



Family Handbook

Site Director: Patrice Williams

Facility Information:

9175 Millbranch Rd
Southaven, MS 38671



WELCOME

MISSION STATEMENT

BSLA believes that every child is born wired to learn. Our chosen, researched-based, curriculum prepares each child for school success by developing their social, physical, cognitive, and language development. BSLA recognizes the importance of family engagement, being culturally competent, and respecting parents' values and their right to make decisions for their children. Our staff is committed to making individualized adaptations in teaching strategies, learning environments, and the curriculum when necessary to meet the individual need of the child.

VISION STATEMENT

To provide an environment where every child feels safe, loved, and valued while their parents are at work.

NON-DISCRIMINATION POLICY

Bright Start Learning Academy No 3, Inc is a for-profit daycare center that admits infants and toddlers without regard to race, color, religion, national origin, or ancestry. Babies with special needs are accepted as long as a safe, supportive environment can be provided for the child and it is determined that we can successfully meet the needs of that child within our current physical environment.

CHILDREN WITH SPECIAL NEEDS

We act in compliance with the Americans with Disabilities Act and other applicable federal, state, or local laws pertaining to the provision of services to children with disabilities. Our goal is to meet the individual needs of the child within the structure of our program, while maintaining a healthy and safe environment for all the children and staff. We will make reasonable accommodations to afford children with disabilities full and equal enjoyment of our programs and services in the most integrated setting appropriate to them.

OPERATIONAL POLICIES

HOURS OF OPERATION

Bright Start Learning Academy No 3, Inc Center normal hours of operation is Monday through Friday from 7:00 a.m. to 5:30 p.m. Children must arrive to the daycare no later than 9:30 a.m. We accept children from 6 weeks to 4 years of age. We offer full time care only. Full time is three or more days per week.

CLOSINGS / HOLIDAYS

Bright Start Learning Academy No 3, Inc will close in observance of these holidays each year:

New Year's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day

The Day after Thanksgiving
Christmas Eve
Christmas Day

These are all paid holidays where tuition will not be reduced.

TUITION/LATE FEES

Each parent, upon registration, will be asked to sign a Financial Obligation form outlining his or her rate. Tuition is due on Monday, for that week. After Monday, a \$10 late fee will be charged to your account. Tuition is \$200 per infant and toddler and \$185 per child ages 2 to 4 years of age. Tax statements will be provided only upon request within 24 hours of the request, except for year-end. At that time, statement will be given out no later than January 31st.

SUBSIDIZED CARE

BSLA No. 3 accepts childcare subsidies through MDHS Childcare Payment System. Parents are responsible for paying the shortage in tuition that is not covered by MDHS. Parents on subsidized care will receive their balance of the tuition by the first of each month. The balance must be paid in full or divided by four weeks and paid every Monday for that week. Please see late fee above.

PAYMENT METHODS

Bright Start Learning Academy No 3, Inc accept cash, credit/debit card, cash app (\$BSLA9175), and Zelle (BslaSouthaven@yahoo.com) payments only. CHECKS ARE NOT ACCEPTED.

LATE PICKUP

There will be a \$1.00 charge for every minute that you are late picking up each child no exception will be made. Late fee must be paid by the end of the week. Parents, please be on time picking your child(ren) up. All policies regarding tuition and late fee will be enforced to encourage best practices. Late fee will start promptly at 5:31pm.

VACATION

Families will be able to take up to one week (5 days) vacation per year. Anything over 5 days your child will lose his/her space unless you pay for that week he or she will miss. You will be able to re-enroll your child if a space becomes available. A registration fee will be due at that time

FAMILY CENTERED PRACTICES

BSLA No. 3 acknowledge that families are always the expert on their children. Therefore, we respect the priorities each family has for their children. Families are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for optimum success. Williams Christian Daycare strives to maintain daily communication with each of our families and schedule regular meetings to discuss their child's successes and where areas of improvement are needed.

CONFERENCES

Families we encourage you to schedule a meeting with your child's teacher whenever you have questions or concerns. In addition, we conduct family-teacher conferences twice a year, every May and October. Conferences provide the opportunity for teachers and parents to discuss your child's accomplishments, interests, and developmental progress. We encourage parents to share their own observations about their child's progress, ask questions, and communicate with us what goals you have for your child. Parents may at any time request a conference with the center's Director. Please see your child's teacher for exact dates and times.

Light refreshment and childcare will be available.

CHILDPILOT SOFTWARE

We are so excited to introduce you to our new software for the daycare. ChildPilot software offers a Parent Portal that consists of the following online features:

- The ability to sign your child in and out of school through your phone
- Fill out Enrollment Forms online
- View upcoming school events
- Messaging communication with administrators and lead teachers
- View photos/ videos of your child throughout their day
- Document Sharing

SAFETY AND SECURITY

DROP OFF AND PICK UP

Our daycare door will always be locked. Parents will be buzzed in and out of the facility. Parents are asked to bring child directly to their classroom in the morning and pick their child up directly from their classroom.

FIRE DRILLS

We conduct fire and emergency evacuation drills regularly. Parents, staff, and children will not be made aware of drill dates or times, as this is the most effective way to assess the success of fire and emergency/evacuation plans. During a fire/emergency drill, parents may not sign children into or out of the daycare but must wait until the drill is complete and children have returned to the building. Parents can wait with their child's class in the designated safe zone outside of the building until the drill is completed.

INSURANCE COVERAGE

Bright Start Learning Academy No 3, Inc does not provide insurance for families enrolled in the facility.

SUN SAFETY

Please send your child to daycare with each of the following sun-protective items:

Hat: A sun-protective hat is strongly recommended for outdoor activities and congregation

Sunscreen: Staff will apply or reapply sunscreen to areas of skin not covered by clothing and hat before going outdoors. Ensure that your child has sufficient supply. Sunscreen will not be shared with other students unless the students are siblings.

EMERGENCY CLOSING

It is our intention to be open and provide childcare services every weekday of the year, excluding holidays. However, situations out of our control such as inclement weather, natural/national disasters, or major building issues may disrupt service from time to time.

We ask that you call the daycare to ensure it is open during periods of inclement weather or other unusual situations. If the daycare must close after you have dropped off your child, you or your designated emergency contacts will be notified by daycare management so that you can make appropriate arrangements for picking up your child.

If the daycare is unable to open or must close early, you are responsible for tuition payments for up to three business days.

RELOCATION SITE

In case of emergency or drill, all personnel should leave the building in an orderly manner - Walk, Don't Run. Teachers should search their rooms and close all doors before leaving. Additionally, the Director or designee will search all areas within the Center and ensure all occupants have been safely evacuated. Teachers will refuse assistance from anyone not previously identified as a support person. This does not include Federal Protective Service Police or emergency personnel.

Safe Haven Locations:

M R Dye Public Library, 8554 Northwest, Southaven, MS 38671, 662-342-0102

Southaven Police Department, 8691 Northwest, Southaven, MS 38671, 662-393-8652

Parents will not be allowed to remove a child from the custody of the center during the evacuation. Once all children are accounted for at the safe haven, parents may be allowed to sign out their children.

Parents will be notified of the relocation site by email and text

INFANTS AND TODDLERS

DAILY SCHEDULES

The daily schedule for the children is a guide. It provides a framework for planning and organizing the daily routine and play activities for the children. The daily routines for children may be a little different based on the age of your child. Infants follow their biological needs.

They are fed, changed, and nap when they need to. Toddlers are changed/taken to the toilet before transitions in the day and as needed. Adjustments to the schedule are made as your child gets older and his/her needs change. You may also notice that as your child gets older, s/he may alter her/his own schedule to fit in with the group. Some common changes you may notice in your child's behavior after enrolment in any group care situation include altered sleep/wake patterns (staying awake for longer hours or napping more frequently for short periods of time), or changes in appetite. The daily schedule is an outline of a typical day with the infants and toddlers and can be found on the parent board. Keep in mind that the schedule will include children's individual needs based on their age.

DEVELOPMENTAL SCREENING

Upon enrollment and annually in September every child will be screened using Brigance Screens III. The purpose of the developmental screening provides a quick check of your child's development. It can be thought of a snapshot of your child's motor, cognitive, language, and social-emotional skills. Screening will help determine if your child is meeting the appropriate milestones for their age. Parents will receive a copy of the screening results.

BOTTLES

Parents of bottle-fed babies will need to provide 2-3 labeled bottles. Formula only must be placed in a bottle. Juice can only be served in a sippy cup. Bottles are not heated in the microwave and are warmed in a crock-pot.

OLDER INFANTS AND TODDLERS

Children who are 12 months or older will be given the lunches and snacks that are being served and drink 2% Milk. The older infants will be sitting at a small table with chairs; toddlers will be at tables to eat their meals. Children in the toddler room will be using sippy cups or regular cups and using utensils only. Toddlers can't transition into the toddler's room until they are completed off of the bottle. It is our goal to work cooperatively with families and their child's routine; however, bottles are not the common practice as the toddlers get older. Menus will be posted on the Parent Board. All meals are prepared on site by a staff that holds the food service sanitation certificate.

ALLERGIES AND SENSITIVITIES

If your infant (eating table food) or toddler should have a food intolerance or allergy, please notify you child's teacher immediately so we can post this information in our Infant and Toddler Room

DISPENSING MEDICATION

BSLA No. 3 will only dispense un-expired, over the counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. BSLA No. 3 will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required complete an Authorization to Dispense Medication Form the first day that medication is to be dispensed. The medication form, doctor's notes, and medication are to be turned in to the teacher. Medications will be stored in a dedicated front office medication box or refrigerator if necessary. Medication may not be stored in a child's cubby, lunch box or backpack.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date. Parents and teachers are not allowed to administer any kind of vitamins or medications by adding them to the child's bottle, cup, or thermos.

SLEEPING

Infants nap according to their own schedules. If infants fall asleep while they are being rocked, lightly bounced, or taken for a walk in a stroller, they will be put in their cribs to continue their sleep. As your child grows and matures, cot sleeping will be encouraged. This will assist especially in the transition from the Infant room to the Toddler room when that time comes. Toddlers will also nap on a cot.

SAFE SLEEPING PRACTICES

In accordance with the recommendations of the American Academy of Pediatrics, we place infants on their backs to sleep in cribs with no blankets, pillows, or wedges of any kind. Infants are in assigned cribs according to their individual schedule. If you request that your infant sleep in a different position other than on his or her back, a physician's note that explains your baby cannot use a back sleeping position is required. For the safety and security of infants, blankets may not be used in cribs at any time. Sleep sacks or other fitted items of this nature are recommended as an alternative.

DIAPERING

Infants and toddlers' diapers are changed every two hours. Parents, it is your responsibility to provide diapers and sensitive baby wipes to be left at the center. The diapers and wipes will only be used by your baby. We will notify you at least 2 days in advance when diaper and baby wipes supplies are getting low.

“SHOE-FREE” ENVIRONMENT FOR THE INFANT ROOM

With infants commonly on the floor, BSLA No. 3 wants to provide a clean, safe, and healthy environment in the Infant room. We practice a “shoe free” policy in this room. We ask that adults entering the Infant room please remove your shoes or wear the provided shoe covers. We take this action to prevent outside contaminants from being brought into the room and spread onto the carpet. The infants spend much of their time exploring the floor, so it is best that these areas be kept as clean as possible.

DAILY REPORT

Each day you will receive a daily report informing you of all your child's feedings, diaper outputs, sleeping times, and miscellaneous information. We want you to be fully informed of your child's day.

TOILET LEARNING

Learning to use a toilet is a gradual process that takes place over a period of time as a child's body matures. Successful toilet learning depends upon the physical, cognitive, and language development of the child. For example, for a child to be ready for toilet learning he or she must:

- Be aware of bowel and bladder fullness
- Have the muscle development to control elimination
- Have the language and locomotor skills to signal the need to the caregivers
- Have the gross and fine motor skills to get to the toilet on time, remove clothes, and then to use the toilet.

As you can see these are complex abilities that develop over an extended period of time. Beginning the toilet learning process too early will cause frustration for children, therefore, we will start the process once the parents have started the process at home first. Parents are responsible for bringing in their child's "pull ups" to leave at the center. Also, the pull ups must be able to snap apart on the sides.

BITING

If you are the parent of an older infant or toddler, we know it is distressing to learn your child has been bitten or has bitten a friend. Experts in the field of child development agree that biting is within a range of expected behaviors among toddlers 13 months to 3 years of age. Common reasons cited for biting are need for autonomy and control, exploration, teething, attention getting, frustration (frequently due to lack of language or unmet needs), anxiety, mimicking, self-defense, and lack of experience interacting with children in a group.

At the first sign of biting, we evaluate the environment and activities at the time of the bite. If warranted, adjustments in the environment, routines, or the transitions in the classroom may be made.

If a bite occurs, the teacher will first attend to the bitten child by comforting the child and gently cleaning the bitten area with soap and water. Staff will complete an incident report for the bitten child.

The child who has bitten will be removed from the immediate area and closely supervised for a period of time after the incident. We will complete an incident report for the child who has bitten and discuss the incident with the child's parents. It is important to remember that biting is a developmentally appropriate behavior. For children who continue to bite, more specific intervention will be initiated, including a conference with the family and the creation of a Behavioral Intervention Plan. Each case will be assessed on an individual basis.

Staff cannot discuss with either parent the identity of the other child involved in the incident.

FAMILY EXPECTATIONS

CUSTODY AND VISITATION ISSUES

It is our policy to not interfere with the custody relationship of a child's parents. As such, we assume that both parents/guardians have equal rights to pick up/drop off, visit, or request documents about their child. If this is not the case, it is the parent's/guardian's responsibility to provide court documents and/or legally binding parental agreements to clarify the rights and responsibilities of the parents and /or guardians. We will follow the last dated court documents, without prejudice, to either parent/guardian. We ask that parents/guardians keep the daycare, our staff, and other children out of any legal entanglements or other custodial issues and resolve these issues in another forum. Failure to adhere to this request may result in disenrollment.

STAFF HIRED BY PARENTS

Occasionally parents may ask teachers to baby sit. The Center does not encourage this practice and assumes no responsibility for employees after their scheduled work hours. Additionally, staff members are not allowed to transport children.

RESOLUTION OF DISPUTES

If dispute arises out of or relates in any way to our services, we encourage you to attempt to resolve such matters in good faith directly with management. Your director can provide you with the contact information for additional management personnel who will be happy to work with you to resolve any issues you may have.

SOCIAL MEDIA

The social media policy applies to parents and employees of BSLA No. 3. The policy includes but not limited to the following technologies:

- Social networking sites (e.g. Facebook, Snap Chat, Instagram)
- Blogs
- Discussion Forums
- Media sharing services (e.g. YouTube)

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families and employees. We therefore require that:

- No photographs taken within the BSLA No. 3 setting, BSLA No. 3 special events, and outings with the children, are to be posted for public viewing, except those of your own child.
- Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children.
- No public discussions are to be held or comments made on social media sites regarding BSLA No. 3 children, staff or Administrators that could be construed to have any impact on BSLA No. 3 reputation or that would offend any member of staff or parent using the school.
- If a parent names BSLA No. 3 on any social media platform, they must do so in a way that is not detrimental or derogatory to the school.

VIOLATION OF SOCIAL MEDIA POLICY

Any parent found to be in violation of the above or by posting remarks or comments that breach confidentiality, bring the BSLA No. 3 into disrepute or that are deemed to be of a detrimental

nature to BSLA No. 3, its employees, or other children could result in immediate dismissal from the school.

Thank you for choosing Bright Start Learning Academy No 3, Inc