

# Welcome to Bright Beginnings Childcare



**right Beginnings Childcare**

**Ramal Winfield, Owner / Director**

**[www.wearebbc.com](http://www.wearebbc.com)**

---

**Provider:**

*Ramal Winfield*

*320 South 33<sup>rd</sup> ... 703-7509*

*1152 Echo Drive... 400-0399*

*317-701-3838... cell*

## **WELCOME NEW PARENTS!!!**

At **Bright Beginnings**, we realize the attachment and bond you have with your child and how it can be very difficult for you and the child to leave them with strangers. We invite you to come and observe when you have time and NO, you don't need an appointment! When dropping off and picking up, please feel free to stay and play a little. But remember, if you stay too long we may put you to work!!

We are never too busy to answer any questions or lend a hand or an ear to your concerns and or suggestions. We consider ourselves partners with each family in creating the best environment for each child.

We are honored and blessed that you have chosen and entrusted us to take care of your most precious gift.

**“Every Child Needs Bright Beginnings”**

WELCOME!!!!

Mrs. Ramal Winfield, Owner

## **Bright Beginnings Childcare**

Please bring on first day of care....or before!!

—Signed Parent Packet (1 per family)

For each child:

—Physical form

—Shot records

—Birth Certificate

—Change of clothes

—Diapers

—Pre-made labeled bottles each day (0-12 months)

—Sippy cup (12-18 months only)

—Family photo!

Please do not bring diaper bag.

### **Provider Responsibilities**

Bright Beginnings childcare is a licensed, safe child care home. We offer developmentally appropriate interaction and activities to support the physical and emotional needs of the children in my care. Completely supervised indoor and outdoor play is provided daily. Developmentally appropriate toys and activities are furnished for your children.

We will communicate with you daily and as needed and give you a daily sheet for your infant that will summarize their day if needed. Any information (ie. Closings, Parties, etc.) that needs to be shared about Bright Beginnings will be posted on the Parent Board and communicated online. I will inform you of any changes in my business that may affect your child.

### **Parents' Responsibilities**

I expect that you will work with Bright Beginnings to ensure that your child has the opportunity to develop to his or her fullest potential. I expect that you will communicate often about your child's physical, emotional, social, and intellectual growth. Please inform me of any changes in the child's schedule, routine or home environment.

Parents will provide any special instructions, in writing, for eating, sleeping or napping, allergies, health issues, toilet training, etc. Parents will supply a clean, seasonally appropriate change of clothes as well as diapers, formula, baby food, powder and lotion (if used at home). If your child is potty training, parents will supply training pants and several changes of clothing for accidents.

Parents will bring your child to Bright Beginnings dressed and ready to play! Please provide clothing appropriate for the weather. They will play outside everyday and they will get dirty! Closed-in shoes are required to be worn outside all year.

Parents will immediately report any changes in address, phone numbers, employment (place and schedule), changes in persons designated to pick up your

child, and any medical information. Bright Beginnings must be kept up to date of all changes in case of emergency.

### **Nap/Quiet time**

All children are required to lie down for a nap time each day (12:30-2:30) I will not force your child to sleep but they must lie down quietly. You may bring their favorite blanket and favorite toy to be used just for nap time. Please do not bring other personal toys from home. I will not be responsible for broken or lost items. Blankets are to be taken home every Friday (or your last day of the week) and be washed. Infants are not allowed to use blankets in the cribs and will be put to sleep on their back to reduce the chance of Sudden Infant Death Syndrome (SIDS). Sleep sacks can be used up to three (3) months.

### **Health and Safety Issues**

Bright Beginnings Childcare strives to provide a safe and respectable place for children and their families. All parents and other adults and children are expected to abide by the following rules while on our property:

**\*Smoking** is **PROHIBITED** on our grounds. Please extinguish any smoking materials before exiting your vehicle and before entering the front door of the facility.

\* Children are to arrive clean and fed, unless they arrive before meal time. No outside food is allowed inside the daycare. Please be sure that your child finishes any food you have given them before they come inside.

\*You must come inside the daycare when dropping off or picking up your child **EVERYDAY** to sign them in and out. Coming in also allows the staff to discuss the day with you. During these times, please do not allow your child to leave the house until you leave. Please lock your vehicle and do not leave personal belongings visible. Bright Beginnings will not be held responsible for lost or stolen items or vandalism.

**\*Profanity** is **PROHIBITED**. If I feel threatened by your verbal language or body language (behavior), the discussion is over and you will be asked to leave the premises. If you do not adhere to my wishes, the Police will be called and my services for your child will be **IMMEDIATELY** terminated.

\* Communication is key! I welcome questions, feedback or discussions of any kind that affect a positive outcome for your child. If you and or your child have a problem, complaint, or concern about the care your child is receiving from the daycare, please discuss the matter with me personally. Please schedule a conference time to discuss any issues. Drop off and pick up are not good times for this type of conversation. Please come with an open mind and respect. We are adults and will treat each other accordingly. We will decide, before the conference, if the child or other adults need to be in attendance. I will do everything in my power to resolve the issue.

### **Minor Injuries/Medical Emergencies**

Minor bumps and scrapes are inevitable, but we will make every effort to keep your child safe through supervision and child proofing with socket plugs and gates. Minor injuries will receive appropriate first aid and you will receive an injury report upon pick-up informing you of the incident.

If an emergency injury or illness occurs, you will be contacted immediately. If I am unable to contact you, the parent, I will call the emergency contact numbers supplied to me. If you or an emergency contact cannot be reached, I will make the medical decision for your child, unless doing so endangers your child's life. If necessary, your child will be transported by ambulance to the nearest hospital. You will be responsible for all costs involved in emergency medical treatment including transportation, if required.

If your child has an accident at home which results in bruising, etc., please let us know that when you bring them in for the day. (See Child Abuse section)

### **Medications**

You must sign a medicine consent form for prescription and over the counter medicines. Handwritten directions, including exact times to be given and the amount to be given must be signed and dated by you. All over the counter medicines must be in original container. All prescription medicines must be in the original container and must have the (ill) child's name and doctor's name on the label. We will not dispense medicines from a sibling's prescription.

**Enrollment Application**

Name of Children \_\_\_\_\_  
\_\_\_\_\_

Child(ren) date of birth \_\_\_\_\_ Ages \_\_\_\_\_

Name of Parent/ Legal Guardian/ Mother \_\_\_\_\_

Address \_\_\_\_\_ City/ State/ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Work Hours \_\_\_\_\_ Email \_\_\_\_\_

Father's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address if different \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Work Hours \_\_\_\_\_ Email \_\_\_\_\_

Marital status: Married / Single / Divorced / Separated

Child(ren) currently living with: Mother / Father / Both / Guardian

Who has legal custody \_\_\_\_\_ May non-custodial pick up Child? \_\_\_\_\_

**If there is an issue with releasing the child to their non- custodial parent, please provide legal documents to support the above response. I will need a copy of the court ordered custody agreement (restraining order) recognizing the parent who has legal custody of the child as well as visitation schedules; otherwise I have no choice but to release the child to the non-custodial parent.**

To ensure the safety of the child, please list the other adults whom your child may be released to. Your child will only be released to the persons on this application. Any unknown person will be asked for Picture ID at pick up. We will not accept permission via text to release your child to anyone who is not listed below.

\_\_\_\_\_  
\_\_\_\_\_



**Child Care Emergency Contact Information and Consent Form**

Name of Child(ren) \_\_\_\_\_  
\_\_\_\_\_

**In the event of sickness or emergency pick up, we will make calls in this order:**

1<sup>st</sup> Contact Name \_\_\_\_\_ Relationship to child  
\_\_\_\_\_

Cell \_\_\_\_\_ Home \_\_\_\_\_ Work  
\_\_\_\_\_

2<sup>nd</sup> Contact Name \_\_\_\_\_ Relationship to child  
\_\_\_\_\_

Cell \_\_\_\_\_ Home \_\_\_\_\_ Work  
\_\_\_\_\_

3<sup>rd</sup> Contact Name \_\_\_\_\_ Relationship to child  
\_\_\_\_\_

Cell \_\_\_\_\_ Home \_\_\_\_\_ Work  
\_\_\_\_\_

## **Consent for Medical Care**

I/We, parents/ guardians of \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_ do hereby give authorization and consent to Bright Beginnings Childcare to make provisions for any medical or surgical care that it deems necessary for my child during the period my child is in care at Bright Beginnings Childcare. The consent for medical or surgical care shall include, but not limited to, any x-ray, examination, anesthetic, medical or surgical diagnosis or treatment at any hospital or medical center in St. Joseph County, or at a public or private clinic or office of a licensed medical practitioner.

Realizing that treatments and procedures by modern methods require the cooperation of numerous technicians, assistants, nurses and other personnel, I/we give further consent to administration of medical treatment for my child by all such qualified medical personnel who attend to my child. It is understood that this consent is given in advance of the need for any surgical diagnosis or treatment but is given to encourage the physicians, hospitals and clinics to exercise their best judgment as to the requirement of each such diagnosis, treatment or procedure.

It is further agreed and understood that the undersigned person(s) shall be liable and obligated to pay for all medical services rendered on behalf of their child.

In consideration of the care, treatment and maintenance of the child, it is understood and agreed by the undersigned that Bright Beginnings Childcare, its employees and the medical practitioners and hospital care facilities above referred are released and absolved from any liability or responsibility they may incur as a result to the care and treatment of their child.

Parent/ Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

**Child's Preferred Source of Medical Care**

Physicians Name \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Dentist's Name \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Preferred Hospital \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

Address

---

---

Insurance Plan \_\_\_\_\_ ID#

---

Subscriber's Name (on insurance card)

---

**Any special conditions, disabilities, allergies or special medical information**

---

---

---

---

---

**Childhood History- (one page for each child)**

Childs Name \_\_\_\_\_ Date of Birth

---

**Experiences with Others**

Other childcare experiences have your child had?

---

Favorite toys?

---

---

Does your child play with children from other families often?

\_\_\_\_\_

Does your child get his/her way with other children?

\_\_\_\_\_

If not, how does your child react?

\_\_\_\_\_

### **Routines**

What time does your child go to bed? \_\_\_\_\_ Wake up?

\_\_\_\_\_

Does your child take naps when home? \_\_\_\_\_ Toilet trained?

\_\_\_\_\_

Favorite foods?

\_\_\_\_\_

\_\_\_\_\_

Favorite snacks?

\_\_\_\_\_

\_\_\_\_\_

### **Health**

Any health issues we should be aware of?

\_\_\_\_\_

Ever been hospitalized? If so, explain.

\_\_\_\_\_

Currently taking medication?

\_\_\_\_\_

Does your child have allergies?

\_\_\_\_\_

Does your child get frequent ear infections or colds?

\_\_\_\_\_

In general, how is your child's overall health?

\_\_\_\_\_

**As your child's caregiver, I strive to do the best job possible. Please share any other information that will be helpful in providing excellent care.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

**Bright Beginnings Childcare Scheduling, Late Fee and After Hours Procedures**

Here at Bright Beginnings, we are open to provide care **5:30am- 8:30pm Monday thru Friday**. A calendar with Holiday and Vacation closings is included in your packet. Normal full time care is 5 hours per day and 25 hours or more per week. Although we have extended hours it is very necessary your child is picked up and dropped off at their scheduled times due to staffing and ratio requirements. I do understand some parents do not have a consistent work schedule. If your child needs different hours of care each week, your schedule is due the Thursday before. If your child is not picked up by your scheduled time you will be subject to a \$10 late fee for every 15minutes you are late. If your child remains at the daycare one hour past pick up time and the parent has not made contact, and all emergency contacts are not able to pick up your child, I will call Child Protective Services at (574)236-5322 so that the child can be placed in Emergency Care. **Late drop-offs do not allow for late pick-ups. Please be sure to communicate with me at least one hour before pick up time if you are going to be late to pick up your child.** If I am not notified at least one hour before, the above late fee will be due at time of pick up. The Parent/Guardian who enrolls the child is responsible for paying late fee regardless of the failure of any designated person to pick up the child by the agreed upon pick up time.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Drop- off Time	_____	_____	_____	_____	
_____	_____				
Pick- up Time	_____	_____	_____	_____	
_____	_____				

**Basic Rates (Subject to Change Annually)**

Full-time care is defined as 25 hours per week or more.

Full- time: Infants 0- 16mo \$155

Toddler (16mo- toilet trained) \$140

Preschool (toilet trained- Kindergarten) \$130

School age (1st grade and up) \$115

\*Before 6am & after 6pm: \$15

\*Transportation \$25wk

\*Sibling discount is 10%

My goal is to be affordable for every family, communication goes a long way so it is up to you to discuss any special needs you may have and I will do my best to accommodate you.

### **Application fee**

A \$20 non-refundable fee per family is required at enrollment. This will hold your spot for two weeks. After 30 days, you will be required to pay the application fee again.

### **Absences**

You must notify me, by 8 a.m., if your child will not be receiving care for the day or if your child is going to come in later than the regularly scheduled time.

### **Meals and Snacks**

I participate in the Child and Adult Care Food Program so only approved, healthy and nutritious meals and snacks will be served daily. Each child will be enrolled and a separate form will be signed. Meals will be served at the following times:

Breakfast      7:15- 8:00

Snack            10:00- 10:15

Lunch            12:00- 12:30

Snack            2:30- 3:00

Dinner           6:00- 6:30

Snack            8:00- 8:15

\*If your child is here during these times they will be served. If your child chooses not to eat, they will not be served until the next scheduled meal or snack. **If they arrive after a meal, please feed them before they arrive as I cannot feed them outside a meal time.** The weekly menu is posted by the kitchen on the wall. If your child requires a special diet due to allergies, medication, age, cultural/religious beliefs, I will need a letter from you, pastor and/or a doctor. It will be your responsibility to provide a well-balanced meal for your child daily. I ask that it not contain candy, sweets, fast food etc. **If your child drinks a bottle or sippy cup and is walking, they will only be allowed to drink at the table.**

### **Behavior Policy**

The first two weeks in my program is a **trial period.** During this time, either of us can terminate this contract without written notice. If I choose to terminate due to behavior, I will inform you within the first week. I will work with you to determine the cause of misbehavior and deal with it positively. I will use age-appropriate strategies that will allow your child to take responsibility for their actions. I will teach them what is appropriate as a member of the Bright Beginnings Family. I do not threaten or bribe children. I do not use any type of restraint, verbal, physical or emotional punishment. I believe in positive reinforcement such as praise, respect, encouragement and redirection. I will respect the children and help them feel important, secure and above all, loved. I expect the same respect in return for myself, staff and the other children. Hitting, kicking, spitting, and other hostile actions are not permitted at Bright Beginnings. **If your child bites another child or staff member and breaks the skin, you will be responsible for all medical expenses incurred and your child will be terminated immediately.**

Any misbehavior that happens at Bright Beginnings will be dealt with at Bright Beginnings. I ask that you trust my judgment and know that the situation has been handled. For this reason, as a parent, I ask that you not punish your child at home because of an incident at daycare. It could be confusing to the child to be disciplined twice for the same incident.

### **Inclusion Policy**

We will work with parents to make adaptations to the activities and environment to assist children with special needs. If children need special services, open communication will be maintained with parents and service providers, including school programs. If desired, service providers are welcome to come to Bright Beginnings to serve your child as long as it is arranged in advance.

### **Parent Conferences and Parent Evaluations**



We will conduct parent conferences on an annual basis. At that time your child's development will be discussed and we will set goals together for working with your child. Parents will also complete annual evaluations on our childcare services. This feedback will be used to improve our services to you.

### **Communication with Employees**

I have qualified employees who assist me in caring for your child(ren). There will be times when they will be alone with your child and I won't be present. To reduce the chance of misunderstanding, please communicate directly with me if you have any questions, concerns, or if you desire to remove your child or any business related topics. Please send a text and I will respond as quickly as possible.

### **Emergency Procedures**

Fire drills will be practiced with the children monthly. In addition, tornado drills shall be practiced with the children monthly during the tornado season which is April through October. Completion of all practice drills will be documented.

In the event of a lost child, I will check all areas of the daycare. If the child cannot be found, the child's parents and/or emergency contact and the police will be notified immediately. I will notify the proper State authorities to report the incident within 24 hours after the occurrence.

In the event of a tornado warning, the children will be taken to an inside wall of the home. Blankets and a portable radio and flashlight, with extra batteries for both, are kept in the home at all times. The attendance form and emergency contact information will be brought along. Parents will be notified that children are safe after the warning has been cleared.

In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified. Children will be assembled on the grassy area near the front curb of the daycare facility. If we are unable to re-enter the daycare after a necessary evacuation, children will be transported to the other facility and parents and/or guardians will be contacted.

If the center should lose the use of heat, water or electricity before the center opens, I will notify all families. I will post a notice on the door and send a notice via text and Facebook. If there is space for the additional children at another site, parents will be given that option for care. If the center should lose the use of heat, water or electricity while children are in attendance, I will contact parents and guardians to pick up their children within the hour. Every effort will be made to keep each child in care. Please understand that unforeseen things happen and if there is not space at another site, it will be the parents responsibility to find alternate care.

In the event that the center receives a verbal or written threat to the building or its occupants (e.g., bomb threat, bodily injury threat, etc.), law enforcement and the parents will be immediately contacted to advise them of the threat. Depending on the nature of the threat, evacuation and/or closure or lockdown may be required.

### **Child Abuse/ Neglect**

It is law and also my responsibility as a childcare provider to report any and all abuse or neglect performed and or suspected on a child. I cannot turn my head from a child that is being abused or neglected. A reporter does not need proof, just suspicion based on observation and 1<sup>st</sup> hand knowledge not hearsay. Therefore, I will notify Child protective Services and the Police when it appears that a child in my care is being physically, sexually, or emotionally abused, neglected or exploited. I will give my name, stick to the facts relying on what I have observed, time of call, person I spoke with and other important information.

### **Employees**

All Bright Beginnings employees are certified in CPR and first Aid. They have also passed drug screening and background checks. They have been trained on the job and attends various childcare trainings throughout the year.

### **Field Trip Fees**

In case of a field trip, a small fee may be involved. The due date and trip details will be given at least two weeks in advance. Parents are always welcomed and encouraged to attend. If you to choose to accompany Bright Beginnings and drive other children, please be prepared to show a current driver's license and insurance. If it is a trip for all children and for some reason you do not want your child to attend, please be prepared to find alternate care that day, as we will be needing all teachers to go on the trip.

### **Damages**

It is expected that your child be respectful of the daycare property and furnishings. A certain amount of wear and tear is expected, but if your child intentionally damages through destructive behavior you will be liable for 100% of the replacement/repair cost. Regarding childcare toys

and books, the child can either replace with a new item or bring a gently used replacement from home.

### **Provider Emergency Absences**

If a situation should arise that I am unable to be present at the daycare, (family or business emergency) my staff is very capable to care for your child in my absence. In the event that the daycare will have to be closed or close during the day, the parents/guardians will be notified as soon as possible via text message and Facebook. (See Emergency Procedures section)

### **Provider Vacation/ Holidays**

Bright Beginnings will be closed throughout the year for holidays. Exact days will be posted and communicated by October 31<sup>st</sup> of the previous year. Parents are expected to pay for the full week even if we may be closed a day or two. We will always be closed the following holidays: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Day After, Christmas Eve, and Christmas Day. If the holiday falls on a weekend, we may be closed the Friday before or Monday after. You are responsible for backup care for all vacations, holidays and emergencies.

Bright Beginnings employees are prohibited from caring for your children when we are closed.

### **Parent Vacations**

Parents can take ONE unpaid vacation week per calendar year. This is 5 consecutive days Monday- Friday without paying for childcare. If it is a planned vacation, please let me know in advance. You cannot use this time in daily increments. It must be a full week of your child not being present or you will be required to pay your normal weekly rate. Your vacation week will not carry over to the next year and will be lost if not used.

### **Permission to Share Information**

My priority is to protect your child's health and safety. To ensure that I am operating with your full understanding and agreement, please consent with your initials the activities you give permission to...

- \_\_\_\_\_ Placing photos of your child around the daycare or...
- \_\_\_\_\_ In albums, that may be viewed by other BBC families, prospects or the public.
- \_\_\_\_\_ Giving a copy of photos, that your child may be in, to another BBC family
- \_\_\_\_\_ Posting photos of your child on the BBC Facebook Page
- \_\_\_\_\_ Placing photos of your child in a printed advertisement
- \_\_\_\_\_ Posting artwork signed by your child around the daycare

### **Termination Procedure**

A written two-week notice is required (with Payment) if you decide to remove your child from Bright Beginnings whether or not your child is present. The effective date will be 2wks from the receipt of notice. All payments must be paid before termination is effective. After 2 weeks of non-payment, we will settle in Small Claims Court and you will be responsible for all court costs. If you are a CCDF voucher parent, all co-payments must be paid before termination is effective. If not, BrightPoint will be contacted and the continuation of childcare assistance, at another daycare in the city, can be in jeopardy. I will terminate the childcare arrangement immediately for any of the following reasons (but not solely limited to):

- Failure to comply with the contract and policies in this packet.
- Destructive or harmful behavior by the child even with parent cooperation.
- Non-payment of childcare services and/or recurring late payments.
- Failure to show up 5 days in a row without communication.
- Recurring late pick-ups.
- Failure to complete required forms.
- Inability to meet child's needs without additional staff.
- Blatant disrespect or threats towards any BBC staff or families.
- If parent brings ill child knowingly.
- False accusations of child abuse or neglect by parent or child.

Parent/Guardian

Signature \_\_\_\_\_ Date \_\_\_\_\_

—

Parent/Guardian

Signature \_\_\_\_\_ Date \_\_\_\_\_

—

Provider

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

**Contract Signature Page**

This Contract pertains to the contractual agreement set forth in the Parent Policy Packet governed by Bright Beginnings. By signing this contract, you indicate that you have read and agreed to follow all the policies stipulated in this contract.

I may amend my contract at any time by giving you a copy of the new policies at least two (2) weeks before they go into effect. If I choose not to enforce one or more terms of the contract, that does not waive my right to enforce any other term of the contract.

This is a legal and binding contract agreement and signing obligates you to its terms.

Parent/ guardian  
signature\_\_\_\_\_Date\_\_\_\_\_

Parent/ guardian  
signature\_\_\_\_\_Date\_\_\_\_\_

Provider Signature\_\_\_\_\_Date\_\_\_\_\_

**Policy Signature Page**

This Contract pertains to the contractual agreement set forth in the Parent Policy Packet governed by Bright Beginnings. By signing this contract, you indicate that you have read and agreed to follow all the policies stipulated in this contract.

I may amend my policies at any time by giving you a copy of the new policies at least 2wks before they go into effect and I will ask you to sign a new Policy Signature page.

This is a legal and binding agreement and signing obligates you to its terms.

Parent/ guardian  
signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/ guardian  
signature \_\_\_\_\_ Date \_\_\_\_\_

Provider  
Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Bright Beginnings Field Trip Procedure and Permission**

At various times throughout the year, we may be leaving to take short field trips. These will be planned and you will receive written notification in case you want to attend. Parents are always welcome to attend!! It is not required that your child attends but you will be responsible for

alternate care if you do not want them to participate. Regular childcare fees will still apply for field trip days.

If we transport in a vehicle, each child will be restrained in a seat belt or car seat. We may also request that you provide a car seat the day of the trip. Only licensed, insured drivers will be transporting children.

Walking or unplanned trips may also occur. The release below gives permission for your child to participate in any unplanned trips we may take. We are fortunate to have several parks in the area so there may also be times where we decide to have outside time at a local park that may not be planned.

---

### Field Trip Signature Page

Date \_\_\_\_\_

I/ We give Bright Beginnings permission to take my child, \_\_\_\_\_, off the premises and on field trips that will take place during business hours. I understand that I will be notified for any field trips beforehand, trips will be supervised, and all precautions will be made for the safety and well-being of all the children. I also understand that Bright Beginnings will not be liable for any accident or injury. The following activities may take place during the day....

Please initial the activities your child may participate in:

_____ Ride in Providers Care	_____ Got to the Park
_____ Go for walks activities	_____ Go to Open Arms of Love for
_____ Ride a bike	_____ Play in water

Are there any activities your child should NOT participate in?

---

---

---

---

---

Parent Signature: \_\_\_\_\_ Parent Signature:

---

### Payment Policy



Your weekly charge is \$ \_\_\_\_\_ per Week/ Day. It is agreed all payments are due the Monday or 1<sup>st</sup> day of the week before care is provided. Payments must be made in full in the form of Cash, Check, or Money order. I am able to accept Debit/Credit payments (3% fee charged). If paying with a check, you will be responsible for any returned check fees my bank charges plus \$15 fee. Any payment not made by the end of the payment due day will incur a \$5 per day late fee (weekends included). If late payments are consistent, your child is subject to termination. Full-time payments are required whether your child is present or not. You will not receive any credit or refund for missed days. Remember you are paying for a spot. If you are a CCDF voucher parent and you are not on full time hours, you will be responsible for the difference in pay.

My child(ren) will start on \_\_\_\_\_

Parent  
Signature \_\_\_\_\_  
—

Parent  
Signature \_\_\_\_\_  
—

## **Bright Beginnings Philosophy and Goals**

Welcome to Bright Beginnings Childcare. Our goal is that your child will enjoy and benefit from having a relationship with us and receiving care here. We aim to serve the entire family and provide high quality developmentally appropriate care to each child.

We believe children learn through play and having adults around them model appropriate behaviors. We provide many learning experiences for your child as they interact with other children and the staff. This interaction builds positive relationships, teaches them life skills and allows them to have independence. We provide different interest areas inside in the play area and time outside for large-muscle play. We believe children learn best when engaged in active learning, hands on involvement with different materials, equipment and activities. The children are allowed to exercise their freedom of choice throughout the day which helps build self-confidence and teaches responsibility, respect and autonomy because we do require them to clean up their area before going to something new.

Our goal is to provide a safe, respectable home away from home for children and their families. We wish to partner with you to enhance your child's social, emotional, physical, cognitive, and language development. We will help your child gain self-confidence outside the security of their home environment, and give them a positive learning experience to prepare them for kindergarten.

Our passion is your children. We welcome your questions and will work with you in your role as a parent in any way possible to create excellence for each child. You will receive a copy of each procedure in this packet and we ask that you refer to it often as it will answer many question you may have. Should you need help with anything additional, please notify me and I will work to find a solution that will meet the needs of both parties. Thank you for considering Bright Beginnings.

Sincerely,

Ramal Winfield, Owner

### **My Qualifications**

For over 10 after college where I studied Economics and Business at IUPUI, I worked in the Finance/ Banking and Insurance industry. During that time, I was also licensed with the State of Indiana as a therapeutic foster parent in Indianapolis. I was the guardian of many children, infant- teenage, most with developmental, social and family problems. This was a wonderful and fulfilling time in my life. In 2012 I decided to move back home to South Bend and start a family. I have been married to my husband, Terrence since 2012. We have 2 children, Kamrey and Kamron. Bright Beginnings is enrolled in Paths to Quality and my goal is to be nationally accredited by the National Association for Family Child Care. I am Certified in CPR and First Aid.

### **My Licensing**

I am licensed by the State of Indiana, #71-201872. My license is on the parent wall and licensor's name is Amanda Guzman.

### **Privacy/ Confidentiality**

I will do all I can to protect your family's privacy. I keep all records and information about your child and family private and confidential unless I have written permission to share specific information. I also ask that you respect the privacy of my family as well. This may be difficult to do so please ask if you have questions.

### **Discrimination**

I do not tolerate discrimination. Therefore, I will not discriminate any child, parent, or family for reasons of race, color, sex, age, disability, national origin or public assistance status.

### **Open Door Policy**

Anytime you feel the need to address a situation, ask a question or need assistance or just to sit and talk, please don't hesitate to contact me. You are ALWAYS welcome to come sit and visit with your child while they are in care. You are encouraged to eat lunch with them or volunteer some of your time. If you have any complaints about Bright Beginnings, please discuss it with me, and not the employees, as soon as possible.