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## **INTRODUCTION**

This handbook has been designed to help you understand the policies and procedures that have been set in accordance with regulations of the Connecticut Department of Health, Day Care Licensing, and our many years of experience providing quality care for young children. Policies may change during the year to keep current with State Regulations, Health requirements and to meet the needs of the children and families. In this case, you will be notified by e-mail/text.

Your comments, suggestions, concerns and compliments are important to us. Please feel free to give input directly to the classroom teacher or the Director. You are welcome to schedule time to speak privately with the teacher or the Director. Please call the school to schedule an appointment. You may address concerns with the state licensing department if you are not satisfied with the way your concerns have been handled. You will find the recent number for the licensing department posted on the parent information board near the computer sign-in. **Parents are expected to read this handbook as part of the enrollment process. The hand book can also be reviewed on our website [www.brightmorningstardaycarellc.com](http://www.brightmorningstardaycarellc.com)**

## **CURRICULUM GOAL**

The most important goal of our program is to provide a safe, healthy, learning environment for children. This requires encouraging them to create, explore and think of new ideas and experience success. We encourage social, emotional, cognitive and the physical development of children by: helping children to feel comfortable, develop trust and feel they are a part of a family. We help to develop self-confidence and pride, while aiding in developing a sense of independence. Our hope is to cause the children to think for themselves and try out their own ideas. We encourage physical development by providing activities that will increase their large and small motor skills.

## **EDUCATION OBJECTIVE**

- \* Encourage a positive self-image and feelings of personal worth and value.
- \* To stimulate growth and developmental skills in thinking, creating, and experimenting.
- \* Provide a loving and supporting environment for physical, emotional, and intellectual developments through many and varied first-hand experiences and materials.
- \* Provide opportunities to develop large and small muscle coordination; through music, outdoor play, and creative expression.
- \* Teach morals and values by example of politeness & courtesy to children as well as encouraging children to express him or herself with words. (i.e. thank you, no thank you, please, etc.)
- \* Health education practices
- \* Toileting and clean up

## **OPERATING POLICY**

### **Hours of Operation**

Bright Morning Star Daycare, LLC hours of operation are from Monday through Friday, 7:00 a.m. to 5:30 p.m. year-around, 1/2hr extend time until 6pm is available with added fee. We follow the town of Bridgeport school schedule for holidays and inclement weather.

## Registration

Re-registration is required yearly and usually takes place in December for the following fall program. Tuition obligation begins on the start date of the new program year which runs from January through December. Enrollment will not be guaranteed until all registration fees are paid in full and the required registration information is completed.

**Prior to your child's start date:** A non-refundable registration fee of **\$100.00**; this will not be applied toward tuition and is a separate fee. **The one-week security must be paid in order to guarantee your space in the program.**

## Tuition

**\*\* Security of One-week tuition \$355, is due at the time of registration. Security refund maybe applied to final week of service at the discretion of BMS Daycare, LLC. All refunds if not applied to final week are refunded within 30 business days.**

Tuition rates reflect scheduled closure dates, Christmas and summer recess, etc. The tuition is scheduled to be the same each payment schedule.

1. Questions regarding tuition should be directed to the director.

**2. All payments are made securely through automatic withdrawal through Tuition Express from a checking account, savings or credit/debit cards. WE DO NOT ACCEPT CHECKS, MONEY ORDERS, CASH, ETC. AT THIS FACILITY.**

3. Insufficient funds for any reason shall incur a processing fee of \$30.00. If we receive more than two insufficient notices parents will be asked to pay by cash only. Payment must be made by Wednesday or a late fee will be applied. **4. There is no reduction in tuition due to non-attendance for sickness, vacation & holiday closings, snow days, or any other reasons.**

5. Care4Kids: Acceptance in the Care4Kids program is required prior to enrollment at Bright Morning Star Daycare, however a parent seeking to enroll may do so at any time and pay the regular tuition fees.

Parents/Guardians, who receive day care subsidy from the Childcare Grant program for their child's tuition, are required to pay their monthly family Share. However, if the Program is discontinued, the parent/guardian may continue enrollment at the full tuition rate.

7. The facility **does not** distribute a yearly tax statement to parents/guardians with the total amount of tuition paid for the year for the day care credit on federal tax returns. Please use monthly banking/credit card statements as proof of payment. If a copy of your payments is needed, there will be a service charge of \$5.00 per monthly statement.

8. Monthly Tuition is due Wednesday prior to your child's scheduled to attend.

**9. Weekly Tuition of \$355 will be processed through tuition express on Wednesday of each week prior schedule attendance.**

10. A late charge of 10% will be added to late tuition payments

11. Children with unpaid tuition will not be permitted to attend school and their space will be filled unless arrangements for payment have been made with the business office.

12. Should collection become necessary, it will be the family's responsibility to pay any legal or collection fees as per our tuition agreement.

13. Except for tuition deposit, we do not give refunds on tuition or enrollment fees.

**Vacation/Sick Days:** Tuition is not based upon your child's attendance but upon enrollment. Therefore, parents who are going on vacation or due to child illness payments are required on scheduled dates.

**Past Due Tuition:** If a child's participation in the program is terminated (with or without notice), and in case of default (for any reason), past due tuitions shall accrue a collection fee of 3% of the total due. Failure to pay past tuition will result in legal collection procedures Bright Morning Star, LLC will be entitled to reasonable attorney fees and suit fee.

## **Enrollment Information**

**Enrollment:** Our school admits all children, regardless of race, color, nationality or religious background. By enrolling your child at Bright Morning Star you are agreeing to adhere to the policies and practices that have been established in accordance with the Connecticut Department of Health Child Day Care Licensing and those that Bright Morning Star have found appropriate. It is the parents/guardians' responsibility to read the Parent Handbook and stay informed on the written policies as well as changes that you might receive. It is not possible to have all situations covered under a written policy and special situations will be decided by the administration. The Parent handbook can be found on the web site ([www.brightmorningstardaycarellc.com](http://www.brightmorningstardaycarellc.com)) if you do not have your written copy available.

**The Enrollment Process:** Parents are asked to set an appointment for a tour of the school. We ask that you schedule a time for a tour with the office to assure that the director will be available to walk you through the school, explain the program, answer any questions you may have and introduce you to teachers. While you are welcome to bring your child, you may find that you may want to come without children to allow yourself the time to ask questions and observe without distractions.

**Child Visit:** Children need to have an opportunity to visit the school prior to being dropped off on the first day. These visits need to be scheduled and are best done in the morning. You should bring your child into the classroom and help them get settled and then step out of the classroom to allow your child some time on their own. You want to try and make this visit as realistic as possible. Visits are to be kept to ½ to one hour at the maximum. We welcome drop in visits after the initial tour however, we cannot guarantee that the director will be available as there may be other tours or activities scheduled.

**When you enroll for the school year program, we encourage you to start your child on the opening date to help make their transition into the program as smooth as possible. Tuition payments begin at the start date of the fall program and you are responsible for the payment regardless of your child's start date. Families that enroll in openings that occur after the beginning of the program are responsible for tuition from the agreed upon start date.**

**Withdrawal** - The security will **NOT** be applied to your child's last weeks of school, however a refund will be offered (within 30 days) provided all financial obligations have been met.

## **Enrollment Changes:**

1. Termination or decrease of time requires 30 business days written notice, or you will be required to pay original tuition for 30 business days.
2. Increasing enrollment requires placement on the waiting list until an opening becomes available. Every effort will be made to accommodate you as soon as possible.
3. Switching days or make up days due to lost time are not permitted.
4. Extra days will be charged on a separate fee scale and may only be done when space is available. A request form for extra time is available in the office/online and will need to be filled out in advance of the requested day or days.

**Enrollment Forms: Forms are available on our website [www.brightmorningstardaycarellc.com](http://www.brightmorningstardaycarellc.com)**

\*Registration

\*Routine Care Questionnaire (Infant/Toddlers only)

\*Child Information Form

\*Emergency Information - **Please note that two emergency contacts are required by State Licensing and are to be current within one year.**

\*Tuition/Policy Agreement - **A non-refundable registration fee and a security deposit of one week's tuition is due at the time of enrollment. Refund of security will be issued if all family fees are current and termination of service is met.**

\*Physical Form - **DPH State Licensing requires physicals are to be current within one year.**

\*Medical & Allergy Information Form

\*Optional Pick-up

**\*\*\*All forms must be filled out and turned in prior to your child's first day of school.\*\*\***

### **Late pick-Up fee**

**After your child's scheduled pickup time a late fee of \$25.00 for first 5 minutes will be charged. A \$1.00 per minute charge will be applied up until the child leaves the facility. This policy will be strictly enforced.** If the person picking up the child is going to be late, have an alternate person pick up your child and please call the facility to inform staff. If stuck in traffic, try to call just to let the staff know where you are, when someone will pick up the child, and if an alternate will pick up. Calling does not excuse parents/guardians from paying the late pick up fee. They are expected to be picked up according to their pick-up schedule, any time after the regularly scheduled pickup incurs a late fee which must be paid that week. **Pick up is not permitted between the hours of 12:00 p.m. and 2:00 p.m. This is naptime for the children and the time for teachers to complete their paperwork. We ask all parents to please be respectful of these times.**

### **Termination of Service by Bright Morning Star Daycare, LLC**

We reserve the right to terminate any child's participation in the program due to the following:

1. Child's special needs that cannot be met by facility after continuous written parent/guardian notices, observation and behavior records, parent/guardian/director conferences, or if facility can no longer render services that are directly related to this agreement or may cause this agreement to be altered.
2. Behavior of child that could cause danger to self or others. If the director determines that the behavior of the child or parent/guardian is an endangerment to the health and safety of the other children or staff, an immediate, verbal termination of this registration form between the parent/guardian and Bright Morning Star Daycare, LLC will take effect. Written notice of the immediate termination and reason will be sent to the home address of the parent/guardian.
3. Non-payment of tuition. Failure to pay tuition and other fees in a timely manner, could result in immediate, verbal termination of the registration form between the parent/guardian and Bright Morning Star Daycare, LLC will take effect. Written notice of the immediate termination and reason will be sent to the home address of the parent/guardian.
4. Failure to comply to childcare grant programs; Failure to submit documentation required by this program in a timely manner could result in immediate verbal termination by the facility.
5. Refusal to sign revised contracts set forth by the facility, parent/guardian forfeits all claims and any unpaid fees due must be paid in full upon termination, including legal fees that may accrue.
6. Bright Morning Star Daycare, LLC, is mandated by the State of Connecticut, to report and all claims of child abuse. Any alleged child abuse cases will be reported. Written notice of the immediate termination and reason will be sent to the home address of the parent/guardian.
7. Parent may terminate contract with an understanding that they must provide a written notice of 30 business days.
8. Any disagreement between facility staff and parents that cannot be agreed upon in a timely manner may result in immediate written and verbal termination. All fees are still applicable.
9. If contract between this facility and parent/guardian is terminated, it is expected that all personal items should be taken on the last day of service. If all items are not taken the facility expects that they will be removed within five days of date of termination. Items can be mailed to parent/guardian at their written request and at parent/guardian expense for a cost of \$15.00. Bright Morning Star Daycare, LLC is not responsible for items left pass five days.

## **DISCIPLINE POLICY**

### **Discipline policy 19a-79-3a(d)(2)**

Required Components:

- The use of positive guidance
  - Redirection
  - Setting clear limits
  - Continuous supervision by staff during any disciplinary action
  - Specifically prohibiting abusive, neglectful, corporal, humiliating, or frightening punishment
  - Prohibiting physical restraint, unless such restraint is necessary to protect the health and safety of the child or other people
- Sample Discipline Policy The goal of discipline is to help the child develop self-control and move toward appropriate social behavior.

Examples of developmentally appropriate methods utilized for resolving conflicts are:

- Positive guidance - When disputes arise among children or between a child and staff, the staff will encourage a "talking out" process where the goal is to acknowledge feelings and find solutions using the children's ideas wherever possible.
- Setting clear limits - Staff will encourage and model positive behavior, positive reinforcement, the use of peer support and clearly defined rules.
- Redirection - A child who may be aggressive or who is disruptive or destructive of other children's work may be asked to make an activity choice in another area. Staff will continuously supervise children during disciplinary actions. Staff shall not be abusive, neglectful, or use corporal, humiliating or frightening punishment under any circumstances. No child will be physically restrained unless it is necessary to protect the safety or health of the child or others, using least restrictive methods, as appropriate.

## **SMOKING/ALCOHOLIC BEVERAGES**

Smoking and Alcoholic Beverages are prohibited in the facility or on the grounds. Cigarettes must be extinguished before entering the driveway. Do not extinguish cigarettes on the grounds.

## **EDUCATION PERSPECTIVE**

Children at Bright Morning Star Daycare, LLC will follow a flexible daily schedule that meets the individual needs of the diverse population served by our program. The plan for development will allow for cultural, language and developmental differences to be addressed.

The schedule will include opportunity for indoor and outdoor physical activities, which will allow for fine and gross motor development.

The schedule will include opportunity for problem-solving experiences that help to formulate language development and sensory discrimination.

Children will have the opportunity to express their own ideas and feeling through creative experiences in all parts of the program, including:

- Arts and media
- Music
- Motor skill activities
- Language
- Experiences that promote self-reliance

- Child initiated and teacher initiated experiences
- Exploration and discovery
- Varied choices in materials and equipment
- Dramatic Play
- Language learning experiences
- Individual and group play
- Rest, sleep or quiet activity
- Active and quiet play
- Toileting and clean up
- Parents provide nutritious meals and snacks

### **BEDDING POLICY**

Bedding (crib and/or cot sheets) are supplied by the facility. No pillows and/or bumpers are allowed. Bedding will be washed by facility using a hypoallergenic laundry detergent weekly. All items stored in child's cubby during our annual clean sweep must go home the last day of the week and returned. This allows staff to clean and disinfect all cubby's

### **CLOTHING AND PERSONAL EFFECTS ☹ SAFETY**

**For safety reasons to children: No jewelry, money, toys, etc. may be brought to the facility** (these articles can get lost.), no barrettes or beads, etc. in hair. If a child swallows these items, they could cause great harm. Bright Morning Star Daycare, LLC deems itself not to be liable for any items lost or stolen.

**\*\*\*No toys are to be brought from home unless on specified days.\*\*\***

Children should be dressed comfortably in clothes that they can manage themselves. This will ensure they can master self-help skills, which will foster good self-esteem. We do paint and use other messy materials, children should dress in appropriate clothing. To ensure the children's safety and allow for comfortable play, the facility recommends sneakers instead of leather-soled (dress) shoes, sandals, jellies, slip-on-shoes or other inappropriate footwear. Staff encourages the children to dress themselves. **All children who are walking or learning to walk are to wear Velcro enclosed rubber bottom shoes/sneakers at all times (NO EXCEPTIONS). They will need two pairs of shoes (one for indoor play and one for outdoor play). The shoes they wear to school should be used for outdoor play.**

When weather permits, children and staff go outside, even if only for a short time. Therefore, in cold weather, children must dress warmly. In warmer weather children should be dressed appropriately. We do encourage water play. Child should have an additional set of clothing. Children may get messy, please dress child for play.

### **FOOD SERVICE**

Parents must send their child to school with 2 healthy snacks, a lunch and milk. Meals should always be packed in lunchbox with ice pack . Healthy snacks and meals include (but not limited to): veggies, fruits and protein packed foods. Please refrain from sending high sugar and salty foods. All perishable or leftover foods will be thrown out after each meal to prevent foodborne illnesses.

**\*\*\*For the safety of the children who may have allergies Bright Morning Star Daycare, LLC is a NUT FREE facility.\*\*\***



## **FIELD TRIP PERMISSION**

Bright Morning Star Daycare, LLC does not take children on field trips.

## **PARENTS ROLE WITH SCHOOL**

Parents are expected to participate in all parent/teacher conferences. They are expected to help in building moral values and self-esteem in their children. They are encouraged to support the school by way of fund raising and serving on the advisory committee. Parents are encouraged to attend special conferences. Parents are encouraged to make suggestions for events. They are encouraged to actively participate in field trips, in-house activities, etc.

## **ABSENTEEISM**

If a child will be absent due to illness or other reasons, parents/guardians must inform the center no later than the time the child would normally start. A call needs to be made each day the child will be absent. **Vacation and scheduled days off should be given in writing to the child's teacher.** If the child is absent for more than five (5) consecutive days and the school is not notified, by phone or written notice, the facility reserves the right to consider the child withdrawn from the program. All fees are still applicable, and the facility reserves the right to fill that vacancy.

## **ABUSE & NEGLECT POLICY**

All of our staff has a responsibility to prevent child abuse and neglect of any children involved in our center. They are required to take virtue training (child abuse and neglect certification).

### **1. Definition:**

Child Abuse includes:

- Any non-accidental physical or mental injury (i.e. shaking, beating, burning)
- Any form of sexual abuse (i.e. sexual exploitation)
- Neglect of a child (i.e. failure to provide food, clothing, shelter, education, mental care, appropriate supervision)
- Emotional abuse (i.e. excessive belittling, berating, or teasing which impairs the child's psychological growth)
- At risk behavior (i.e. placing a child in a situation which might endanger him by abuse or neglect)

Child Abuse is defined as a child who has had

- Non-accidental physical injuries inflicted upon him
- Injuries which are at variance with the history given of them
- Is in a condition which is the result of maltreatment, such as but not limited to malnutrition, sexual exploitation, deprivation of necessities, emotional maltreatment or cruel punishment

Child neglect is defined as a child who has been:

- Abandoned
- Denied proper care and attention physically, educationally, emotionally or morally
- Allowed to live under circumstances, conditions or associations injurious to his wellbeing (CT statutes 46b-120)

### **2. Staff Responsibilities:**

As child care providers we are mandated by law to report any suspicion, that a child is being abused, neglected or at risk.

### **3. Specifics on reporting a suspected case of abuse or neglect**

- Call the Department of Children and Families (open 24 hours a day) at 1-800-842-2288.

- The reporter's name is required but may be kept confidential.

Information needed:

- Name of child/Date of birth
- Address of child
- Phone number of child/(ren)
- Name of parents or guardians
- Address of parents or guardians
- Phone number of parents or guardians
- Relevant information such as: physical or behavioral indicators, nature and extent of injury, maltreatment or neglect
- Exact description of what the reporter has observed
- Time and date of incident
- Information about previous injuries, if any
- Circumstances under which reporter learned of abuse
- Name of any person suspected of causing injury
- Any information reporter believes would be helpful
- Any action taken to help or treat the child
- Seek medical attention for the child – if needed

Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected. Within 48 hours of making the report, the mandated reporter must submit a written report (DCF – 136) to DCF.

Staff are protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT General Statutes, Section 17a-101e).

All phone calls to DCF shall be documented and kept on file at the Center. A copy of all statements from staff and the DCF-136 shall also be kept on file.

**4. The management of this program supports a zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child.**

The administration will protect the child, including immediate notification of a parent or guardian, once there is an allegation of abuse or neglect of a child in our program.

Any staff member accused of abuse or neglect may be immediately removed from his or her position until DCF's investigation is completed. Based on whether the allegations were substantiated or not, the employee would either be dismissed from his/her position or allowed to return to work.

**5. Staff Training:**

Staff will be required to attend bi-annual staff meetings, held in September and February, focusing on the steps for reporting suspected abuse and neglect and the role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the classroom.

**6. Provisions for informing families of abuse and neglect policy:**

A copy of this policy will be included in our parent information packet, and each family will be given a copy upon enrollment. A copy of this policy will also be posted on the parent board. When an accusation of abuse or neglect by a staff member is made, the Director must immediately inform the parents or guardians that a report has been made to DCF. Health care officials may need to talk to a child's parents to access the cause of the child's injuries and offer support and guidance.

**All staff at Bright Morning Star are virtus trained (child abuse/neglect certification)**

## **Reporting Suspected Child Abuse**

An incident report citing specific details will be completed, and the reporter of abuse or neglect must notify his/her supervisor and should immediately report it to the Department of Children and Families orally by phoning 1-800-842-2288 or the Bridgeport Regional Office of DCF at (203) 384-5675.

If the incident is reported to the police, a written report must be submitted to DCF within 12 hours. Documentation of the initial phone report as well as a copy of the written report should be on file at Bright Morning Star Day Care, LLC, including the names of DCF staff who took the report.

In the event of any suspected child abuse, the mandated reporter will complete an incident report plus the DCF form known as "DCF-136". This form is available on-line at [www.state.ct.us/dcf/CARELINE.HTM](http://www.state.ct.us/dcf/CARELINE.HTM) or on file at Bright Morning Star Day Care LLC.

Copies of the Report of Suspected Child Abuse/Neglect form are available including telephone numbers for each DCF office throughout the state. The Director should be contacted to assist staff member in completing the oral and written DCF reports. After a report has been made, the employee must notify Bright Morning Star Day Care LLC executives.

An employee need not be certain that there is abuse or neglect. Incidents where neglect or abuse is "suspected" must be reported. If the employee or his/her supervisor is unsure whether a matter is reportable, they should call DCF and without divulging the child's name, describe the situation and ask if it is reportable.

Those reporting child abuse are only required to report situations they become aware of through their professional capacity. They can and should still report other situations. The employee is required to provide the following information if known:

- Names and addresses of the child and his parents or responsible caregiver
- Child's age and gender
- Nature and extent of injury/ies, maltreatment or neglect
- Approximate date and time of injury, maltreatment or neglect occurred
- The circumstances in which it became known to the reporter
- Information about previous injury, maltreatment or neglect of the child or siblings
- Name of the person suspected to have caused the injury, maltreatment or neglect
- Any other information the employee believes would be helpful
- Any action taken to treat or help the child

DCF is responsible for the immediate evaluation and classification of all reports of suspected abuse and neglect. Bright Morning Star Day Care LLC will provide DCF with all relevant information and allow the agency to perform all investigations necessary.

Should any victim of child abuse need medical attention staff trained in first aid will administer immediate care and, if necessary, will call for the assistance of the local EMS service. Should the EMT deem that the child needs further care; the child will be transported to the nearest hospital for treatment. A staff person will accompany the child to the hospital and provide hospital personnel with relevant information, such as medical insurance, age and name of the child.

## MEDICATIONS

The center will store and administer prescribed inhalers and epi-pens, non-prescription topical medications and EMERGENCY oral medications (i.e. Benadryl) with parents' consent. An authorization form, which must be signed by a doctor and parent is available at the center. Medications must be in their original container and clearly labeled. The form includes information such as:

- The child's name, address and birth date
- The drug names
- The prescribed dosage
- The method of administration
- The time to be administered
- The side effects
- The prescriber's name and address
- A care plan will be given to parents for the administration of meds.

### **Medications must be in their original container and clearly labeled.**

All medications will be locked in the classroom cabinet/box. **We do not administer medications that must be refrigerated.** Non-prescription medication will be allowed to be stored in the locked containers with signed permission by parents. The topical medications must be stored "inaccessible" in the original container and be labeled with the child's name and directions for administering. **NO MEDICATION AT ANY TIME WITHOUT PROPER WRITTEN CONSENT AND ADHERENCE TO THESE SET OF RULES WILL BE ALLOWED!**

The center will keep accurate documentation of all medications administered. Included in the documentation are:

- The date the medication was administered
- The time it was administered
- The dose it was administered
- The signature of the staff administering
- Any comments

Parents will be notified when/if a child has been administered any medication. Staff is trained in the administration of medication. This training is renewed every two to three years. Training for injectables are repeated once per year. At no time is an untrained staff allowed to administer medications.

## HEALTH AND ILLNESS

**Health consultants - A)** A health consultant shall visit the program on the days and times children under the age of three (3) are present. The scheduled times of the visits shall be arranged so that all children under the age of three (3) are observed. The health consultant shall prepare and maintain signed documentation of visits which shall be kept on the licensed premises. (2) The health consultant shall visit the program according to the following schedule: (A) once a week for children up to twenty-four (24) months of age, (B) once a week for children two (2) to three (3) years of age attending a full day, and (C) once a month for children two (2) to three (3) years of age attending part day programs

B.) The health consultant observes program practices and reviews and makes recommendations about the program's practices and written health policies to ensure health promotion and prevention of infection and injury. The consultation addresses physical, social and emotional, nutritional, and oral health, including the care and exclusion of ill children. The program documents compliance and implements corrections according to the recommendations of the consultant (or consultants).

**Staff training and program practices in the event of illness** - At least one staff member who has a certificate showing satisfactory completion of pediatric first aid training and satisfactory completion of pediatric CPR (cardiopulmonary resuscitation) is always present with each group of children. The program follows these practices in the event of illness: If an illness prevents a child from participating comfortably in activities or creates a greater need for care than the staff can provide without compromising the health and safety of other children, or if a child's condition is suspected to be contagious and requires exclusion, as identified by public health authorities, then the child is made comfortable in a location where she or he is supervised by a familiar caregiver. If the child is suspected of having a contagious disease, then until she or he can be picked up by the family, the child is located where other individuals will not be exposed. The program immediately notifies the parent, legal guardian, or other person authorized by the parent, when a child has any sign or symptom that requires exclusion from the program. A program that allows children or staff who are ill to remain in the program implements plans that have been reviewed by a health professional about the levels and types of illness that require exclusion, how care is provided for those who are ill but who are not excluded, and when it is necessary to require consultation and documentation from a health care provider for an ill child or staff member. Staff and teachers provide information to families verbally and in writing about any unusual level or type of communicable disease to which children were exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that families should implement at home. The program has documentation that it has cooperative arrangements with local health authorities and has, at least annually, made contact with those authorities to keep current on relevant health information and to arrange for obtaining advice when outbreaks of communicable disease occur.

Symptoms such as fever, vomiting, diarrhea; children should remain home for 24 hours after the symptoms have ended without any medication. Should the symptoms persist for more than a day, a doctor's note is required in order for the child to return to school.

A child with any contagious illness, will not be permitted back to school without a note from the doctor, stating the child may return and is no longer contagious.

Sincerely,



Leslie Youngblood, MSN, RN  
School Nurse

### **Cooperation Parent/Guardians/Immunization**

Families are accepted into the program for their anticipated cooperation regarding facility policies, such as in this handbook. Parents/guardians are kept informed of the facility activities through written notices, posted notices, etc. Parents are responsible for having a substitute provider for emergency care of their child. If the facility had to close due to an emergency the parent would be responsible for finding care for their child.

**Parents are expected to have child immunized by next birthday or according to past immunization record. Each child entering the center must have an updated physical form, signed and dated by his/her physician. Infants must bring in copies of all their recent immunizations. All children's physicals must be updated yearly. We ask that all children have their shots on Friday. Parents will have the opportunity to monitor their child if there is an allergic reaction. Please leave at least 2 spare outfits in your child's cubby (labeled). Parents must supply bottles, baby food, formula, etc. Diapers and wipes are provided by Bright Morning Star Daycare, LLC.**

## OPEN DOOR POLICY

Bright Morning Star Day Care, LLC encourages parents/guardians to feel welcome to drop in and say hello to staff or their child at any time of the day. However, please understand that staff are busy working with the children and may not be able to talk. Some children may also misinterpret parents/guardians visit as an early pick up for them and become upset when parent/guardian leaves. As a parent, you know your child best as to how he/she will respond to your visit. Please use your own judgment for drop in visits.

## RELEASE OF A CHILD

An adult (18 and older) must accompany and sign in your child to and from his/her classroom every day. Parents/Guardians are to notify staff in advance if anyone other than persons listed on the registration form is to pick up their child. A picture identification (driver's license) will be required by that person. A copy will be made and placed in our files. If a parent/guardian is NOT allowed to pick up the child, a copy of the restraining order must be on file at the facility. No child will be released to parent/guardian or any other person if they are suspected of alcohol or other drug use. The police may be called and asked to intervene.

**Authorized Persons for Pick Up:** The office should be notified in writing of any changes of authorized persons for pick up immediately. Any authorized person picking up your child should be prepared to show a picture ID. On occasion, you may be asked to show identification to your child's teacher until we are all familiar with you as the child's parent. For your child's protection, we will not allow them to leave with any person not previously authorized in writing by the parents or if the assigned person does not have proper identification.

**Custody/Parents:** It is our policy to not interfere with the custody relationships of a child's parents. Therefore, we assume that both parents and or guardians have equal rights to pick up, drop off, visit or request documents concerning a child. Should this not be the case, it is the parent's or guardian's responsibility to provide court documents outlining the rights and responsibilities of each parent or guardian. We will follow the most recent dated court document without prejudice to either parent or guardian. We expect parents, guardians, and staff to keep children out of the legal entanglement or other custodial issues and resolve these in another forum. Failure to adhere to this policy may result in disenrollment.

**ARRIVAL AND DEPARTURE SAFETY:** Children must be under the supervision of an adult at all times. Children should accompany you to the classroom and may not leave the classroom without you or the person responsible for pick-up at the end of the day. Once a child is dropped off the child must remain in the classroom. Please keep siblings with you during pick-up and drop off times as well.

**SHOES:** Infant and Tiny Tot parents may not enter the classroom with shoes on. This is to avoid small debris that could come off shoes and pose a choking risk as well as for sanitary purposes. You may want to keep a pair of slippers handy or paper shoe covers. Bare feet are also not permitted. **Children will need an additional pair of shoes that can be left on premises to use during class time. All shoes or booties must have rubber soles for safety reasons.**

## CLOSING TIME PLAN

If a child has not been picked up within fifteen minutes of our closing time, a staff person will attempt to call the child's parents at their work and home numbers. If they cannot be reached, the staff person will attempt to call the emergency and alternate people listed on the emergency cards. The police will be called after one hour of our closing time if parents or other adults specified on the permission to release forms cannot be reached. At that time, the child may be released to the police. Two staff members ages 18 and older will remain with the child at all times per state regulations. The non emergency number for the local police department is: 203-576-7671

## **HOLIDAYS AND CLOSURES**

### **Bright Morning Star observes the following holidays:**

Christmas eve thru New Year return on 2<sup>nd</sup> Staff Development  
Martin Luther King's Birthday  
President's Day  
Good Friday  
Memorial Day  
Fourth of July  
The 3<sup>rd</sup> Week of August Staff Development  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving eve early dismissal 12pm pickup  
Thanksgiving  
The Day after Thanksgiving

## **PARKING LOT SAFETY RULES**

### **(Parents are responsible for their children's safety)**

1. Always enter and exit the parking lot **slowly**.
2. Never leave your car running when you are not in it.
3. Do not block the driveway as fire regulations require entrance for emergency vehicles at all times.
4. Please watch for children and parents behind cars.
5. Always hold your child's hand and do not permit them to run around the parking lot or any areas not fenced in.
6. Never leave a child unattended in the car. If you need assistance when picking up or dropping off, we will be happy to help.
7. Do not park in front of the garage.
8. Children are not permitted to play or run around in the parking lot.

## **RELATIONSHIPS ~ PARENTS ~ STAFF ~ ADMINISTRATION COMMUNICATION**

We want to hear from you and encourage your input, suggestions and ideas. There will be times throughout the year for you to participate in activities and events at the school. Good communication between you, the teacher and administration is vitally important to the success of the program and your child's adjustment and progress. You will also have an opportunity to evaluate the program yearly. The school/teachers will use several means both verbal and non-verbal to communicate with parents. General verbal communication may be done during drop off and pick up times, although at these times conversations are limited as the teachers first responsibility is to the children. If a parent needs additional time to talk with a teacher, time may be scheduled via the office. Teachers will post upcoming events and sign-up sheets, all about my day reports to parents' messages at sign-in and pickup times as well as via email and text.

Email the school – [bmsdaycare1@aol.com](mailto:bmsdaycare1@aol.com), if you should have any concerns or need to send information to your child's teacher or director.

**COMPLAINT PROCEDURE** – As previously stated communication is vital to your child's success. Should you have a concern about your child, the classroom or the school in general, we suggest that you first discuss your

concern with the classroom Head Teacher. If the Head Teacher is unable to satisfy your concern or is not available, please stop by the office to see a Director or to set an appointment to meet with the Director and/or teacher. Please feel free to call the Director to discuss your concerns as well. We have found that most concerns are resolved with honest open conversation and respect for each other's opinions. If your concern is a safety issue, we ask that you notify the Director immediately.

### **EMERGENCY PLAN**

**Medical:** All staff have CPR and Medication Administration Certification. In case of a medical emergency, a qualified staff member will attend to first aid as needed. Another staff member would notify the family of the child. Attempts will be made to consult with the child's physician/dentist. If neither is available, the program's medical consultants will be contacted. For extreme emergencies, 911 will be called. An ambulance will take the child and if available a staff member to the nearest hospital. (We must keep ratios in each classroom). The child's emergency permission form will be brought with them. Another staff member will notify the family or alternate pick-up person to meet the child at the emergency room.

Informing Parents: Depending upon the type of injury, which will vary, parents will be notified at pickup time by messaging system and or teacher. The Director may decide to call the parent prior if he/she feels it is in the child's or parents' best interest. We may also request that the child be seen by their physician to rule out any serious injury, at which time the parent will need to pick up their child. In all circumstances and accident report will be filled out. Parents will need to sign the report to document that they have been notified of the injury. For any serious injury, the parent will be notified by telephone and given information as to where the child has been taken. In the event a child becomes ill while at the Center, parents will be notified and the child will be moved to the designated sick area with a cot available. A staff person will remain with the child at all times.

**Please note that if it is necessary to contact a parent for illness or injury and they cannot be reached within half hour Bright Morning Star reserves the right to call emergency contacts that are listed on the Emergency Card.**

**Fire:** In the event of a fire, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. The attendance book will be taken on the way out. The group will walk to the field area, safely away from the building, and line up for attendance. The staff will immediately take attendance. The Director or person in charge will be responsible for taking the sign-in and out sheets, portable first aid kit, cell phone and emergency files with them. Should it not be possible to return to the building, staff will walk the children down the street to the **Black Rock Library**. Parents will be notified via phone to pick up their children.

**Weather:** On snow days, or during other hazardous weather emergencies, the program will follow the **Bridgeport Public School** closing, delay or early dismissal schedule. Parents will be notified via radio, television announcements, or telephone by program staff to pick up their children due to early closing. Ratios will be maintained at all times and two staff members 18 or older will remain with children until all children are picked up. Delays are based on center start time of opening NOT on parents care schedule.

In the event of other serious weather emergencies, such as tornadoes or hurricanes, staff and children will remain indoors away from windows and doors. First aid staff will be on hand to administer first aid, as needed, until emergency personnel can arrive. Parents will be notified after the immediate danger has passed.

**Evacuation:** In the event that the facility must evacuate, the children will be taken to the nearest designated evacuation area. Advanced contact has been made with the town's Civil Preparedness unit, adding the Center to their list for emergencies. Notes will be posted to alert parents of the location of the children. Parents will also be notified by cell phone to pick up their children. Ratios will be maintained at all times and two staff 18 or older will remain with the children until all children are picked up.



## **SUPERVISION**

The staff/child ratio is 1 staff for every 4 children under the age of three years old and/or 1 staff for every 10 children over the age of three years old. At no time should the group size exceed 8 children under the age of three years old and/or 20 children over the age of three years old, even if ratios are being observed. Group size shall be observed in the classroom, gym, bathrooms, and outside. Children must always be supervised by sight and sound including nap time and during transportation. Staff shall position themselves to see as many children as possible. When there is a mixed age group, the lower required ratio and group size for the age of the youngest child shall prevail.

### **NO CHILD/CHILDREN SHOULD BE LEFT ALONE FOR ANY PERIOD OF TIME.**

Field Trips – Not applicable (We do not do field trips)

Bathrooms - Staff must supervise children while they are IN the bathrooms (potty/handwashing)

Transportation to/from school – Not applicable (We do not transport)

Playground/Outdoors - It will be the responsibility of all staff to ensure the safety of children on the playgrounds. Supervision of children will include the following:

- A head count will be taken before leaving the building.
- Children will be escorted by the staff to their designated play areas.
- Staff will encourage and demonstrate proper equipment usage and play.
- Staff will circulate through the play areas, supervising and interacting with the children in a positive manner. Staff will coordinate positions so that all play activities and equipment is supervised. No staff person is allowed to sit or socialize with other staff.
- A head count will be taken before re-entering the building.
- Staff may not leave children unattended or out of state-permitted ratios and group sizes. Children may not go inside for any reason (including to the bathroom); nor may they go back outside unless accompanied by program staff.
- When there are woodchips as surfacing on the playground, accessible to children under age three years, we shall:
  1. Be sure that all staff are aware that the woodchips pose a choking hazard to children under the age of three.
  2. Always have a phone outside in case of emergency.
  3. At least one CPR certified staff member will be on the playground whenever there are children under the age of three using the playground.

## **PLAN FOR CONTINUING EDUCATION**

All staff will earn continuing education credit hours annually, which will total at least 1% of their total hours worked.

Topics for continuing may include:

- Early childhood education
- Child development
- Licensing regulations
- Health issues
- Nutrition
- First Aid
- Social Service
- Child abuse

Attendance at classes, seminars, workshops, conferences, and forums will be documented in individual staff development records. An assessment of individual development will be developed for each staff person.

### **PLAN FOR CONSULTANTS**

We are required to have an education, health, dental, social service and dietary (if applicable) consultant.

All consultants will be available for annually reviewing our policies and reviewing our in-service education programs. They will be available for advice and consultation regarding the program by telecommunication and in person.

### **DIAPERING PLAN**

The following procedure will be followed when changing diapers:

- Staff and children will wash their hands thoroughly and dry them with a paper towel.
- Staff will put on protective gloves
- Child will be placed on disposable changing paper
- Soiled diaper will be changed, and child will be cleaned with wipes. Soiled diaper, wipes, and changing paper will be disposed of in a plastic bag
- Plastic bag will be placed in the diaper pail with a safety lid
- Gloves will be removed, and a new clean diaper will be applied
- Staff will wash their hands and the child's hands
- Diaper area will be washed and sanitized with a bleach and water solution
- Changing paper will be replace
- Staff will again wash their hands and dry with a paper towel

### **Cloth Diapering Plan**

**There are no services provided for cloth diapers**