

Welcome to our family



BRIGHTTEST BEGINNINGS, LLC

WHERE THE LITTLE THINGS MEAN A LOT!

1632 B Route 38, Lumberton NJ 08048
Phone: 5609-261-0004 Fax: 609-261-0005
[www . Brightestbeginnings.com](http://www.Brightestbeginnings.com)

Hours of operation:
Monday through Friday
6:30 a.m. - 6:00 p.m.

Our Mission:

Enhancing Family Values, Creating Friendships and Begin a lifetime of learning.

Brightest Beginnings, LLC knows to execute our Mission we must:

- Acknowledge a child's safety and well -being is of the utmost importance and the primary consideration in all that we do.
- Provide an educational, flexible and affordable program in a nurturing, clean and safe environment for our children.
- Promote partnerships with parents, staff, family and the community while encouraging their participation.
- Identify each child as an individual, and then provide appropriate opportunities for learning and achievements, so each child's full potential may be realized.
- Provide quality-learning experiences through developmentally appropriate active learning.
- Recruit and retain highly qualified staff that advocate for children and families and are dedicated to the hearts and development of young children.

Tuition Rates

Tuition rates for our center are configured each year. To configure the rates we utilize many factors. We compose a market survey (Surveying local centers), measure our expenses (Utilities, food, cleaning, insurance, payroll, etc.) and factor in holiday's and possible snow days. Once this is completed, our parents receive a copy of the new rates in July. New rates (If applicable) are effective in the new school year.

Please note that all tuition rates are for the specific number of days attending. We base our staffing around these numbers. If your child misses a school day due to a holiday, illness, etc; they are not permitted to make that day up and no credits are issued.

All tuition payments are made through the FACTS Tuition Management Company (See description below). Tuition is paid on a monthly basis at our center. All rates include breakfast, lunch, 2 snacks, and beverages for children who are eating table foods. The chart below is the description of our tuition rates. Rates are given by the number of days a child attends a week. Days attending must be locked in to and are not permitted to change.

Days Attending	Infants through 18 Months	18 through 30 Months	2 ½ through 4 years	Pre Kindergarten
Full Day Rates				
5	907.50	897.50	887.50	862.50
4	777.50	767.50	757.50	732.50
3	647.50	637.50	627.50	602.50
2	517.50	507.50	497.50	N/A

All before and after school pricing is for 5 days a week.

<u>Kindergarten (before and after care for Lumberton residents)</u> Space is limited	495.00
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Before and After School Pricing for School Age Children (Grades 1st - 6th)

Before School (Includes breakfast)	125.00	After School	185.00
Before and After School		300.00	
When public school is closed:		Additional 30.00	

Additional add in days are available for Part Time children at a rate of 50.00 per day if space is accessible. You must call in advance to see if the spot is available. We will try our best to accommodate your needs.

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6:30 a.m. - 6:00 p.m.

Insufficient Funds / Returned Check Fees

Please note that there is fee charged by FACTS if a withdraw is attempted and returned for any reason. This fee will be deducted the next payment cycle. If for some unfortunate reason your check is returned, you are required to make payment directly to the center once notified. There will be an additional 30.00 fee for the returned check and a late fee of 5.00 per day (beginning the day of initial attempted withdraw) until payment is made. This payment must be made by money order or cash only.

Registration Fee

There is a registration fee of \$75.00 (Non Refundable) per child and an additional \$25.00 Bib/laundry fee for the Infant room only, due upon enrollment and paid to Brightest Beginnings, llc. If your child un-enrolls for any length of time (e.g. Summer) you are required to re-enroll. Re-Registration is required for all families each September. This fee is 50.00. It is paid directly to Brightest Beginnings, LLC by August 20th each year.

Enrollment Termination

It is required that our families give, at a minimum, two-week notice when leaving our center. ***This is to be done in writing.*** You will be billed until you submit your request in writing.

School Closings

For the 2009 - 2010 School year, our center will be closed on the following dates. .

Labor Day
Monday September 7th, 2009

Thanksgiving Day
Thursday November 26th, 2009

Christmas Eve and Day
Thursday and Friday December 24th and 25th, 2009

New Years Day
Friday January 1st, 2010

Memorial Day
Monday May 31st, 2010

School Graduation
Friday June 18th, 2010
SCHOOL CLOSSES AT 3:00
BBQ STARTS AT 6:00 p.m.

Independence Day
In Service Monday July 5th, 2010

For any closings or delays due to inclement weather, our management team will have a recording on the answering machine as early as 5:00 a.m. We will make every attempt to stay open for our parents who are mandated to work (Emergency personnel, etc...) but we will not open if our children's safety is at risk.

Nutrition / Food Programs

We are a "Nut Free" School. If you are preparing your child's lunch or breakfast to come in from home, please know that we cannot allow any child to have anything with peanuts or any other nut.

This includes anything made in a facility that processes any nuts (including Dunkin Doughnuts, M and M's, etc...)

YES! We are so excited to offer you a wide variety of breakfast and lunch options to suite your child's nutritional needs. Please know that we do offer cheese or jelly sandwiches as daily alternate lunches. Alternate snacks are not available, so please feel free to provide your child with a nutritious snack if there is something your child will not like. You are free to pack your child's breakfast, lunch, or snacks. We will be more than happy to warm anything for your child. We cannot however, prepare anything for them (E-Z mac, Cup of noodles, oatmeal, etc...) All food must come prepared and ready to warm. Beverages are always provided.

Breakfast

Assorted cold cereals are located in each room. On Monday's, Wednesday's and Friday's, Eggs and toast are offered and on Tuesday's and Thursday's, we offer pancakes.

Lunch

Examples of main and side dishes

Chicken and Rice (Baked)	Grilled Cheese Sandwich
Beef Stew	Pizza
Chicken Salad Sandwiches	Tuna Fish Sandwiches
Fruit Platter	Baked Ziti
Pasta in Meat Sauce	Baked Ham
Banana Pancakes	Chocolate Chip Pancakes

Examples of Side

Potatoes (mashed and Whole)	Green Beans
Peas	Corn
Buttered Pasta	Rice
Peaches	Fresh Fruit
Pears	Jell-o
Applesauce	Yogurt
Carrots	Cucumbers
Salad	Broccoli

IF YOUR CHILD HAS A FOOD ALLERGY, REST ASSURED THAT OUR KITCHEN STAFF IS FULLY AWARE.

*Beverages that are served are Whole Milk, Water, Apple and Orange Juice
If your child cannot have the milk we provide (in need of soy, lactaid, etc... you must
provide their own)*

We are committed to making your childcare experience one that you will remember and in doing so, we try to do and provide as much as we can for our parents and children. Beginning at age 1, we WILL provide your child with their very own sippie cups. We provide 3lids that are labeled with your child's name and class number.

Please do not send in cups from home at any time. Numerous children have the same cups and this may cause confusion.

We ask that if you choose to provide your child with their own juice from home, you use juice pouches or boxes that we may dispose of when they are finished. Thank you so much for your understanding in this matter.

Beginning at around age 2, we will begin working with the children in learning how to drink from a cup without a lid. If needed, we will continue to use the sippie cups until they are ready.

Child Allergies

Please know that we take every precaution to assure that your child stays clear away from any potential triggers that may cause an allergic reaction if they have any allergies. Our kitchen staff is well aware of our children with food allergies. You may take notice that in our classrooms we keep a list of every child in our building with an allergy, special need, etc...

Children who are in need of an EPI pen for an allergic reaction, your child must have a medical alert bracelet.

Asthmatic children are required to provide the center with an asthma action plan in the event an attack occurs.

Administering Medications

If your child requires medication during the course of the day, a medicine form (At reception desk see example) must be completed EACH day. All medication must be provided by the parent. Our center only provides emergency medications (Tylenol, motrin and benedryl). For prescribed meds, we may not administer them unless your child's name, and proper dose to be administered is on the bottle. If you are given sample bottles from your doctor, it must be accompanied by a note from the prescribing doctor. Please mark your child's name on all medicine that is over-the-counter. Over the counter meds can be administered but only at the recommended dose on the bottle. If it states children under 2-consult doctor; your child under 2 cannot be given that med without doctor authorization.

We thank you for your understanding in this matter.

If your child is in need of a daily medication (Allergy, asthma, etc...) a note from the doctor may be provided so that you do not have to complete a daily form. This note must state dose and time to be administered.

Our center has it's own nebulizers. We provide each child with their own mask and tubing. Only the medication needs to be provided. It must be in the box with the

Classroom Activities

All of our classrooms operate on a daily schedule. Our day typically begins at 8:30 a.m. and commences at 4:00 p.m. During these times, your child will be experiencing numerous age appropriate, structured activities. Friday's are designated for Sensory Integration play. Please dress your child appropriately.

Child Incidents

Anytime there is an incident with your child, it is well documented and you are informed in detail. These incidents may vary from illness to behavior and more. If an illness occurs during the day, you may be required to pick your child up (Please see the policy on communicable diseases). We will complete a "Someone wasn't feeling well today" form for you. This will explain in detail the illness, whom we called, temp, medicine given, etc... (See sample)

If a "boo-boo" occurs while at school, a "Boo-Boo" report will be completed. (See sample)

Any unacceptable behavior (Explained in child discipline) a "Note Home" will be issued (See example)

If a child is bitten or bites another child, proper forms will be distributed. Phone calls to both parties will be made if skin is broken.

If an incident occurs where a child receives a "boo-boo" from the neck up, a phone call or e-mail will be made to inform you.

Daily Reports

All children from our infant department through Pre School receive a daily report (Please see attached sample). They vary a little in the different classrooms, but the concept is the same; to keep our parents 100% informed and involved in all that takes place with our children through out the day!

Discipline

As a center, when any type of behavior is brought to managements attention we use a "Discipline Note". This note informs you that the behavior or incident may have been taken to a level beyond the teacher's control. The child is brought to the front desk where a time out is issued and this form is completed. A copy is sent home to you and one for our records. If we see any type of behavior pattern that we feel is escalating, you may be required to have a meeting with our management staff.

Expulsion Policy

It is a requirement from the state of New Jersey that we define the principals in whom the center would expel a child or family. The circumstances under which a family or child may be expelled include...

- Uncontrollable behavior by a child or adult that we believe to be or may become harmful to any child, staff member, or family.
- Failure to comply with the rules and regulations set forth and stated in the Parent Handbook.
- Failure to make tuition payments.
- Immediate Expulsion will be issued if any child or parent in our center enacts malicious behavior at any time.

Diaper Changing / Potty Training

Children are changed a minimum of every 2 hours. You may notice on the classroom schedule, each class has a scheduled “diaper change / potty time”. THIS IS NOT THE ONLY TIME THEY ARE CHANGED OR TAKEN POTTY

Children are checked numerous times throughout the day and if needed, they are changed immediately / taken potty. NO CHILD WAITS!!!

Guidelines for proper toilet training.

At around the age of 2 ½ years old children start to have some bladder control. This is when we begin assisting the parents in toilet training. As we all know; all children are different. You may have a child at the age of 2 that is fully trained to use the bathroom, where as there may be a 3 year old who still refuses. We are kind and gentle in this. Being too demanding can shy a child away from using the potty and we do not want this. When a child uses the potty, we make it a big deal. Congratulating them, give them a treat, praise, etc... But, when they soil themselves, we reassure them it is ok. We have more clothes for them and we will change them. It is not uncommon for this to happen. It will happen numerous times. At this age, we also want to encourage you as parents to send in more clothes. We take children to the potty any time they need to go. They never wait. When one child needs to go, we take them all. There is a good chance they will all go. It is a team effort and we will do all we can to assist you in this matter. If you have any methods you are doing at home and would like us to do as well, just ask.

Security

PLEASE TAKE NOTICE

Our center is under 24 hour closed circuit video surveillance and recording. There are cameras in every classroom, outdoors, and throughout our building. You can observe the recordings at our welcome desk at any time. What a great way to view your child without them seeing you!

Keyless Entry

When registering your child, you will receive two passkeys. You are to swipe your key in front of the pad at the front door. This is the way that you enter our center. No one can enter with out it unless they are buzzed in. *You are not permitted to give your key to anyone else who may be picking up your child, as they must be buzzed in and show proper identification.*

IN THE EVENT OF AN EMERGENCY

In keeping our children safe, we will conduct a *minimum of 2* fire drills a month. One is scheduled and one is not. They are conducted in any weather and during any time of the day.

In the event of a natural disaster or any other type of emergency restricting anyone to re-enter the center, we have a designated “Safe Spot” to take your children. It is located at the American Red Cross, and it is there we will take any and all measures needed to inform you of the incident and make arrangements for a safe return home.

Dropping off / Picking Up / Late Policy

Our center opens promptly at 6:30 a.m. For security reasons, the front door is not unlocked until that time. Our center does require that children entering the center **must** be here no later than 10:00a.m. Pre Kindergarten children need to be here by 9:00 a.m. All children must be escorted into their classrooms by the parent dropping off. Children are not permitted to walk through the building alone. Parents are not permitted to enter or exit through the playground.

**Children are NOT permitted to enter the building
between the hours of
10:00 a.m. And 2:30p.m.**

**Children are only permitted to enter after 2:30 p.m. with Management
authorization.**

When picking up your child from our center, you must come through the front door. No one is permitted to enter through any other door, or the playground. This is for everyone’s safety! We close promptly at 6:00 p.m. ***(By our clock!)*** There is a \$1.00 charge for every minute you are late ***per child***. This fee is to be paid in cash directly to the staff member with your child(ren).

Smoking

No one is permitted to smoke anywhere near our center. If you would like to smoke, you need to do so in your car or far away from our building. Please respect our other families and children.

Parent Involvement

We extend our invitation to all parents if they wish to come spend time at our center. If you have a day off and would like to donate time, we would love to have you. There are numerous activities you can partake in. You are also welcome to call your child’s teacher throughout the day and or stop by to observe. We love, welcome, and **encourage** parent involvement.