



A Ministry of St. Marks Lutheran Church

Parent Handbook 2019-2020

315 South College Drive, Bowling Green, Ohio 43402

419-352-8675

<http://brightbeginningsbg.org/>

Dear Parents & Guardians:

Welcome to Bright Beginnings Preschool! Our preschool is an active group of parents who choose personal involvement in the preschool education of their child. Since we are a cooperative preschool, we have great opportunities to be an integral part of our children's education as we lay the foundation of our children's love of knowledge.

The rewards of a cooperative preschool are numerous: the opportunity to work with the teacher and child in the classroom, to function in different roles in the administration and maintenance of the School, and to enjoy the friendship of other families in the Cooperative. Our hard work and cooperation shapes our children's preschool education. The school functions best when everyone is actively involved. You are encouraged to share any thoughts, ideas of concerns you have with the Executive Board or our teachers.

Parent interest and involvement have been and must continue to be the key to the success of Bright Beginnings. We look forward to getting to know all of you this year!

Sincerely,

The Executive Board

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Contact Information

Staff

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Executive Board Officers 2019-2020

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2019-2020 Bright Beginnings Calendar

Aug. 25	Family Picnic, school supply drop off at 1 pm on lawn outside of preschool
Aug. 26	First day of Preschool
Sept. 2	Labor Day; No School
Sept. 6	Grandparents/Special Friends Day at 11 am
Sept. 27	School Pictures
Oct. 11	Picture Retake Day
Oct. 25	School Conferences; No School for students
Oct. 30	Halloween Party at 11 am
Nov. 28-29	Thanksgiving Break, classes reconvene Monday, Dec. 2
Dec. 18	Christmas Party at 11 am
Dec. 19	Christmas Program, 6:30 pm in St. Mark's Sanctuary
Dec. 23-Jan. 7	Winter Break; classes reconvene Wednesday, Jan. 8
Jan. 20	Martin Luther King Jr. Day; No School
Feb. 14	Valentine's Day Party at 11 am
Feb. 17	President's Day; No School
March 2-6	Spring Break
April 3	School Pictures
April 8	Easter Party at 11 am
April 10-13	Easter Break; classes reconvene April 14
April 17	Picture Retakes
April 24	School Conferences; No School for students
May 21	End of the Year Celebration, St. Mark's gymnasium at 6:30 pm
May 22	Last Day of School

Why Bright Beginnings?

Mission

Bright Beginnings Preschool (Bowling Green Cooperative Nursery School, Inc.) exists to provide preschool-aged children with a developmentally appropriate group setting to promote social and emotional maturation, language and cognitive development and physical coordination through creative explorations in art, literature, science, music, and role-playing. Our Christian setting provides a non-denominational opportunity for children to acknowledge, through stories, song and prayer, that we are all God's children saved by Grace and worthy of love and respect. Our cooperative setting provides an opportunity for children, parents and teachers to contribute their talents, time and interests while playing, working and learning together.

Here the child has the opportunity to:

- Participate in group activities involving socialization processes with peers and adults.
- Develop a feeling of independence and separation from parents.
- Use materials and equipment not readily available at home, including those designed for gross motor/muscular coordination skills.
- Have experiences in a planned environment appropriate to individual needs and abilities.

Philosophy

We believe that some of the greatest gifts we can bestow on our children include a strong sense of self, an enthusiasm for learning, and the ability to independently, creatively, and confidently explore the world. Bright Beginnings Cooperative Preschool offers play-based learning, surrounded by a supportive community of families. Your child will learn in a safe, Christian environment, with an excellent student-teacher ratio, all while being supported by experienced teachers and parents working together.

We focus on teaching the whole child.

Equal emphasis is placed on social, emotional, spiritual and intellectual growth. The learning environment is rich with hands on experiences in the classroom and outside. Our teachers have a deep understanding of early childhood development and the experience needed to guide young children in the learning process.

“Play is often talked about as if it were a relief from serious learning. But for children play is serious learning. Play is really the work of childhood...”— Fred Rogers

Benefits of a Cooperative Preschool

The cooperative preschool setting provides an opportunity for children, parents and teachers to play, work and learn *together*. It is an enrichment program for adults as well as children.

The Child Benefit:

- Close-working relationship between teachers and parents
- Children benefit from many role models
- Children are better able to transition from home to the classroom environment
- Lower child-adult ratio
- More opportunities for guidance and support

The Parent Benefit:

- Parents have an opportunity to observe and assist the teacher
- Chance to recognize their child's capabilities in a classroom environment
- Gain new methods to guide social, emotional, & intellectual growth
- Develop a stronger sense of the developmental goals of the preschool age
- Gain new and creative ways to incorporate learning at home
- Build relationships with their child's playmates and families
- Opportunities to contribute their individual talents

The Teacher Benefit:

- Creates a natural partnership between the teacher and parents
- Access to a variety of ideas and talents from parents to enhance & expand the program
- Develop a deeper understanding of the child as a whole
- Develops a greater relationship between school and home

Curriculum

The curriculum is based on well- researched teaching practices that support the unique way that young children learn. Play-based learning encourages children's creativity, helps them to become critical thinkers, allows them to interact with their peers, and promotes interest in life-long learning. Through play-based learning and exploration, science, art, math, literature, music, gross motor, and fine motor skills are all intertwined into their educational experience. While play-based learning may sometimes look like kids "just having fun," it is truly so much more. Activities are planned with intentionality and resources are chosen deliberately. Teachers and parents take an active role in student learning by interacting, questioning, and supporting students to stretch their thinking and guide their understanding. Bright Beginnings has designed a child-centered approach to teaching that takes its cues from children's spontaneous interests and allows them to make their own discoveries.

Our curriculum is developmentally appropriate and is aligned to Ohio's Early Learning and Development Standards' five domains: [Social and Emotional Development](#); [Approaches Towards Learning](#); [Cognitive Development and General Knowledge](#); [Language and Literacy Development](#);

and [Physical Well-Being and Motor Development](#). As children develop in each domain at different rates, activities are differentiated to allow for all children to be meaningfully involved and appropriately challenged.

Parents are partners and collaborators in the education of their child. We promote the development of a positive self-image, reinforce students' individual strengths, and encourage the further exploration of their interests. We promote respect, good manners and problem solving skills. Preschool is an integral age for developing social and emotional literacy, and as such, we intentionally model, teach, and reinforce self-discipline, independence, and good habits. We have the added benefit of a close church relationship and encourage our children to benefit from a Christian-based non-denominational education.

For more information on Play-Based Learning and the curriculum standards:

[Play-based learning can set your child up for success at school and beyond](#)

[Should we just let them play?](#)

[The Power of Play- Questions and Answers](#)

[Birth Through Kindergarten \(ODE Standards\)](#)

Expected Abilities by the End of Preschool

Approaches to Learning

- Seek new and varied experiences and challenges
- Follows simple directions (1-3 steps)
- Participates in routine activities
- Works and plays well independently
- Ask questions about areas of interest
- Participate in clean up
- Develop and carry out a plan to obtain a goal
- Maintains concentration and interest despite distractions
- Use creative and flexible thinking to problem solve
- Express ideas and feelings through art

Social and Emotional Development

- Recognizes own emotions and the emotions of others
- Manages expression of feelings, thoughts, impulses, and behaviors
- Recognizes how people are similar and different
- Displays confidence and independence in a school setting
- Express affection for, and seek security and support from familiar adults
- With modeling and support, negotiates to resolve social conflicts
- Interacts with others by helping, sharing, and developing friendships
- Participates in dramatic play by using materials to role play
- Expresses concern for the feelings of others
- Shows obedience and respect for authority

Language and Literacy

- Recognizes and can write name
- Writes meaningful words with pretend or real letters
- Use phrasing and expression of familiar books, poems, chants, songs, rhymes, etc.
- Orient books correctly and turn pages one at a time
- Begins to associate letters with sounds
- Recognize and produce rhyming words
- Recognize one-to-one correspondence for words in a spoken sentence
- Identify, blend, and segment syllables in a spoken word
- Blend and segment onset and rhyme in single-syllable spoken words & compound words
- Identify initial and final sounds in spoken words
- Progresses from using scribbles to using letter-like symbols
- Understands that letters create words
- “Read” what they have written
- Shows the ability to retell, dictate, and predict story outcomes
- Demonstrate understanding of fantasy and reality
- Identify the role of the author and illustrator of a story
- Actively engage in group reading with purpose and understanding
- Use a 3-finger grasp of dominant hand to hold a writing tool
- Discuss and respond to questions from others about writing/drawing

Cognition and General Knowledge (Math, Science, and Social Studies)

- Identifies the 10 basic colors
- Identifies the 9 basic shapes
- Identifies, counts & understands 1-20
- Exhibits problem-solving skills and accepts a variety of answers
- Demonstrate one-to-one correspondence when counting
- Identify greater than, less than, or equal to up to a group of 10
- Count to solve simple addition and subtraction with totals smaller than 8, using manipulatives
- Sort and classify objects by one or more attributes
- Recognize, duplicate, and extend simple patterns
- Describe, order, and compare objects using measurable attributes
- Measure length and volume using non-standard or standard measurement tools
- Uses and understands positional language
- Subsidize quantities up to 3 items

Physical Development and Motor Development

- Holds pencil properly
- Uses different writing tools and materials
- Can cut without help
- Demonstrates hand-eye coordination
- Uses large muscle groups to manipulate objects
- Kicks and throws with coordination
- Understands basic health and safety rules
- Bounces and catches a ball
- Begins to show fine motor dexterity and control
- Runs, hops, & skips with control, coordination, and balance

Membership Responsibilities

Assisting in the Classroom

Every family in the preschool is required to assist in the classroom on a rotating basis. This duty can be performed by an adult of your choice. Each adult who assists in the classroom must fill out a *Non-conviction or Conviction/Rehabilitated* form as well as provide a background check that has been completed within the past 5 years to the Registrar prior to assisting in the classroom. Each family may complete one background check at no cost; additional background checks are \$8.

Finding a substitute: If you are unable to work in the classroom, **you** are responsible for arranging for a substitute. You may trade days with another parent. We ask that you mark any changes on the calendar so that the teachers know whom to expect that day.

Cell phone: Use of a cell phone is permitted in class for photo-taking purposes. Otherwise, please only utilize your cell phone for emergencies. Please do not email, text, or access social media sites while assisting in the classroom.

Snack: The parents from each classroom should coordinate prior to their assist day to plan the day's snack. A snack calendar will be provided, but you are welcome to bring an alternative snack on special days, such as a birthday. Healthy snacks are encouraged. Direct questions regarding snacks to the teacher.

Siblings are welcome to attend on assist days, but please keep in mind, you are there to work with your preschooler and their classmates. You still need to be able to complete your tasks while at preschool. Please also be aware that there are small toys that may pose a choking hazard to younger siblings. If needed, there is a nursing area located upstairs by the restrooms that also offers a changing table.

Show & share: Your child should also bring their show and share on your assist day. This item is a toy or something special from home that your child will share with the class, and then classmates are allowed the opportunity to ask questions about the item, and with permission, handle the item.

Daily Assisting Routine

Arrival: Assisting Parent should arrive at 8:45. Please park in the St. Mark's parking lot.

Snack Setup: Upon arrival, set up snack in the snack room. Be sure to wear gloves. Place placemats at each spot, with non-perishable snacks on plates, including cups, and napkins. Your child is welcome to help set up the snack tables.

Class Time: After snack is setup, return to the classroom to assist the teacher and begin interacting with the students as they move through various stations. For the rest of the day, refer to the teacher for guidance on how best to assist. If students mouth, sneeze, or drool on toys, please place them in the Wash Me bin to be cleaned later.

End of Class Daily Cleaning: Should be done after class. During class hours, please focus on interacting with the children and assisting the teacher. Cleaning instructions are posted on the supply closet door, along with cleaning supplies. All disinfectants used will be EPA certified.

Resources for Interacting with and Teaching Children

The following resources include great tips regarding preschool development that you will be able to incorporate both as you assist in the classroom and as you interact with your children outside of the classroom.

[Milestone Moments](#) *See the developmental milestones for Birth to 5 according to the CDC*

[Talk, Read, & Sing Together Everyday!](#) *Tips for developing language and literacy*

[Fostering Healthy Social and Emotional Development in Young Children](#)

[Let's Talk, Read and Sing About STEM!](#)

[Let's Talk About Math: Highlights Guide](#)

[Fun, Everyday Ways to Boost Children's Early Brain and Language Development through Art](#)

[The Importance of Play-Based Learning](#)

Operational Information

Daily Schedule

9:05-9:15	Drop-off Time: Pick up nametag in the hallway and wash hands.
9:15-9:30	Centers: Puzzles, manipulative play, and library time
9:30-10:05	Circle Time: Good Morning song, helper chart, calendar, weather, letter, color, and shape, Bible verse of the month, and story time
10:05-10:20	Snack: Prayer, then eat
10:20-10:50	Wiggle Room: Gross motor activities and, imaginative play
10:50-11:20	Art: Fine motor skills, projects, and creative thinking
11:20-11:35	Large Group Activity: Mondays-- outside play or gym; Wednesdays--Chapel; Fridays--music and movement
11:35-11:45	Small Group: Show and Share, and Goodbye Song
11:45	Dismissal

Hours

9:15-11:45 am Monday, Wednesday, and Friday

Parking

Parking is permitted on Scott Hamilton Road for 15 minute intervals during drop-off and pick-up. On your assist day, you will need to park in the St. Mark's parking lot.

Pick-up

Pick-up is at 11:45. Please wait in the hallway and be discreet so that the students are not distracted as they complete their day. The classroom teacher and the "looker" will dismiss students. Please remember to check your child's cubby at dismissal.

Please be on time. In the occasional event this is not possible, please be sure to notify your child's teacher as soon as possible.

If someone other than a parent will be picking up your child, you need to let the teacher know, that person must be listed on the "Authorized Transportation" form, and the teacher will ask for a photo ID before releasing your child to that person.

Clothing and Extra Clothing

Your child should be dressed to allow freedom to paint, climb, crawl, run, play on the floor, and participate in whatever the day's activities may bring. Please do not send your child to school in sandals or open-toed shoes. Shoes must be left on at school.

Bring a plastic ziploc baggie to school labeled with your child's name containing a seasonally appropriate change of clothes to be left at preschool in case of an accident. This should include a shirt, pants/shorts, underwear, and socks.

Allergies

Let your teacher know if your child has an allergy. Please send a substitute snack or leave pre-packaged snacks at the preschool labeled with your child's name to be used as needed.

Substitute Teacher

In the event of the teacher being absent from school, a qualified substitute will fill in. If no certified substitute is available, you will be notified that preschool will be closed.

Calendar and Inclement Weather Days

We follow Bowling Green City School district for their yearly academic calendar along with weather delays and closures. If BGCS closes for the day, we will as well. If there is a delay, we will run from 11:05-12:30. You may sign up for Remind alerts to receive text messages regarding delays.

Communication

Communication is handled through the [Bright Beginnings Preschool BG](#) private page, along with the Remind app, email, and papers in the children's cubbies. If you are not connected on the Facebook page already, please be sure to request an invite. Please be sure to check the cubbies daily. Important notices and resources will be posted on the News Board in the hallway.

The Board Secretary will send out monthly updates through an email newsletter. Also, a monthly newsletter & curriculum calendar will be distributed by the last week of each month for the upcoming month. You will also receive separate calendars for parent assist days and monthly cleaning schedules.

Parent Teacher conferences will be held twice a year in October and April. They will be scheduled by the teachers. If you wish to have a conference at any other time during the year, please schedule one with the teacher. Progress Reports will be distributed at conference times.

If differences of opinion exist among parent members regarding their actions or their child's actions, these matters should be taken up directly with the other parent. If the problem is unable to be resolved in this manner, approach one of the co-presidents, who will act as mediator. A problem with a staff member should be discussed directly with the staff member. Staff members are professionals and will gladly hear your input.

Student Roster

The center administrator shall prepare a dated roster of names and telephone numbers of parents or guardians for each group of children. This roster shall be given to the parents or guardians of the children who attend the center.

Any roster shall not include the names and telephone numbers of any parent or guardian who requests that the center administrator not include the parent's or guardian's name or telephone number. The center administrator shall not give any roster to a person other than a parent or guardian of a child who attends the center.

Prior to deploying the roster, each parent or guardian must sign a statement indicating whether they want their name and telephone number included on the roster. Only those individuals who indicate they want to be on the roster will be included.

Evaluations

As members of the preschool, each family is given the opportunity to provide formalized feedback in the form of evaluations. These evaluations will occur after Christmas Break and at the end of the year, but feedback is always welcome.

Meetings

Board meetings will be held monthly. All members are welcome to attend.

The schedule of membership meetings will be communicated to parents ahead of time. Members are required to attend or make arrangements with the administrator to receive information regarding the matters to be discussed at the meeting.

Field Trips

Field trips will be organized throughout the year. Announcements will be posted. Parent volunteers, with appropriate insurance, provide transportation for field trips.

Monthly Deep Cleaning

Keeping a clean and sanitary environment is important for the health of our children, families, and teachers. We follow guidelines as recommended by the Ohio Department of Health and Department of Job and Family Services to clean and sanitize our preschool environment.

The Maintenance and Supply Committee is responsible for scheduling the rotation for monthly deep cleanings. Arrangements must be made to obtain a key for entrance into the school. Cleaning is generally completed during the last week of each month and typically takes 1 ½ - 2 hours. One family will be assigned for each classroom and the art/snack room, and 2 families for the wiggle room. All supplies are located in the supply closet in the hallway.

Cleaning should be completed by the last full week of the month. Your crew chief will set up a date and time that is convenient for all members assigned to participate in cleaning that month. For any members unable to make the cleaning date, please arrange a time to obtain a key for entrance to the school.

Resources:

[EPA Childcare Resources About Green Cleaning](#)

[Tips for Green Cleaning](#)

[Choosing Safer Products to Clean and Sanitize your Home](#)

[How to Reduce the Spread of Infectious Diseases at Home](#)

Committees

The Vice President will make committee assignments based on preferences expressed during enrollment and will provide committees with a folder of information regarding work from past years that the committee has done to serve as a guide. The Chairperson is responsible for updating the VP on the activities of their committees, who will then present the information to the Board at the monthly board meetings.

Maintenance and Supplies

Organize and maintain the monthly cleaning schedule for all families to participate. This committee also helps to identify areas in need of maintenance and repairs and determine supplies needed for the program, activity, and/or events. They will be in charge of maintaining the organization of the supply closet and for ensuring the cleaning cloths are washed monthly.

Publicity and Open House

This committee is responsible for publicizing the school throughout the year and helping to publicize and organize the Open House in March. Publicity could include coordinating with the Social Media committee to utilize our public facebook page, getting articles and pictures of school activities in the local newspaper, or other ideas. They also identify, plan and execute strategies for outreach, including enrollment events and participation in community events.

Fundraising and Donations

Set the fundraising schedule for the year and communicate this to the membership. They will also research and promote outside donations (Kroger, Smile.Amazon, Box Tops, businesses, etc.) and maintain fundraising records.

Curriculum

Responsible for helping the teacher(s) brainstorm ideas for classroom activities and overseeing the general curriculum needs. They support and work with the teaching staff to develop the program and its content.

Family (Membership) Fellowship

This committee's mission is to promote community among our families. This could include organizing gatherings outside of the classroom, such as picnics, parent social events, etc. They are also responsible for organizing meals or support for families in need (births, deaths, moves).

Social Media and Website

Maintain the public Facebook page and our website, which is accessed through WordPress. This includes updating the Facebook page with upcoming events, promotional items, etc.

Class Parties and Internal Events

Organizing and recruiting volunteers for class parties and events for the benefit of the students – family picnic/supply drop off, Special Friends' Day, Halloween party, Christmas program, Christmas party, Valentine's Day party, Easter party, Spring program/graduation, etc.

The Executive Board

The administrative duties of the school are carried out by the Executive Board, which consists of Co-Presidents, Vice-President, Treasurer, Secretary, and Registrar. The Executive Board meets once a month year-round to make important decisions about the preschool, determine a budget, and to discuss fundraisers, maintenance, and other pertinent issues. In addition, each member carries out a number of specific duties as part of the job. If you have any questions about the job functions of the Executive Board, or if you are interested in volunteering more of your time to the preschool, please contact a Co-President.

Elections for Board members are held in May. If you are interested in serving on the Executive Board, please contact the current Board Secretary.

All officers are required to attend monthly Executive Board Membership meetings and the annual Open House held in March. Board members do committee work through the summer and also serve on committees. Their main membership responsibility is to conduct board tasks.

President and Co-President

- Administers the school according to its Constitution and By-Laws
- Ensures that teachers and administrators receive contracts in April and merit pay in May
- Maintains communications between members, board, teacher, church, & community
- Presides over General Membership meetings held at least twice a year and monthly Board meetings.
- Makes Delinquent Tuition and Co-Op Responsibility phone calls
- Ensures that evaluations occur twice a year
- Updates the Parent Handbook in April
- Ensures that the salary scale is reviewed yearly
- Maintains Bright Beginnings' Google Drive, ensuring appropriate members have access

Vice President

- Oversees and supports committees, including sharing access of the corresponding Google Drive Committee folder to each Committee Chairperson
- Reports committee updates at Executive Board Meetings
- Schedules parents in classroom
- Maintains parent work day lists

Secretary

- Prepares minutes to be kept as a record and stores them in the Meeting Minutes folder within Google Drive
- Handles correspondence through email and other written documentation
- Prepares and distributes monthly newsletter
- Responsible for notifying members of membership meetings, board meetings, preschool activities, events, and other membership items
- Prepares a slate of officers for the following school year in March
- Conducts, organizes, and compiles the results of the school evaluation

Treasurer

- Oversees finances through Jovial; including collection tuition and preparing tuition statements for members
- Keeps the record book, including a monthly breakdown of the expenses and budget
- Pays bills and taxes
- Keeps correspondence with the Accounting Firm by handing in necessary documents (receipts and paperwork) for filing
- Makes budget recommendations
- Reports monthly to Board and Membership
- Prepares teachers and administrators contracts each March for the following year

Registrar

- Maintains forms and membership requirements via Jovial, including records of medical forms, applications, waiting lists, etc.
- Handles inquiries about school from interested parties
- Maintains class roster and class lists
- Informs membership when new families join Bright Beginnings

Administrator

- Ensuring that the health and safety of the children are safeguarded by an organized program of school health services designed to identify child health problems
 - Requiring immunizations and compliance with emergency medical authorization requirements under section 3313.712 of the Revised Code
 - Providing procedures for emergency situations, including fire drills, rapid dismissals, tornado drills, and school safety drills in accordance with section 3737.73 of the Revised Code, and keeping records of such drills or dismissals
 - Posting emergency procedures in preschool rooms and making them available to school personnel, children, and parents
 - Posting emergency numbers by each telephone
 - Supervising grounds, play areas, and other facilities when used by children
 - Providing first-aid facilities and materials
- Maintaining cumulative records for each child
- Supervising each child's admission, placement, and withdrawal according to established procedures
- Ensuring that clerical and custodial services are provided for the program
- Supervising the instructional program and daily operation of the program
- Supervising and evaluating preschool staff members according to a planned sequence of observations and evaluation conferences, and supervising non-teaching employees
- Develops the school calendar, following as closely as possible to the Bowling Green City School Calendar
- Holds one Open House for the school in the spring and helps promote the school throughout the community
- Gives tours of the preschool and answers questions upon request
- Communicates with parents about curriculum, field trips, special days, and programs
- Distributes the monthly curriculum calendar

Policies

Safety and Emergencies Procedures

Police/Fire/Ambulance	Call 911
Poison Control Center	1-800-589-3897

In order to promote the safety of our children and staff, the following precautions have been established:

- No child shall ever be left alone or unsupervised.
- Preschool doors will be locked during school hours. If you have an emergency or need early admittance, please contact one of the teachers.
- Attendance is taken daily. Please alert the teacher if your child will be absent.
- There is immediate access to a working telephone at all times.
- Use of spray aerosols is prohibited when children are present.
- Footwear must be worn at all times at preschool. Please no sandals.
- When children go outdoors, a second adult must be present at all times.
- No chewing gum is to be brought at school.
- When indoors, children must walk, rather than run (except in directed activities).

Release of Children

A person listed on the Authorized Transportation form must drop off and pick up the child. If someone other than the parent is transporting, please contact the teacher and be prepared to show a valid ID. In cases where a custodial parent has sole custody and the non-custodial parent does not have permission to pick up the child, custody papers must be on file at the school.

Injuries

Parents will be contacted immediately if their child is injured and requires medical treatment. If the parent cannot be reached, we will contact the emergency contacts. The staff that witnessed the injury will complete an [injury report](#).

Fire Evacuation

If the case of a fire, children will be evacuated according to the emergency evacuation diagram posted next to the door of each classroom. Drills are practiced throughout the school year.

Tornado

In the case of a tornado warning, children will move to the hallway and crouch against the wall, covering their head and next. Students will remain until the warning has been lifted. Drills are practiced throughout the school year.

Building Emergency

In the event of a building emergency which requires building evacuation, the center will notify local police. Children will be evacuated and moved to Crim Elementary School. Parents will be contacted to come to retrieve their children.

Medical and Dental Emergency Plan

In case of a medical or dental emergency that is deemed serious, we will refer to the medical form and then contact the parent/guardian, authorized persons, and preferred care givers.

If the parents cannot be contacted, the preschool will secure emergency medical treatment, and if necessary, the child will be transported to the nearest available source of medical assistance. The preschool's insurance policy does not cover medical expenses due to injuries received at the school, and it will not cover transportation costs. It is the parent's responsibility to secure medical insurance for their child.

Communicable Diseases Guidelines

(As per Ohio Code 3301-37-11)

The preschool incorporates the teaching of wellness into their daily routine. All children and staff will practice hand washing after using the toilet, wiping noses, and before handling or eating food. The teacher and any substitute teachers are trained in prevention, recognition, and management of communicable diseases. If the presence of an ill child poses risk of infection to other children, or the illness requires more attention and care than is available, the student will be asked to stay home.

The following precautions shall be taken for children suspected of having a communicable disease: The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness. Also, a child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:

- Diarrhea (more than one abnormally loose stool within a twenty-four-hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
- Untreated infected skin patch(es)
- Unusually dark urine and/or grey or white stool
- Evidence of lice, scabies, or other parasitic infestation

A child with any of the above signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed above as well as the following:

- unusual spots or rashes
- sore throat or difficulty in swallowing
- elevated temperature
- vomiting

Bright Beginnings shall follow the Ohio department of health "[communicable disease chart](#)" for appropriate management of suspected illnesses.

A child isolated due to suspected communicable disease shall be:

- Cared for in a room or portion of a room not being used in the preschool program
- Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised
- Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent
- Observed carefully for worsening condition
- Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

The minimum control measures as outlined on the [Child Care Center Communicable Disease Chart](#) will be followed for readmitting. The Ohio Department of Health "[Child Day Care Center Communicable Disease Chart](#)" Is located on the wall in the bathroom in the main classroom as well as linked in this handbook.

Administration of Medicine

The preschool will not administer any medication to a child. The exception would be if it is medically necessitated and communicated through an [Administration of Medicine](#) form (valid for 12 months) with written instructions from the parent or guardian. The center will then keep a record of all medication administered, including dosage, date, and time. Only employees who have completed a drug administration training may administer medication. Parents can cancel a request to administer medication at any time.

If emergency medications are necessary to prevent life threatening allergic reactions or asthma related medical needs, please keep them on file in the center along with the appropriate medical authorization form signed by a physician.

Discipline Policy

The Teachers will use the best form of discipline for the child's age, maturity, and frequency of behavior. In most cases and with most children, the following 4 steps are used quietly throughout the year to solve normal behavioral problems that most preschool-aged children encounter while learning to socialize with their peers.

1. Give choices. Choices encourage children to feel responsible for their own behavior.

- The child or children involved will be given choices. They must choose one. Example: "You may choose to remain in the block area and keep your hands from knocking over your friend's buildings, or you may choose another area to play instead." Once the choice is made, the child must follow the rules.

2. Re-direction. Re-direction helps children learn how to accomplish what they want in acceptable ways.

- A child who is having problems in one area of the classroom will be redirected to another area or activity by a Teacher. The Teacher will help get them situated and feeling comfortable before leaving him on his own to play with his peers. Example: "I see you want to knock some blocks over. Let's come over here away from your friends and build a tower that you can knock down."

3. Natural Consequences. These help children learn the consequences of their choices.

- The Teacher will enforce the natural consequences of a child's choice. Example: "I see you still choose to knock over your friend's buildings. You are done in the block area and may choose to play somewhere else. You may try the blocks again later."

4. Give appropriate words and/or actions to solve a problem.

- The children involved will be asked to explain what is wrong.
- The Teacher will give each child appropriate words to work out the situation. Example: Child 1 will be given words to ask Child 2 for the toy they are arguing over, such as, "May I please use that block when you are done with it?" Child 2 will be given the words "I will give it to you when I am finished playing with it."
- If a child is either physically hurt or has had his/her feelings hurt, the Teacher will ask/help them to tell the other child how it made them feel when that child hurt him/her.

Remember, self-discipline and good habits are something children must learn! Model, teach, and encourage positive behaviors. When a child missteps, prepare to help them understand how to improve in the future.

Mandated Reporters

All teachers are mandated reports, which means that if child abuse is suspected, teachers are required by Ohio State Law to report it.

Open Doors Policy

Any custodial guardian of a child enrolled in the preschool shall be permitted unlimited access to the preschool during hours of operation for the purpose of contacting their child, evaluating the care provided by the school, or evaluating the premises. A parent of a child enrolled in the preschool who is not the child's residential parent shall be permitted unlimited access to the preschool and be afforded the same rights as the residential parent unless there is a court documentation limited access and conditions of the non-residential parent. Upon entering the preschool, the custodial parent or guardian must notify the teacher of his/her presence.

Tuition and Fees Information

(Revised 2019)

- \$30 Application Fee (to be paid upon enrollment, one-time enrollment fee per child, not included in totals below)
- \$115 Supply Fee
- \$1245 Annual Tuition

The Tuition and fee payment schedule is as follows:

Date Due	Amount Due
July 21*	\$391.66**
August 15	\$138.36
September 14	\$138.33
October 15	\$138.33
November 14	\$138.33
January 14	\$138.33
February 16	\$138.33
March 16	\$138.33
Total	\$1360

*Enrollment is guaranteed for those whose advance payment and fees have been received by July 21. Following July 21, membership will be on a first-come, first-served basis until full registration is received.

The July 21 payment includes the Supply Fee and amount for Advance Tuition (first and last months' tuition.)

Families with Multiple Children: ** For families with more than one child enrolled in the preschool, the advanced payment of the last month's tuition is only required for one child. The payment schedule is as follows:

- July payment = \$529.99 (1st month's tuition for both children, last month's tuition for 1st child, and supply fee for 1st child)
- August payment = \$391.72 (monthly tuition for both children plus the supply fee for 2nd child)
- April payment – \$138.33 (last month's tuition for 2nd child)

Payment Options:

- Electronically in the family portal (an account and login will be provided upon enrollment). A \$2/transaction fee will be charged for each ACH payment. (This is the preferred method)
- Check deposited in the cash box in the preschool hallway

Fundraising Requirement: Each family has minimum \$165 fundraising requirement per school year. In lieu of fundraising, families may add \$18.33 to their monthly tuition to cover the annual requirement.

Late Payments: If tuition is not paid by the 23rd of the month, the Treasurer will give the member a written reminder and assess a \$25 late fee.

Withdrawal: Tuition will only be refunded as follows: 80% before July 31, 40% before August 15. Tuition is non-refundable after August 15. All fees are non-refundable.

Pay in Full: You may pay the tuition in full at any point during the school year.