



**BRIGHT BEGINNINGS**  
LEARNING CENTERS

Summer Camp  
PARENT HANDBOOK

Bright Beginnings  
Education Center, Inc.  
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## Mission Statement

"Every child has unique, special gifts and talents that must be properly nurtured and developed."

## WELCOME

Welcome to Bright Beginnings Education Center. Thank you for the opportunity to provide your family's school age needs. Our Center is open year-round, Monday through Friday between the hours of 6:30 a.m. to 5:30 p.m. We provide care for children age 3 to 12 years of age with various programs available.

All staff members are experienced providers or educators. All participate in a continuous program of in-service education and studies for professional advancement to remain alert to the ever-changing needs for today's families and to the findings of current research. All our employees meet both the Commonwealth of Pennsylvania's licensing requirements and Bright Beginning's policy requirements.

Bright Beginnings policy does not allow for individual teachers to provide off-hours "babysitting" care for students enrolled in our Center.

Bright Beginnings has completed the state mandated "Daycare Emergency Operations Plan" required by the County of Chester Department of Emergency Services.

Our Center has in place a confidentiality policy to protect the children in our care. The information that is discussed in the center by the children, parents/guardians and employees is extremely confidential.

The following policies and procedures outlined in this handbook are to ensure that we meet the overall goals for all children.

### Health & Safety

Upon enrollment, you must file with us a health appraisal signed by a licensed physician or nurse practitioner. This form needs to be updated yearly with intervals of updated immunizations given to the director as mandated by the state of Pennsylvania.

### Health Observations

In the event your child shows any symptoms of illness during the day, your child will be isolated from the other children, and you will be notified immediately.

### Exclusion from the Center

The symptoms of illness for exclusion shall include, but not be limited to:

- Severe pain or discomfort, particularly in the joints, abdomen, or ears.
- Acute diarrhea characterized as two (2) times the child's normal frequency of bowel movements with a loose consistency within a twenty-four (24) hour period.
- Two or more episodes of acute vomiting with a twenty-four (24) hour period.
- Severe coughing or sore throat
- Oral temperature of 101 or auxiliary temperature of 100 F accompanied by behavior changes and/or other symptoms.
- An infant with an oral temperature of 101 F
- Yellow (jaundiced) skin or yellow eyes
- Red eyes with green or yellow discharge
- Infected, untreated skin patches or lesions
- Difficult or rapid breathing
- Severe itching of body or scalp due to ringworm or pinworm
- Skin rashes, excluding diaper rash, lasting more than one day accompanied by any of the following: fever, behavioral changes, oozing or open wounds.
- Swollen joints.
- Visibly enlarged lymph nodes with fever or behavioral changes
- Stiff neck
- Blood or pus from the ear, skin, urine, or stool
- Unusual behavior for the child characterized by no playing, confusion, and persistent inconsolable crying.
- Loss of appetite characterized by refusing solids.  
Symptoms, which indicate any of the following:
- Chicken pox
- Impetigo
- Lice
- Scabies
- Strep throat

The parent is responsible for picking up the child within sixty (60) minutes after being called. Your child may return to regular Child Care when the symptoms are no longer present or when a licensed physician indicates, in writing, the reason for symptoms and he/she poses no health risk to himself or others.

We will keep you informed of any instance of serious contagious disease affecting children at the center. Plus, we will immediately report such diseases to the local health authorities.

### Medical Emergencies

In the event of a medical emergency or of an accident, we shall contact the parents and the child's doctor. If it is impossible to reach either, and should emergency treatment be required, the child will be taken to either Jennersville Regional Hospital or A.I. DuPont Hospital. Authorization for the Center to contact your child's doctor and take whatever emergency medical measures are deemed necessary is part of this agreement.

### Administration of Medication

Medication will not be administered by staff unless we receive written permission from the parent for each medicine to be given. A medication form must be completed for each day the child requires the medicine.

All prescription medication must be in its original container, properly labeled with directions for its administration and shall be labeled with the child's name. Any deviations from the label instruction shall be in writing from the child's pediatrician. Parents need to provide an administering device labeled with the child's name. Medication will not be administered without all of the above requirements.

### RELEASE OF CHILD

Parents will sign the child out at the reception area prior to picking up their child (ran) in his/her classroom. It is extremely important that we protect each child in our care by ensuring that a child does not leave the Center with a person who is not authorized to pick him/her up. Anyone authorized to pick up a child must be listed in the child's information card. Parents must state, in writing, when someone else will be picking their child up. Even if it is an emergency, we must have the parent's permission to release the child to someone other than a parent or guardian. The Center must have a name and description of what the person looks like. The person picking up a child must show picture identification before a child can be released from our care. Unless otherwise noted, both parents have the right to pick up their child. If this is not the case, a copy of a court order stating otherwise will be on file in the office. If a non-custodial parent arrives to pick up a child and a copy of the court order is not in our file, we will call the custodial parent immediately. If the non-custodial parent leaves with the child, we must immediately call the police and report the situation. We will not place the other children in the Center at risk in a confrontation with the non-custodial parent.

### Release of Child

It is a top priority with our staff that each child arrives home safely. Therefore, if the person who arrives to pick up a child appears intoxicated or otherwise incapable of bringing the child home safely, we will call the other parent, or an emergency

contact person listed on the child's information card to request assistance. If the situation occurs a second time, it will be grounds for terminating the care of the child involved.

### Discipline

Discipline in the Center will be provided in a manner appropriate to each child's age, developmental stage and individual needs. Encouraging positive behavior is more effective than only punishing misbehavior. Our goal is to help each child develop self-control. It is imperative that we work together on encouraging your child's positive behavior. We do not tolerate any form of corporal punishment, including spanking, slapping hands, biting or hair pulling.

### Parental Involvement

The Center encourages any involvement by parents with their children. We offer the standard OPEN-DOOR policy. Also, throughout the year, the Center will offer lectures and classes of interest to parents.

### Special Needs

We want to make your child's stay with us as comfortable as possible. It is important to communicate in writing any special needs you have for your child's care. This will enable all staff to have this available to them through shift changes and substitutes so that they may more completely address your child's needs.

### Photographs and Publicity

Photographs of the children participating in our programs may be taken from time to time and may appear in newspapers, magazines, brochures and other publicity material (Our web page). Your permission for photographs including your child, to be used without compensation, is part of this agreement.

### Transferring Records

The Center will transfer child records, at the request of the parent, when the child transitions to another educational setting.

### Clothing

Because a full day at Bright Beginnings can include such activities as singing, painting, dancing, eating and playing, both indoors and outdoors, your child should wear comfortable, washable clothes, as well as rubber-soled and closed-toe shoes to the center. We also ask you to bring a change of clothes, just in case.

### Illness Policy

Bright Beginnings Education Center reserves the right to decide whether or not a child should be removed from the Center when the child exhibits symptoms of illness that we feel would affect the well being of the general population of children in the Center.

### Transition Policy

Bright Beginnings Education Center will determine if a child, parent or guardian is adjusting to our program based upon the recommendations of the immediate

caregivers and administration. If a problem arises, we will first try to resolve this through a conference. If unable to reach a resolution, Bright Beginnings reserves the right to terminate this contract.

### Security Door

Parents/guardians agree to the following policy regarding the use of the combination lock door for entrance into our Center: Only give the code to person(s) authorized to drop off and pick up child. Do not hold the door open for any persons including other parents or employees of the Center. Bright Beginnings Child Care reserves the right to terminate this contract if this policy is violated.

### Other

- The Commonwealth of Pennsylvania requires all staff and volunteers of a childcare facility to be on the lookout for, and report to the Commonwealth, any and all cases of abuse of a child. Therefore, we are obligated to report to the Commonwealth any suspected cases of child abuse and/or neglect.
- The Center admits all children regardless of race, color, nationality, or religious background.
- Any conflicts between staff and parents should be referred to the Director as soon as possible.

## SUMMER CAMP

### Tuition for summer camp

Tuition rates are \$200 for full weeks or \$55 per day for partial weeks. There is a 5% discount for siblings. Field trips will carry additional charges and will be billed separately. Please see the registration form for field trip charges. There will be an initial debit form to be filled out during registration. This will be the amount of money withdrawn from account each week. If you chose to pay by check or cash, please have direct contact with the director. If you choose to participate in additional special activities such as special classes, field trips, additional fees will appear on your statement.

### Registration Forms

Parents must fill out the emergency contact/registration form in its entirety, keeping the original for your records and returning a copy to BBEC. The child's physician must fill out the medical form in its entirety and sign it. All forms, except for the health form, must be returned prior to the child's first day in the program. The health form must be returned within one month from the child's first day in the program. These forms are required according to licensing regulations. Your child's records are confidential. The program will not share your child's records with anyone without written parental consent. Parents will have access to their child's records at any time and may request that additional relevant information be added to the records.

### Camp Schedule

To be as flexible as possible for our families, we are able to accommodate any changes throughout the summer months with a 1-week advance notice in writing via email. If you need to add a day for your child at the last minute, you may call to check availability for a given day. If there is space available on a given day, your child may attend. There is a summer camp schedule on the website with times and themes.

### Summer Camp Schedule

Camp will operate daily, Monday - Friday, from June through August/September. Children may not attend more than 10 hours per day.

### Procedure for Arrival and Departing

Each parent or authorized guardian is responsible for delivering each child to a designated room and signing in each child at the time of drop off and signing out each child is required during pick up. Only those individuals authorized on the child's enrollment form may pick up a child. If a parent would like someone other than those individuals listed on the enrollment form to pick his/her child, the parent had two options: The parent must send a signed note with the child or the parent must call the program earlier in the day, notify the program of the change. If the parent calls the center, they will receive a phone call back verify the authorization of change in pickup.

### Late Pick Up

Parents must pick up their child no later than 5:30 PM. If the parent is unable to pick up the child by 5:30 PM, the parent should notify the individual designated for emergency pick up. Parents will be charged \$1.00 per minute after 5:30 PM.

### Bad Weather

In bad weather situations email, voicemail and text messages will be sent to all families.

### Absent

If your child will be absent on a day when he or she is schedule to attend camp, please call by 9:00 AM and let us know. This is particularly important on field trip days.

### Sick

Children who develop any of the following conditions while at the program will be sent home: Oral temperature of 100 degrees or greater Vomiting Diarrhea Uncontrollable or persistent cough Appearance of acute illness or complaint of severe pain. A staff member will notify the parent of a child's illness. If a parent cannot be reached, the child's emergency contact will be notified to pick up the child. It is expected that the child will be picked up as soon as possible. Until the parent arrives the child will be excluded from activities with other children and will rest quietly under the supervision of a staff member.

Parents may not send a child to the program if: The child has a strep throat which has not been treated by an antibiotic for a minimum of 24 hours, the child has any rash of acute onset associated with a fever or symptoms of illness, the child has an oral temperature of 100 degrees or greater, the child has had persistent vomiting and/or diarrhea in the 12 hours prior to coming to the program, the child has impetigo that has not been treated by an antibiotic for a minimum of 24 hours. If a child is diagnosed with a contagious disease, the child will require a statement from the doctor indicating that the disease is no longer communicable upon return to the program.

### Medication

Prescription medication will be given to a child only if the medication is in the original bottle bearing the child's name, the doctor's name, a current date, and directions for administration. The parent must send a signed note with the child authorizing the staff to dispense the medication. Parents must sign in all medication on the medication log. Non-prescription medication will be given to a child only if accompanied by written instructions and written consent from the parent.

### Lunch

Campers will be provided breakfast, lunch, drinks, and snacks. Parents must complete a Food Form before the first day of camp. Children are not permitted to bring in food from home.

### Items from home

- A spray bottle of sunscreen (any brand) CLEARLY MARKED WITH YOUR CHILD'S NAME ON IT.
- A water bottle with your child's name in permanent marker.
- Your child will also need a bathing suit and towel every day.

Toys, games, books, etc will be provided by the program. If these items are brought from home, the program cannot be responsible for their loss or damage. Any additional special items from home or field trips will be listed in the monthly newsletter.

### Conflicts and disruptive behavior

When conflicts develop between children, program staff will listen to the children, and help to resolve the conflicts through effective communication. Children must be respectful of other children and teachers. Bright Beginnings reserves the right to terminate this contract if a child is unable to conform to the program's rules.

### Withdrawing Procedure

Parents must give two weeks written notice by email for withdrawal for any reason. Tuition will be prorated for the unused portion occurring after the two weeks' notice.

### School Year Program Availability

We operated before and after school programs. All programs operate from 6:30 AM until the beginning of the school day and after school until 5:30 PM. All programs include art, snacks, homework assistance and much more.