

## WELCOME TO BRIGHT FUTURE PRESCHOOL

We would like to extend a warm welcome to you and your child. We are so excited to begin this year! We look forward to preparing our students for a lifetime of learning.

We hope that this handbook will provide you with the basic understanding of our school policies and procedures. Our preschool provides an environment of caring, security, and learning. We focus on empowering our students through effective communication and cooperation.

Our curriculum is developmentally appropriate, giving children the tools, knowledge and confidence they need to be successful.

Our goal is to provide a quality preschool that is both enriching and enjoyable. We also encourage you to discuss your child's day with them. It is very important to the success of the children that we cooperate and share ideas to support their development.

We will provide a secure, fun preschool in which your child is encouraged to think, question, and experiment.

If you have any questions that are not answered within our material we would be glad to speak with you further.

Ms. Shannon and Ms. Angela

## **FACILITY LICENSE**

Bright Future Preschool is licensed by the Colorado Department of Human Services. The school's license capacity allows up to twelve students at the preschool.

## **SCHOOL HOURS**

Preschool class:	Tues/Thurs	8:45-11:15 am
Two-year-old class:	Wed	9:15-11:15 am
Pre-Kindergarten:	Tues/Wed/Thurs	11:45am-2:15 pm

## **OUR SCHEDULE**

Arrival and Greeting Activities (15 min)

Circle Time (20 min)

Learning Project/Activity (20 min)

Learning Centers (30 min)

Outside Play (20 min)

Snack (15 min)

Learning Centers and Projects (15 min)

Circle Time, Closing Activities (15 min)

These times are approximant.  
The two year old class time will all be slightly shorter.



## FEEES AND PAYMENTS

A monthly tuition fee will be charged for your child's preschool education. Because educational supplies are purchased in advance and teacher's salaries must be paid, Bright Future Preschool cannot give a reduction in fees for your child's vacation and sick days.

Each monthly tuition payment covers approximately four weeks of class, if your child attends Bright Future Preschool from the beginning of September through May. Some calendar months include only three weeks of class and others will include five weeks of preschool. If your child attends Bright Future for the entire school year, your child will attend an **average** of about four weeks of school per monthly pay period.

<b>Two-year-old class</b>	<b>Wed</b>	<b>\$77.00 / mo</b>
<b>Preschool</b>	<b>Tues/Thurs</b>	<b>\$155.00 / mo</b>
<b>Pre-Kindergarten</b>	<b>Tues/Wed/Thurs</b>	<b>\$230.00 / mo</b>

Tuition is due on the first day of school each month. Please make checks payable to ***Bright Future Preschool.***

## ACADEMIC CALENDAR 2008-2009

Sept 2	<b>First Day of School for Preschool and Pre-K</b>
Sept 3	<b>First Day of School for Two-year-old class</b>
Nov. 20	Preschool Reports Sent home
Nov. 25-27	Thanksgiving Holiday (no school)
Dec. 23- Jan. 1	Winter Holiday (no school)
March 24-26	Spring Break (no school)
April 23-24	Parent/Teacher Conferences
May 20	<b>Last Day of School for Two Year Old Class</b>
May 20	<b>Last Day of School for Preschool and Pre-K</b>
May 21	Evening Pre-K Graduation Ceremony

**Snow Days:** There will be no school if ADAMS 12 school district is closed because of snow. Also, if the teachers feel it is unsafe due to the snow we will call you before class. If your child's class is cancelled more than twice because of snow, days will be made up.

### **Parent/Teacher Conferences:**

Conferences will be held during the school year.  
Conferences will replace classes of those days.

#### Fall Conferences

Reports Sent Home

#### Spring Conferences

April 23 and April 24

## **PARENT INVOLVEMENT**

All parents are welcome to volunteer at Bright Future Preschool. Parents may assist in daily preschool activities or give special presentations related to our units of study. Parents may visit Bright Future at any time, unannounced, but please realize that the teachers may be busy with the children and may not be able to visit until their responsibilities with the children are over.

## **CLOTHING AND SUPPLIES**

Please dress your child for school in comfortable clothes. **A complete change of clothes including socks and underwear** must be provided for each child. Please dress your child ready for indoor and outdoor play. During winter months, please bring a hat, coat, and mittens for outside play. During warm months, please be sure to apply sunscreen on your child before sending him/her to school. If your child wears a dress or skirt to school, please have them wear shorts under it.

## **TOYS BROUGHT FROM HOME**

In order to avoid conflict between the children and tears over broken toys, please do not send toys from home with your child. We will let you know of special days for sharing.

## ILLNESS NOTIFICATION

If your child has any of the following symptoms, please do not send him/her to preschool:

Acute stages of a cold: persistent coughing and sneezing

Fever over 101°

Rash with fever

Diarrhea

Vomiting

Persistent crying or irritability

Jaundice (yellow color in the whites of the eyes)

\*Should any child become ill during the day with diarrhea, vomiting, fever, or "flu-like" symptoms, the parents will be asked to remove their child from Bright Future Preschool and to do so promptly. Sick children will be kept separate from the other children until they are picked up by their parents.

Please inform preschool staff if your child has been **exposed to** a contagious disease such as chicken pox, pinkeye. The exposed child will not be excluded from preschool, but we need to be watchful of symptoms your child may develop. If your child is exposed to any communicable disease at Bright Future, you will be notified as soon as possible.

## **HAND WASHING**

We would like for our students to remain as healthy as possible during the school year. To try and achieve this goal, we ask that all children begin their day of preschool by washing their hands when they arrive. We will also end our day with more hand washing.

## **SCRATCHES AND SCRAPES POLICY**

Bumps and scrapes are inevitable when children play. They will be treated with TLC, soap, water, and a Band-Aid. In the event of a more serious injury, parents will be notified.

Children who become injured at preschool will be sent home with a written note informing parents of the injury.

## **ADMINISTRATION OF MEDICATION**

Medication will not be administered to children at Bright Future Preschool, unless it is necessary for emergency situations (such as the Epipen). If it becomes apparent and necessary for a child to take any form of medication at school, the following document must be on file:

1. Written authorization from a person with prescriptive authority stating the child's name, medication route, dosage, time to be given, for how many days, and medication side effects.
2. Written permission from the parents to administer the medication. \*\*Please remember that all medication must be in it's original labeled container.

## **BEHAVIOR MANAGEMENT**

The *Love and Logic* method of behavior management is used at Bright Future Preschool.

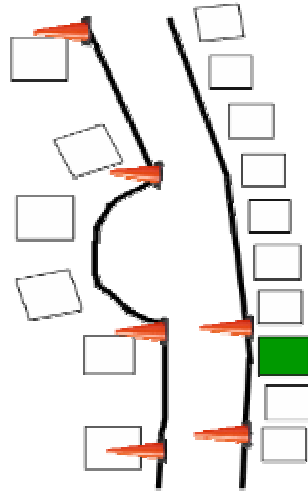
*Love and Logic* strategies promote responsibility and self-direction while fostering self-esteem and thinking, communication and collaboration skills. Parents may learn more about Love and Logic by reading,

"About Love and Logic," at [www.loveandlogic.com](http://www.loveandlogic.com).

Children at Bright Future are encouraged to work out differences between each other in positive ways. We will help your child develop communication skills that will enable him/her to resolve conflicts in healthy ways. In addition, teachers at Bright Future model good communication patterns and encourage children to develop skills of kindness and empathy towards others. In accordance with national accreditation regulations, children will not be allowed to play with guns or act out violent behavior at Bright Future Preschool.

## ARRIVALS AND DEPARTURES

Please park and walk your child into the preschool, refer to the map of the street and only park in the designated areas. (the areas in between the pictured cones)



The preschool door will be locked at all times. You will be given a code on the first day of class that will give parents access to the preschool. Please be sure to lock the door behind you as you come and go.

## TERMINATION OF SERVICES

Ideally, all students will complete the entire school year at Bright Future Preschool.

Children benefit socially and academically from beginning and ending a complete year of preschool. If your child cannot complete the academic year at Bright Future, please provide at least one month advance notice. Doing so will allow us the time to find another preschooler to take your child's place. Your consideration in this matter is appreciated.

## NATURAL DISASTER & EMERGENCY PROCEDURES

This is the written plan of action in case of any natural disasters, including but not limited to floods, tornadoes, terrorist attacks, severe weather and fire.

**FIRE:** In case of fire the children are to calmly walk out of the nearest exit and go to the mailbox in the front yard. The children will practice fire drills several times during the school year. We will call 911 and notify parents. We will not return to the house until rescue personal approve the safety of the home.

**TORNADOES:** In the event of a tornado warning, the children will be taken to a safe corner of the basement bathroom. If possible with the help of my cell phone, I will notify all parents of our situation. No children will be released to go home until the tornado warnings have expired.

**FLOOD:** If we are in a flood, we will head for higher ground. All parents will be notified if such a move is to take place.

**LOCK DOWN:** In case of a lock down in district 12 or Glacier Peak Elementary School, we will follow the lock down requirements. Parents will be notified of our situation, and notified when it is safe for the children to be released. (this includes terrorist attacks)

**MEDICAL EMERGENCIES:** If emergency medical treatment is needed, we will evaluate the emergency situation. Begin first aid or CPR if needed, call or have someone call 911 and then contact the parents to inform them of the situation.

**EVACUATION OF THE HOME:** If we are evacuated from the home and or neighborhood we will go to the McDonalds on 120<sup>th</sup> and Colorado. Parents will be notified once the children are in a safe place and arrangements will be made for pick up.

After reading the Policies and Procedures handbook,  
please return this page to Bright Future Preschool.

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### Preschool Agreement

I have read the parent handbook and agree to the  
policies and procedures of Bright Future Preschool.

My child is enrolled in the Preschool Class, on  
Tuesdays/Thursdays from 8:45am-11:15am

The monthly tuition for this class is \$155.  
I understand that payment is due the first day of  
preschool each month.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_