



Dear Parent,

Welcome to Bright Beginnings Preschool. This program is a ministry of The First Baptist Church of Loganville. Bright Beginnings was established in the fall of 1993, granted accreditation by The Association of Christian Schools International (ACSI) in the winter of 1998 and re-accredited in May, 2001, October, 2003, June 2010, June 2015 and November 2020. Bright Beginnings was the first ACSI accredited preschool in the State of Georgia. While we follow the licensing requirements for the State of Georgia, Bright Beginnings is not a day care facility and is not licensed by the State of Georgia as such a facility. It has been planned and organized as a Biblically based academic preschool program for children one-year-old through kindergarten. Christian curriculum is used at each age level and periodic evaluations are conducted throughout the year. Our goal is to provide an educational experience that is not only academically challenging, but also spiritually challenging and based on Biblical Truth.

Thank you so much for entrusting your child to us. Our prayer is that we might be able to assist in nurturing each child spiritually, academically, physically, socially and emotionally. We are excited about what the Lord is going to do in the lives of the children and families involved in our program. Please let us know if we can be of further assistance.

Serving You on His Behalf,

**Laura Ryan
Director**

***“But the goal of our instruction is love from a pure heart, and a good conscience and a sincere faith.”
1 Timothy 1:5***

Updated 1-11-23

WHAT IS THE WEEKDAY PRESCHOOL PROGRAM?

The school is a place for living, learning, and helping the child grow spiritually, academically, physically, socially, and emotionally. Each day brings new opportunities to play, investigate, and to express ideas through:

Christian Living

Learning to apply scripture to daily living. Beginning to understand and view the world through God's perspective, based on His word.

Group Living

Sharing, planning, working, and playing in an organized environment so that desirable habits, attitudes, reasoning, independence, and responsibility are established.

Creative Activities

Self expression through the use of paints, play dough, crayons, and manipulatives.

Language Experiences

Enjoying stories, scripture, conversation, and dramatization. Building the skills necessary to create a foundation and understanding of the reading and writing process.

Music Experiences

Responding rhythmically to songs. Singing and listening to music.

Technology Experiences

Enriching the concepts and objectives taught in the classroom through the use of technology programs, games, and applications.

Health and Safety/Physical Education

Learning good health habits. Acquiring an intelligent understanding of safety rules and developing coordination of the body through indoor and outdoor play.



MISSION STATEMENT

Bright Beginnings strives to provide a quality education from a Biblical perspective that leads families and children to a relationship with Jesus Christ.

BIBLE VERSE

“BUT THE GOAL OF OUR INSTRUCTION IS LOVE FROM A PURE HEART AND A GOOD CONSCIENCE AND A SINCERE FAITH.” 1 TIMOTHY 1:5

PHILOSOPHY

- ◆ We believe that parents are the primary educators of their children spiritually, academically, physically, socially, and emotionally. Numbers 15:37-39a, Ephesians 6:4
- ◆
- ◆ We believe that the Holy Bible is God's inerrant Word. 2 Timothy 3:16, 2 Peter 1:21
- ◆ We believe that our Christian preschool should cooperate with the parent to provide a Christian education for the child. Compromises will not be made when philosophy is based on scripture. 2 Timothy 3:16
- ◆ We believe Christ died and rose again for the salvation of children and adults. John 3:16, John 5:24, Titus 3:5
- ◆ We believe salvation occurs when a person confesses sin and asks Jesus to take control of his life. Romans 10:9-10
- ◆ We believe the Bible and religious training are a part of every aspect of our Christian preschool program. Ephesians 6:4

CORE VALUES

- ◆ To provide a service to the families and children of the church and community
- ◆ To support the values found in a Christian home
- ◆ To foster learning and allow the child to associate with children of their own age in group activities
- ◆ To provide an environment that is safe and conducive to good health; a place where children can assemble, work, and play together while being guided toward a happy, wholesome, and spiritual development
- ◆ To provide facilities where all are welcome regardless of race, color, national origin or religion

- ◆ To provide a flexible program where children can be assisted in the learning processes including:

-sharing experiences	-a time of outdoor play
-story time	-games
-guided play	-free play
-prayer time	-technology education

OUTCOMES

Our aim is to help develop the whole child by providing an educational experience of lasting value. At the conclusion of their time at Bright Beginnings, we desire for students to know:

SPIRITUALLY

- ◆ God loves them
- ◆ Jesus is God's son
- ◆ The Bible is God's word
- ◆ God hears our prayers
- ◆ God is always with us

We do this by including and interspersing God's word in the daily program with Bible stories, verse memorization, and songs, as well as a special Bible story time each day.

ACADEMICALLY

- ◆ Gain an enthusiasm for learning new concepts and ideas
- ◆ Begin a lifelong love of learning

We do this by exploring and using first hand experiences that help build enthusiasm for learning.

SOCIALLY

- ◆ Gain an understanding of how to interact with adults and children
- ◆ Follow age appropriate rules
- ◆ Respect others

We do this by demonstration, explanation and encouraging participation in classroom and other school activities.

EMOTIONALLY

- ◆ Be able to express their emotions and label their feelings in an age appropriate manner.

PHYSICALLY

- ◆ Have opportunities and experiences that encourage them to develop large and small motor skills and coordination

TEACHING PHILOSOPHY

We believe that parents are the primary educators of their children, and we at Bright Beginnings desire to walk alongside them in the education of the students. Our education is from a Biblical worldview and includes the use of books, visuals, and celebrations that are interpreted from a Christian perspective. We teach this perspective through daily use of prayers, songs, activities and storytelling. We believe that A child learns when guided by loving adults who share their faith in a way meaningful to children.

We share our faith with children:

1. When we help them see themselves as a person of worth.
2. When we provide opportunities for children to make good choices.
3. As we help them become better stewards of God's creation.
4. When we help them practice the rule of love in all relationships.
5. As we share our attitudes about others.
6. As we provide opportunities for them to be involved with the natural world.
7. As we provide opportunities for children to create instead of copy.
8. When we provide opportunities for them to be involved with other people.
9. As we use the language of faith in interpreting experiences.
10. When we admit there are things we do not know but are willing to trust God.
11. When we are willing to share the richness of everyday living with them; sharing the hurts, joys, needs, and fulfillments in open and honest ways.
12. As we offer hope when things go wrong.
13. As we show them that God loves them just as they are and that we love them too.

SPIRITUAL DEVELOPMENT

Bright Beginnings is a spiritually based program.

Spiritual concepts are woven throughout daily instruction, including Bible stories, songs, and scripture.

It is believed that children learn through watching, hearing, and modeling; and every staff member and teacher is aware of the role they play in the Christian development of young children.



DISCIPLINE POLICIES

We, the staff at Bright Beginnings Preschool, believe that children learn best through experiences. We believe that teachers must lovingly guide and direct the children. This is necessary to help them learn to cooperate with their peers, to help them have positive educational experiences, and to encourage and enhance their growth and development while in our care. We believe we can best accomplish this by having clear rules and a variety of activities that are age appropriate, clear directions in the classroom, group management techniques that limit crowding and allow for sufficient materials for each child and providing opportunities for constructive interactions and positive reinforcement.

As educators, we understand that these techniques are not effective in every situation; therefore, it may be necessary to provide time out in the classroom for the student. This time away will give the student the opportunity to make a better choice. If the student continues to have difficulty in the classroom, the teacher will have an informal conference with the parents. If a child consistently has difficulties or becomes a distraction, the child will be sent to the Director's office, whereby the parents would be notified. After multiple visits to the office and a conference between director and parents, the child may be removed from the program.

Please be advised that any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment is against our philosophy and policy. NONE of these behaviors will ever be tolerated at Bright Beginnings. Extreme discipline problems will be referred to the Director. The Preschool reserves the right to dismiss any child with severe or uncontrollable discipline problems.

We try to be as consistent as possible with our classroom rules so that the children will know what is expected of them. We find that this helps the children and leads to their success.

Each age level in our school uses the Colorful Rules as our behavior guideline. This helps students have consistent rules and discipline throughout their years at Bright Beginnings.

COLORFUL RULES

Use Listening Ears

Use Walking Feet

Use Inside Voice

Keep Hands to Yourself

Be Kind to Others

ROLES OF PARENTS IN THE DISCIPLINE PROCESS

Children are most likely to respond to discipline when the adults involved are consistent, which is when every adult who disciplines the child uses similar techniques.

One of the many roles of the Preschool staff is to work together with parents to help children develop appropriate behaviors. Parents are invited and encouraged to discuss their concerns about their child's behavior with teachers.

Helpful Hints:

1. Develop rules that are stated at the child's developmental level.
2. Clarify the consequences of disobeying rules **before** disobedience occurs. For example, "If you hit one of your friends, you will not be allowed to play." Then follow through.
3. Have age appropriate expectations for your child. We do not expect children to understand and obey complex rules.
4. Allow the child time to practice obeying new rules before punishing them for disobeying. Remember that toddlers have poorly developed memories and may not recall a new rule without a lot of practice.
5. Ignore some kinds of inappropriate behavior. Some misbehavior is an attempt to get attention. The more attention the child gets, the more likely it is that the behavior will be repeated.
6. Give "time out" for other types of inappropriate behavior. A time out takes the child away from friends or activity for a short period of time and is another way of telling the child that the behavior is inappropriate. Time out gives the child a chance to start over.
7. Reinforce desirable behavior by praising or rewarding the child. When the child realizes that attention comes from appropriate behavior, that behavior is more likely to occur.
8. **Be consistent in your discipline.** While you will always evaluate each situation, consistency is a required element in effective, positive discipline.



Do not withhold discipline from a child...
Proverbs 23:13a

SEQUENTIAL LEARNING/CURRICULUM

The curriculum itself is sequential, and the concepts, motor skills, pre-reading and pre-math skills are taught according to the age and ability of the child. Each level of instruction is based on thematic units, which incorporate the appropriate developmental stages of growth. The units begin with the focus being on the child himself and expand to his family, his immediate environment, the community, and the world around him. Each age level emphasizes the following:

Wee Learn, Two Years & Mother's Morning Out

For the younger child, this is a time of exploration and discovery into God's world. The child will increase his receptive and expressive language skills through manipulating concrete objects and shapes. This is a time of increased awareness of God's gifts.

One & Two-Year-Old Curriculum: "Wee Learn", Joyful Learning, Handwriting Without Tears, Bright Beginnings Preschool Curriculum and additional resources

Mother's Morning Out Curriculum: Bright Beginnings Preschool Curriculum and additional resources

Three-Years

The three-year-old will receive wider ranges of experiences and an increase in his expressive and receptive language through action work. The students will expand their knowledge of the community, the church, and the world around him. There will be a steady increase in concept development as it applies to pre-math and pre-reading skills. This time is used to help the child move from awareness of self and things in the immediate environment to a concern for others and an increased understanding of God's love.

Curriculum: Handwriting Without Tears, Bright Beginnings Preschool Curriculum and additional resources

Four-Years

The four-year-old will expand his knowledge of the community, the church, and the world around him through increased physical involvement in his environment. There will be a steady expansion of concept development as it applies to pre-math and pre-reading skills. It is a time when a child begins to discover meaning in his/her relationships with others and with God and begins to appreciate the value of those relationships.

Four Year Curriculum: Handwriting Without Tears, Bright Beginnings Preschool Curriculum and other resources

Kindergarten

The kindergarten student will grow both spiritually and academically at Bright Beginnings. A degreed/certified teacher teaches the kindergarten class. Teachers use a variety of teaching methods, which follow and exceed the Georgia Performance Standards and the new Common Core Curriculum, while incorporating Biblical principles and stories. The daily schedule will include instruction in phonics, reading, writing, math, science, social studies, and Bible. The students will explore the world of reading through a guided reading approach. Students will receive small group instruction at their ability level in reading and phonics, including instruction in short and long vowels. In writing, students will transition from copying words from their environment at the beginning of the year to writing a paragraph about a topic at the end of the year. Students will explore a variety of topics about themselves and their world. Kindergarteners will also participate in field trips that enrich the learning experience.

Kindergarten Curriculum: Saxon Phonics, Purposeful Design Math, Handwriting Without Tears, Bright Beginnings Preschool Curriculum and additional resources

PARENT PROGRAM

The preschool program is a ministry to parents as well as to children. Parents are encouraged to participate in activities whenever possible. There are many planned school activities in which you are encouraged to be involved. Parents are a vital part of the school program and are invited to visit and take part in their child's preschool education.

CHAPEL SERVICES

Monthly chapel services are held for all of our classes. Bright Beginnings believes that preschoolers worship our Creator in a special and unique way. Monthly chapel services provide the opportunity for students to attend corporate worship. Students are encouraged to bring a small offering that is given for a designated cause. This teaches children the importance of giving and helping others in need.

MUSIC EDUCATION

Fine arts are an important part of a well-rounded education. Music is an irreplaceable part of praise and worship. Children need to learn that God inhabits our praise. Current research also indicates that children who are exposed to music education during the preschool years show increased capabilities in the areas of science and math.

PHYSICAL EDUCATION

Fine and gross motor skills are two of the areas emphasized by the physical education program. The primary emphasis of this program is to increase the self-esteem of each child through the growth of his/her physical development.

TECHNOLOGY INSTRUCTION

The media center at Bright Beginnings provides a place for students to extend their classroom learning. In today's technology infused world, we recognize that in order to continue to provide the quality education we value, we have an ongoing responsibility to equip our school with a variety of technological resources for our students to use. Our current library of books is housed in this room, along with a student computer workstation, and I-Pads. We are excited that every student has the opportunity to learn in this literacy and technology rich room!

BRIGHT BEGINNINGS PRESCHOOL POLICIES

Updated 1-10-20

ENROLLMENT

Upon completion of the registration packet and payment of appropriate registration fees during registration, a student's name is temporarily placed on a roll. Permanent enrollment in the preschool is conditional upon the completion of all required paperwork and the proper execution of a signed yearly tuition contract. All registration fees are non-refundable and will be forfeited if a child is withdrawn. If it is necessary to withdraw from the program, please notify the school as soon as possible.

The cut-off date for birthdays is September 1. This complies with the Walton County Public School policies. For example, a child must be four years old by September 1 to be enrolled in the four-year-old program.

ADMISSION REQUIREMENTS

All parents/students must provide a certified birth certificate and proof of immunization before admission will be granted. The Georgia Certificate of Immunization Form 3231 must be provided as proof of immunization for each student. Due to Health Department Regulations, we will not accept any handwritten or partially handwritten Immunization Records. Kindergarten students must also have a current Georgia Certificate of Vision, Hearing, Dental, and Nutrition Screening form, Form 3300. Bright Beginnings Preschool follows Georgia Law 20-2-771 on the Immunization of students. If a child has a medical immunization exclusion due to an allergy, the parent must provide an official medical exclusion form that lists the specific immunizations to which the child is allergic.

Bright Beginnings is not staffed or equipped to offer special education classes. All students and classes are grouped by birth-date and considered regular education classes.

Parents must understand that continued enrollment and re-enrollment of their child is dependent on their support of the school, its staff, and its policies. Bright Beginnings Preschool reserves the right to refuse re-enrollment to any student/family that has not demonstrated such support of the school.

Bright Beginnings does not discriminate based on race, color, or national origin.

TUITION & FEES

A **registration fee** is necessary to enroll a child into the preschool program. The registration fee secures your child's enrollment for the year and helps to defray the yearly start up costs and maintenance costs associated with the general operation of the school. A registration fee is due for each child that is enrolled in the program. If a family registers a third child, we will waive the fee for that child. No discounts are applied to registration or supply fees. ***All registration fees are non refundable.***

****Please note that all Extended session classes require an additional registration fee. This fee is based on the number of days your child attends extended session.**

Due to the tremendous cost of curriculum and standardized testing materials, kindergarten students are charged a **supply, curriculum & testing fee** in addition to the registration fee. These fees are all **non-refundable**. No child is placed in a class until all fees are paid and a signed tuition contract is on file.

The first month's tuition payment is due at open house. All other tuition payments are due the 25th day of the preceding month. For example, October tuition is due by September 25th; November tuition

is due by October 25th. If tuition is received after the 5th day of the month a \$20.00 late fee will be charged. There will also be a \$30.00 charge on any returned check. After two returned checks, we will accept **cash only**. If tuition is not received by the 10th of the month, a notice will be sent home and the child cannot return unless the payment is made or the parent makes definite payment arrangements with the Financial Assistant. If payment has not been made or arrangements have not been made by the 20th of the month, the child will be permanently withdrawn from the program and their place in the program will be forfeited. Students will not be allowed to pre-register during early registration unless all accounts are current. Once a student has pre-registered for the next school year, their account must remain up-to-date and be paid in full by the last day of the current school year. If all accounts are not paid in full by this date, the student's registration fees and placement for the new school year will be forfeited and used to pay any outstanding fees.

Tuition checks may be placed in the tuition basket or given to the Financial Secretary. **Please do not place tuition checks inside your child's book bag.** Bright Beginnings does not accept post-dated checks. Bright Beginnings does not accept credit or debit card payments in our office. You are able to sign up for tuition pay online and pay with a credit or debit card or through your bank account. There will be no refunds or adjustments for school days missed or days dropped. Tuition is based on the number of school days in the entire school year – not the number of days attended each month. Tuition is contracted to be paid in full at the beginning of the year, but monthly payments are offered for the convenience of most parents.

FUNDRAISING/SUSTAINING FEE

Each family is required to participate in at least two fundraisers per year. All fundraising decisions are made by the school board on a yearly basis. If a family chooses not to participate in the fundraiser, they may opt to pay the sustaining fee instead. The fee is also set by our school board. Bright Beginnings Preschool is a self-supported ministry of the First Baptist Church of Loganville. **It is required that every family participates in the fundraiser or pays the sustaining fee.** Your participation allows us to keep tuition prices lower and provide quality staff. Each family will be required to sign a form acknowledging that fundraiser participation/sustaining fee is mandatory.

ATTENDANCE

Classes will begin promptly at 9:30 AM. Teacher preparation time and staff devotion take place between 8:45 and 9:20 AM. Car pool will begin at 9:20. Students arriving after 9:30 AM will be counted tardy. In order for your child to participate in all of the activities of the day, it is important to arrive on time each day. This is especially important for our four and five-year-old students. Please make every effort to arrive between 9:20 AM and 9:30 AM. Preschool doors will be locked at 9:30 AM. Late arrivals must "check in" at the Preschool office. Early dismissals must also "check out" through the office. Excessive tardiness disrupts your child's learning environment as well as the learning environment of the rest of the classroom. Attendance records are kept in every classroom. The kindergarten program has a stricter policy regarding tardiness. For every three tardies accumulated, one absence will be counted. Tardies and absences are tracked and reported in student records. Students must be present at least 85% of the time or they may not receive a passing grade. Unless there are extreme circumstances, once a student reaches his/her absentee limit, he/she may receive a failing grade and may be withdrawn from the program.

ARRIVAL AND DISMISSAL

Classes begin promptly at 9:30 AM. The preschool doors will open at 9:20 AM. You may walk your child to their classroom or drop them off in our carpool line. Our Bright Beginnings office staff will help them to their classrooms. If you arrive after 9:30, you will need to walk your child to their classroom.

Classes will dismiss at 12:30 PM or 1:30 PM respectively, and at 12:30 PM the last day before Christmas Break and the last day of school. Children should be picked up no later than 12:40 or 1:40. A late pick up fee may be administered; the charge is \$1.00 per child per minute, to be paid at that time or added to your child's account, when a child is picked up later than the designated time. We ask that you give special attention to this matter because children become anxious and upset when no one comes for them at the appropriate time.

Children will not be allowed to leave school with anyone other than persons designated on the release form on file in the Preschool office unless the parent changes it in person. This is for your child's protection. Parents desiring someone else to pick up their child should notify the teacher in writing. Any persons, other than designated pick up person, should come by the office to present a valid drivers license.

WITHDRAWAL

Bright Beginnings Preschool is a non-profit, self-supported ministry of First Baptist Church Loganville. All salaries and operating expenses are paid from tuition proceeds. Because student enrollment and tuition proceeds are our main source of income, it is imperative that enrollment remain full for the entire school year in order to meet the yearly budget. If you choose to withdraw your child between the beginning of the school year and November 30th, you will be required to give the school two weeks notice. For students who withdraw after the 1st of the month, that month's tuition must be paid. Because students typically cannot be replaced after January, if a student withdraws after December 1st, the tuition contract for the remainder of the year is expected to be fulfilled. This is in order for the school to fulfill its financial obligations. There will be no refund of registration fees. No student records will be released until all accounts are paid in full.

PARENT OBSERVATIONS/CLASSROOM VISITORS

Parents are invited and encouraged to visit the preschool and help in their child's classroom. Parental support and involvement is of vital importance to each child's educational experience.

Classroom observations may be scheduled after the first six weeks of school and are set up by appointment only with your child's teacher and the Director. While you are always welcome to come by and check on your child, it is in the best interest of the classroom and the children, if classroom observations are scheduled. Our first priority is to the children in each room. It is imperative that we establish a learning environment that is secure, safe and offers as little disruption as possible. Visiting friends and/or relatives your child's age may not attend school with your child.

SCHOOL SECURITY

For safety reasons, the preschool building will remain locked during school hours. Only one door is used to enter and exit the building. All visitors must sign in at the preschool office and receive a visitor pass. This includes substitute teachers and parents who are helping with special projects in a classroom. Before leaving, each visitor must sign out with the office and return the visitor pass. Our school also has procedures in place for a variety of emergency situations, including fire, tornado, bomb and intruders. These drills are practiced throughout the school year.

EVALUATIONS/CONFERENCES

There will be an Open House at the beginning of the year for all parents and children. We have also scheduled two conferences between the parents and teachers (and/or administration) during the year. Additional conferences may be initiated by the parent or school and should in no way be regarded as anything other than a mutual effort to meet the needs of the child. Teachers are required to keep a record of periodic evaluations in regard to each child's progress spiritually, academically, physically, socially and emotionally. The second conference will be held in the spring to discuss your child's progress and any recommendations/concerns for next year's placement. Teacher conferences and parent meetings are conducted during staff working hours. Meetings with the director may be subject to video or audio recording. By signing the parent handbook agreement form, parents are consenting to the use of these recording devices during such meetings.

STUDENT INFORMATION

Student files/information are secured in the preschool office and may not be removed from the office area. The school secretary maintains all student files and monitors any access to student information. All student information is confidential and may not be released to any individual without the parent or guardian's written authorization.

When asked to complete referral forms for other educational institutions, the referral forms will be sent directly to that institution (not released to the parent) in order to maintain confidentiality. The parent requesting the referral must provide the necessary postage.

CONFLICT RESOLUTION

When resolving conflicts between individuals within the school, Bright Beginnings Preschool follows the Biblical guidelines found in Matthew 18:15 – 16. Matthew 18:15 - 16 states: "Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that "by the mouth of two or three witnesses every word may be established." Based on this scripture, all classroom concerns should be discussed directly with the classroom teacher/teachers before being brought to the Director. If resolution is not found, then the Director will meet with ALL parties involved.

LEGAL REQUIREMENTS OF SCHOOL

Bright Beginnings is a non-profit ministry of First Baptist Church Loganville. The school does not discriminate based on race, color, national origin or religion.

In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Bright Beginnings will require a parent's signature to use your child's photograph on any social media or advertisement for our program.

OUTDOOR/PLAYGROUND TIME

Outdoor time is scheduled for **each** school day. **Children will go outdoors unless the temperature or windchill are below 40° or it is raining. Please make sure your child is dressed appropriately.**

If your child is not able to participate in a special activity due to a medical condition, please send a note. When cold weather arrives, make sure that coats, boots, and hats are labeled. The outdoor classroom is considered a vital part of our curriculum and is utilized every day. Please keep this in mind when dressing your child.

CLOTHING

Children should wear sturdy, simple, and comfortable clothing. Girls are encouraged to wear leggings, tights, or shorts under their dresses in order to prevent exposure of undergarments.

A complete, labeled change of clothes should be left in your child's book bag while at school (in case of emergency). This is a necessity for those children who are potty training. Please include underwear, pants, a shirt, socks, and a sweater or sweatshirt. Check that each item is clearly marked with the child's name.

Younger students should have diaper bags and all items such as cups, pacifiers, etc. **labeled.**

BIRTHDAYS

We love your child and want them to feel special. We invite you to send special treats for your child's birthday. Please do not send party favors. We will sing "Happy Birthday" and put special emphasis on them. Please do not invite guests as we only have a short amount of time to celebrate.

Please do not send birthday invitations to school **unless all children in the class have been invited.**

Latex balloons are not allowed at Bright Beginnings. They pose a serious choking hazard to the children if they should burst. Mylar balloons are acceptable.

Summer birthdays will be celebrated throughout the school year.

POTTY TRAINING

We will give support to any potty training efforts. Please tell the teacher when you leave the child if he/she is in training pants. If repeated accidents occur, we will use diapers on them or request that you use diapers on the child. A change of clothes is required at all times, but most needed when potty training. **All children in the four-year-old program (and older) must be potty trained before the first day of school.**

ITEMS FROM HOME

Bringing toys, money, or any item such as chewing gum and candy from home is discouraged. Occasionally we will have a "sharing day" and the children are encouraged to bring some small item to share. Please do not allow your child to bring any type of toy weapons at any time. Items brought on sharing day will need to stay in the child's book bag or cubby until their share time.

SNACKS

Snack Time is a favorite time of the day in the life of a preschooler! We are striving to promote a more healthful approach to snack time at school. We will provide water to all children in the classrooms during snack time. Please do not send in juice with your child's snack. *Please note:* All children in the 1 and 2-year-old classrooms need to provide an empty, labeled sippy cup to be used during snack time.

You will find a suggested snack list below for you to use when providing snacks. Please follow these guidelines when selecting your snack choices. Suggested snacks include fresh fruits and vegetables, healthy grains, granola bars, or low fat dairy options. **Also, your teacher can provide additional information regarding allergies and/or dietary restrictions for students in your child's class.** All of our students are asked to bring an individual snack and cup for water.

Snacks need to be ready to eat (cut up fruit, peanut butter spread on crackers, etc.). No previously opened boxes will be accepted. **Whole grapes, small marshmallows, popcorn, and hotdogs should not be served in any age group under age four.** Honey will not be served to children under the age of 2.

Snack Suggestions:

- *Fresh Fruits (Suggestion: Combine a few for a fruit salad.)
- *Applesauce or other variety of fruit cup
- *Dried Fruits (Raisins, Bananas, Pineapple, Apples)
- *Fresh Vegetables (Suggestion: Serve with a dip or salad dressing.)
- *Healthy Grains (Cereals or Crackers made with whole grains)
- *Trail Mix
- *Granola Bars or Cereal Bars
- *Pretzels or Breadsticks (Suggestion: Serve with hummus.)
- *Low-Fat Dairy Foods (Yogurt, Cheese)
- *Luncheon Meats (Suggestion: Roll a piece of meat with cheese and hold together with a pretzel stick.)

During the extended session, it is necessary for each child to bring a nutritious lunch including a drink. The child's name should be marked on all lunch boxes or containers. Lunches may be preordered on Tuesday and Thursday for an additional fee.

STUDENT ALLERGIES

Bright Beginnings Preschool does accept children with mild allergies and will work ***within our ability*** to limit exposure to some allergens. The school, however, is not guaranteeing or warranting that a student, when in the school environment, could not be exposed to some food or other allergens. The school cannot serve as an insurer against all exposure to peanuts, other food allergens, or environmental allergens. Parents of students with allergies are required to furnish the school with appropriate documentation from a medical professional regarding the specific allergen that affects their child. Along with this documentation, the school requests information on the symptoms and the recommended procedures to address these symptoms and what the school can do to accommodate the allergen. However, the school may determine that we cannot reasonably accommodate the request. If accommodations are made, an allergy plan must be on file and signed by both parents and/or legal guardian. While parents are informed of all classroom allergies and expected to provide appropriate snacks, the school cannot guarantee this request. Any student with specific food allergies may be required to furnish his/her own snack rather than participating in a class snack rotation.

FIELD TRIPS

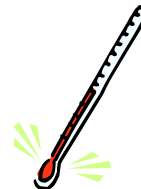
Field trips may be taken throughout the year for 4 and 5-year-old classes. A permission form will be sent home before each trip and must be signed and returned in order for the child to participate. A parent is required to attend each field trip with their child. Parents are also asked to sign a blanket permission form during registration. This form is only to be used if a parent has forgotten to send in the required individual permission slip on the day of the scheduled trip and still wishes for his/her child to attend the field trip.

ILLNESS/MEDICAL INFORMATION

A current immunization record signed by a physician or issued by the Health Department must be on file for each child in the program. This form must be updated upon expiration. Children will not be enrolled without a current immunization certificate (GA School Immunization Form 3231). As previously stated, Bright Beginnings follows Georgia Law on the acceptance of children who (for medical reasons) cannot be immunized against a particular illness. Parents must present a signed medical exclusion form that indicates the immunizations to which the child has an allergy.

Children should be kept at home if they show any sign of illness (colds included). This is for your child's benefit as well as the protection of other children. Upon recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from home when any of the following exists:

1. Fever within the last 24 hours (100° or higher)
2. Vomiting or diarrhea within the last 24 hours
3. Any symptom of childhood diseases such as scarlet fever, chicken pox, or whooping cough
4. Sore throat
5. Croup
6. Any unexplained rash
7. Any skin infection-boils, ringworm, impetigo, and staph
8. Pink eye or other eye infection
9. Head lice- Please notify the school immediately.



If a child becomes ill at school, parents will be notified and asked to take the child home. Please notify the Preschool IMMEDIATELY if your child contracts a contagious illness such as chicken pox, hand, foot and mouth, strep throat, staph infection, or other such illnesses. In these cases, the Preschool needs to notify other parents if there is a possibility that their child has been exposed to such an illness. **Any child that contracts a contagious illness may be required to present a doctor's excuse in order to return to school.**

The school will administer first aid, including antiseptics and wound cleansing, unless otherwise advised by the parents. **THE PRESCHOOL STAFF WILL NOT ADMINISTER MEDICATION.**

INCLEMENT WEATHER/HOLIDAYS

We honor most Walton County holidays.

We abide by the decision of the Walton County School System to close schools due to weather. If the Walton County Public School System decides to delay the opening of public schools by one hour, we will delay one hour and open at 10:30. If WCPS decides to delay for **more** than one hour, we will not open for the day. The Board of Bright Beginnings Preschool will determine make-up days due to inclement weather.

We will have professional learning days/conference days on our calendar that students will not attend school.

COMMUNICATION

Communication between the parents and the school is vital to student success. Our teachers and school staff communicate with parents in a variety of ways throughout the school year. Our teachers will send home a daily folder and a monthly calendar. Each class will post important information on the message board outside of their classroom daily. The school will send emails and calling post messages occasionally throughout the year. When necessary to contact a child's classroom teacher during school hours, please contact the school office and we will leave a message for the teacher. The phone number to the Preschool Office is (770) 466-2770; Fax (770) 807-0558.

EXTENDED SESSION

Extended session offers an extra hour to the school day for students to have lunch and socialize with their friends and classmates, one to four days per week. The times are from 12:30-1:30 each day. We encourage you to register for Extended Session on a yearly basis. This will permanently enroll your child for the year and guarantee him/her a spot each month (*Occasionally we will have spots open during the year, but that does not happen very often*). Extended Session fees will be added to your monthly tuition payment.

Extended Session may take place in a different classroom, with different teachers. Because of the transition, we encourage families to evaluate their child's readiness for this class. Bright Beginnings reserves the right to refuse/remove any child from Extended Session if they do not adjust to this transition and/or are not developmentally ready for this step.

Children who attend Extended Session need to bring a sack lunch. Lunch may be preordered on Tuesdays and Thursdays for an additional cost. Extended session is not available the last day before Christmas break and the last day of school. See the monthly fee schedule in this handbook for the different Extended Session option

**Bright Beginnings Preschool Programs offered
2023-2024**

<u>PRESCHOOL</u>	<u>DAYS</u>	<u>HOURS</u>	<u>TUITION</u>
<i>* Child must be appropriate age by 9/1</i>			
One-Year-Olds	T, TH	9:30 - 12:30	\$160
Two-Year-Olds	T,W,TH	9:30 - 12:30	\$195
	T, W, TH, F	9:30 - 12:30	\$230
Three-Year-Olds	T, W, TH	9:30 - 12:30	\$195
	T, W, TH, F	9:30 - 12:30	\$230
Four-Year-Olds	T, W, TH	9:30 - 12:30	\$195
	T, W, TH, F	9:30 - 12:30	\$230
Five-Year-Old Kindergarten	T, W, TH, F	9:30 - 1:30	\$280
Optional Lunch Bunch/Extended Session			
<i>*Fees are for the month. Students remaining until 1:30PM each day need to pack a lunch from home.</i>	W	12:30 - 1:30	\$10
	T, TH	12:30 - 1:30	\$20
	T, W, TH	12:30 - 1:30	\$30
	T, W, TH, F	12:30 - 1:30	\$40
MOTHER'S MORNING OUT			
One and Two-Year Olds	W	9:30 -1:30	\$80
<i>*Students need to pack a lunch from home.</i>			

** The registration fee for all classes, except Kindergarten, is \$200.00. Kindergarten registration is \$200.00 plus a \$25.00 testing fee = \$225.00. If you are registering more than 2 children, the registration will be waived for the third child. The registration fee secures your child's placement for the coming school year and helps defray operating costs. The registration fee is due at registration with all completed enrollment forms. This fee is a separate charge and is ***not*** a tuition payment. **All registration fees are non-refundable.**

****Please note that all Extended session classes require an additional registration fee. This fee is based on the number of days your child attends extended session.**

A tuition discount of 10% will be given to families with two or more children in the program. This 10% discount will be deducted from the younger child's (children's) tuition and does not apply to extended session fees. This discount also does not apply to registration fees.

While there are several times throughout the year when school is closed, tuition is based on the number of days throughout the entire school year that classes are offered. The monthly tuition payment option is for the convenience of our parents and is NOT based on the number of days per month that a child attends school. Although your child may not attend school, our monthly expenses remain the same.