Touching The Future
I don't wear power suits, make speeches, or drive a fancy sports car.
I've never talked on a car phone, made a big sale, or been elected to the Senate.
I don't "do lunch", have a big impressive office or carry a beeper.
I spend my days wiping away tears, giving hugs, and serving chicken nuggets.
A good day is when I go through a whole day without a temper tantrum, bite mark or a toilet training accident.
My "office" is a room full of brightly colored toys and laughing children.
You may not think that what I do is very important and you may even whisper behind my back "What a waste of a good mind."
But I know better.
I make a difference because I'm changing the world one child at a time. Everyday I'm getting the once in a lifetime chance to touch the future.
I'm proud to say "I'm a child care provider".
~ by Marti Doyle

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1.1 BRIGHT BEGINNINGS PRESCHOOL & CHILDCARE, LLC MISSION STATEMENT

To encourage all children to learn and grow by providing a foundation of developmentally appropriate, educational experiences where they can succeed in a safe and nurturing environment.

We believe that each child is a unique individual and that all children can learn. Our programs provide settings that recognize children's varied abilities, interests, needs, and learning styles.

We believe children learn best through meaningful play. Our educational-based, child centered program reflects the integration of physical, cognitive, social, emotional, language, self-help and aesthetic areas for the total development of the child. Meaningful play encourages curiosity, discovery and problem solving which allows individual growth and development of a positive self-image.

We recognize that parents are the child’s first teachers. Children learn best when parents are involved in their educational program. The primary bridge between home and school is the involvement of family and community.

The statement and beliefs in this philosophy reflect the position of the National Association for the Education of Young Children (NAEYC).

1.2 BRIGHT BEGINNINGS PRESCHOOL & CHILDCARE, LLC CORE VALUES

Positive, Safe Environment – We are committed to providing an uplifting and positive atmosphere for our children and staff; a fun learning experience in a secure, safe, and loving environment.

Leadership – We are committed to lead; developing, mentoring, and empowering our children and our staff to reach their full potential.

Excellence – We are committed to achieve the greatest levels of excellence in childcare, in education and in everything we do; being highly professional, innovative, creative, efficient, and effective.

Respect – We are committed to building strong, healthy relationships with each other, our children & their families, along with the community through communication and understanding of the cultures around us.

Integrity – We are committed to carry out our mission.
1.3 Letter from Founder

Dear Parents,

Welcome to Bright Beginnings Preschool and Childcare! Let me take a minute to introduce myself. I was a teacher in the Montrose County School District for five years teaching fifth and sixth grade math, science, reading, and social studies. While teaching, I pursued a Master’s in School Counseling, completing the program in May 2007. After the birth of my fourth child in 2008, I decided to work from home with younger children in order to spend more time with my family. I opened a home childcare and preschool and loved incorporating my training and experience as a K-6 teacher and counselor into the preschool classroom. I soon realized many families shared my passion and appreciation for an academically stimulating program. To accommodate the growing waiting list, I moved from my garage and expanded to a facility downtown.

I believe being an educator is one of the most important and rewarding jobs in the world. I feel privileged to get to know and make a difference in each little life I meet. I also strongly believe that education begins at birth. As such, I view myself as a Professional Educator and Child Care Provider, not a babysitter. My goal is to provide your child with a clean, safe, comfortable environment where they can play and learn with guidance and loving care while you are away.

In order to make our relationship as successful as possible, the following are some mutual beneficial requirements that are necessary to assure that there are no misunderstandings between either party. Please review the handbook carefully as it contains a lot of important information regarding policies and procedures. If you have any question or concerns, please feel free to ask!

I look forward to working with you and your family and the positive partnership I know we will develop as we cooperate in the best interest of your child.

Sincerely,
Amber Gardner
Founder
2.1 Hours of Care
Monday-Friday 7:30-5:30

2.2 Holiday Closures:
Bright Beginnings is closed on the following holidays:

- New Years Day
- Martin L King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

In addition, Bright Beginnings Preschool & Childcare, LLC will be closed one week from Christmas Eve through New Year’s Day. Tuition is not prorated due to absences or holidays.

3.1 Admission Policies
This Agreement and its attachments and payments must be completed, approved, and accepted in advance of first day including:

- Deposit
- Terms of Educational Agreement
- Attachments

1. Registration
2. Authorization for Medical Care/Treatment of a Minor
3. Authorization for Child Pick-Up
4. Consent and Release Forms
5. Child Information
6. General Health Appraisal
7. Food Program Eligibility
8. CCAP approval, if applying for assistance

- Copy of Immunization Record
- Copy of parent Driver’s License

PLEASE NOTE: All forms must be updated yearly.
3.2 Termination of Contract
The first two weeks of childcare are an adjustment period. It is the responsibility of the parent(s) and Bright Beginnings Preschool & Childcare, LLC to discuss the adjustment or lack of adjustment of the child. The parent or child care provider can terminate the contract anytime during first two weeks of enrollment in writing on or before the 14th day due to the difficulty in adjustment. Advanced payments shall be prorated and returned.

Parental Termination of Agreement: After the two week adjustment period, one month’s written notice, on or before the first of the month shall be required by the parent to Bright Beginnings Preschool & Childcare, LLC. One month’s fees may be paid in lieu of one month’s notice. Termination under this provision is at the sole discretion of the parent(s).

Bright Beginnings Preschool & Childcare, LLC Termination of Agreement: Bright Beginnings Preschool & Childcare, LLC will provide the parent(s) with one month’s written notice if Bright Beginnings Preschool & Childcare, LLC is no longer able to care for your child. Termination under this provision is at the sole discretion of Bright Beginnings Preschool & Childcare, LLC. Payment is required regardless of whether the child attends or not. Nothing in this provision negates the right of Bright Beginnings Preschool & Childcare, LLC to terminate the Agreement for nonpayment. No notice shall be required for termination due to nonpayment as required in this Agreement. Bright Beginnings Preschool & Childcare, LLC also retains the right to terminate child care arrangements immediately for the following reasons and without notice:

- Failure to comply with the policies of Bright Beginnings Preschool & Childcare, LLC attached hereto and incorporated herein by reference.
- Failure to comply with the Agreement.
- Destructive or hurtful behavior of child that persists.
- Failure to show up for 5 days in a row without any communication.
- Failure to complete required forms.
- Inability to meet the child’s needs without additional staff.
- If parent(s) knowingly bring their child ill.
- Parent disagreement regarding care of child

3.3 Sign in and out
Your child must be signed in and out using the electronic PIN system each day. A written signature by non-parent/guardian is also required at arrival and departure times for those families involved in CCAP. This sign in/out process will allow our staff to know exactly who is in the center at all times. Staff is required to make sure that the parent/guardian checks their child(ren) in and out every day. Staff will also be required to take a “roll count” of where children are at mid-morning and mid-afternoon to ensure that all children (signed-in for that day or period of time) are accounted for. Staff is to check the sign in/out sheet at the end of every day to ensure all children have been picked up and signed out properly.
3.4 Pick-up
To ensure the safety of your child, only you or your designate(s) may pick up your child. Phoning in to let the staff know someone other than yourself will be picking up your child is acceptable as long as you can identify yourself with your password and they have proper identification. At the end of the center’s hours, if a child is not picked up and the parent/guardian and /or none of the alternates can be reached, we will contact the local police and they will page the social worker on call.

3.5 Parent Vacations and Leave
As a courtesy, please notify the school at least 2 weeks in advance when you plan to take vacations. Please note full payment is expected for all days and hours your child is normally scheduled. In cases of your potential absence greater than one full month, up to three months, due to maternity leave, summer, or extended leave from your job, ½ of your monthly fees for the entire time of your absence to hold your child’s position is required for up to three months. After three months, full tuition is required to continue to hold the spot.

3.6 Verification of Legal Custody
In cases of court appointed custody, Bright Beginnings must have a copy of the court order recognizing the parent who has legal custody of the child, as well as visitation schedules. Otherwise we have no choice except to release the child to his/her parent.

3.7 Guests and Visitors
We welcome guests and visitors to our facility with the following guidelines:

- We ask Guests, including volunteers to arrange their visit with the Director prior to their arrival. This allows the Director to adjust the daily schedule as needed in order to minimize the interruption to classes and activities. Guests will be given a “Guest” or “Volunteer” badge to wear. Additionally, all volunteers must complete volunteer paperwork and associated background checks.
- We require all Visitors to check in with the Director and receive a visitor badge before being allowed to observe the children.
- All Guests and Visitors must fill out the “Guests and Visitors Sign In/Out Sheet” and attach a copy of a valid driver’s license to it.
- Parent(s)/Guardian(s) are welcome to drop-in and visit anytime with no prior arrangement necessary. However, we do ask that you check in with the Director. Parent(s)/Guardian(s) will also be given a “Parent” nametag while visiting the center.
- Any Visitor creating interruptions or causing disruption in the center will be asked to leave immediately.
4.1 Field Trips and Special Activities
Parent(s)/Guardian(s) will be notified before any field trip and a permission slip will need to be signed. Qualified staff according to child/adult ratio will accompany group on foot or authorized vehicle. When a child is not allowed to go or arrives late to the Center and their class/group is away, he/she will stay at the Center with a qualified staff member or another class/group. Before viewing any special video, besides daily educational videos, parent(s)/guardian(s) will be notified and a permission slip will be signed.

4.2 Transportation
Bright Beginnings will transport to and from school for children enrolled in kindergarten through fifth grade in a RE-IJ school. Parents will need to supply a child safety seat for children less six years of age or 55” in height. All other children are required to wear seat belts at all times and appropriate ratios will be maintained. Qualified staff will meet and adhere to state and local driving laws at all times.

4.3 Supplies
Parents are responsible for supplying:
• Bottles, Formula, Baby Food
• Diapers & Wipes
• A full change of clothing
• Crib sheet, blanket, small pillow and stuffed animal for naptime
• Cup with lid
• Any food for special diet requirements (soy milk, gluten free, vegan, etc.)

All personal belongings should be marked with child's name. It is not necessary to bring eating utensils or dishes as they will be supplied. All personal belongings that go unclaimed for 30 days will be donated to local charities. Bright Beginnings Preschool & Childcare, LLC is not responsible for lost or stolen items.

We teach the children creativity, problem solving, and pride in their skills. Sometimes these lessons get messy, so please send your child in appropriate clothing.

4.4 Toys
Bright Beginnings provides a wide variety of playthings and asks that no toys be brought from home. Anything brought will be put up safely until the child is picked up. This policy is for the concern of all children in care. Often times children have a hard time sharing the toys they bring from home, they may have unsafe pieces on them, are not properly sanitized, etc.

PLEASE NOTE: There may be “Share and Learns” periodically. At this time, appropriate toys/items may be brought from home. You will be notified of such days as needed.
4.5 Electronic Devices
We do not allow electronic devices such as cell phones, tablets or other personal use items to be carried by students. Please leave these items home.

5.1 Cleanliness/Hygiene
Highest efforts are made to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals as well as when coming in from outside and after toileting.

Infants sleep in separate cribs with clean blankets, used only by them. Beginning at toddler age, washable nap mats are used. Each child has a separate nap mat with a crib sheet and blanket, supplied by the parent. These are washed weekly (unless soiled, then they are washed as often as necessary). Toys are sanitized daily. Mouthed toys are sanitized after each use.

5.2 Meals & Snacks
Nutritious meals and snacks will be provided as well as 1% milk for children over 2 and whole milk for children under the age of 2, depending on the hours your child is attending. The meal schedule is listed below. If your Child is here during those times, they will be served. Children who choose not to eat will not be served again until the next scheduled meal or snack. If the child will be arriving after a mealtime, please feed them before they arrive. Children arriving after 8:15 A.M. must eat breakfast at home before arriving. The menu plan is posted on the parent bulletin board and will be sent home weekly.

• 7:45–8:15 Breakfast       • 11:00-12:25 Lunch       • 2:30-3:30 P.M. Snack

If your child requires a special diet due to allergies, medications, age and/or cultural/religious beliefs it will be the responsibility of the parent to provide a well balanced lunch and snack for their child, along with a doctor’s note or explanation. Please do not send junk food, pop, gum etc. In addition, we are a nut free zone, so please do not pack anything with peanuts, peanut butter, or other nut products.

5.3 Nap/Quiet Time
All children in care more than 4 hours and under the age of 5 are required to lie down for a nap/quiet time each day from approximately 12:30-2:30 per state requirements. Children are not force to sleep, but they must lie down quietly. Please make arrangements to pick up your child before 12:30 or after 2:30 so as not to disturb sleeping children. Thank you for your cooperation! Children who only attend Bright Beginnings in the afternoon will not be required to rest.
5.4 Child Illness
Your child may be brought to school if they have a common cold (which means a slight cough, clear runny nose, sneezing); however parents will be notified if your child is miserable (lethargic, crying, repeatedly asking for you). Your child should not attend if they are not feeling well enough to participate in our daily activities (i.e. a child wanting to sleep all day lay, lethargic, etc.)

Bright Beginnings should be notified immediately if a child will be absent. The Health Department regulations prohibit the admittance of any child into a childcare center that exhibits any of the following symptoms:

- Fever (100°F or higher) – child needs to be fever free for 24 hours without the aid of medication
- Diarrhea – child must be symptom free for 24 hours without the aid of medication
- Vomiting – child must be symptom free for 24 hours without the aid of medication
- Runny nose with colored discharge – check with doctor
- Rash – check with doctor
- Discharge from eyes or ears
- Lice – child needs to be treated and nits removed before return
- Communicable diseases – chicken pox, measles, mumps, conjunctivitis (pink eye), influenza etc.

Bright Beginnings reserves the right to refuse to care for a sick child. If your child develops any of the above symptoms while in care, you or your alternate will be required to pick up your child immediately. If the child is not picked up within an hour of being notified, a $5.00 for every 15 minutes or portion thereof charge may be assessed. Your child may return to care 24 hours AFTER symptoms of illness end. Which means if your child is sent home with a fever, diarrhea, or vomiting they cannot return until they have been symptom free for 24 hours without the aid of medications. The provider is responsible for the health and well being of many children so health department regulations will be closely followed and the child illness policies as described above will be strictly enforced.

5.5 Medication
If your child is on antibiotics he/she continues to be contagious for 24 hours after the first dose of medication and cannot return to childcare until this time period has passed. A parent/guardian should administer all prescription and over-the-counter medications when possible. It is acceptable for a parent to come to the center to administer medication.

Exceptions can be made for children with chronic conditions for which emergency medicinal treatment may be necessary (ex: asthma inhalers or allergy epi-pens). These medications must be authorized by the parent and the healthcare provider, be labeled with the child’s name, be accompanied with clear and concise use instructions, and will be keep and administered by a person certified in Medication Administration. ALL MEDICATION MUST BE BROUGHT IN
THE ORIGINAL LABELED CONTAINER. A log will be kept recording the use and delivery of such medication. Children will not be allowed to carry or self administer any medications.

Because the administration of medication requires extra staff time and safety considerations, parents/guardians should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is in child care. Whenever possible, the first dose of medication should be given at home, to allow parents/guardians to observe if the child has any type of reaction.

Although we do not provide special services for children with disabilities, we are in compliance with “The American Disabilities Act” and will make “readily achievable accommodations” for all children with disabilities.

5.6 Medical Emergencies
Every effort to keep your children safe through supervision and childproofing is made, but minor bumps and scrapes are inevitable. Minor injuries will receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted immediately. If the center is unable to contact either parent, the emergency contact as supplied by parent will be informed. If necessary your child will be transported by ambulance to the nearest hospital. Parents are responsible for costs involved in emergency medical treatment, including transportation if required.

5.7 Immunization Policy
Children must have proof of current immunization before they begin attending Bright Beginnings Preschool & Childcare, LLC. If there is a medical, religious, or personal reason for not obtaining vaccinations or for using an alternative vaccination schedule, the center is required to have a waiver form on file. Waivers may be obtained from the front desk. In the case of a disease outbreak, all children whose vaccinations are not up-to-date with regard to that specific disease will not be allowed to attend school, but may return to school when the outbreak is over.

6.1 Discipline and Guidance
Discipline and guidance are opportunities for learning. Positive reinforcement and Love and Logic choices are used to direct, teach and guide the children as they learn self control. In some situations negative behavior cannot be tolerated. For example: hitting, biting, spitting and bad language. The “time-out” is a disciplinary tool that will be used for a child needing to “take a break” so he or she can be kept safe from harming themselves or others. Under supervision, the child is given time to calm down and learn self-control during a fit of anger and rage without being interrupted. When the child indicates he or she is ready to “talk” guidance will be given to help the child to resolve the problem and solve future conflict. Parent(s)/Guardian(s) are expected to discuss any problem(s) arising from such situations during school. If problem(s) cannot be resolved, child will be put on a one-week paid probationary suspension. If problem(s) continue after suspension, this contract will be terminated.
6.2 Damages
It is expected that your child be respectful of all property and furnishings. A certain amount of “wear and tear” is normal, but if your child intentionally damages property through destructive behavior or roughness, you will be liable for 100% of the replacement costs. This reimbursement is due with your next monthly payment.

7.1 Emergency Policy
In the event of an emergency, every effort will be made to contact the parent/guardians or emergency contacts, provided on the “Authorization for Emergency Medical Care/Treatment of a Minor” form. However, if a parent or contact is unable to be reached, medical treatment will be given accordingly. Natural disasters do occur in Colorado. No plan is full proof; however, every effort will be made to keep the children safe and parents informed.

7.2 Fire
In the event of a fire the children are instructed (fire drill) on a regular basis and will be taught to meet at a “safety area.” The children will then be accounted for and parents/guardians will be contacted as soon as possible.

7.3 Flood
In the event of a flood, the children and staff will seek higher ground and parents will be contacted as soon as possible.

7.4 Tornado
In the event of a tornado alert, the children will be seated on the floor next to an interior wall away from all windows (hallway) and all lights will be turned off.

7.5 Earthquake
In the event of an earthquake the children will be instructed to get under the table in a fetal position covering their neck and head with their arms.

7.6 Gas Leaks
In the case of a gas leak, we will exit the center as quickly as possible without using the phone and without turning off lights to avoid causing sparks. We will then go to the “safety area” and call for help. Parents will be contacted as soon as possible.

7.7 Security
To ensure the safety of our students and staff, all doors with the exception of the front door, will remain locked during our school hours. Only authorized persons, or those accompanied the director will be allowed to enter the academy during school hours.
7.8 Lost Child
In the event a child is separated from the group the following procedure will be followed.
1. All other children will be kept calm and together so others are not lost.
2. The police will be called if child cannot be located immediately after the loss of a child is detected.
3. There will be a search of the building and surrounding area. If away from the building on an outing, a search of the area where the loss occurred will be made.
4. Parents will be notified.

7.9 Blizzards/Power outages
In the event of a blizzard or power outages, there are flashlights located in the kitchen. If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat. If the weather is inclement and the center is getting too cold for the children, you will be called to pick up your child.

7.10 Inclement Weather
When the weather is excessively hot or cold or raining, we will stay indoors and do other physically active games.

8.1 Child Abuse/Neglect
It is law and responsibility of the childcare provider to report any and all abuse or neglect performed on a child.
Children's Protective Services and the Police Department will be notified when it appears that a child is being physically, sexually, or emotionally abused, neglected, or exploited.

9.1 Policy Revisions
Parents will be notified in writing of ALL revisions to policies and procedures, contracts and forms with a minimum of two weeks’ notice.
PLEASE NOTE: New regulations mandated by the state may require changes to take place immediately in which case two weeks’ notice may not be possible.

10.1 Filing a Complaint
The owners and staff at Bright Beginnings are very interested in any comments/suggestions that you may have. We want your child to have the most wonderful and positive experience possible – which is what all children deserve – a happy and healthy childhood. We want you and your child to be totally satisfied and therefore, if you have any concerns, please let us know immediately and we will do everything we can to resolve the situation. If you are still concerned, or, for additional information regarding licensing, or to file a complaint, you may contact:

Department of Human Services,
Division of Child Care 1st Floor
1575 Sherman Street
Denver, CO  80203-1714
1-800-799-5876