

Bright Start Learning Center, Inc

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Hours of Operation

Monday-Friday ~ 6:30am-5:30pm

Updated: 7/22/2024

This center is privately owned and operates as a local Johnstown daycare and learning center. It is licensed by the Ohio Department of Labor and Family Services and approved to provide childcare services. We provide care and learning opportunities designed for children from six weeks through 5th grade of school. Our Director, Jessica, provides the day-to-day management of our Center.

We welcome you to the Bright Start Learning Center. This handbook contains information regarding the daycare program. It is important that you read this handbook and keep it handy while your child is enrolled. It will answer many of the questions you have about our programs.

Note: "Center" or "BSLC" may be used throughout the handbook when referring to the Bright Start Learning Center.

Program Philosophy:

We desire to provide a caring and loving environment that is sensitive to the needs of children. Using age-appropriate curriculum and activities we provide varied learning experiences that build progressively as your child continues to grow and acquire new concepts and skills.

Licensing and ratios:

Bright Start Learning Center is licensed to operate by the State of Ohio Department of Job and Family Services. The rules and regulations are available upon request and the current licensing record for the period is located in the office.

State of Ohio Licensing Ratios are as follows:

The center will not exceed the state staff/child ratios and small group sizes for each age group.

Age	Staff/Child Ratio	Maximum Group Size
Infant (6 weeks to 12 mo)	1:5 or 2: 12	12
Infant (12 mo to 18 mo)	1:6 or 2: 12	12
Toddler (18 mo to 30 mo)	1:7	14

Toddler (30 mo to 36 mo)	1:8	16
Preschool (3 years)	1:12	24
Preschool (4 & 5yrs not in Kin)	1:14	28
School age (eligible for school)	1:18	36

Ratios for toddlers and preschoolers may be doubled for 2 hours at naptime if all children are resting quietly on their cots and enough staff in the building to meet the required regular staff/child ratio if there is an emergency. You will also notice staff/child ratio signs placed at each classroom entrance.

The maximum group size is defined by the number of children in a group that can be served at any one time. Limitations do not include nap time, lunch time, outdoor play, or special activities.

Enrollment:

For enrollment at Bright Start Learning Center, parents need to fill out the required paperwork and pay an annual registration fee which will be \$55.00 for one child and \$75.00 per family (due at enrollment and the first of each year). The registration fee is nonrefundable. All registration paperwork must be returned, and the registration fee must be paid prior to the child(ren)'s first day at the center.

Children without immunizations are permitted to attend as long as their Child Medical Statement has been completed by a doctor and updated annually.

Returned check policy:

There will be a \$35.00 charge for all returned checks.

Holiday Closures:

The center will be closed on New Year's Eve Day, New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day (and the day after), and two days for Christmas. When one of the holidays fall on a Sunday, it will be observed on the following Monday. Likewise, if the holiday falls on a Saturday, it will be observed on the preceding Friday. The center will also have 3 Professional Development closures each year. The center will communicate these closures at least 90 days in advance. There will not be a credit on tuition for these days off.

Inclement Weather:

The center's decision to remain open or closed for the day is made with the best of intentions but it can be an imperfect system due to the timing and unpredictability of

inlement weather. All decisions regarding closure will be made before 5:30am. The center will also decide, if the need arises, to open late or close early. The center will be open to provide care for school age children on school closing/snow days. The center will be closed if the County goes under a Level 3 Emergency. There will not be a credit on tuition for these days off. All updates will be posted on the BSLC Facebook page, an email will be sent out and local TV stations will be contacted.

Tuition Schedule and Payment:

Families are billed weekly based on the number of days (3 or 5 days) that your child is scheduled to attend. Tuition will not be credited for sick days or days not used during a scheduled week. Tuition payments are due no later than Friday of the week attending. If your account falls more than two weeks behind, services for your child will be suspended until the account is brought up to date. After two weeks of services being suspended, your children will be unenrolled at the center.

A multi-child discount is given when there is more than one child from the family attending. The youngest child will pay full price and the oldest child will receive 5% off the tuition cost. There will be summer program fees for School Age classes that will cover field trips and other activities that are planned for the summer months. These activities are optional.

A monthly discount is given when families pay for services on a monthly basis. As long as this is paid for by the 5th of each month, a 5% tuition discount will be given per child.

Tuition and/or cost of living increases will be implemented on the first Monday of each calendar year.

Late Pick Up:

Our center closes promptly at 5:30 pm. It is important that you notify the office if you are going to be late and your anticipated arrival time. We strongly encourage you to have a backup plan in place for another person to pick up your child if you regularly get off work near our closing time. After time of closing (5:30pm), if your child is not picked up, you will be charged \$1.00 per minute/per child. This charge must be paid within one week of being applied to your account or your child(ren)'s services will be suspended. After 6:00pm proper authorities will be contacted if parent/guardian has not contacted the center.

Attendance:

When arriving to the facility the family member will clock the child in for the day on the panel in the front which will also open the door. The adult needs to escort the child to their classroom and help them get settled in. If the child is having difficulty separating from the family members, the teacher will assist by comforting them while the adult leaves. If you will be arriving after 9am, you will need to let the center know ahead of time. If a child that is scheduled to arrive from another program doesn't arrive, we will contact the parent.

When departing for the day, the family member picking up will clock the child out for the day on the same panel in the front. The adult needs to take any papers from the child's mailbox/cubby home with them. If someone not listed in the enrollment paperwork is picking up, the parent needs to call and give us the name of that person. We will check the I.D. of any person we have not seen before. If a custody arrangement is in place, we will need a copy on file to help us know when the child is to be released to each parent.

You are required to pay for the days that your child is scheduled to attend. Each family accrues two weeks of vacation time per year, AFTER their first 90 days of enrollment at the center. A two-week notice is required which allows us the opportunity to adjust staffing and credit your account. There will be no credit given for unused vacation. If your child(ren) is enrolled for Summer only, no vacation credit will be given.

State Assisted Families Note – If you are receiving tuition assistance through Ohio Job and Family Services, you must also clock in and out using the state's check-in system (called TAP) at the center entrance. This is how payments for the state's portion of your tuition are determined and processed. Failure to regularly check in and out of this system will result in termination of services for your children.

Supervision of Children:

Infants/Toddlers/Preschool: (birth – age 5) At no time will a child be left unattended. Staff will always supervise children, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

School Age Children: (grades K – 5): School age children will always be supervised in the classroom, playground, and on the bus. We do permit school age children to run errands inside the building (delivering or picking up items from another classroom, the office or kitchen). They will always be within hearing distance of center staff. Their teacher will also check on them regularly until they return to their classroom.

Withdraw/Dismissal:

When a family desires to withdraw their child(ren) from the Center, it is expected and appreciated for the family to give us a two-week written notice prior to the withdrawal. This gives us the opportunity to contact families who would be on our wait list and get them enrolled in a timely manner. Tuition charges will cease on the last day of service upon 2 weeks' notice is given, vacation credit may not be used for this two-week period. When timely notice is not given, you will be charged one additional week of tuition, vacation credit cannot be used towards this charge.

Withdraw for SUMMER ONLY:

“Summer” is defined by the Johnstown-Monroe Local School District calendar. If you are withdrawing your child for the Summer break only, a non-refundable hold fee will be charged to guarantee a spot for your child upon return. Hold fees vary for each classroom. A hold fee is: one week’s tuition for the class your child will be placed in upon return.

Guidance Policy:

We strive to present a positive and caring attitude toward the children enrolled in our program. We want the children to develop self-control, self-confidence, and a sensitivity in their interactions with others. The safety of our children and staff is very important to us. If a child has more than 3 behavioral incidents in one week, they will get a written write up. The child will receive guidance from staff and potentially a meeting with parents as well to try to resolve the issue. If a child is written up two times, they will be suspended for 3 days (without tuition reimbursement). In the event that behavior is a continuous concern and all guidance strategies have been exhausted, BSLC reserves the right to suspend or expel a child.

Classrooms:

The children all have their own specific classroom decided by age and developmental level. The teacher in the classroom is knowledgeable of the needs of that age group and will create a weekly lesson plan that is appropriate for the learning and development of that age. When the child is ready to move up to the next room, the parents will be notified. The teachers will communicate with one another and gradually transition the child to his or her new room throughout the course of a week.

The children will have a rest/nap period in their classroom and be assigned a cot to rest on. You may provide a blanket, small pillow and one item that helps your child relax. The items need to be taken home at the end of every week to be washed.

The Infant room provides a crib for each baby. Diapers will be checked/changed every 2 hours unless told otherwise by a parent. The Infant room follows the posted daily schedule however they are fed on their own individual schedules. Daily activities include free play, sensory, arts and crafts, tummy time and outdoor play. Breastfeeding mothers are welcome to use the infant room when feeding or pumping for their babies.

Parents will also need to bring in a change of clothes that can stay at the center for accidents or spills that may occur during the day. Please be mindful of the clothes your child has at the center when the weather changes. Teachers may also send home reminders asking parents to send in seasonal items including boots and hats for the winter months and sunscreen and swimming items for the summer months.

Toys brought from home are discouraged due to the risk of them being broken or lost. There may be times that the teacher has a share day or requests certain items from home that may be used for a specific lesson.

In the summer months, the children may participate in water activities including sprinklers, small pools etc. The children will never have access to water deeper than 18 inches while at the center.

BSLC has an open-door policy. Parents or family members may come in anytime and visit. The center also may ask for family involvement for certain functions or field trips throughout the year. You are always encouraged to be involved with BSLC and your child's classroom. If you would like to have a conference with your child's teacher, the director will set up a time that works for both schedules.

Sample Class Schedules:

Included here are typical daily schedules for each age group. The daily schedules are flexible enough to adapt when necessary but structured enough to provide predictability for the children. The specific schedule for your child's class will be posted in their classroom. We want them to view the center as a safe place where they know what to expect and when to expect.

Newborn infants will be allowed to eat and sleep as needed until old enough to join in on the scheduled activities.

SAMPLE OF CLASS SCHEDULES

HOUR

CHILD

BABY

PRESCHOOL

	6 WEEKS -14 MONTHS	14 – 36 MONTHS	3 – 5 YEARS
6:00 – 8:00	Arrivals, Free Play Breakfast served 7-8	Arrivals, Tabletop activity Breakfast served 7-8	Arrivals, Tabletop activity Breakfast served 7-8
8:00 – 8:30	Clean up of breakfast and play activities	Clean up of breakfast and play activities	Clean up of breakfast and play activities
8:30 – 9:00	Diaper changes	Circle Time	Circle Time
9:00 – 9:30	Story Time	Themed Craft Project	Themed Learning Centers
9:30 – 10:00	Music and/or Art	Outside play	Themed Craft Project
10:00 – 10:30	Outside play	Themed Learning Centers	Outside play
10:30 – 11:00	Lunch	Conclude act & wash up	Inside Play, then wash up
11:00 – 11:30	Diaper changes	Lunch and clean up	Lunch and clean up
11:30 – 12:00	Quiet play and prep for naps	Cot Set-up / Teacher Read	Cot Set-up/silent reading
12:00 – 2:00	Nap time	Nap time	Nap time
2:00 – 2:30	Afternoon Snack served	Afternoon Snack served	Afternoon Snack served
2:30 – 3:00	Finger Plays	Outside play	Group activity
3:00 – 3:30	Outside play	Afternoon Story Time	Outside play
3:30 – 4:00	Small group activities	Finger Plays, games, music	Story Time
4:30 – 6:30	Free choice	Table toys	Puzzles/Games
	Children Departing	Children Departing	Children Departing

6:00 – 8:00

Arrivals
Table activities

SCHOOL AGE (SUMMER) **SCHOOL AGE (SCHOOL YEAR)**

Arrivals
Table activities

	Breakfast served 7-8	Breakfast served 7-8
8:00 – 8:30	Play continues	Outdoor play Leave for school
8:30 – 9:00	Daily Theme Presentation Outside Play	↓
9:00 – 9:30	AM Curriculum	
9:30 – 11:00	Studies	
11:00 – 11:30	Theme Activity	
11:30 – 12:00	Lunch & Clean- Up	
12:00 – 12:30	Silent	Students at school
12:30 – 1:00	Reading/Library Puzzles, Board games	↓
1:00 – 2:00	PM Curriculum Studies	
2:00 – 3:00	Music/Creative Art	
3:00 - 3:30	Snack Served	
3:30 – 4:00	Outside Play	Snack Outside Play
4:00 – 4:30	Group Activity/Craft	Homework Silent Reading
4:30 – 5:00	Tabletop Activities Puzzles, Board Games	Themed Activity Puzzles, Board Games
5:00 – 6:30	Children Departing	Children Departing

Note: These programs are samples only. Each teacher adjusts to reflect their daily plans.

Curriculum:

We will provide a caring and nurturing environment, while being sensitive to the needs of your child. Our curriculum is aimed to provide developmentally appropriate learning

experiences that build progressively as the children discover and acquire new concepts and skills in the areas of cognitive, physical, and social development.

The entire center uses the same general theme for curriculum and learning times. The monthly themes will be made available to you.

Our curriculum is designed to take an active approach to learning. We will strive to make learning fun and exciting because we believe this enhances learning experiences. Social and communication skills will be an integral part of the classroom routines as well. Our teachers will be working hard to provide a variety of activities, materials, and learning experiences that introduce, reinforce, and expand desired skills and concepts at all levels.

We focus on six major areas in our learning time for our Toddler and Preschool students. Some examples of basic concepts associated with the six areas of focus are listed below.

Basic Readiness

Name
Address
Phone Number
Birthday
Colors
Shapes
Alphabet skills
Numerals
Counting
Using art materials
Problem solving

Opposites
Problem Solving

Fine Motor

Manipulate writing,
drawing, and
coloring tools
Scissor skills
Gluing
Block play
Puzzles
Using manipulatives
Dressing skills
Writing and drawing
skills

Balancing
Coordination
Using a ball

Reading

Book knowledge
Print knowledge
Letters
Characters
Recalling details
Sequencing
Recount
Predict
Basic understanding
Play with your fingers
and rhymes

Math

Colors
Shapes
Numerals
Counting
Positions
Ordering
Comparing
Patterning

Gross Motor

Walking
Running
Jumping
Skipping
Climbing

Social development

Manners
Sharing

Shift taking	Carry on a conversation	Respect
Co-op play	Organizational skills	Encourage to try new things
Following instructions	Basic hygiene skills	

Student Assessment:

It is our desire that this programming will prepare children for kindergarten; that they will master all the skills mentioned above before that exciting time of Preschool completion arrives. It all starts with the very basic skills they learn as Toddlers at home or in our center and we build on that each year with new age-appropriate skills. In our 3-year-old and 4-year-old classes, an assessment will be completed in the fall at the beginning of the school year and in the spring, which will be shared with you. If you have any concerns, please feel free to talk with your child's teacher or with our Center Director.

Learning Centers:

We do incorporate the use of learning centers into our weekly schedule. Some examples of centers used would be:

- Blocks and Transportation
- Book/Reading Center
- Dramatic Play
- Dress Up Center
- Math manipulatives
- Puzzle table
- Science and Nature Table
- Sensory table
- Small motor manipulatives
- Writing/Drawing Center

Birthdays:

If you would like to celebrate your child's birthday at the center, please discuss plans with your child's teacher in advance. Birthday treats for the class are permitted, and we appreciate it when you send in healthy treats for the celebration. **Note: The most common food allergy is Nuts. Please check with our director prior to bringing in treats to determine if there is a nut allergy or any other food allergies that should be taken into consideration when preparing your snack. We appreciate your cooperation for the safety of all children. All treats must be store bought.**

To prevent hurt feelings, please do not send party invitations to school unless you are inviting the whole class.

Nutrition:

Our center provides breakfast and an afternoon snack as part of your weekly tuition. A morning snack may be provided for our children under 2 years old. For toddlers and older, we provide all required food groups and portion sizes. Our weekly menu is posted in the center lobby.

Lunch must be provided by the Parent/Family. Lunch should include the following: 1 serving of dairy, 1 serving of meat or meat alternative, 1 serving of fruit, 1 serving of vegetables, 1 serving of breads/grains. *A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch, two different kinds of vegetables are to be served. *

All meals must meet or exceed the guidelines set forth by USDA.

For infants, Parents are required to provide formula or breastmilk and baby food.

Any food restrictions or supplemental food needs must be presented to BSLC upon enrollment.

If a child's lunch is forgotten, a call will be placed to parents immediately for lunch to be brought to the child. If the center is unable to contact the parent and/or the parent cannot get a lunch to the child, the center will provide a lunch and the following charges will be placed on the families' account...

1st time – Reminder

2nd time - \$5.00 charge

3rd time - \$10.00 charge

*each additional time, a charge with a \$5.00 increase will be added

Serving times are as follows:

Breakfast – served between 7:00 – 8:00 am. If your child is arriving after 8:00 am, please be sure they have eaten before arriving at the center.

Lunch – served between 10:45 and 11:45.

Afternoon Snack – served around 2:00 pm for toddler and preschool children, after their naps. School-age children receive their snack when they arrive at the center after school.

Outdoor Play:

The center will provide outdoor play in suitable weather for any infant over twelve months of age, toddler, preschool, and school-age child. Suitable weather is between 25-90°F and free of rain, ice or lightning.

Medications and Illness:

If your child becomes ill at the center, we will call and have you come to pick them up. They will be isolated to the office until they are picked up. Your child should be symptom free and be without a fever for 24 hours before returning. A child is considered to be sick when demonstrating any of the following symptoms:

- Temperature of at least 100.4 when in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and /or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

The center will administer only life-saving medication to a child only after the parent completes a Request for Medication Form. All proper sections must be

completed, and the medication handed to the Director. Medication will be stored in a designated area in the office inaccessible to children. Medication may not be stored in a child's cubby or book bag. The only exception to this requirement is for school-age children that require the immediate use of an inhaler for a medical condition. Parents must sign a release form stating that they are permitting their child to always have access to the inhaler. The child must always keep the inhaler on his/her person. Anytime the child is unable to maintain control of the inhaler, it must be handed directly to the staff member responsible for the child. Prescription medications must be in their original container and administered in accordance with instructions on the label. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication Form. Over the counter medications will not be administered.

We are in compliance with the ADA including administration of medication and providing care to children with disabilities. School Age students that have been dismissed from school due to illness or behavioral suspension, will not be accepted to attend BSLC on those days.

Allergies:

Forms are available and will need to be completed if your child has allergies that require monitoring and intervention in case of an allergic reaction. A master list of students with these types of allergies is kept in the office. Each teacher has a list for the students in their care. We are continually aware of the children with allergies in our center.

Although we will use our best efforts, we cannot guarantee that other parents or children will be as conscientious, therefore we cannot guarantee your child will not come into contact with an item that may affect them while they are at the center.

Staff:

At the time of hire, a background check on every BSLC employee will be done. All employees are also required to take classes including CPR, First Aid, Communicable Disease and Child Abuse and Neglect. All of our staff members are mandated reporters. They are required to report any suspected abuse or neglect to the proper authorities. All children will be supervised in accordance with the rules and regulations of the Ohio State Department of Job and Family Services.

Parent/Family Conduct:

If you have questions, comments, or concerns, please speak to the director. Adults in the childcare facility need to act in a proper manner at all times. Actions

that are not acceptable include swearing, threatening of employees, children, or other parents, physical or verbal punishment of your child or other children, smoking, violations of any safety policy, confrontational interactions with any other parent or child, violation of confidentiality policies and a no weapon policy. Any of the above that are violated will result in BSLC management asking you to leave the premises.

Conflict resolution: If you have a question or concern regarding the center, you are welcome to get assistance from your child's teacher or reach out to the director.

Transportation:

Transportation to and from the local elementary schools is provided daily for a small fee (see Rate Schedule). If your school-age child will not be following his/her normal schedule to be dropped off at school or picked up after school by our bus, we require you to notify the center by 8:05 am for morning drop off and by 2:45 pm afternoon pickup.

If your child does not arrive at the center prior to 8:05 am and we have not heard from you, we will assume that you are providing transportation for your child that morning.

For afternoon pickup at the schools- If your child does not get on the bus as scheduled, our bus drivers will contact the school staff prior to leaving the school to confirm whether the child is still in/at the school. If the child is not located at the school, our bus driver will be in contact with the center before leaving the school to determine if any additional information is available. If no additional information is available, the bus will return to the Center and the center director or person in charge will proceed to call the family members in the order designated on the center authorization forms to locate the child. Our bus drivers take seriously the commitment for safe transportation of your children, delays of trying to locate a child are difficult on everyone. Your phone call makes it easier for all concerned.

In the event of an emergency, transportation will be provided by the local Fire Department. If a parent refuses to grant permission to transport your child in an emergency situation, we will contact the parent first.

Field Trips:

Field trips for The Preschool children will be walking trips near the center. They will visit the Johnstown Library and take walks nearby. You will sign a permission

form at the time of enrollment accepting or denying permission for your child to participate in these trips. Parents will be notified in advance should the opportunity arise for an off-site field trip for this age group and separate permission forms will be required for your child to participate.

Field Trips for the school age children may be planned during extended school year breaks and always during our summer program. Parents will be notified in advance of these trips and the costs associated with them. A separate permission form will be required for your child to participate.

The children will always be supervised for water activities and field trips. State ratios and proper head counts of children will be maintained.

Emergency Drills:

It is required that BSLC does routine fire drills for the entire center. Each classroom has a designated location to go to if there is a threat of severe weather or a tornado warning. The emergency drill logs and assigned safe areas are posted in the main lobby and in the office.

Emergency Evacuation Plan:

While the need to evacuate will be rare, we do want to prepare the children for these events. As mentioned earlier, we conduct monthly fire drills and periodic tornado drills, so they become familiar with the process. Should we need to evacuate the building due to an emergency, our emergency destinations are listed below:

- 1 – Grassy area of the playground all the way to the fence near the dumpster.
- 2 - Mary Babcock Library which is located across the parking lot west of our center
- 3 – Parking lot or grassy area of the Leafy Dell apartment complex across the street.

In the case of an emergency evacuation, the following actions would be taken:

- oThe teacher will take attendance roster, first aid kit, and emergency contact information for children.
- oTeacher will account for all children with a name to face check off.
- oWe will follow instructions from the emergency personnel (if present) as to whether to stay in that location or proceed to a secondary evacuation location.
- oParents will be notified as soon as possible.

OA sign will be posted on the front door of the center indicating that we have been evacuated and where the children may be picked up.

Should there ever be a threat of violence, we will secure children in the safest location in the building, away from windows and doors. We will take the attendance roster with us and contact 911/Police.

Should there be a loss of power, heat or water, we will contact the appropriate utility company to assess the expected time of the outage. We will evaluate factors such as safety, temperature, daylight hours, refrigeration requirements and the ability to follow sanitary hygiene practices. If the Director or designee makes the determination after review of these factors that the center needs to be closed, parents will be notified as soon as possible.

Accidents and Emergencies:

In the case of a minor accident or injury, the staff will administer basic first aid and TLC. If the injury (or illness) is more serious, first aid will be administered, and the parents will be contacted immediately to assist in deciding an appropriate course of action. If any injury (or illness) is life-threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records and stay with them until the parent(s) arrive. Staff may not transport children in their vehicles; only parents or EMS will transport.

Each family is assigned a Parent Handbook and is required to read it over before signing and returning the back page to be kept in your child's file. Thank You!

Bright Start Learning Center Parent Handbook

By signing below, I agree I have read the Parent Handbook effective 7/22/2024.

Parent's Printed Name:

Parent's Signature:

Date:
