



Welcome to Bright Future Preschool!

### **General Information**

Bright Future Preschool provides an innovative classroom for children from Infants through 5 years, where your child's creativity and imagination soar! Our diverse classrooms help your child discover a love for learning in an interactive, stimulating, and academically rich environment. We have created a program with you and your family in mind, including many options with standards of excellence and success as every parent expects for their most prized possession.

Our Bright Future Preschool curriculum aligns with Middlesex County Public Schools K-12 curriculum. This alignment will ensure that your child is well prepared and will excel way beyond expectations.

Bright Future, is open 12 months a year from 6:30am to 6:00pm Monday through Friday. You will be asked to designate your child's hours of attendance at the time of enrollment. A school calendar including closings and holidays will be provided at the time of enrollment.

We welcome you to our school. Please feel free to contact us if you have any questions. Contact: Danielle Palomba, Owner/Director, at [info@brighfutureprek.com](mailto:info@brighfutureprek.com), call (732)-591-5500.

## **Enrollment Procedure/Class Placement**

Enrollment is open to any child; 6 weeks to 5 years of age, provided we can meet his/her needs. Enrollment is granted without discrimination with regard to sex, race, color, religion or political belief.

Interested Parents and children are invited to tour the center, meet the staff, and review/complete all paperwork prior to enrollment. Upon receipt of the completed registration packet, 1 month deposit and non-refundable registration fee, placement will occur on a first-come, first-served basis. We invite you & your child to come and meet his/her teacher prior to their start date. Children are grouped by both age and developmental level.

### **Drop Off/Pick Up**

Upon arrival each morning, children will be dropped off at the front door. Children will be taken to their designated classroom or the common area where they will meet their supervising staff member. Children are required by law to be under adult supervision at all times. Parent cooperation will help the child settle more easily into the morning routine. The staff will do anything that they can to assist in a smooth transition.

When picking up children at the end of the day, parents will pick-up their child at their classroom. Sign-in/out sheets are reviewed by state licensing personnel and are used to determine staffing requirements. Once a child is removed from the supervising staff member it becomes the responsibility of the person picking up to provide supervision. Please guide your child in the parking lot and all areas of the building.

## **Student Records**

**Each child enrolled in Bright Future must have an updated school file with all state and Bright Future required forms. This file is confidential, and will be shared with other staff members only as required to meet the needs of the child. The Health Department & the Department of Children and Families audits our records regularly.**

According to the Office of Licensing all schools are required to maintain on file a Universal Health Record updated annually, along with an immunization record. Please take note as to when your child's Universal Health Record expires.

## **Tuition Payments/Fees**

A non-refundable annual registration fee of \$75.00 is payable upon enrollment and annually when the child is re-enrolled for the new school year. The registration fee for siblings is \$40.00 annually.

Summer Camp Vendor Fee is \$150 per child. This covers the Ice Cream Truck once a week and special entertainment throughout the summer program. For example: Magician, face painting, cotton candy machine, Disney characters, foam party, music teacher etc.

Tuition is paid on a monthly basis. Monthly tuition is due on or before the 1st or the first business day of each month. If payment is in cash, it must be handed to the Director or Secretary, and a cash receipt will be returned. Checks are made payable to "Bright Future Education, LLC.". There will be a service fee of \$35.00 for each check returned by the bank. This fee is due at the time of notification.

If tuition is not paid by the 1st or the first business day of each month, a late fee of \$25 will be assessed. After the first week of non-payment, the child may not return to the program until the full tuition and the late fee charges incurred are paid in full. Please contact the owner in the emergency that alternative arrangements must be made.

A family discount of 10% will be applied towards the oldest child's tuition if more than one child is enrolled. Parents who work in Law Enforcement, the Fire Department and the Military will receive a 10% discount. Only one discount may be used at a time. There are no credits or refunds for scheduled school closings and holidays, children's illness, or school closings due to inclement weather and acts of nature.

There will be a late fee charged for each child not picked up by 6:00pm, as we are required to pay staff that stay late. A \$10.00 charge per child will be assessed for the first 15 minute period, and an additional \$10 for every 15 minutes to follow. If a parent, guardian or emergency contact has not contacted us by 6:30pm, we are required to inform the proper authorities. Two staff members are required to stay with your child until you have picked-up the child or the authorities have arrived. Consistent lateness can be cause for a child's dismissal from our school.

### **Statement of Confidentiality**

As a professional organization you can be assured that all information regarding your family's needs, file contents and handling, medical information and conversations will be handled with the appropriate confidentiality. Information will be shared only with those persons requiring the knowledge to better serve your family.

## **Attendance**

A parent should notify us via Tadpoles or Phone Call to the school whenever a child will not be attending on a scheduled day. The school should be notified if a child is ill with a communicable illness, enabling our staff to track any illness which may occur at the school.

## **ADDITIONAL DAYS/HOURS**

Due to scheduling and ratio requirements, switching of scheduled days is not allowed. Parents are required to inform the Director at least 24 hours in advance if they are requesting to bring a child for an additional day.

## **WITHDRAWAL**

Thirty days written notice is required for withdrawing your child from our school for any reason. If the required thirty days is not given, parents will be charged for that period and will not receive their deposit refund. If thirty days notice is given, any additional tuition already paid over and above the thirty days will be refunded, as will your deposit.

## **FOR YOUR CHILD'S SAFETY/ PARENT ACCESS**

A Parent of a child enrolled in Bright Future, shall be permitted free access, without prior notice, throughout the school whenever the child is in attendance. In cases where Family Court or other legal entities have established visitation or custody rights, a copy of the orders must be provided to us before access to a child can be denied. The orders of the court will be strictly followed.

## **RELEASE OF CHILDREN**

Bright Future Preschool maintains a strict policy regarding the individuals to whom we will release a child. The enrollment forms require a parent to specify at least 4 individuals to whom the child may be released on an on-going or emergency basis. Advance written notice is required for an individual to be authorized to pick up a child. In the case of an

emergency, the school may be notified by phone as to the name, address, phone number, and brief description of the person picking up the child. The parent must call from one of the phone numbers listed on their registration form. When this individual arrives, a staff member will verify their identity by reviewing and copying a valid form of identification. The child must still be signed out.

Please notify the school if a non-custodial parent is not included among those persons authorized by the custodial parent to pick up the child. A copy of the documentation regarding visitation must be included in the child's school record. This information will remain confidential and will be shared with other staff as required to meet the needs of the child.

Should an unauthorized individual arrive to pick up a child, a parent or emergency contact will be immediately notified by phone. If the Director is unable to contact a parent or emergency contact, the child will not be released. Should an unauthorized person become uncooperative with the school's policy regarding the release of the child, the local police will be notified.

### **EMERGENCY CLOSINGS**

Bright Future will make every effort to open on time and remain open in the event of inclement weather. However, it may become necessary for the school to cancel classes or delay opening. Parents will be notified through Tadpoles for announcements of closings or delays. **As a rule, Bright Future will close school, or open late on the same days as the Old Bridge School district.**

In the event of emergency evacuation of the building, the staff-child ratios will be maintained and parents may pick their children up at a nearby location. Each staff member will carry emergency contact information and class attendance records. Parents will be contacted by phone and given the pick-up location.

## **Administration of Medication Policy**

1. Medication and health care procedures shall be administered only after the receipt of written approval from the child's parent(s) and an Individual Medication Authorization Form
2. We do not administer non-prescription medications without parent signed medication authorization form.
3. If medicine is only to be administered twice a day then the medicine needs to be administered at home.

### **Prescription Medication:**

1. Parent must hand medication directly to the teacher and explain specific instructions on the administration of their child's medicine.
2. The medication must be accompanied by the appropriate medicine measuring tool such as a syringe or measuring cup that comes with the medicine.
3. Present in a clear plastic bag with the child's name on it, must be :
  - o The original medicine bottle with prescription label
  - o A doctor's note with written instructions on how the medicine is to be administered and how long it is REQUIRED.

## **CPR AND FIRST AID TRAINED STAFF**

All staff are required to be trained in CPR and First Aid.

## **THE SCHOOL DAY**

### **TOYS FROM HOME**

It is recommended that all of your child's personal toys remain at home. It is very difficult for young children to share favorite possessions, and all toys that enter the school must be shared. In addition, many toys break easily and contain small parts. These types of toys may be inappropriate for our setting.

A child's teacher may occasionally request show and tell items. These should be discussed with the teacher and items will be shown at the teacher's discretion. Anything pertaining to violence (guns, war toys, etc.) cannot be utilized at our school. Material deemed inappropriate for a preschool audience will not be used.

### **ITEMS TO BRING TO SCHOOL**

#### **INFANTS:**

1. Wipes and Diapers (at least a week supply)
2. Preferred diaper rash cream/ointments along with an authorization form signed by the parent.
3. 3-4 complete extra outfits including socks and bibs
4. Extra pacifier or blankie that soothes the child
5. Pre-made bottles for the whole day, extra formula/ breast milk, milk, snacks and/or baby food.
6. Pack and play sized sheet
7. Blanket if child is older than 1, or sleep sack if needed



## **TODDLERS, PRESCHOOLERS & PRE-K:**

1. Two full changes of clothing including socks and shoes (to be changed seasonally/as they grow). Must be in a labeled Ziplock bag with the child's name.
2. Meals are to be provided on a daily basis in a labeled lunch box if you are not ordering the school lunch.
3. Diapers and wipes, and/or extra sets of underwear if "in training"
4. Sheets and blankets , which are sent home on a weekly basis for laundering.

### **Dress Code**

Dress is left up to the discretion of the parent. However, being at school is a place for exploring and learning about many things, we suggest that you dress your child in clothing that is suitable for school. Suitable clothing consists of play clothes that promote freedom of movement and freedom from worry about spills, splatters, and dirt. Some of the projects that your child will be doing can and will get quite messy at times.

Clothing should also be simple enough for your child to get in and out of easily, with little or no help. Belts are discouraged because they can hinder your child's ability to use the bathroom quickly and can lead to accidents. However, clothing with fasteners that children can handle themselves builds confidence.

All shoes must have a closed toe and closed heel. Rubber soled, closed toe shoes such as sneakers are the most appropriate school shoe for climbing, running and playing outside.

Each child is required to have an extra set of season appropriate clothes in his/her cubby at all times. These extra clothes should be sent to school in a large zip-loc bag that is clearly labeled, and should include a complete change of clothes. In the event that

these extra clothes are used, please replace them the following day. We do not have extra clothes to share at school. Please change out these clothes seasonally.

- Think of your child's comfort and provide simple clothing that is free of complications.
- Think messy art projects and other messy activities and provide clothing that is washable.
- Think of our playground and provide clothing and shoes that are comfortable and sturdy.
- Think of changeable weather and dress your child accordingly.

Appropriate outdoor apparel is needed daily as every effort is made to have some outdoor play time, even in the winter.

Please label detachable clothing where possible (hats, gloves, scarves etc.) so as to minimize missing items. Additional sets of clothing and appropriate underwear will be required when the child is toilet -training.

### **REST TIME**

Children in the Toddler, Junior Preschool & Preschool classes are required to have the opportunity to lie quietly on their cots. Quiet music is played, the lights are dimmed, and it is a period of relaxation for both nappers and non-nappers. Those children who do not fall asleep after 30 minutes are given the opportunity to select quiet activities such as books or puzzles to occupy themselves on their cots while their classmates rest.

Although we make every effort to meet each child's individual rest needs, it is difficult to guarantee a specific length of nap time or wake-up time, as a child's rest needs vary with activity level and sleep patterns, etc. **It is mandatory as per the NJ DCF, to allow a child to rest/sleep if he/she wants to.**

Infants will rest on an individual schedule of time and length. Infants who cannot turn over on their own will be placed in the crib lying on their backs only, unless a medical reason, supported by a physician's note, states otherwise.

### **INFANT FEEDING**

Parents of infants must send prepared bottles of breast milk or formula each day. All bottles must be clearly labeled with the child's first and last name. Arrangements may be made for mothers who wish to come to the school to breast feed their infants. A feeding plan must be provided. It should be updated as necessary when new foods are introduced. Infant bottles will be heated in a bottle warmer. Any contents remaining in a bottle after a feeding will be discarded. (It is, therefore, suggested that you send in supplemental breast milk or formula). As solid foods are introduced, parents should bring in small containers of food clearly labeled with the child's first and last name and date prepared. Food will be placed in the refrigerator upon arrival at the school. We will microwave any food when necessary, therefore please send all food in microwave safe container.

### **TODDLER, JUNIOR PRESCHOOL, PRESCHOOL & PRE-K FOOD POLICY**

Bright Future provides breakfast for all children who are here between 8:30-9:00 a.m. Items such as Waffles, Cheerios, Rice Krispies etc. may be served. Water or milk will be served as well.

Parents may provide breakfast for children who arrive prior to 8:00 a.m. All food should be ready-to-serve. Children who arrive after 9:00 a.m. must eat breakfast at home as school activities at this point in the day do not allow for the supervision of children who are eating breakfast.

We have found that many parents prefer to purchase lunch through the school for their children, however, a parent may send a meal that conforms to their child's individual food preferences. We recommend sandwiches, yogurt, fruit, crackers, cheese, etc. for lunch. We will not serve any caffeinated or carbonated beverages.

Please try to avoid foods that contain excessive amounts of sugar, preservatives, artificial flavorings and caffeine. Lunches should be ready-to-serve (fruit peeled, soup in microwave safe containers, etc.) and will be reheated if requested. Items that require refrigeration should be labeled and placed in the lunchbox with an ice pack since we do not have enough room for everyone's lunch in our refrigerator.

All bibs, cups, bowls, spoons, etc. must be taken home daily. Department of Health requirements do not allow the school to wash and store these items. Children will be encouraged to eat the balanced meal that the parent has provided. However, if a child refuses certain foods, he/she will not be forced to finish the meal. Please review the Tadpoles daily report, which includes a section on meals.

**Parents should be aware that there are children in the school with severe nut allergies. Bright Future Preschool is strictly NUT FREE. This means any type of tree nut, peanut, nut spread, hazelnut spread etc., may not enter the building. If it is present, we will have to send it back home with your child.**

## **Toilet Training Policy**

When you feel your child is ready for toilet training, we ask that you begin teaching at home. We will follow through and encourage your child while they are in our care. Daily communication between the parent and day care provider is very important.

- *The child must be showing signs of readiness and able to control their bladder and bowel movements.*
- *The child must be kept in a diaper, pull-ups, vinyl training pants, or underwear.*
- *Please keep in mind that the high activity level here at the Center may distract your child from responding to the urge to use the potty more so than at home.*
- *Staff will never put a child on the potty unless the child is willing.*
- *Staff is not permitted to wash out soiled clothing . They are required to put soiled clothing in a plastic bag for you to take home and wash.*
- *Please send them to daycare with loose fitting clothing that your child can manage independently. Try to avoid tight clothing, pants with snaps or buttons, overalls, and tight leggings.*
- *The child will be encouraged to use the potty every 30 minutes.*
- *Parents are required to supply the diaper/pull-up or vinyl training pants and extra clothing (including socks) daily.*
- *A pull-up or diaper will be put on the child during naptime.*
- *Please note that we do not allow potty seats*
- *We encourage every child to be toilet trained before transitioning into the preschool room.*
- *We encourage parents to communicate with your child's teacher throughout the potty training process.*

## **BIRTHDAY CELEBRATIONS**

Bright Future strongly supports and encourages the recognition of a child's birthday during the school day. It is an annual milestone in every child's life that should be

celebrated not just at home, but in school as well, where children spend most of their day with teachers, classmates, and peers.

We allow special treats during snack time to celebrate your child's birthday, however, ALL birthday treats must be **store bought** with the Nutrition Facts & Ingredients clearly labeled. The label must state that it is **COMPLETELY NUT FREE** and is not made in a facility where nuts are present. No home-made items or any items containing nuts will be allowed into the school. We do this for the safety of our students with allergies.

Parents/guardians and siblings may join us during snack time to sing "Happy Birthday" and share in this special celebration. The classroom teacher will let you know the time that their class has snack.

Thank you for understanding and we look forward to celebrating your child's birthday together!

### **Positive Discipline Policy**

It is the policy of Bright Future Preschool to keep disciplinary issues minimized and to help children monitor their own behavior. The staff presents and models age-appropriate behavioral guidelines and use reflective communication to encourage children to express their emotions.

The faculty members encourage self-control, self-direction, responsibility and cooperation. The staff is trained in the process of positive discipline. Positive discipline instructs children as to what they should do. For example: "We walk inside the building" vs. "No running!" and "I think we need to spend sometime in the thinking chair" vs. "You need to sit in timeout". This philosophy of behavior is in accordance with our belief that children learn best in an environment where love, guidance, and encouragement promote the development of self-esteem. Our staff exclusively practices positive

discipline, redirection and age-appropriate consequences. Under no circumstances are the following techniques used:

- Corporal punishment or threat of corporal punishment
- Disciplinary steps associated with food, naps or toilet training
- Any type of, or threats of, physical punishment
- Embarrassment or rejection of a child
- Humiliation, ridiculing, or yelling at a child

## **TRANSITIONS**

Children grow so fast and before you know they are ready to move to the next classroom. Our staff is trained to transfer the trust your child has in their current teachers and classrooms on to the next. Prior to this transition, you will be notified of your child's successes and the need to graduate. The transition process is based on the individual needs of each child.