

Welcome to
Bright Beginnings Family Childcare



right Beginnings Childcare

Ramal Winfield, Owner / Director

www.wearebbc.com

Provider:

Ramal Winfield

1818 South Main Street South Bend

574-855-1604

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 _____ City/ State/ Zip

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. We 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.

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, Executive Officer

Bright Beginnings

Please bring on first day of careor before!!

- Signed Parent Packet (1 per family)
- Physical (updated each year)

- Shot records (updated each year)
- Birth Certificate
- Change of clothes
- Pre-made labeled bottles each day
- Family photo!

Employees

All Bright Beginnings employees are certified in CPR and first Aid. They have also passed drug screening, Tb test, physicals and background checks. They have been trained on the job and attends various childcare trainings throughout the year including Health and safety, Child abuse and neglect, Early Learning Foundations and safe sleep practices for infants. Staff can also receive random Drug testing as needed. Staff is also required to report any criminal history or convictions before or during employment.

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 if it is arranged in advance. This includes therapy visits, nursing, breathing treatments.

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

Provider Responsibilities

Bright Beginnings Family Childcare is a registered ministry childcare program. We offer developmentally appropriate interaction and activities to support the physical and emotional needs of the children in 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 that may affect your child.

In the event of provider illness, serious injury or death, Bright Beginnings will remain open and be managed by the next in command until another Director is found by our advisory board. We will contact parents if it is necessary via text message, Facebook or written letter. If we ever have to close the building due to an emergency, All parents will be contacted as early as possible and will need to find alternate care.

Parents' Responsibilities

We expect that you will work with Bright Beginnings to ensure that your child can develop to his or her fullest potential. 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 that will affect school. 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, formula, and baby food. 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 "EVERY DAY" 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.

Privacy/ Confidentiality

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

Discrimination

We do not tolerate discrimination. Therefore, we will not discriminate against 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 as soon as possible.

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 1st 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.

Nap/Quiet time

All children are expected to lie down for a nap time each day (12:30-2:30) We will not force your child to sleep but are expected to lie down quietly. You may bring their favorite blanket to be used just for nap time. Please do not bring other personal toys from home. We will not be responsible for broken or lost items. 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.

Bright Beginnings Family Childcare Program's Safe Sleeping Policy

We provide a Safe Sleep environment for your infant, 12 months and younger. In a safe sleep environment, a baby is placed on the back, alone, inside an approved crib, free of blankets, toys, or bottles. Our environment is also smoke free and at an appropriate temperature.

We allow babies to have their pacifier while sleeping. Tummy time is provided to stimulate growth and development. As baby grows and develops, we will identify their ability to roll over. At this time, we will allow for baby to sleep in desired position.

NO BABIES WILL SLEEP IN CAR SEATS, BOUNCERS, OR SWINGS.

THINGS YOU CAN DO AT HOME

- Practice safe sleeping at home. Babies love consistency.
- Give your baby appropriate amounts of tummy time. This strengthens their muscles.
- Maintain a good sleeping schedule with baby.

For more information on safe sleeping, please visit www.ecalliance.org. Please acknowledge that you understand and accept our Sleeping Policy. We will follow all guidelines set forth by the Office of Early Childhood and Out of School Learning at all time, unless waived by a licensed physician with appropriate documentation. In addition, you received an additional brochure on safe sleep.

_____ signature

_____ signature

Health and Safety Issues

Bright Beginnings strives to provide a safe and respectable place for children and their families. All 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 entering the parking lot. Also no drugs, alcohol, illegal substances and unintended use of toxic substances.

* 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. No child can exit from the Play area. It must be from the lobby. Coming in also allows the staff to discuss the day with you. During these times, please do not allow your child to leave 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 any BBC staff feels 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 these wishes, the Police will be called and childcare services for your child will be **IMMEDIATELY** terminated.

* Communication is key! We welcome questions, feedback or discussions of any kind that affect a positive outcome for your child. If you have a problem, complaint, or concern about the care your child is receiving, please discuss the matter with me personally. Please schedule a conference time to discuss any issues. Drop off and pick up may not be 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. We 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. 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 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 or other child's prescription.

Illness

We do our best to keep everything clean and sanitized to stop the spread of germs. Unfortunately, children get sick and need to be sent home or kept home because of illness. Please keep your child home if any of the following:

- Vomiting
- Rash or Lice especially with a fever

- Diarrhea with 3 or more watery stools in 24hrs
- An eye infection, pink eye or drainage
- Sore throat with fever or swelling
- Any fever over 100.5
- Sever runny nose with green or yellow snot
- Or if your child is not feeling well in general, lethargic, fatigued, no appetite

If your child comes to daycare with any of these symptoms the parents will be called for immediate pick up. If parent is not available, we will go through emergency contact list to reach someone who can pick up the child. Please have backup care for these instances because a sick child will need to be picked up immediately. The child will need to be 24hrs symptom free before they can return.

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 tornado warning, the children will be taken to an inside wall. 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 to the parking lot or front sidewalk. 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 in the parking lot. If we are unable to re-enter after a necessary evacuation, children will go to Joys Gym and parents and parents will be contacted.

If we should lose the use of heat, water or electricity, we will notify all families. Also post a notice on the door and send a notice via text and Facebook. If we should lose the use of heat, water or electricity while children are in attendance, we 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, it will be the parent's responsibility to find alternate care.

If we receive 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.

Damages

It is expected that your child be respectful of the childcare 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.

Communication with Employees

We have qualified employees who assist in caring for your child. All staff is CPR certified and has taken all state mandated health, safety and childcare training. To reduce the chance of misunderstanding, please communicate directly with me if you have any questions, concerns, if you desire to remove your child or any business-related topics.

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.

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:

1st Contact Name _____ Relationship to child _____

Cell _____ Home _____ Work _____

2nd Contact Name _____ Relationship to child _____

Cell _____ Home _____ Work _____

3rd 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

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.

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

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?

Meals and Snacks

We 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 is signed. Meals will be served at the following times:

Breakfast	7:30- 8:00
Snack	10:00- 10:15
Lunch	12:00- 12:30
Snack	2:30- 3:30
Dinner	6:00- 6:30

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 on the parent board. If your child requires a special diet due to allergies, medication, age, cultural/religious beliefs, I will need a letter from you and 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.

Bright Beginnings Scheduling, Late Fee and After Hours Procedures

Here at Bright Beginnings Family Childcare, we are open to provide care **5:30am- 8:30pm Monday thru Friday**. A calendar with Holiday and Vacation closings will be on our website and the parent board. 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. We 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 15 minutes 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.

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop- off Time	_____	_____	_____	_____	_____
Pick- up Time	_____	_____	_____	_____	_____

Rates (Subject to Change Annually)

Base rate for each non- school aged child= \$155

Add if your child is not toilet trained= \$25

Add if your child is bottle fed and/or under 12 months = \$20

School age K-8 = \$140

*Before 7am & after 6pm= \$20

*Transportation = \$25

*Sibling discount = 10%

Registration fee

A \$50 non-refundable fee per family is required at enrollment. This will hold your spot for 30 days. After 30 days, you will be required to pay the application fee again.

Payment Policy

Your weekly charge is \$_____ per Week. It is agreed all payments are due the Friday before care is provided. Payments must be made in full in the form of Check, Money order or electronic transfer. 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 will start on _____

Parent Signature _____

Parent Signature _____

Provider Vacation/ Holidays

Bright Beginnings will be closed throughout the year for holidays. Exact days will be posted and communicated by October 31st of the previous year. Parents are expected to pay for the full week even if we may be closed for a holiday. We will typically 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.

Absences

Please notify me, as early as possible 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.

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

Provider Emergency Absences

If the daycare will have to close or close during the day, the parents/guardians will be notified as soon as possible via text message and Facebook. (See Emergency Procedures section)

Parent Vacations

Parents can take ONE unpaid vacation week per calendar year. This is 5 consecutive days Monday- Friday without paying for childcare. Your child must be in care for at least 6 months to use this benefit. 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.

Termination Policy

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, Bright Point 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.

Parent Signature of Acknowledgement _____

Field Trip Fees

Here at Bright Beginnings we do go off site. This allows our children to have more enrichment activities and exposure. We will do our best to give 2 weeks' notice. 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 may need all teachers to go on the trip.

Contract and Policy signature page

This Enrollment Contract and policies pertains to the contractual agreement set forth by Bright Beginnings Family Childcare. By signing this contract, you are indicating that you have read and agree to follow all policies and guidelines stipulated in this contract.

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

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

Parent/ Guardian Signature _____

Parent/ Guardian Signature _____

Provider Signature _____ Date _____

Parent - Provider Transportation Agreement

I, _____, give permission for my child care provider, or any approved employee of the above program, to transport my child(ren) _____

for the following reasons (check all that apply):

- _____ School _____
- _____ Excursions to the park, Field trips
- _____ Emergency purposes
- _____ Any reason deemed necessary by the program

- The caregiver will never leave my child(ren) unattended in any motor vehicle or other form of transportation.
- Each child will board or leave a vehicle from the curb side of the street.
- Children) will be secured in safety seats or by safety belts as appropriate for the age of the child(ren) in accordance with the law.
- Any motor vehicle used to transport my child(ren) will have current registration and inspection stickers and must be operated by a person who is at least 21 years of age and possesses a valid driver's license.
- The caregiver will notify me in advance of any instance where my child(ren) will be transported while in care.

Parent Signature _____ Date _____