Brighter Beginnings Preschool
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Fargo, ND 58104
218-790-5445
www.brighterbeginningsonline.com

PARENT HANDBOOK

Kimberly Larson: Director, Teacher

Please let me know if your child will be absent for any reason during the school year. Thank You!

***If for some reason you are unable to continue your enrollment at Brighter Beginnings I ask that you let me know as soon as possible. You will still be responsible for tuition payment through the remainder of the year as stated and signed on the contract.

PHILOSOPHY

"Creating Brighter Futures"

Brighter Beginnings Preschool main focus is to enhance children ages 3-5 academically, socially, emotionally, and physically. My goal is to prepare each student for entering Kindergarten as well as teaching them basic skills. Brighter Beginnings Preschool will provide a learning environment so your child can construct their own knowledge to learn about the world and also prepare them for their next school environment. Children are expected to begin school at a much earlier age and Brighter Beginnings is the spot to help ease your child into the school setting. While providing your child with an academic core, I also want to nurture their growth while taking their enthusiasm for play and exploration and creating a learning environment. At Brighter Beginnings I know that your child needs individual attention. I designed my classroom so each student will get one on one time with myself, as well as learning to work within a group. Preschool is your child's first step in education. Overall I want preschool to be a fun learning environment where your child can express themselves. Since preschool is the starting point of a child's education, I want every child to walk out of my classroom with the feeling they love going to school. Positive school experiences will only further their education!

STORM DAYS

If the public schools cancel school due to weather or I feel the weather may jeopardize the children's safety, preschool will be canceled. You will be notified via seesaw in the event of ANY cancellations. I will also post on the schools Facebook page. **Weather related cancellations will not be made up.**

DAILY SCHEDULE

AM SCHEDULE
9:00 – 11:30
5 Day - Blue

9:00	Arrival
9:10	Greeting/Class Meeting
9:15	Free Choice – Enrichment 1 on 1
9:40	Art/Science/Math
10:00	Clean up
10:05	Bathroom Break
10:15	Snack
10:40	Library
10:50	Rug/Jobs/Large Group
11:15	Music/Active Exercise
11:25	Review/Discuss Day
11:30	Dismissal

PM SCHEDULE
12:00 – 2:30
2 Day & 3 Day – Green/Red

12:00	Arrival
12:10	Greeting/Class Meeting
12:15	Free Choice – Enrichment 1 on 1
12:40	Art/Science/Math
1:00	Clean up
1:05	Bathroom Break
1:15	Snack
1:40	Library
1:50	Rug/Jobs/Large Group
2:15	Music/Active Exercise
2:25	Review/Discuss Day
2:30	Dismissal

*Times and activities may change due to certain circumstances or other activities.

Daily Schedule ~ here is a break down in more detail of what our day will consist of.

Arrival/Attendance Parents are asked to bring child in and help them put their coats and backpacks in their assigned cubby. I mark off your child on an attendance sheet once they enter the school. If you have someone else dropping off/picking up your child I ask you inform me ahead of time.
Class Meeting Every morning we will have a morning meeting to greet one another and talk about what we will be doing for the day.
Free Choice *Enrichment* During this time the children are allowed to explore the various centers throughout the room. This is a free choice time and some of the centers that will be available are as follows: computer (on rotations), books, dramatic play, table toys such as puzzles, sorting, lacing, etc., blocks, coloring/drawing, and various age appropriate toys that will be rotated throughout the year. During this time is when I work with the children one on one depending on their needs (enrichment time)These include numbers, letters, math, science, social skills, and anything "academic" that goes along with our theme for the week.
Art Whole class or small groups will create art projects practicing using their fine motor skills such as cutting, coloring, gluing, etc. *Both Art and Enrichment will be completed by every child.
Story/Rug Time During this time we will talk about the weather, calendar, assign daily jobs and read a story. A large group activity will also be planned for this time to go along with our weekly theme.
Bathroom Break Washing hands and using restroom before snack time.
Snack/Book Time following snack the students will be able to go and read/look at picture books independently while everyone finishes snack. After our winter break this time is used to learn sight words.
Music/Active Exercise During this period of the day the children will be singing, listening to music and using their large motor skills.
Share Time Every week I will be sending home a share bag where one child will be able to bring something special to school and share with everyone. Those whose week it isn't will get to share something special that happened to them since the last time we met. We all know that little kids love to share!! I also have backpack buddies that go home with the students and they bring them back and share the adventures they have together.
Get Ready to Go Parents need to come into the building to pick up their child and help get them ready. We all know what a struggle it is getting a child to leave especially during the winter when we have to get coats, hats, mittens, boots, etc. on. I will do my best to have all the children ready to go when you come to pick them up but extra hands are always needed!
Dismissal Children are free to leave for the day!

Monthly Tuition

Monday-Friday	$325.00
Monday, Wednesday, Friday	$230.00
Tuesday, Thursday	$195.00
Registration Fee	$55.00

TUITION IS DUE ON THE 1ST SCHOOL DAY OF EACH MONTH. A late fee of $20.00 will be charged if payment is not received before the 3rd school day of the month and $5.00 added to each additional late day. Consistent non-payment may result in your child's withdrawal from preschool, if necessary.

NSF CHECKS - A $30.00 handling fee will be charged for the processing of any returned check due to insufficient funds. Upon receipt of second NSF check, all future child care tuition payments must be paid by cash, cashier's check or money order.

TUITION & PAYMENTS
Tuition will be due on the first school day of every month. Regardless of the amounts of days in the month (more or less) there is a standard payment September – May. All checks can be made out to Brighter Beginnings Preschool. Please write your child's first and last name on the memo line. If paying with cash please put into an envelope and mark with child's name**.** If you decide to withdraw your child from preschool a 30 day notice is needed in writing. You are STILL responsible for the remainder of the school years tuition as stated in the signed contract.

REQUIREMENTS

Your child must be 3-6 years of age upon entering preschool and must be toilet trained. If your child has an accident at school you will be asked to come to school and change your child. If using the bathroom becomes a problem for your child, I may have to ask you to withdraw your child from preschool until they can independently use the restroom. A child information form, health records and immunization form must be on file. Each child must have his/her immunizations current, and a physician or health authority must complete the form. In case of an emergency the parent guardian will be notified immediately and appropriate actions will be taken. An information sheet will be signed at the beginning of the year in which policies and procedures will be outlined.

ENROLLMENT PROCEDURE

Enrollment can be done in person or sent in by mail. Once the registration fee is paid your spot will be secured. Forms that need to be completed before your child starts in the center include:

- Registration form with names, numbers and emergency contacts.
- Certificate of Immunization (updated as new immunizations are given)
- Parent's statement on health of child (updated yearly)
- Copy of Birth Certificate
- Yearly contract
- Emergency medical care & consents

POLICIES

Accountability While I highly encourage regular attendance, I understand situations come up and and also value time with family. Please let me know verbally, phone, email, or a seesaw message if your child will be absent. For safety and planning if I do not hear from you by the time class starts I will reach out either on seesaw, text or phone call. I appreciate your communication regarding your child's attendance.

Aquatic Policy - We do not have any pools on site and we do not do any field trips to pools.

Discipline - Any necessary discipline will be constructive and educational in nature and may include the following: Verbal warnings, diversion, separation from the problem, talking/explanation, praise for appropriate behavior and if need be gentle restraint if we feel the child will harm him/herself or others. No child will be subjected to physical harm or humiliation. I will try to first redirect the child to a positive activity, if that does not work a short "time out" may be used if necessary, where the child is removed from the group but is still supervised and in the classroom. They may also lose their good behavior sticker from the day. Upon request you can receive a daily report of your child's progress. If your child is needing more one on one time that I can provide (I am the only teacher in the room) I have the right to refuse service and advise that your child go to a center that provides a para.

Grievance If there is a complaint or concern, please contact me regarding this or you can contact ND Health and Human Services at 1-800-997-8516. Any questions regarding licensing you can contact Ruby Kolpack 701.239.6761 kolpackr@casscountynd.gov

Mandated Reporter I am a mandated reporter and if I suspect any abuse or neglect I am mandated to report it. A person mandated to report, or any person wanting to report suspected child abuse or neglect, should call 1-833-958-3500, North Dakota's toll-free Child Abuse & Neglect Reporting Line.

Personal Belongings Each child will have their own cubby to use each day. Items such as a backpack will be brought every day, placed in cubby area and then taken back home when they leave for the day. They may bring their own water bottle (please label with their name), but this must go home after every session. **TOYS FROM HOME -** I ask that you **do not send any toys from home** with your child to preschool. There is a chance that the toy may get lost or broken and to prevent that, I ask that they don't bring toys from home to play with. However, we will be having SPECIAL DAYS where your child will be able to bring ONE item from home that is special to him/her and will have a chance to share with the class. Please watch newsletter/calendar for more information.

TRANSPORTATION - I do not provide any transportation at Brighter Beginnings Preschool.

HIRING/STAFF – I am the sole employee at Brighter Beginnings and have had my background check completed, 1st aid and CPR certification, completed the basic childcare class, up to date on yearly training and am licensed by the state of ND.

INSURANCE - Brighter Beginnings does not carry insurance for your child, it is understood that your child is covered under your family plan. I do however have liability insurance.

MEDICATION - I do not administer any medication at preschool. If needed please administer medication before or after preschool hours if at all possible. If for any reason that your child must have medication during school hours please have a parent or other qualified personnel administer the medication. If your child is on medication, please inform us so we know of any side effects and can ensure your child's safety. Also PLEASE inform me of ANY food allergies as we serve snack daily.

ILLNESS - Please do not bring your child to preschool if he/she has any illness. If a child reaches a temperature of 100 degrees or more or shows signs of illness or contagious disease, you will be notified to pick up your child. I understand that this may be an inconvenience, but I need to take every precaution. In the case of an Emergency 911 will be notified along with parents/guardians. **PLEASE LET ME KNOW IF YOU CHILD WILL NOT BE ATTENDING PRESCHOOL SO THAT I WILL NOT BE EXPECTING HIM/HER.** If your child does not show up for preschool and I did not receive a phone call. I will try to contact the guardian to ensure the child's safety. In an event of an accident I will fill out an accident report and notify the parents. In the case where a child becomes sick while at school a parent/guardian will be contacted to pick up the child. If the parent/guardian cannot be reached, those persons listed on the child's emergencycontacts will be contacted to pick up the child.

INJURY/ACCIDENTS/INCIDENTS - If your child is involved in an incident/accident/serious injury at school, the teacher will tend to the children involved immediately. The parent will be notified if necessary. If the injury is such that we feel the child may need care or treatment beyond what we are able to provide at school, parents will be contacted immediately to determine a course of action for remedying the situation. Emergency medical care will be summoned if we deem it necessary for the welfare of the injured child. Repeated incidents involving the same child will result in a conference with the parent to determine a plan of action. Brighter Beginnings will NOT provide medical subsidy for accidents or injuries– please be ensured that you have proper medical insurance information on file.

Other safety precautions: All hazardous and cleaning products are kept in a high location that children do not have access to. However in the case of an emergency where a serious injury/burn/poison occurs, 911 would be immediatley contacted and the proper steps would be followed based on incident. Parents would be notified and documentation filled out. In the case of poison the poison control (800) 222-1222 will be called.

EMERGENCY PROCEDURES

All drill procedures are posted in the preschool classroom by the door. If you would like a more detailed description of the procedures, please let me know. We will participate in practice drills throughout the year.

Evacuation - Emergency procedures in case of an off-site evacuation are posted by the classroom door. In case of an actual emergency, parents may be asked to pick up their children at an off-site location. Please talk to your child's teacher about the designated off-site evacuation location.

Lost Child Procedure - Children are actively supervised during preschool; however, in the unlikely event that a child is missing, the following emergency plan is put into effect: I will thoroughly search the school and grounds for the child. After ten minutes, the parents/guardians and the police will be contacted. I will start to search the area surrounding the school. Emergency personnel will be contacted

Fire - Upon hearing the fire alarms sound, I will immediately exit the building with ALL children. The school has an evacuation plan posted. If evacuation is necessary our fall-out shelter is Bennett Elementary School, located two blocks west of the school. Children must wear shoes at all times in case of fire.

Tornado – I will monitor threatening weather conditions. In case of danger and/or a tornado warning, we will seek shelter in the designated area. Children will be positioned with backs against the wall, head down and hands over their heads. We will remain in the designated area until the threat of a tornado has passed.

Winter Storm - When the school is open and weather situations appear serious, I will monitor weather reports and conditions and whether the Fargo Public Schools close or the West Fargo/Fargo Police Department issue a no travel advisory within city limits. If the school needs to close, a message will be sent out over seesaw and/or call the parents and notify you of our early closing. Monitor the radio, local television channels, and Facebook site for any closing or late opening announcements. If we need to close before the school opens, I will make the decision as early as possible and send out a seesaw message.

ARRIVAL/DEPARTURE - **I**t is important to pick your child up on time so I can set up for the next session. I also ask you to wait to come in ***no more*** than five minutes before session begins. If you need special arrangements or need to pick up your child earlier or later please call and make arrangements. If late pickup becomes a problem a charge of $1.00 for each minute of late pickup will be charged. After 30 minutes authorities will have to be contacted.
**Please accompany your child into and out of the room each day. In the event that you child remains in our care past this time the following actions will be taken:
Preschool staff will attempt to reach parent/guardian and/or emergency contact until 12:30 for am session and 3:30 for pm session. The staff will continue to call and leave messages and wait for a return call until the time stated above. If unable to reach either of the contacts the local police will be contacted. Preschool staff will remain with child until the proper authorities arrive. If a continued problem with late pick-up occurs $1.00 per minute will be charged to the parent/guardian following the 11:40 and 2:40 times. This fee is due when the child returns to school at their next scheduled time.
Preschool staff/Administration assumes responsibility for the following:
Responsibility for the child's protection and well-being until the parent or authorities arrive and assume custody of the child. Staff will discuss the issue with the parent only, not the child, and at a time in which the child is not present.

Parents/Guardians assumes the responsibility for the following:

Information regarding phone numbers by which to reach parent/guardian and emergency contacts is to be kept current at all times. Immediate notification of number changes, work location and home address will be submitted to Brighter Beginnings Preschool. If your child does not show up for a school day and I have not been notified, the school will contact parent and legal guardian and then emergency contact.

All referenced to your child's class will be by color : M-F AM Blue, MWF PM Red, TH PM Green

BATHROOM - If a circumstance happens to where a child needs to go to the bathroom I check the bathrooms are vacant and no one present. During use I will be outside the restroom with doors propped open until child exits restroom. I will also have direct supervision with other children while child is using restroom.

SNACKS - At the beginning of the year each child will be asked to bring 2 packages of nonperishable snack items and 1 container of juice (please no individual juice boxes) that will be shared with the whole class. The day that your child's snack is used they will be the snack helper and help hand it out to the class. If we start to run low a note may be sent home asking the parents to send another snack item and/or juice. PLEASE LABEL the snack your child brings.

BIRTHDAYS - I will have a special day to celebrate your child's birthday. If you wish to bring a special treat to help your child celebrate with their classmates, you may do so (it may be perishable). If your child's birthday is during summer, we will celebrate those birthdays in May. STORE PURCHASED TREATS ONLY. I do ask however that you do not send invitations with your child to preschool unless EVERYONE is invited.

BOOK ORDERS - I will be sending book order forms home monthly with your child. These book orders have great discount prices on books and software. If you choose to order from any of the companies please send the check with the order form in an envelope and return it in your child's folder/backpack. Make the checks payable to scholastic NOT TO THE SCHOOL. This will help keep everything organized.

BACKPACK - Everyone will need a large backpack to carry information and projects to and from school. Please send a regular size youth backpack (Large enough that a folder can fit in it).

CARPOOLING - I do not provide transportation to/from school. If you are able to, I encourage you to be open to helping other parents with transportation to/from school, if possible. I am willing to help you find a solution if transportation is a problem.

NEWSLETTER - A monthly newsletter and/or calendar will be given which will include important dates, reminders, and permission slips. Please take time to read and share with your child.

PARENT/TEACHER CONFERENCES - I will be doing assessments in the spring for all sessions. I will send them home and if you wish to meet with me to discuss your child's performance we can do so. You are more than welcome to call any time or schedule a time to meet with the teacher.

CLOTHING - Since the main focus of our preschool day is to be hands on, please dress your child accordingly with clothing that may get "dirty". **Children are required to wear shoes at all times**. If your child wears snow boots to school please send along other shoes to change into.

DRESS UP DAYS - Throughout the year we may have special dress up days where I will ask your child to wear a certain type of dress (ex. pajama day or a certain color). These do not require you to go out and purchase new items; this is done to encourage creativity and learning in the home as well as in school. Please watch the newsletter for those days.

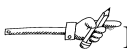
VOLUNTEERS - I may need parent/guardian volunteers throughout the year. If I do need you, a slip will be going home with your child and asking you if you would ever be interested in volunteering. Fill out the form and return it to school.

DONATIONS~ OBJECTS NEEDED, NOT REQUIRED* Throughout the year I will be using stickers and/or treats for rewards and projects. If you would like to donate a bag of treats or a sheet of stickers I would appreciate it. Some examples would be M&M's, bubble gum, suckers, smiley face stickers, holiday stickers. I also have a treasure chest filled with small toys (from happy meals etc.) If you want to get rid of any old toys in good condition that could go in toy bin to have another child make use of it, which would also be appreciated. Please do not feel that you need to donate something, it is entirely your choice. I will however ask you to bring in an item from the objects needed list if we are doing a special project (Pop bottles, paper towel roll, etc.) I will provide a list of objects that you would throw away at home that we could use in our classroom for art projects. Please watch the newsletters for my objects needed list. Thank you!
Other items - Hand Sanitizer, Hand soap, empty toilet paper tubes, Stickers – especially seasonal or holiday designs, Scrap paper – kids love to practice cutting, this may have wording on one side, Old Magazines & Greeting Cards, Any kind of craft items, pom poms, pipe cleaners, google eyes, etc., Toys for the treasure chest (prize box), Happy meal toys work great! Paint or Play dough, Old CD's for art projects, Construction paper (Large or small), Labels for education (just labels, NOT box tops) form in entryway tells you what all you can collect, Paint, toys for the classroom, books, School Gel (Blue in Color), Cotton balls & Q-tips, Magazines, Paper Bags, baby food jars. Anything you see fit that we could use in the classroom!

SPECIAL NEEDS -If there is anything that your child needs to help make their preschool a better experience, please let me know. I will do what I can to accommodate children to their special needs.

MY DEDICATION TO CHILDREN - My Preschool respects each child's cultural/ethnic background and primary language or dialect. Appropriate provisions are attempted to be made for those children who have special needs of any kind. My preschool curriculum is meant to be child centered and age appropriate. Please notify me if there is anything I can do for you and/or your child.

Leaving your child at preschool for the first time may be stressful for you and/or your child. Please let me know of ANYTHING that we can do to help ease your child into an enjoyable environment.


LAST REMINDER My website is a great resource and updated periodically!

www.brighterbeginningsonline.com

Also updates are on Facebook –

Make sure you go Like & Follow Brighter Beginnings Preschool on Facebook!