any activities. We welcome the opportunity to have birthday parties for the children and need time to help parents plan the date and details. This school honours court orders regarding visitation by non-custodial parents with prior authorization by the custodial parent and director.

Non-Discrimination Policy

We treat all children, regardless of disability, race, or ethnic background, with respect and dignity. We try to accommodate all children that might require special needs and/or special attention to the best of our ability, or as required by the Disability Act. Children will be exposed to multicultural foods, traditions, holidays, etc.



Confidentially Policy

Bright Futures Preschool maintains information regarding each child and their family on a confidential basis. We will respect each child's information and will not discuss it among coworkers or other families. Any information that pertains to a child is strictly confidential. Our staff policy states that anyone who fails to adhere to the confidentiality policy may be subject to disciplinary action up to and including termination. The confidentiality of any records of children and their families is extremely important. No employee will release information pertaining to a child without a consent form from the parent.

- The consent form must include:
 - a. Why is the information needed?
 - b. Who will use the information?
 - c. What may the implications of the information be?

Food & Bottles

Bottles or sippy cups are not allowed. All children will be taught to drink out of a regular disposable cup. All children must fill out a food program form at the beginning of each school year and when enrolled. Children will be allowed to bring a special lunch if they have food allergies and if the parent feels that the lunch served on a particular day the child would not eat, but this must not need to be warmed up.

All children will follow school and class schedules.

- Breakfast 7:00A.M. – 7:55A.M.
- Lunch will be served between 11:00A.M. – 12:00P.M. according to the class schedule.
- Snack will be served 2:00P.M. – 2:30P.M.

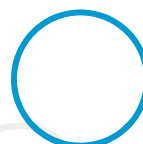
There will be no food and or snacks given at any other time, except for special cooking activities planned by the teacher.

Food prepared at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program and the state requirements for food service. All students will receive appropriate milk according to state guidelines. Parents receive a copy of the menu. They will also be posted in our classrooms and on our website.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan. All classrooms have a list of students with allergies and a plan of action.



Adjustment

It is normal for children to have some fears about being away from home. Children, like adults, need time to get used to a new situation. Try to prepare your child for the change that will be taking place as soon as you can. At the beginning of the school year, a quick goodbye kiss, a smile, and a reassuring word that you will be back is all you need to do. If your child is having a hard time, try not to worry because they usually settle down shortly after you leave. Please feel free to call us when you get to work.

Medication

Any child who needs to receive medication during school hours, parents will need to fill out an authorization for medication form with their signature. All medications must have a prescription label and be in their original containers. Any child who needs aerosol treatments must bring a written prescription from the doctor, and it will only be given once a day.

No over the counter medications will be administered (ex. Tylenol, Motrin).

Health & Illness

It is important to know that it is inevitable for children to get sick, but at Bright Futures, we look out for every child's well-being. If a child shows any signs of being sick, that child will be sent home and asked to be kept at home until symptoms are gone. Children that leave the centre with a high temperature may not return to school until they have maintained a normal temperature for 24 hours. We do this for the health of all the children and staff at our school. Some of the symptoms are: high fever, vomiting, infected skin patches, sore throat, severe coughing, pinkeye, head lice, ringworm, etc.

Bathroom/Potty training

Potty training is an important step in the process of growing and developing. This process begins at home and is carried out in the two-year-old classroom. The process is a joint effort between parents and teachers.

Only children who are fully potty-trained will be allowed to move into the three-year-old classroom when the following school year takes place.



Emergency Contact Cards

It is vital that you keep this information up to date. If you move or change your phone number, it is your responsibility to let the front desk know immediately. We urge you to please keep this information up to date.

Clothing

Children have to come to school in uniform, ready for play and learning. Uniforms are mandatory and are sold in sets of five for a cost of \$80.00. If a child is out of uniform more than five times in a school year, it is a possibility that this child can be expelled. Sandals, jellies, flip flops, or any open-toe shoe of any kind are not permitted as it is unsafe and dangerous for play. A set of extra clothes must be kept at school. If the child is potty-training, please send at least three sets of clothes.

Classrooms Transitions

Children will change classrooms at the beginning of each school year. If a child is transferred to another classroom before the new school year, the parent will be notified immediately.

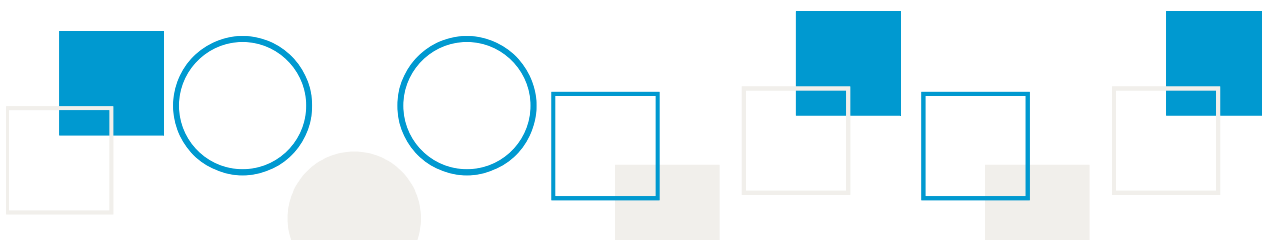
Guidance Procedures

Bright Futures Preschool is committed to each and every student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem-solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of others, of property, and to learn to understand the results of their actions.

Developmental Screenings

Various developmental screenings are completed on all children by the child's teacher, program staff, and/or by local service providers. These screenings are mainly done at the beginning of the school year or upon entering the classroom. They are then scored by the person doing the assessment. If a problem is detected, the teacher or the local service will contact parents and/or school for appropriate action. The parent will be called in for a conference and then instructed where services can be further evaluated. After a professional evaluation, a special meeting with the parent and teacher will be provided for an individual education plan to begin. (IEP)



Observations

Child observations are conducted semi-annually to facilitate the integration of activities tailored to address the specific needs of each individual child. Additionally, we retain samples of the children's work over the course of the year to monitor their academic progression.

Messages

Verbal messages from children are not permitted. Kindly communicate any messages in writing either through Procure or directly to the front desk.

Toys, book bags, and lunch boxes.

Toys, book bags, and lunch boxes brought from home are prohibited, with the exception of students in our kindergarten and first-grade classes.

Child Abuse and Neglect

All teachers and staff are legally obligated to report any indications of abuse or neglect.

Field Trips

Children aged 4 or 5 may have the opportunity to participate in field trips. It is imperative that a signed permission slip is submitted before the child departs from the school premises.

Photographing Children


Throughout the school year, your child may have their picture taken on various occasions for the following purposes:

- Inclusion in gifts
- Display in the classroom during special activities.
- Integration into the learning experience, whether individually or as part of a group
- Commemoration of special occasions or activities
- Publication on our website
- Any other circumstances deemed necessary

By endorsing this parent handbook, you grant Bright Futures Preschool permission to utilize your child's images for the aforementioned reasons.

Voluntary Pre-Kindergarten (VPK)

The VPK schedule aligns with the Miami-Dade County Public Schools schedule, encompassing all legal holidays and teacher planning days. In the event of operational continuity, an additional fee of \$30.00 is required for your child to attend school on those days.



Enrollment Information

Health Records: Health Department Form 3040 & 680 is mandatory for entrance.

A child will not be allowed to attend the center unless all health records requirements have been met and are on file.

This form should state that the child has had:

1. A Physical Exam
2. All required immunizations
3. TB Skin test

The following items must be at the center for the first day of school!
Students Birth Certificate, Students Social Security card and parents' driver's license

Holidays

We will only observe the following holidays.

Martin Luther King Jr.
President's Day
Good Friday
Memorial Day
Independence Day (July 4th)
Labor Day
Veterans Day
Thanksgiving & Friday after Thanksgiving
Christmas Holiday (ONE WEEK)

Hurricane Closures: We follow Miami-Dade County public school closures.
V.P.K Follows all Miami-Dade County Public Schools schedule including all legal holidays and teacher workdays off.





Discipline Policy

**BRIGHT FUTURES
PRE-SCHOOL
& LEARNING CENTER**

We, at Bright Futures Preschool, want to help children develop self-control so that discipline measures are not often needed. We provide them with positive reinforcement of appropriate behaviour and help children make appropriate choices for themselves. We also help them use words to solve problems. We promote an environment that is conducive to good discipline because good discipline is a prerequisite to learning. The following are ways we facilitate the development of self-control at each developmental stage:

- Staff redirect children to appropriate behaviour by telling the child what is expected ("We use blocks to build things", "WE USE OUR INSIDE VOICES WHEN WE ARE INSIDE") AND THEN GUIDING THEM by showing them how to build with blocks and not throw them or showing them what an inside voice sounds like. Staff must always make sure a child understands the behaviour that is expected of them, avoiding using "don't", "stop that", "shut up", "don't do that", "don't run", "don't talk", and other negative phrases that confuse children.
- Staff will guide children to resolve their own conflicts by talking with the affected children about choices they can make, talking about feelings and frustrations and offering solutions and alternatives to conflict if needed, as well as help children learn to communicate emotions effectively.
- Staff will involve children in developing classroom rules and post them in the room, with visual cues to help them understand what they mean. Staff will reinforce the rules at high rates initially and at lower rates later in the year as children learn them and internalize them, thereby needing less and less prompting.
- Staff will orient new children to the rules of the classroom, being mindful that they will need closer supervision until they understand the expectations. Staff will let other children help new classmates acclimate to the rules.
- Staff will remind children of the rules using positive language and periodically review classroom and playground rules with them to prevent problem behaviours from happening. ("Remember, we put toys away when we're finished playing with them").
- Staff will focus on the behaviour, not on the child, as only behaviours are "bad", not children.
- Staff will give directions that are stated in a positive way and give children an opportunity to respond to a direction. Appropriately, staff will give a child choices and options for following directions.
- Staff will acknowledge in a positive way a child's "good" behaviour: in other words, catch them being good and let their child know they noticed.
- Under no circumstances will staff use food as a reward or punishment for behaviour.
- Staff will speak to children with respect and kindness and never humiliate, tease, frighten, insult, swear at, blame or discuss a child's behaviour in front of him or her or another child or adult. Any conversation with another adult will take place away from the child, in private, and focus on the behaviour in question.
- Staff will organize their classrooms to encourage self-discipline by labelling shelves so children can put away toys appropriately and periodically check the label to replace any that have worn off or have been removed.
- For pre-verbal toddlers, staff will speak with the children and let them know the appropriate behaviour that is expected. If the conflict is over a toy, the staff member will engage them in separate activities, providing closer supervision for a while to ensure no recurrence.
- Every classroom will have duplicates of popular toys and materials to reduce the incidence of conflict. When conflicts arise, staff will direct children to the duplicate toy or offer an alternative activity or toy if all duplicates are in use. Staff can also ask the child who is using the toy in question if he or she is willing to share the favoured toy, but must respect the child's decision if the answer is "no".
- Staff can develop a waiting list for popular toys and put a time limit on their use to cut down on conflicts and frustrations. Also, this helps children learn cooperation and respect for peers and property.
- Staff will model appropriate social interaction behaviour throughout the day during the daily routine while interacting with children and each other.
- Each room has a cozy, "Be by myself" space away from noise and activities, where children can go to be alone when feeling unsocial, out of control, overwhelmed, tired, etc. Staff can suggest to a child to use the cozy space when it appears they are having a problem relating, to help the child regain control of his or her feelings.
- "Time out" is seldom used and is only to be used as a last resort when all other methods of behaviour management have failed. If used, time out is limited to one minute for each year of the child's age and is only used for preschoolers, 3 years and up.
- Playtime will not be interrupted as a punishment.
- Parent teacher conferences will be scheduled if staff have a concern about persistent behaviour issues.
- If behaviour persists after parent conference, the school reserves the right to expel the child from the centre if we feel he is a danger to himself, his peers or his teachers.

I have read and understand the discipline policy outlined above and have been given a copy of it.

Signature of parent/guardian

Date/Fecha



Please sign and return
The Policy and Tuition Agreement.

BRIGHT FUTURES
PRE-SCHOOL
& LEARNING CENTER

I, _____, have read the parent handbook and understand
(Parent Name)

all the rules, regulations and the policies of Bright Futures Preschool and Learning Center. My child and I will abide by all rules explained in this handbook. I have read the school's discipline policy and I am aware of the procedures.

I, _____, understand that tuition for my child will be

\$_____ per week for the current school year. Children will not be transferred to another class on their birthday; they will remain in the same class until the following school year and tuition will also remain the same. If any week is not paid for in full, even if the child did not attend, they may lose their place at the school with no reimbursement of registration.

No weeks will be given free of charge, even for sickness or vacation.

If any parent or child cannot follow the school rules that are indicated in this handbook, they can be expelled at the discretion of the school administration.

Signature of parent/guardian

Date/fecha



Parent information

BRIGHT FUTURES
PRE-SCHOOL
& LEARNING CENTER

Child's Name: _____

Parent's/Guardian's Name: _____

I have been given the following information:

Flu Brochure

I have been given the flu brochure and I am aware that it is suggested that a flu vaccine for your child should be given annually at the beginning of flu season in September.

Parent/Guardian Signature: _____ Date: _____

Getting In, Getting Out

- Check the back seat.
 - In just 10 minutes, a car's temperature can increase by 19 degrees.
 - Before getting out of your car, check the back seat. Don't forget your child.
 - Never leave your child alone in the car and call 911 if you see any child locked in the car.
 - Place something in the back seat that you need at work, school or home.

Parent/Guardian Signature: _____ Date: _____

The Rilya Wilson Act, F.S. 39.604

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or childcare program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or childcare program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Parent/guardian signature: _____ Date: _____