



*2020-2021*  
*Parent*  
*Handbook*

*Dear Parents,*

*We would like to welcome you to the 2020-2021 session of Bright Horizons. We are so excited to be a part of your child's learning experience. It is our goal to assist you as parents in providing a safe and nurturing environment for children to grow in the knowledge of our Lord, Jesus Christ, His word, and the world God created for us.*

*We are dedicated to being a ministry to help with your child's needs as well as the needs of your family. Please feel free at any time to speak with us about any concerns or questions you have. Our goal is to make Bright Horizons a positive experience for your entire family. We look forward to serving you through this ministry.*

*In Christ,*

*Courtney Moudy, Director  
Annika Stillwell, Assistant Director*

## **Enrollment/Supply Fee**

An initial enrollment fee of \$90 will be collected to ensure your child a spot in Bright Horizons. This fee will provide your child with all the necessary traditional school supplies and snacks for the year. Once we receive your enrollment fee, your child will be placed in a class. We have a cap on class size to better serve our children. Please make sure that this fee is paid in full so that we can save a place for you in one of our classes. **This fee is non-refundable.**

## **Tuition**

Tuition is based on a 9-month schedule and broken down into a monthly payment. You may choose to pay the yearly fee or break it down and pay by the month.

\$1125 per year                      or                      \$125 per month

If your child is younger than 2 years old by 9-30-20, there will be a slight increase in tuition. This allows us to keep our classes small, so we can better serve your child. That fee will be:

\$1260 per year                      or                      \$140 per month

If you would like to take advantage of the direct draft payment option, please fill out the appropriate form and attach a voided check. Otherwise, please pay tuition by using our new online payment option, cash or checks made out to "Bright Horizons." Tuition is due **no later than 3:00 P.M. the last school day before the tenth of each month.** If you pay after this date, please include a \$15 late fee (per child) in your payment.

All fees must be current at the beginning of each month to keep your child's spot at Bright Horizons. You may place your tuition in the drop basket at the check-in counter. Please make sure that it is in an envelop with your child's name written on it.

**A fee of \$15.00 will be assessed on all returned checks.**

## **Extended Care**

Extended care will be offered from 7:45am - 9:00am, and 3-4pm or 3-5 pm. There is an additional monthly charge for each of these times Morning (\$25), Afternoon until 4pm (\$25), and Afternoon until 5pm (\$50). We also charge a \$5/day drop off fee for those who only need morning or 1-hour afternoon, or \$10/day for 2-hour afternoon **childcare 2 times or less** each

month. If you will need care more than 2 times, you will need to pay \$25/\$50 for the entire month. When bringing your child to extended care, please drop their bags by their classroom, then sign them in the extended care room 108. The extended care teachers will take your child to his/her class when it is time. For afternoon care you will need to pick them up in Room 108. When picking up your child you will need to enter through the main church office doors, and sign in, you will need to have a name tag on to pick up your child.

### **Class Placement**

Your child will be placed in a class according to his/her age as of September 1<sup>st</sup>. Your child will be with other children of the same age. **Children entering the 3 and 4-year-old classes need to be potty trained** before coming to Bright Horizons. Every class is equipped with at least 2 adults (one teacher and an assistant teacher). This is a safety policy of the Green Lawn Church of Christ. It helps us maintain a safe environment for our students and teachers.

### **Schedule**

The Bright Horizons day **begins at 9:00 a.m.** and **ends at 2:30 p.m.** on Mondays and Wednesdays. A monthly calendar of events and holidays will be provided for you inside your child's take-home folder. A monthly newsletter will also be provided with reminders and a calendar on the back. **We ask that students not arrive to their classroom before 8:55 a.m.** as teachers are arriving and preparing for the morning. Please pick up your child no later than 5:00 p.m. A fee of \$5 will be charged at 5:15. An additional fee of \$1 will be charged for every minute after 5:20. *This fee is due when you pick up your child.*

### **Drop Off and Pick Up Procedures**

We will be using the **East Main Doors** to enter and leave the building. All children must be signed in and temperature checked each morning when you arrive. Directors or one of the teachers will then escort your child to their classroom. Each teacher will have a list of people you provide who are approved to pick up your child. Those helping with dismissal may ask for identification and/or your security code for any person picking up a child. This will help ensure your child's safety.

## **Security**

The East doors unlock at 7:45-9:15, then they will lock at 9:15 and remain locked until 2:30. If during the time that the doors are locked and you need to enter the building you may do so by entering in the main church office doors. If dropping off your child late they will be checked in and temperature screened and then brought to the directors to then get them to class.

Green Lawn has updated security with the use of cameras around the building. This security system has been put in place for the safety of all those in the building.

## **Attendance**

Timely arrival is important both to the child and their class. Our preschool day begins right at 9:00 a.m., with many classroom activities and chapel soon after. To ensure every child's inclusion and to limit classroom disruptions, we would ask that all students arrive by 9:10 a.m. We will be able to keep track of your child's attendance using the computer check-in system we are using this year. If your child will be out for the day, please call the office at 687-2798 to let us know. If we are not in the office to take your call, please leave a message.

## **Curriculum**

The curriculum we will be using is developmentally appropriate for all of our children. It is designed to meet your children's spiritual, social, and academic needs. We will teach your children about the world God created and how we are an important part of His creation. Our year will be divided up into 9 monthly themes. Each class will be following the same calendar and learning the same Bible story. The story will be introduced in chapel and then reinforced in the classroom with developmentally appropriate activities. Each month will feature a memory verse. We encourage you to help your child learn the verse. We also encourage you to use the information provided on your child's daily note to review what he/she learned during the day. If you would like more details about the curriculum, please talk with one of the directors or your child's teachers.

Children ages 0-24 months will be using the See and Know curriculum which uses songs and visual aids to teach the lesson. They will follow the monthly themes and use developmentally appropriate activities in the classroom.

## Chapel

Each morning at 9:15, classes will attend chapel in their own classrooms so that we are keeping in line with guidelines that have been set in place. This will provide an opportunity for us to come together to sing songs, pray, and be introduced to the Bible story for the day. Lessons presented at this time will reinforce what your child is learning in the classroom that day.

## Toys and Personal Items

**Please make sure that all items that your child brings to school should be marked with his/her name.** This includes but is not limited to coats, sweaters, lunch boxes, cups, diaper bags, bottles, nap mats, pack-n-play sheets, etc. This will help teachers to make sure items are not misplaced.

Also, please encourage your child to leave his/her toys at home or in the car. We provide toys for the children to play with at various times during the day, so personal toys are not needed. This helps prevent disruption during class times. The exception to this might be if they bring something special to sleep with, but this will need to stay in the child's bag until nap time and it will be put back immediately afterwards to ensure it is kept as clean as possible.

## Snack and Lunch

Your child will have set snack and lunch times each day. Bright Horizons will provide the snack. Please let us know if your child has any food allergies so that we can avoid giving that food to your child. **Each day** you need to provide a **lunch and 2 drinks** for your child. One drink will be used at snack time and the other at lunchtime. Many of our classes are unable to heat foods, so please send foods that are ready to eat. Please try to send finger foods that your child can eat easily. Here are some suggestions of less messy finger foods:

Sandwiches	lunch meat	cheese
Fruit snacks	drained fruit cups	chips
Cracker assortments	drained vegetables	cut up pieces of fruit

For babies, please be sure to send enough food and drinks for the entire day. This includes bottles and formula. We do have a small fridge to keep items such as bottles cold until needed. We do have some snacks appropriate for children who can feed themselves. Your child's teacher will be sending home a questionnaire about your child's feeding/sleeping schedule.

### **Nap Time**

Your child will have a scheduled nap/rest time each day. For children 13 months to Pre-kindergarten you need to send a **standard size nap mat**. You may send a small blanket and pillow if you would like to. Please make sure your child's nap items are labeled and stored in a standard size pillowcase. This helps us keep everything together and makes it easy to store. Because our storage space is limited, we ask that you do not send extra thick items or sleeping bags. If your child needs to take home a special blanket or nap item each day, please inform your child's teacher. Any nap mat items that need washing will be sent home twice a month to insure we are keeping things as clean as possible. Children under 13 months will be sleeping in a pack-and-play. All children who will be sleeping in a pack-and-play will need to provide a sheet with their name on it. We will wash these weekly.

### **Discipline**

At Bright Horizons, we believe that we are your helpers when it comes to discipline. It is our goal to help you teach your child to be respectful and responsible. Our approach to maintaining a healthy classroom setting is based on *Love and Logic Discipline* by Jim and Charles Fay. Green Lawn offers the "Love and Logic" parenting classes throughout the year. Your child will bring home information when these classes are offered.

There are some behaviors that are not tolerated at Bright Horizons. Children may not cause intentional physical harm to anyone or anything. If your child's behavior or actions creates a non-safe environment for themselves or other students, you will be notified immediately. If this behavior continues to occur, your child may be removed from the Bright Horizons program. Inappropriate language is not acceptable. Children are expected to be respectful, listen, follow directions, and be cooperative with their teachers and classmates.

Behavior may be communicated in written form on your child's daily note. Spanking is never permitted by any of the Green Lawn staff. We prefer to handle matters of discipline here at Bright Horizons by offering choices, giving praise, and providing consequences when needed. Occasionally we do need to call parents. If you ever have any questions or concerns, please speak with your child's teacher or one of the Directors.

## **Dress Code**

We ask that you dress your child comfortably for his/her day at Bright Horizons. We have a lot of activities that include moving around from the carpet to tables, P.E. activities, and occasionally going outside. Please do not dress your child in long dresses or skirts, or pointy shoes. This will help us to ensure a safer environment for all children. If your child is potty trained, please send them in clothing he/she can manage by themselves (i.e. no overalls). Please send an extra change of clothes or two for your child. We encourage you leave a change of clothing with your child's teacher to stay in the classroom or send extra clothes in your child's bag each school day inside a Ziploc baggie. Please be sure to include a change of shirts, pants, socks, and underwear, pull-ups, or diapers.

For babies and children who are not yet potty trained, please send plenty of diapers, or pull up underwear for the entire day. You'll also want to send and at least one change of clothes inside a labeled Ziploc baggie for the teacher to keep in the room, and possibly a second set that can be left in the diaper bag. We will provide a generic brand of unscented, hypo-allergenic baby wipes. If you prefer a specific brand of baby wipes you may provide them for your child. Please label the baby wipes with your child's name.

If you are potty training your child, please let his/her teachers know so that they can help you out with the training. We are happy to help make this a positive experience for you and your child.

**We are requiring that all children who will be going into our Frogs, Guppies, and Butterflies classes be fully potty trained. These classes are children ages 3 (or will be 3 shortly after the year begins) and up.**

## **Birthdays**

Birthdays are a special time for your child. At this time, we cannot have any outside food. We are however, making plans to celebrate with them and make their birthdays as fun and special as we can.



## Immunizations

Please be sure that your child's immunizations are up to date. We must have a copy of your child's immunization record. Your pediatrician may fax an updated copy of your child's immunizations to Bright Horizons at 795-9334.

## Illnesses

We look forward to having your child in class every day we are together this year, but no child should come visibly ill. This includes **fever, vomiting, diarrhea, severe congestion, runny noses that are green or yellow in color, or other symptoms of illness**. Every child will become sick at times, and we know home is the best place for him/her to recover.

Please do not bring your child if he or she:

1. Has a fever or has had a fever within **24 hours**
2. Has a constant cough
3. Has symptoms of a possible communicable disease
4. Has possible pink eye. Your child must be on antibiotic drops for **24 hours** before returning.

\*If your child has seen a doctor for any reason please turn in a note stating that they have permission to return.

If your child falls in any of the following categories regarding COVID-19, please keep them home:

1. Exhibits any symptoms of COVID-19. Must provide a doctor's note giving approval to return or a negative COVID test.
2. Close and direct contact with anyone testing positive (please stay home for 7 days from initial close contact)
3. Doctor tells you to quarantine for any amount of time, until quarantine period is over.

Your child is not permitted to return until all fever is gone without the use of Tylenol or Motrin for **24 hours**. **When you arrive for check-in, if your child is exhibiting any symptoms of COVID-19 or running a fever of 100.4 or higher we will ask you to take them home.**

If your child is on antibiotics, ask your doctor when he/she will not be contagious and can return to school. If your child needs any medication during the Bright Horizons day, you must sign a Medication Permission Form and bring the medication in the original bottle to the Bright Horizons Directors. Medication will only be administered by the Director or Assistant Director. Teachers are not allowed to give medication of any kind.

**Please help us from spreading germs and disease. If your child contracts a contagious disease, please inform the Director so that appropriate measures may be taken to prevent the illness from spreading. If you, your child, or a member of your household has tested positive for COVID-19 and they were in our building at any time leading up to the positive test you MUST notify the Bright Horizons Directors.**

If your child becomes ill while in our care, we will contact you to arrange for your child to be taken home. If your child begins to run a fever of 100.4 or higher, we will contact you to pick up your child from Bright Horizons. When you arrive please call Bright Horizons and one of the Directors will bring your child your car. Please be sure to list emergency numbers for your child in case we are unable to reach you. In addition, in the case of injury, an incident report is filled out, then signed by the teacher and the director. A duplicate copy of this report will be provided to the parents, and the original kept on file at the school.

### **Cleaning Guidelines**

Green Lawn takes pride in maintaining an environment in and around our building that focuses on safety for all who use the building. The building custodial staff is aware that many illnesses and germs are spread as people come in and use the building. Our custodial staff is instructed to address with detail the cleaning of each area.

We follow the guidelines (Washing hands often, cleaning and disinfecting frequently) recommended by the Centers for Disease Control and Prevention. The products that are being used have been recommended and tested by professionals for their effectiveness and for our protection.

## **Bad Weather**

Bright Horizons will independently make their own decisions on weather delays and cancelations. You may click on the weather updates symbol on the Green Lawn homepage at [www.greenlawn.org](http://www.greenlawn.org) for updated information. We will also let local media stations know.

## **Support Staff**

The Bright Horizons Preschool Director, Assistant Director, and staff are guided and supported by the Shepherds of the Green Lawn Church of Christ. All major decisions and issues concerning Bright Horizons are brought before these men. In addition, you may be assured that they and many others are praying for our ministry, our parents, students, and teachers on a regular basis!

Shepherds of Education: 795-4377

Robby Rhodes

Charles McGowan

Bill Kopf

Dub Hannel

Dewey Howard - Education Minister: 795-4377

Courtney Moudy – Director: 239-3523

Annika Stillwell – Assistant Director: (352)636-2209