



**AIRPORT COMMUNITY SCHOOLS CHILD
CARE**

Bright Beginnings

**Parent Handbook
2018-2019**

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Table of Contents

Vision and Mission Statement	pg. 2
Program Philosophy	pg. 2
Available Program	pg. 3
Staffing	pg. 3
Program Information	pg. 3-5
Breakfast/Lunch Snacks	pg. 5
Health and Safety	pg. 5
Accidents/Injuries/Incidents/Illness	pg. 6
Conduct	pg. 6
Termination of Care	pg. 7
Contact Information	pg. 8

VISION STATEMENT

Our vision for child care is to promote the healthy growth and development of children and provide support for families by providing high quality, developmentally appropriate and flexible care through a wide range of care options.

MISSION STATEMENT

Our program strives to provide children with an environment within which they can safely explore, discover, create, interact, and grow. We offer stimulating activities designed to enhance children's physical, emotional, social, and intellectual development. The staff recognizes the children's emerging independence, and we stress the importance of free choice to foster self-esteem and decision-making skills. One of our hopes as teachers is to show children our love for learning with them and the joy and passion we have when we are teaching. We strive to be compassionate, strong, and dedicated teachers who are excited to be working with children and be the best educators we can be.

PROGRAM PHILOSOPHY

At Airport Community Schools Bright Beginnings program, children enjoy fun, social experiences through the use of arts and crafts, reading, writing, music and movement, along with indoor and outdoor games. The program is intended to assist parents with their child care needs. Through a play-based curriculum, children are provided with activities that foster creativity as well as language, social, emotional, physical, and cognitive development. The program is offered Monday through Friday following the school year calendar for students in GSRP through sixth grade. We also offer all day child care during professional development days and during the summer.



AVAILABLE PROGRAMS

Cost is \$4.50 per hour for first child and \$4.00 for each additional. Centers are open 6:30am-6:00pm.

Before School Program

The Before School Program features a relaxed environment for children to prepare for the school day ahead. Arts and crafts projects are offered daily, as are other group and individual activities. Drop off will begin at 6:00 a.m.

After School Program

The After School Program offers a combination of large and small group activities, as well as independent activities. While a quiet area will be made available for those children needing to complete their homework, recreation, and relaxed creative play are the focus of the After School Program. After School Program is open until 6:00 pm.

STAFFING

Persons qualified to work with the young children in the program have demonstrated through their educational background and/or experience that they have the skills to provide children with a safe, fun and educational experience. All of the employees hired for the Bright Beginnings Program have been screened through state criminal history checks and FIA Central Registry Clearance.

Bright Beginnings provides staff with opportunities for professional growth and development through conferences, in-services, and workshops each year. All staff members are certified in First Aid, Child, Adult CPR, and AED.

PROGRAM INFORMATION

Calendar

Bright Beginnings follows the Airport Community Schools calendar, with a few exceptions. Those exceptions are professional development days and any half days. Bright Beginnings will be open all day from the time school ends until 6:00 pm on those half days at both Sterling and Ritter Elementary. If it is full professional development day we will be open from 6:00 am to 6:00 pm at Sterling Elementary **ONLY!** There is no lunch or snacks provided on those days so it will need to be provided by the parent. Sign-up is required for those days as well.

Weather-related closings

Weather-related closings are determined by the school. Any time the school is completely closed, for example snow days or power outages, Bright Beginnings is closed as well. If there is a fog delay, or any delay to the start of school, the centers will still open at their normal time and the children will stay for the extra time until school starts. If your child arrives at their normal time, there will be additional hours charged as we have to pay for staff longer. In the event that school closes after the delay is announced, no child will be accepted after the announcement. Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel safely home Bright Beginnings will remain open until 12 noon in order to give sufficient time. Parents will be contacted and informed of the situation.

Registration

In order to comply with state licensing rules a registration packet must be completed for each child prior to starting in the program.

An annual registration fee is required. The charge is \$35.00-one child, and \$5 per additional child.

Safety

Your child's safety is our first priority; therefore children must be physically accompanied to the Bright Beginnings room and signed in and out. Also, only persons listed on the Child Information Card will be allowed to pick up your child. Any person who is not the child's parent/guardian will be required to show a photo ID before the child is released to him/her until all the staff knows who they are. ***If a photo ID is not produced, the child will not be released and the parent/guardian will be contacted.***

Absenteeism/Tardiness

If your child will be late arriving to or absent from the program you must call your CENTER to notify us of this change in attendance. **Neither the school office, nor the classroom teachers are responsible for informing Bright Beginnings of absences.**

It is the parent's/guardian's responsibility to contact Bright Beginnings whenever their child will not be in attendance on a scheduled day. Failure to bring an absence to the attention of the Bright Beginnings staff within two hours of your child's expected time will result in a \$10.00 "No call/No show fee" per child. Withdrawal from the program may be requested for subsequent occurrences.

Late Pick-ups

A \$5.00 fee per child will be assessed if care is extended beyond the scheduled pick-up time.

When a child is picked up after the program has closed for the day (6:00 PM) a "late fee" of \$25.00 per 15 minutes per child will be assessed to the next billing period. Repeated late pickups will be cause for dismissal from the Bright Beginnings program.

Billing

Financial responsibility of the Bright Beginnings School Age Child Care account will reside with the parent/guardian who signs the Child Enrollment Contract. Questions and/or notices regarding the account will be addressed to this person.

Total amount due is expected for contracted schedules whether or not your child attends Bright Beginnings School Age Child Care on his/her scheduled days. Check or money order payable to Airport Community Schools.

Cost is \$4.50 per hour for first child and \$4.00 for each additional child. Billing is figured within half hour increments. Hours are billed by what your child is scheduled for not the time your child is actually in the program. Invoices are generated bi-weekly and are placed into the family files or sent by email. Payments are due the following Monday. If payments are not made by the due date, there will be a \$25 per week charge until the bill is paid. If it is still not paid 30 days after the due date, this will result in removal from the program.

Licensing Notebook

All child care centers must maintain a notebook which contains licensing inspection reports and special investigations. The notebook is available for parents review during business hours. The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010. Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at www.michigan.gov/michildcare.

Schedule Changes

Flex Schedule Families

For all flexible schedule families, parents/guardians must fill out a Flex Schedule Change form each Thursday for the following week. Failure to submit this form will result in a “No Schedule Fee” of \$10.00 per day per child until a schedule is turned into the Center.

Regular Schedule Families

For all regular schedule families, **changes must be submitted at least one week** prior to the effective date of the new schedule by filling out the half page addendum contract.

Hours can be added to your child’s schedule with notice to center.

BREAKFAST/LUNCH/SNACKS

USDA approved breakfast and lunch will be available for purchase at school.
After school snacks are free to every child.
Children can also bring their lunch.
Please be sure to discuss all food allergies with the Director.

HEALTH AND SAFETY

When your child is ill, please keep him/her at home-not only for your child’s sake, but also for the health of the other children/staff in the program.

Medication

The parent is responsible to inform the Bright Beginnings staff of the medical needs of their child. The program will only administer **physician-prescribed medication**. The parent/guardian will sign a Bright Beginnings Medication Form. All prescribed medication must be in the original container. All dispensed medicine will be tracked on a medicine log.



Accidents/Injuries/Incidents/Illnesses

Parents will be notified by phone if any of these occur during the child's attendance at the center.

Allergies

Parents/ Guardians are asked to list their child's allergies on the Medical/Social form and the child information card. All staff members are made aware of children's allergies and a list is kept with the child's registration information, as well as posted in the office.

Mandated Reporting

Each staff member at Bright Beginnings is a mandated reporter. If a staff member suspects child abuse or neglect, he/she is obligated to report it to the program director. The Director reports any incidence of neglect or abuse to Michigan Department of Human Services. All information is documented and kept on file at the site. The information will be shared with the school principal.

Volunteers

All volunteers in the program who have contact with the children at least 4 hours per week for more than 2 consecutive weeks will require a physical including a Tuberculosis test and must be screened through the state criminal history check. Children will not be left in the care of unsupervised volunteers at any time.

CONDUCT

There will be times when a child in Bright Beginnings will need to adjust his/her behavior to insure the safe and happy environment for all children. Behavior management will be developmentally appropriate, positive in nature, and encourage self-control, self-direction, self-discipline, self-esteem, and cooperation. Children are coached by Bright Beginnings staff in various conflict management methods, as well as problem-solving skills.

Rules regarding student behavior in Bright Beginnings are:

1. We expect all children to treat other children and staff members with courtesy and respect.
2. We expect the children to use and put away the games and activity equipment and materials properly.
3. Parents will be notified if we have any recurring problems with a child and appropriate action will be discussed.



TERMINATION OF CARE

We reserve the right to terminate care for a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late pick-ups
- Physical or verbal abuse of any person or property
- Lack of compliance with handbook regulations

We appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. Parents are required to give two weeks written notice when they decide to terminate child care. The two weeks will be paid in full, regardless of whether or not the child is in attendance.

We will give a two weeks warning before termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

Centers Contact Information

Ritter BB: 734-869-7104

Sterling BB: 734-869-7206

Coordinator's Contact Information

Karley's Voicemail: 734-869-7206

Karley's Email: ksmith@airport.school