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Church Staff

Dana Wilhelmsen, Senior Pastor

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MISSION STATEMENT

The mission of Bright Beginnings Mother's Day Out is to provide a loving, Christian environment that teaches children that Jesus loves them as they acquire social behavior skills, develop physically and mentally, and grow in emotional and spiritual maturity.

PHILOSOPHY

We believe sharing the love of Jesus with each child is the most important thing we can do each day. We will provide a warm and loving atmosphere in which to learn. We believe children learn best through a variety of experiences. Each teacher will attempt to provide situations that make learning exciting and fun.

Bright Beginnings Mother's Day Out is a part of the mission and ministry of Immanuel Lutheran Ministries. Students and their families are invited to participate in all activities, fellowship and worship opportunities provided by Immanuel.

Worship Times

Saturday Evenings: 5:00 p.m. Acoustic Worship Temple

Sunday Mornings: 8:00 a.m. Traditional Worship Temple

10:30 a.m. Modern Worship Temple

9:00 a.m. Unified Worship Belton

BRIGHT BEGINNING'S GOALS

Our curriculum goals are:

1. To provide children with Christian education
2. To help them develop a positive self – concept
3. To help children develop a sense of sharing, caring, loving, and kindness
4. To encourage children to think, reason, question, and experiment
5. To encourage language development
6. To encourage physical development
7. To encourage good health practices and develop safety awareness
8. To encourage creative expression through art, music, and play

CURRICULUM

The curriculum for each year is made by the Director. The curriculum includes age-appropriate expectations and includes the learning of shapes, colors, numbers, letters, weekly themes, and weekly Bible lessons and verses. Yearly curriculum and daily class schedules can be made available by request to the Director.

Our staff offers many years of experience and training. It is our goal to provide monthly training and growth opportunities for each staff member. We are dedicated to bringing a loving, Christian, and happy atmosphere for your child's educational needs.

CHAPEL

Every week the children have a special worship service in the sanctuary. The service is led by the Bright Beginning's Staff, Pastor, and Ministerial Staff, as well as special guests, and is especially designed to provide a faith-building atmosphere for the students. These stories go hand and hand with the stories we are teaching the children in the classroom.

POLICIES AND PROCEDURES

REGISTRATION/ENROLLMENT PROCEDURES

Bright Beginnings Mother's Day Out offers classes for children ages fifteen months through prekindergarten age. We admit children on space available basis without regard to race, gender, national or ethnic origin, or religion.

Class placement is determined by the child's age on September 1 of the coming Fall Session. While each classroom has been designed with a specific age group in mind, each child will be placed in the class that best meets the needs of the child.

Priority registration is given to students who are currently enrolled, and siblings of currently enrolled student.

The following are necessary for enrollment:

1. Interview with the Director
2. Completed registration packet including current immunization records
3. Non-refundable Annual Registration
4. All completed forms and records must be turned in prior to attending

5. Parents must keep the MDO advised of any changes as they occur throughout the year. Such as changes to phone numbers, addresses, or other matters that effect the child's registration information.
6. All forms must be updated annually

ABSENCE/WITHDRAWAL

If a student will be absent from school, notification to the Director is required in advance for planning purposes. If a student is absent on a particular day due to illness, etc., notification to the office by phone is required and appreciated. If a student is being followed by a physician when he/she returns we must have a physician's note stating it is ok for he/she to return to normal activity.

If a child will be absent for an extended period of time, Bright Beginnings will hold a spot for that child for ONE month. If the child does not attend or pay tuition for the following month, the child will be at risk of losing their spot in their class.

Cancellation/withdrawal of enrollment must be requested **in writing, with two weeks prior notice**. Parents who do not provide the program with the minimum notice must pay fees for two weeks after notice is given, even if the child no longer attends.

SCHOOL SESSION AND CALENDAR

Bright Beginnings Mother's Day Out sets its own starting and ending dates for the Fall and Summer sessions. Bright Beginnings follows Belton ISD's school calendar for all holiday breaks, including the week of Thanksgiving, two weeks at Christmas, and one week in March for Spring Break. The tuition for these months will NOT be prorated. It is our belief that our staff works hard to provide a positive learning experience for all children at our school, and having breaks to spend time with their own families makes them better educators. Bright Beginnings will also be closed any time a national holiday falls on a Tuesday or Thursday. Calendars will be provided at the beginning of each year.

SCHOOL HOURS AND DAILY SCHEDULES

Bright Beginnings Mother's Day Out offers part time care on Tuesday and Thursday. You may choose from two pick-up times:

Tuesday & Thursday 9 AM – 12:00 PM

Tuesday & Thursday 9 AM – 2:00 PM

Extended morning hours of 8 AM – 8:45 AM and 2 PM - 4 PM are available for an extra fee. Parents should contact the staff the night prior by 7 PM for early morning drop off, and at morning drop off for children to stay until 4 PM. Payment for the extend hours may be done at the beginning of the month prior to services needed, or the day the services are needed.

TARDINESS

Doors open at 8:45 AM. **Students are expected to arrive no later than 10:00 AM** when classrooms begin activities for the day. Our teachers work diligently to provide a consistent learning environment, and tardiness disrupts the teacher and other students with their classroom schedule.

It may also create a more difficult transition from parent to classroom for the late student, or may cause disappointment when the student misses a favorite activity. Your cooperation in having your student in the classroom on time each morning is greatly appreciated.

SIGN IN/SIGN OUT

All students must be signed in/out to the MDO. This is State mandated, and for your child's protection, is strictly enforced. The expectation is whomever drops off the student will be picking up the student. Please let the director know **in writing** who will be picking up the child, via text or email. The person picking up will be asked to show a driver's license which will be photocopied and placed in your child's file.

DAILY NEEDS

While your child is a student at Bright Beginnings Mother's Day Out you will need to provide your child with a sleeping mat (if they take a nap), seasonal change of clothes (if potty training please send more than one set of clothes), lunch, a cup with a lid, and all toiletry needs if the child is not potty trained. The child's teacher will send home a note when your child is running low on supplies.

MEDICAL EMERGENCIES

In the event of a medical emergency, Bright Beginnings Mother's Day Out staff will seek to ensure the safety of the child first. Should the emergency require professional attention, 911 will be called. Parents will be contacted immediately in the event of an emergency. If neither parent can be reached, the alternated contact person listed in the emergency form will be contacted.

ILLNESS/EXCLUSIONS

One of the most serious concerns facing young children in group care facilities is preventing illness. Bright Beginnings Mother's Day Out strives to prevent the spread of germs by maintaining a high standard of cleanliness, including frequent hand washing for children and teachers. We are required by law to observe and enforce the following sick-day illness policies to protect your child as well as others from contagious illnesses.

1. The illness prevents the child from participating comfortably in the classroom activities.
2. The illness results in a greater need for care that the staff can provide without compromising the health, safety and supervision of the other children.
3. The child has any of the following:
 - Oral temperature of 100.4 F
 - Diarrhea or vomiting illness
 - Head lice
 - Symptoms of an infectious disorder such as ringworm, pink eye, etc.

In the event a child becomes ill at school, the child will be excluded from the classroom. The parent will be contacted and should come immediately to pick up the child within 1 hour of notification. One of the best ways to prevent the spread of disease is to have strictly enforced standards regarding the exclusion of ill children. We need your help for this. Please do not bring ill children to Bright Beginnings. If your child is diagnosed with a communicable disease, please notify the Director. It is important for us to be aware of what children may have been exposed to so that we can communicate with parents.

THE 24-HOUR "SYMPTON FREE" RULE

Bright Beginnings policy requires that children are not permitted to return to school until he/she is free of fever,

diarrhea, or vomiting for 24 hours **WITHOUT** medications. We reserve the right to request a doctor's statement before re-admittance.

MEDICATION

By law we are unable to administer medications to your child. If your child is currently on regular medications you will need to administer them yourself.

PARENT/SCHOOL CONNECTION

It is the desire of the staff at Bright Beginnings Mother's Day Out to keep in close communications with the parents and families of their students. The following avenues will be used to keep parents aware of events, needs, policy changes, classroom updates, and etc. within the center:

1. Monthly Newsletter
2. E-mail
3. Web Site
4. Backpacks
5. Bulletin Board

DISCIPLINE/GUIDANCE

Discipline and guidance will always focus on the love and forgiveness we share toward one another as children of God. Teachers will only use positive methods of discipline and guidance that encourages self – esteem, self-control and self-direction which include at least one of the following or all:

1. Using praise and encouragement of positive behavior instead of focusing only upon negative behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive statements.
4. Using brief supervised separation from the group known as 'Sit and Chat'. When appropriate for the child's development, which is limited to no more than one minute per year of the child's age.
5. The child will be instructed on what they did that was wrong or unacceptable, and why it was wrong or unacceptable given the circumstance.

A parent /guardian will be asked to cooperate with the teacher in reinforcing appropriate behavior. If the inappropriate behavior continues (examples: biting, hitting, hurting others) the parent/caregiver /guardian may be asked to pick up the child from the Center. Bright Beginnings Mother's Day Out reserves the right to dismiss from its program any child who is a threat to the safety of another child or staff member.

LUNCH/SNACKS

Bright Beginnings Mother's Day Out provides a morning snack and an afternoon snack for the children who stay late. All children must provide their own lunch. **We are a NUT and chocolate free facility.**

CLASS PARTIES/BIRTHDAYS

Teachers will post the needs for each party and parents are responsible to sign up to bring items of their choice. Each parent should provide enough for each child in the class.

If you wish to bring a special birthday treat or snack for the class at school please speak with your child's teacher. These treats may be brought for morning/afternoon snack time. Please provide enough for each child in the class. Please do not bring presents/balloons.

When you are planning a birthday party please, consider inviting all of the boys/girls from the class. IF you are unable to do this, please do NOT distribute the invitations at school, because this may cause hurt feelings.

APPROPRIATE DRESS AND CHANGE OF CLOTHES

When dressing your child for school please keep in mind the weather, comfort, ease of undressing for changing or toileting purposes, and the many activities your child will participate in throughout each day. Play clothes are recommended for ease of movement, durability and ease of cleaning. Layering is highly recommended for quick adjustments to the temperature changes. Tennis shoes with closed toes and heels are appropriate for indoor and outdoor play. Our playground has a gravel rock surface. Please keep this in mind as you choose shoes for your child. Ages 2 and under must not wear flip flops without heel straps.

A change of clothes should be sent to school in case of spills or toileting accidents. Soiled clothes are sent home each day and replacements should be brought to school with the child the following day.

Bright Beginnings Mother's Day Out does have extra clothes on hand in case a child does not have a change of clothes. Please wash and return any BBMDO clothing.

TRANSPORTATION

Bright Beginnings Mother's Day Out does NOT provide transportation to and from school for any student. Arrival to and from school are the responsibility of the parent/guardian. When the parent removes a child from the teacher's care, the parent is responsible for the child's safety and care while remaining on Bright Beginnings Campus.

In the event a staff member deems that the parent/guardian is unable to safely transport the student home, the staff member will not release the child to the parent/guardian and will call another person listed on the child's records for pick up OR the local police department to ensure safety of the child.

WATER ACTIVITIES

During our summer program the children take part in Splash Day and other water activities. The children will participate in sprinkler play, splash time in wading pools and other water games and experiences. The children are fully supervised at all times. Parents are notified in advance regarding water activity days. It will be the parents' responsibility to provide a towel and an extra set of clothes to change afterwards.

FOODS

For the benefit / fairness to all of our students, breakfast items brought from home/fast food breakfast purchased on the way to school must be completed **before** your child is admitted to the MDO. This is a NUT and chocolate free facility. Once again, being a nut and chocolate free facility means students cannot bring nut or chocolate items into the MDO because of high rate of childhood allergies to nuts. Chocolate is often produced in facilities which also contain nuts.

OPEN DOOR POLICY

At Bright Beginnings Mother's Day Out we believe that offering the best environment for children requires a team effort between administration, teacher, and parents.

Parents should feel welcome to address any issues or concerns about the MDO with their child's teacher or Director. This can be done via telephone, e-mail, or in person. If there is any issue, please talk to the child's teacher FIRST. If the problem is still not solved, then contact the Director. Parents are welcome to observe their child at any time during the hours of the MDO's operation. We ask parents to do so in a manner that provides the least amount of distraction to the regular class routine and the students. If parents know in advance they would like to observe, it is always helpful to let the teacher and director know. Parents are encouraged to be part of their child's classroom. There are numerous ways parents can be assistance and get involved. Parents are encouraged to check with the Bright Beginnings Mother's Day Out to find the most effective ways to be a part of the classroom activities.

Parents are also welcome to review a copy of the Minimum Standards Requirements for Licensed Child Care Facilities at any time. A copy of this document is available in the Director's Office. For information on child care licensing call 1-800-862-5252 or visit the website at www.txchildcaresearch.org . To report a case of child abuse call 1-800-252-5400. However, Bright Beginning Mother's Day Out is NOT a licensed facility.

FIRE , DISASTER, LOCK-DOWN, AND TORNANDO DRILLS

Emergency Drills are scheduled and documented on a regular basis.

DISASTER EVACUATIONS

In case of the need to evacuate Bright Beginnings Facilities, the Bright Beginnings has a secured an off site facility. In the event the Center must be evacuated the children and staff will be transported by BISSD transportation to Tarver Elementary. All parents will be contacted by the staff and given further instructions on picking up the children.

GANG FREE ZONE

All licensed Texas Early Childhood and Day Care Centers are considered "Gang Free Zones". Under the Texas Penal Code any area within 1000 feet of a child-care center is considered a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

WRITTEN CERTIFICIATION OF UNSAFE PRODUCTS

Bright Beginnings Mother's Day Out ensures that all products used within their center are "children's products" (Products that are designed or intended for use by a child under the age of thirteen years of age or by caregiver during the care of child under thirteen years of age) and that all products are age appropriate for each classroom or center.

This Center reviews the United States Consumer Product Safety Commission recall list and immediately removes for repair or disposal any unsafe or recalled products in the center.

A list of unsafe children's products may be viewed online at the Consumer Product Safety Commission internet website www.cpsc.gov and at the DFPS internet website www.dfps.state.tx.us

EXCEPTIONS TO POLICIES

Any exceptions to the policies within this handbook must be approved by the Bright Beginnings Mother's Day Out Board of School Ministry.