

Bright Eyes Kindergarten, Inc.

"Where Children Laugh and Learn"



Parent/Guardian Handbook

Including  
Policies/Procedures

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# Bright Eyes Kindergarten, Inc.

K2 - K3 - K4



"Where children laugh and learn"

## *Rosa Elaine Mattress* *Founder/President*

*Rosa is one of 14 children, born to Mrs. Dorothy Harrison and the late Rev. W.A. Harrison. She grew up in a Christian home on a multi-acreage farm where she first learned the importance of showing love and the value of hard work. As she grew older she was faced with many challenges. Placing God first in all that she wanted and needed, Rosa overcame the odds to find success.*

*Undecided about a career, she applied for and was offered a position at a very reputable corporation in the Upstate. When this job came to a sudden end, Rosa was faced with yet another challenge. As a single parent, how would she make ends meet? After much brainstorming, she decided to open her heart and her home to care for children.*

*With just 2 children enrolled, Rosa transformed her living room and spare bedroom into an in-home daycare - evolving Ms. Rosa's Daycare! She trusted that God would continue to provide. And He did! Ms. Rosa not only gained much needed love from God's children but she also gained a new found love for special needs children. Working around the clock (1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> shifts), Ms. Rosa is more than willing to accommodate any schedule. She prides herself in offering affordable childcare. In 2005, again God opened another door by providing her with resources to start Bright Eyes Kindergarten, Inc. and just 3 years later she is excited to see Bright Eyes transform from a part-time after-school program to a licensed full-time private K2-K4 program.*

*Ms. Rosa receives daily referrals from colleagues, proud parents and DSS. With her in-home daycare at full capacity, she is now able to refer potential students to Bright Eyes Kindergarten. Through hard work, perseverance, and determination, Ms. Rosa is ready to make a leap for tomorrow. She brings to the table years of expertise in caring for children.*

*Ms. Rosa is the proud parent of 2 adult children and 7 grandchildren ... plus all the others who come by way of childcare.*

## **Our Mission**

To provide high quality education in an environment that offers young children a strong foundation for early development and is supported by nurturing and dedicated teachers.

## **Our Philosophy**

The philosophy of Bright Eyes Kindergarten, Inc. (Bright Eyes) is to close the gap between infant/toddler learning and the entrance to K5/elementary school which will provide your child(ren) with academic readiness.

Early education is a vital component of academic excellence. In order to provide the strong foundation necessary in a child's most informative years and ensure future success. We feel that every child must be assessed and taught according to their individual learning needs. The environment found here encourages children to discover their own strengths and abilities, and allows them to become independent and responsible learners.

## **Our Preschool Learning Program**

Bright Eyes' main objective is to educate and nurture your child(ren). Education is an important part of your child's development. Our learning program introduces all of the basics to your child(ren) so that he/she is ready for kindergarten.

Please remember that in all our efforts to prepare your child(ren) for the first day of school your help as a parent/guardian is to reinforce the learning process at home. It takes both the teacher and the parent/guardian working together to get your child(ren) prepared for kindergarten. If you ever feel as if your child has a learning disability please feel free to express this concern with your child's teacher and our director. We can help assist in finding the most beneficial avenue for your child's learning progress.

## Our Curriculum

At Bright Eyes Kindergarten Inc., we believe that children learn best by pursuing their personal interests and goals; we want to encourage children to make choices about materials and activities throughout the day. As they pursue their choices and plans, children explore, ask and answer questions, solve problems, and interact with classmates and adults. In this kind of environment, children naturally engage in experiences and activities that foster developmentally important skills and abilities. For this reason, Bright Eyes Kindergarten has chosen two curriculums that best represent this ideal.

The first curriculum that we will be implementing is called the High/Scope approach to learning. The High/Scope curriculum is based on “key experiences” that the child will engage in during a “Plan, Do, and Review” hour during the day. A child states a plan of action in gestures or words, (PLAN), the child then carries out the plan by working and/or playing alone or cooperatively, (DO), and reflects on, shares and discusses their experiences (REVIEW). High/Scope has identified 58 key experiences in child development for the preschool years and a wide range of practical strategies for promoting these key experiences. The key experiences are grouped into 10 categories: creative representation, language and literacy, initiative and social relations, movement, music, classification, sequencing, number, space, and time.

The second curriculum that we will be implementing is called the Letter People Curriculum. Let's Begin with the Letter People® is an early education curriculum that uses thematic units to develop children's language and literacy skills. A major focus is phonological awareness, including rhyming, word play, alliteration, and segmentation. Children are encouraged to learn as individuals, in small groups, and in a whole-class environment. Both cognitive and socio-emotional developments are presented as keys to learning.

The two curriculums complement each other and function together as one curriculum. Both curriculum are focused on “Hands on Learning” that allows the children to laugh and learn. The two curriculums also allow the teacher to integrate Spanish, sign language, music, computers, science, math, gross motor skills, fine motor skills, pre-reading, art and various other special activities into the thematic units. We firmly believe these two curriculums working together will prepare your child for the many successful school years to come.

## Confidentiality

### Confidentiality Policy

To safeguard the students and staff of Bright Eyes Kindergarten Inc., a child's record, emergency information, photograph and other information about the child or family and information that may identify a child by name or address is confidential and may not be copied, posted on a website or disclosed to unauthorized persons, without the written consent from the child's parent.

## Financial

**Tuition**.....\$125 per child

**Registration Fee**.....\$50.00 per child

The registration fee is due at the time of enrollment. *A renewal fee of the current registration amount will be due annually on the first Monday of your anniversary month.*

**Returned Checks**.....\$30.00/check (No Exceptions)

If your check is returned for any reason, a \$30.00 fee will be applied to your balance. In addition, all applicable late fees accrued up to that date will be assessed. After two (2) returned checks, cash or money orders will ONLY be accepted.

If the check is not satisfied within five (5) business days, it will be turned over to the Solicitor's Office for legal proceedings. You may be held responsible for additional collection fees, court costs, etc.

**Late Charge**.....\$1.00 per minute

If you are late in picking up your child(ren) you will need to pay \$1.00/minute, per child that you are late.

**Paying on Time**.....\$15.00 tuition late fee

Tuition is due every Monday morning. If your child(ren) will be out for an entire week please leave your tuition payment the Friday before your absence. If tuition is not paid by Tuesday at 6:30pm a \$15.00 late fee will be added to the total amount due. This fee will NOT be added to the following week.

### **Long Term Absence**

No places will be held for children out for an extended period of time. This includes summer months as well. Please understand we operate on a budget.

### **Serious and/or routine delinquency**

Consistent late payments may result in tuition prepayment and/or removal of child. Prepayment is defined as payment before service and will be required 2 weeks in advance in the form of cash/money order/cashier's check. A written warning will be issued after the 2<sup>nd</sup> late payment.

Please note that if your account becomes more than 1 week delinquent, you must see Ms. Rosa Mattress before leaving your child(ren) in our care.

## Enrollment

A child can be enrolled at Bright Eyes Kindergarten Inc. after they have completed the following requirements.

1. A parent or guardian and the child interviews with the director.
2. Payment of the non-refundable registration fee.
3. Completion of the enrollment forms, immunization record, and medical treatment forms.
4. If your child is enrolling in the K2 classroom, they must be potty-trained and able to attend to his/her bathroom hygiene. The Bright Eyes Kindergarten classrooms are not equipped to handle changing of diapers.

### Re-Enrollment

Re-enrollment is required each year. During the re-enrollment period, the parents have the opportunity to enroll their child for the subsequent year. Children who are not enrolled by the cut-off date are not assured of a place for the following year as the vacant slots are offered to students on the waiting list.

### Withdrawal

The withdrawal of enrollment by a parent or guardian requires a two (2) week notice. In the event the school director determines that your child is endangering others, no notice will be required for discharge. Please keep in mind that we will make every effort to help your child adjust and function at Bright Eyes but we must keep the safety of all students and staff in mind.

## Food

At this time we will not be serving school-prepared lunch, but we will provide two nutritious snacks. Please see the lunch details below. On the days that your child(ren) will bring a lunch please be sure to pack a well-balanced meal. Do not pack candy or carbonated drinks. To avoid food waste, consider how much your child will actually eat. Please break down pre-packaged items into smaller re-closable containers. There is a refrigerator, freezer, and microwave available. If your child(ren) does not bring a lunch on Tuesday or Thursday, the school will provide a lunch for that day. *Repeated occurrences may result in an additional fee.*

### Lunch Details

Bring a packed on Tuesday & Thursday.

"Lunch-to-go" will be ordered on Monday, Wednesday, & Friday from McDonald's, KFC, PaPa John's Pizza, Burger King, or Chick-Fil-A\* etc.

\*Please understand that these are fast food options and locations are subject to change. It is our goal to eventually provide our students with an in-school prepared lunch.

### Eating Schedule

AM Snack.....9:00 am

Lunch.....11:00-12:30 pm

PM Snack.....2:30 pm

We will post and distribute our weekly snack schedule. If, after your review, you discover something your child(ren) cannot/will not eat - please inform our staff and make provisions for alternate snack options. Keep in mind, we encourage our students to at least "give it a try" when presented with a food item they do not want. At times we may need to accommodate children by repeating the previous snack.

Please see our Medical/Safety/Emergency section regarding ALLERGIES.

## General Information

### Birthdays

We celebrate birthdays in a special way at Bright Eyes. Please see our director for complete details. You are also more than welcome to send in a birthday treat for your child's class if you so desire.

### Clothes, Clothes, Clothes

Please have a change of clothes in your child's cubby. Make sure that the clothes are seasonal and clearly marked with your child's name. If your child has an accident and you have not provided a change of clothes, it may be necessary for us to contact you to either pick-up your child or bring a change of clothes. The school will make every effort to find lost clothing but does not assume responsibility for lost clothing.

### Communication

It is important for there to be a good exchange of communication in order to receive informative-effective childcare. Please get to know your child's teacher as soon as possible. It is important for you to feel comfortable with communicating your questions and concerns with your child's teacher. It is preferred that our parents/guardians keep the line of communication open with the child's teacher; however, our director is always willing to address your concerns.

### Holidays

New Year's Eve  
New Year's Day  
Good Friday  
Memorial Day  
4th of July  
Labor Day  
Thanksgiving Day  
The day after Thanksgiving  
Christmas Eve  
Christmas Day

## **Hours of Operation**

Bright Eyes will operate from 6:30 a.m. to 6:30 p.m.

Early drop-off will begin at 6:30 a.m. until 8:00 a.m., which is when classes according to their age group will begin.

## **Invitations**

There are many chances for children to experience hurt feelings of children not included in private parties. This happens at all levels of school. Please send party invitations by mail rather than distributing them at school or in the parking lot.

## **Parent/Teacher Conferences**

Bright Eyes will schedule two parent/teacher conferences per year with the parents. If the scheduled dates conflict, the teacher will make every effort to find a mutually convenient time to meet. Both parents are strongly encouraged to attend the scheduled conferences and to initiate other conferences as needed to discuss their child's progress. Please contact your child's teacher for all matters concerning the child's classroom activities. Please feel free to contact the director at 297-7882 with any concerns.

## **Parking**

Please do not block the drive-thru. As you enter the driveway loop, please pull up as far as possible so that others can park behind/beside you. Please be brief in saying good-bye to your child(ren) as others may be waiting for you to move your vehicle. Please use a parking space if you need to talk to the teacher/staff member.

## **Photographs, Media, Video**

For the safety of our students and staff, Bright Eyes has installed state of the art webcams in three classrooms and at the front door entrance. This system allows parents to log on using a secure ID and password to see what their child(ren) are doing while at Bright Eyes. As a student at Bright Eyes, pictures may be taken for instructional use only. Bright Eyes would like to use your child's photograph or other media to advertise. If we choose to place your child's picture in an advertisement, we will contact you prior to the publishing. If you do not wish to have your child's picture taken, or used for advertising, please inform the staff and sign the waiver.

## **Toys from Home**

We try to discourage children from bringing toys from home. We cannot be responsible for toys that are lost or broken. When it is time to go home, a teacher may not leave her class to help a child or parent look for a lost toy. Stuffed toys are prohibited by our insurance company due to fire regulations. The school will make every effort to find a lost toy but does not assume responsibility for lost toys.

If you should find unfamiliar objects in your child's pocket, please return them to us. Sometimes a child likes to take home mementos from school or forgets they placed them in a pocket. Toys are very intriguing to small hands but are also important

components or our classroom materials. Much of the equipment is very expensive and difficult to replace.

### **Vacation Policy**

Your child(ren) is entitled to one (1) tuition-free week of vacation time during a traditional calendar year (Jan-Dec). Your child must be absent for the entire week and your request for your FREE week must be in writing.

### **Weather Policy**

At the onset of a weather storm/inclement weather Bright Eyes will communicate a decision to dismiss early or close with WYFF News Channel 4, WFBC 1330 AM, or 106.3 FM as early as possible. You may also call the school at 297-7882 for any schedule changes. Announcements with the relevant information will be made as soon as possible. Bright Eyes will not transport children during inclement weather. If our school closes early during the school day please arrange to have your child(ren) picked up from Bright Eyes as soon as possible in order for our staff to safely get home. If for some reason you are unable to find an emergency contact to come pick up your child, an administrator or staff member will remain at the school until you are able to make other arrangements.

\* Please note that regular tuition is always due even if the school has to close due to inclement weather.

## **Medical / Safety / Emergencies**

### **Allergies**

Upon enrollment you will be asked to complete a section on allergies your child(ren) may have. Please list all known allergies (food, medicine, latex, seasonal, bees, etc.). This information will greatly help us care for your child(ren).

Please be prepared to tell us about any allergic reactions your child(ren) has experienced, how they were treated and how you would like for Bright Eyes to respond (medicine, ointment, EpiPen, etc.).

### **Authorized Persons (Verification of I.D.)**

We must have on record the name, address, phone number, and verification of I.D. of those persons allowed to pick-up your child(ren). I.D.'s used for verification must include a picture. Please inform the authorized person to bring a picture ID with them for the staff to compare with your child's enrollment form. Please also inform your child's teacher or our director of your pick-up arrangements. If an authorized person comes to pick-up your child(ren), and you have not notified our staff we will make an attempt to contact you before releasing the child(ren). If, after checking your child's file, we see that person is NOT authorized to pick-up, we will NOT allow the child(ren) to leave the school. Please understand that this is for your child's safety.

## **Illness**

Bright Eyes is not prepared to care for children who are ill. Please do not medicate your child(ren) in order to mask symptoms of sickness in order to bring the ill child to school. If your child becomes ill while at school we will notify you as soon as possible.

### *When to keep your child(ren) home ...*

Deciding when a child is too sick to go to school can be a difficult decision. When trying to decide, use the guidelines below to help you.

### **Go to School**

If your child(ren) has any of the following, they should probably come to school:

- Sniffles, a runny nose and a mild cough without a fever (this could be an allergic response to seasonal changes, dust, or pollen.)
- Single episode of diarrhea without any other symptoms
- Single episode of vomiting without any other symptoms
- Vague complaints of aches, pains or fatigue

### **Stay at Home**

If your child has any of the following symptoms, please keep your child(ren) at home or make appropriate child care arrangements:

- Chicken Pox: Children must stay home until all pox are scabbed over. Please call the school so that we can alert other parents.
- Croup Cough: Coughs that sound like a barking seal and may be accompanied by fast or difficult breathing and sometimes a grunting noise or wheezing while breathing. Keep in mind that the croup is contagious.
- Diarrhea: Three or more watery stools in a 24-hour period, especially if the child acts or looks ill.
- Ear Pain: Consult your doctor. Untreated ear infections can cause permanent hearing loss.
- Eyes: Thick mucous or pus draining from the eye(s) or pink eye(s). With pink eye you may see a white or yellow discharge, matted eyelids after sleep, eye pain and/or redness. Please call the school so that we can alert other parents.
- Fever: The best way to check for a fever is with a thermometer. No child with a temperature of 100.0 degrees or higher should be sent to school and should be fever free without ibuprofen or acetaminophen (Tylenol) for 24 hours before returning to school.
- Lice: Head lice must be treated and ALL nits removed before the child can return to school. Please call the school so that we can alert other parents.
- Scabies: Students may return to school 24-hours after treatment has begun. Please call the school so that we can alert other parents.
- Spots/Rash: Do not send your child to school when unidentified spots or rashes are present.
- Sore Throat: Severe sore throat and white spots can be seen in the back of the throat or a fever is present.
- Vomiting: Vomiting 2 or more times in the last 24-hours or if other symptoms are present.

Children with communicable diseases such as scabies, pink eye, impetigo/ringworm or strep throat can return to school when on an antibiotic or appropriate medication for 24-hours or a note from their doctor stating your child is no longer contagious.

### **Child will be sent home**

If your child has any of the following symptoms, your child will be sent home. The staff of Bright Eyes will make all efforts keep your child comfortable and separated from other children until you are able to arrange to have someone pick-up your child.

- Diarrhea: Your child will be sent home if they have 2 or more watery stools while in the care of Bright Eyes.
- Eyes: Your child will be sent home if a thick mucous or pus draining from the eye(s) or pink eye(s) is present.
- Fever: Your child will be sent home with a temperature of 100.0 degrees or higher. Your child may return to school when they have been fever free without ibuprofen or acetaminophen (Tylenol) for 24 hours before returning to school.
- Lice: If a Bright Eyes staff member finds lice on your child, your child will need to be picked-up immediately.
- Spots/Rash: Your child will be sent home when unidentified spots or rashes are present.
- Vomiting: Your child will be sent home if they vomit 2 or more times while in the care of Bright Eyes.

### **Immunization**

No child will be enrolled in Bright Eyes until we have received proof that the immunization process is being followed and all shots are up-to-date. All records must be provided by the parent/guardian on the form approved by the Health Department. We are not allowed to make copies of immunization records from any other forms. In addition, we cannot accept faxed copies. If your child is a new student, the State of South Carolina allows a 30 day grace period of the time from the 1<sup>st</sup> day of school to have this form on file. After the 30 day grace period has lapsed, the State of South Carolina requires us to remove the child from the program.

It is the parent's responsibility to keep this form up-to-date. We are required by the state to have an updated immunization record on file for your child.

If the immunization is delayed for medical reasons, you must present us with a form/letter from your child's doctor stating or a valid South Carolina Certificate of Medical Exemption that he/she is medically exempt until he/she is well enough to continue the immunization process.

In cases where religion prohibits immunization, we must receive a valid South Carolina Certificate of Religious Exemption stating that he/she is exempt from immunizations due to Religious beliefs.

## Medical & Emergency Procedures

Please become familiar with our emergency procedures as it is outlined in our School Safety Plan manual. To ensure that you have received the manual and have a clear understanding of our procedures, you will be required to give Bright Eyes written permission to treat your child during a medical emergency.

## Medicine

It is a major responsibility to medicate children. Each time we are asked to give medicine, we will take extra precaution to ensure that we are administering it correctly. *We recognize that we are not trained medical professionals and reserve the right to refuse administering medicine when we feel we need additional training (ex: insulin shot, nebulizer treatment, etc.).*

**We will not administer any prescription or non-prescription medicine without the completion of a Medicine Authorization Form.**

Prescription drugs as well as Over-The-Counter (OTC) medications for your child(ren) must be in the original container and clearly labeled with your child's name, dosage amount, times to be given, and duration schedule.

**Prescription medicine will not be shared among siblings.**

To request that Bright Eyes administer medicine to your child(ren):

1. Bring ALL medications to a Bright Eyes staff member. *Please do not leave medicine in your child's cubby or classroom.*
2. Complete a Medicine Authorization Form  
For your convenience, you may list up to three (3) medicines on one form  
*(ex: Tylenol, cortisone cream, cough syrup to be given during the same week).*

ALL medicine will be kept in a locked box/cabinet for security purposes.

ALL medicine dispensed by a Bright Eyes staff member must be written in the Medicine Log Book located in locked box/cabinet.

## Transportation Policy

The duty of transporting children is not taken lightly and every effort will be made by Bright Eyes to ensure safe travel.

1. Bright Eyes will use a checklist to account for the loading and unloading of the children at every location.
2. All transportation drivers will hold a valid driver's license and will not have been convicted of DUI or any other serious moving violation/crime involving the use of a motor vehicle.
3. The vehicles used for transporting children shall be inspected and maintained on a regular basis and will have operational ventilation and heating systems.
4. While children are being transported, they shall be safely and comfortably seated and secured with seat belts, if applicable. They will not be allowed to sit on the floor or to stand up while the vehicle is in motion. Passengers will not extend any part of their body from open windows.
5. The children will be accompanied in and out of buildings and onto the mini-bus by a staff member. Children are never left unattended on the mini-bus or dropped off at a location without a staff member present. Children are always in the presence of a Bright Eyes staff member or responsible adult. The proper staff to child ratio is maintained while traveling and upon reaching each destination.
6. The staff will load and unload children on the curbside of the vehicle. The doors are locked when the vehicle is in motion and are only opened and closed by a Bright Eyes staff member or adult.
7. The staff members who transport children will be provided with a plan for the staff to follow that includes destination, route to follow, arrival and departure times. They will also have an emergency plan in the event of an accident or severe weather.
8. Each vehicle will be properly identified with pertinent information (school's name, physical address, telephone number, and insurance information). The names of the owner(s), director, and other responsible persons will be included on the identification report.
9. Bright Eyes will be responsible for making emergency provisions for children who may need medical attention while away from the school. This will be either with an emergency room or the nearest urgent care facility. The type of transportation will be bus, teacher's car, or EMS.

## Behavior

### Discipline Policy

We recognize that discipline is using approved methods to train a child in a more acceptable behavior. We encourage each child to maintain a respect for himself, fellow classmates, teachers, and the classroom equipment. It is our policy to discipline children using the Time-Out method. The child who has misbehaved is placed in a chair usually in full view of the group activity, until he/she is able to calm down and rejoin the group.

The child will be placed in Time-Out for a few minutes (too long is not productive)... Most childcare professionals agree that one (1) minute for each year of the child's age is appropriate (ex: 3 minutes for a 3-year old). When the time is up, the teacher goes to the child and allows him/her to return to the group after reviewing the incident with the child. The child is then reassured of the teacher's love and allowed to rejoin the group.

In cases where additional discipline is needed the teacher will document the situation and forward a copy to the parents as well as keep a copy in the student's file. If the excessive behavior continues, the teacher will consult with our director. At this time, our director will make a decision whether to notify the parent at that moment.

To ensure order and a safe environment parents will be notified due to any continued misbehavior. Please note that caregivers are never allowed to aggressively touch a child in an effort to correct behavior.

**No corporal punishment will be tolerated on Bright Eyes Kindergarten, Inc. premises. This means that neither a teacher nor a parent/guardian is allowed to use this form of punishment. This includes a teacher who has children enrolled at Bright Eyes Kindergarten, Inc.**

You will be asked to review our discipline policy on an annual basis. A signed and dated copy is required to remain in each child's file.

Please see the Discipline Annual Review Policy for more information.

## Daily Routines

### Morning Drop Off

**6:30-8:00 a.m.**

When dropping your child off at school, please take them to the designated "Waiting Room" say good-bye quickly in order for the teacher to have time to greet other arrivals. Be sure to sign them IN with the current time and your initials on the Sign-In Clipboard located near the door in the Waiting Room. The clipboard will have a separate sign-in sheet that corresponds with your child's classroom name. Keep in mind, lengthy good-byes often make the child unhappy and may cause the teacher to lose control of her class. This may also affect the flow of traffic in the driveway loop.

Please do not be apologetic about bringing your child(ren) to school on your day off. You have paid for the entire week and you are entitled to do so. It is our preference that the children stay on their schedule if at all possible and encourage you to follow your regular routine.

**After 8:00 a.m.**

If you bring your child(ren) to the school after the morning class time has begun, please be courteous and try not to disrupt the class. Encourage your child(ren) to quietly enter the activity already in progress. The teacher will greet him/her and help them to settle in with the group. Please take your child's belongings and put them away and leave with as little commotion as possible.

### Daily Schedule

6:30 - 8:00	As new arrivals are being greeted, the children are engaged in quiet activities, such as books, puzzles, or watching TV.
8:00 - 9:00	Whole class activities (calendar, read-a-louds, etc.)
9:00 - 9:30	Snack
9:30 - 11:30	Center rotation and small group activities. High Scope, Plan, Do, Review activities and academic activities.
11:30 - 1:00	Lunch, Story Time, Outdoor Activities on a rotating schedule for each classroom.
1:00 - 2:30	Rest-time on mats
2:30 - 3:00	PM Snack
3:00 - 4:00	Whole Class Activities
4:00 - 5:00	Various special activities
5:00 - 6:30	Clean-Up, Outdoor Time, Good-byes, Free Play

### Nap & Rest Time

After a morning of fun activities, followed by a good lunch, most of the children are ready for a nap. Once the children have eaten lunch, we take them to the potty, wash faces and hands and put them on their mats. We hope all students will benefit from this rest time. We do not try to force the children to sleep, but we do create an atmosphere at naptime that encourages them to rest.

Please do not ask us to keep your child awake at naptime or to manipulate your child's sleep pattern in anyway.

We will provide standard 1-2" toddler mats and sheets for each child. Upon enrollment you will be asked to bring a toddler-sized blanket for your child(ren). Naptime items will not be interchanged to ensure sanitary practice. Your child(ren) will be assigned a numbered mat/cover to be used everyday. The mats and covers will be washed and sterilized weekly but it is the responsibility of the parent or guardian to wash the blankets. These blankets must be washed on a weekly basis for sanitary reasons.

### **Afternoon Good-Byes**

When picking up your child(ren), please remember to sign them OUT with the current time and your initials on their Classroom Clipboard. If you need to speak privately with the teacher, please let her know as soon as you arrive so that she can make provisions for her students.

### **Classroom Transitions**

When it is time for your child to make a change from room-to-room we will talk with you and do all we can to prepare both you and your child. We would like promotions to occur at the start of the school calendar year. If you feel a promotion is necessary at another time during the school year, please contact your child's teacher to discuss your concerns. We feel that we have perfected the transition process and are especially careful not to do anything abruptly.

Once the parents and teachers are convinced your child is ready to move up we will begin the Transition Process. Your child will start attending the new class in 60 minute increments, increasing 60 minutes each day for 5 days. After that time, you will begin taking your child to the new class on the next Monday morning. If your child experiences some anxiety about going to the new class, please talk with the teacher and seek her advice.

We can promise a visit back to the old classroom to help calm your child without causing confusion during the morning arrival time. We can make a time to visit old friends later in the day when we are able to do it quietly after everyone has arrived and is settled. Please do not continue to take your child back to the previous class. This is unfair to both the child and all of the teachers involved. If you need help with your child in the mornings please talk to our director. We will be happy to help you make a plan so that you leave your child without unnecessary worry. Then, once you have reached your destination, you may login to our live web cast and view your child adapting to their new environment.

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### **Thank You**

We thank you for allowing and trusting us to serve your childcare needs. We realize the great responsibility placed upon us and will do all we can to earn your trust. We value your business.

**Parental Consent  
Medical Agreement**

The 2008-2009 SC DHEC Childcare Exclusion List is attached.

Please note that it is our mission to provide clean-quality childcare, and need the support and cooperation from all parents in order to meet our quality standard.

**Medicine Policy-at-a-Glance**

We will not administer any prescription or non-prescription medicine without the completion of a Medicine Authorization Form.

Prescription drugs as well as Over-The-Counter (OTC) medications for your child(ren) must be in the original container and clearly labeled with your child's name, dosage amount, times to be given, and duration schedule.

Prescription medicine will not be shared among siblings.

Bring ALL medications to a Bright Eyes staff member. *Please do not leave medicine in your child's cubby or classroom.*

All children enrolled at Bright Eyes must submit proof that the immunization process is being followed and all shots are up-to-date. All records must be provided by the parent/guardian on the form approved by the Health Department.

If the immunization is delayed for medical reasons, you must present us with a form/letter from your child's doctor.

If religion prohibits immunization, we must receive a valid South Carolina Certificate of Medical Exemption, or a valid South Carolina Certificate of Religious Exemption.

By signing below you are giving Bright Eyes Kindergarten, Inc. written permission to obtain emergency treatment for your child in the event of a medical emergency. If we feel that the situation is serious enough, we will first call 911 and contact the members listed as approved emergency contacts.

**I acknowledge that I have read and fully understand the guidelines set forth, and will comply accordingly.**

\_\_\_\_\_  
Child's Name \_\_\_\_\_/\_\_\_\_\_/2008

\_\_\_\_\_  
Parent's Signature \_\_\_\_\_/\_\_\_\_\_/2008

Bright Eyes Kindergarten, Inc.

**Bright Eyes Kindergarten, Inc.**

**Parental Consent**

**Policies, Manuals, Confidentiality & Procedures Acknowledgment**

I, \_\_\_\_\_, acknowledge that I have read and/or received the Parent/Guardian Handbook including Policies & Procedures of Bright Eyes Kindergarten, Inc. as well as the School Safety Plan of Bright Eyes Kindergarten, Inc. via the website or in office.

I further acknowledge and confirm that I will use the knowledge obtained from these manuals to help develop a successful relationship with Bright Eyes Kindergarten, Inc.

In addition to the policies contained in the manual, I \_\_\_\_\_ affirm that I will keep all records and known information about the children and their family and staff of Bright Eyes Kindergarten Inc. confidential. I also acknowledge that information pertaining to the children of Bright Eyes Kindergarten Inc. will not be copied, posted on a web site or disclosed to unauthorized persons.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_/\_\_\_\_\_/2008

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_/\_\_\_\_\_/2008

\_\_\_\_\_  
Bright Eyes Kindergarten, Inc.

Parental Consent

2008-2009 SC DHEC Childcare Exclusion List Acknowledgment

I, \_\_\_\_\_, acknowledge that I have read and/or received the 2008-2009 South Carolina Department of Health Environmental Control Childcare Exclusion List via the Bright Eyes Kindergarten website, SC DHEC website ([http://www.scdhec.net/health/disease/docs/2008\\_2009\\_Childcare\\_Exclusion\\_List.pdf](http://www.scdhec.net/health/disease/docs/2008_2009_Childcare_Exclusion_List.pdf)), or in office.

I further acknowledge and confirm that I will use the information obtained from this list to make sound decisions when determining if my child should be excluded from childcare at Bright Eyes Kindergarten due to medical conditions.

\_\_\_\_\_

Child's Name

\_\_\_\_\_/\_\_\_\_\_/2008

Parent's Signature

\_\_\_\_\_/\_\_\_\_\_/2008

Bright Eyes Kindergarten, Inc.