



49 Cass St S, Battle Creek MI 49037

269-441-2021

Family Handbook

Welcome - Child-like wonder; real life solutions -

Children deserve exceptional care within the child care setting - this includes child appropriate spaces with loving and consistent adults, whole, fresh and minimally processed food choices, and open ended, quality-based play materials and experiences, both indoors and out, as components to the framework for learning during childhood.

Families expect and deserve a predictable caregiving environment for their children. This predictability brings peace of mind and confidence in regards to the care and education being provided. Quality care will be demonstrated to families through services and communication that reflect current practices, family input, and warm, caring adults.

In order to deliver the environment we have described, the staff of Bright Light Early Care and Education (Bright Light ECE) will be a diverse group of highly qualified individuals. As we create this learning culture, staff will have strong support networks, safe and clean work environments, and appropriate compensation. Leaders will mold an environment in which staff is regularly acknowledged as highly valued, and respected.

Bright Light Early Care and Education Center in Battle Creek embodies these three truths and will fill a niche which will offer solutions to families' child care dilemma.

Bright Light - Organizational Mission, Vision, and Values

Center Mission: Provide parents a secure, reliable, and premium environment where children will have play-based learning and enriching early childhood experiences that will enable them to develop the confidence and skills needed to successfully transition to their youth.

Center Vision: Create an inter-connected system among the staff, families, and children of Bright Light ECE, which will last a lifetime and transform the community landscape around us.

At Bright Light Early Care and Education we:

- view childcare as an extension of home
- approach each day with understanding
- work to listen first and respond second
- accept each individuals' abilities
- support developmental growth through many channels.





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Hours, Calendar, Special Circumstances

Bright Light operates from 6:30a until 5:30p. Typically the center will be open Monday - Friday and expectations include 2 staff training days and 10 observed holidays - both are annual counts.

Bright Light publishes a calendar each year, noting the specific closure dates for holiday, observing holidays, and training events.

In the event of an unexpected closure - families will be notified utilizing the ELV software and informed of details pertinent to the event.

Admission/Withdrawal

Children are able to be admitted to Bright Light ECE when an enrollment spot opens. Three steps must be completed in order to finalize enrollment and begin attendance:

- 1) Apply for opening
- 2) Secure opening and pay deposit
- 3) Complete required paperwork

Many families join the center's waitlist found at brightlightece.org to quickly move into open seats.

Part-time and full-time students are accepted at Bright Light; part-time enrollments will work together to 'equal' and full time slot. In the event a choice is required to prioritize enrollment, full time slots will be maintained.

In the event a family withdraws from the center, there are 3 steps:

- 1) Notify the center of your final day
- 2) Confirm final payment arrangements
- 3) Collect all family items from the center

In the event a family withdraws from Bright Light, 2 weeks notice shall be given to Bright Light. During this 2 week window, tuition will remain to be paid and the families and classmates will share the opportunity to say good-bye.

In the event staff of Bright Light requests that a child/family discontinue their enrollment, a one week notice will be given. Tuition will be charged through the last date of attendance.

Fee Structure

The cost of childcare @ Bright Light ECE is a weekly expense. Families may pre-pay for care, however all payments are due within 2 business days of the billing, otherwise late fees may be assessed.

Fee:

- \$230/wk - Early Care Tuition
- \$215/wk - Preschool Tuition
- \$205/wk - School-Age Tuition
- \$60/ day - Part Time Tuition
- \$65 registration fee per child

*All pre-payments will be carried on the family accounts as an account credit until the credit is used up.

Payments may be made in the form of ACH, Debit/Credit, cash/check and be paid online or in-person. Billing ledgers will document both charges and payments and a printed copy can be requested from the office; otherwise all billing statements will be emailed weekly.



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Late fees may be assessed based on the check-out time of children. Fees associated are listed here for check outs between

5:31 and 5:35 - \$25

5:36 and 5:40 - \$50

5:41 and 5:45 - \$75

5:46 and beyond - \$100

In the event a child's tuition is grant funded, the family is responsible for late fees.

Families earn a 1 week vacation tuition credit, which equals their weekly fee, after being enrolled in the center for 3 months. Plan to notify the office prior to billing for the requested time period. This vacation will expire annually and will be re-issued each year on Jan 1. Vacation credits will be prorated for part time enrollees.

To facilitate family lifestyles, vacation can be taken one or more days at a time, up to the total days available. Vacation credit will be offered in full day credits only. Vacation credit is individualized for each child.



Great Start Readiness Program (GSRP) is housed within our center - this program funds the tuition expenses for qualified children in their 4-year old preschool year. Michigan Department of Education facilitates this grant through our local school district - consult the office in regards to program options, payments,

and more. Occasionally this program manages a sliding scale tuition- this will be communicated to you directly by the Calhoun ISD in the event it applies to you.

Typical Daily Schedule

Children in the center will participate in a typical daily routine which will include meal time, play/work time, outdoor time, rest time, and teacher-led activities. Throughout the day there will be a mix of group and individual activities as well as many transitions.

Each classroom builds their routine based on the children's needs for nutrition, rest, and engaging activities.

For children under the age of 18 months, classrooms will operate in an 'on-demand' style for rest time and snacks/meals.

Attached in your welcome packet is an outline of the daily schedule according to age group/classroom.

Wellness Plan (Health and Behavior)

Wellness for children at Bright Light is sought for the mental, physical, and social wellbeing of children. Caregivers are able to observe changes in a child's health and notice their wellbeing changing for the worse. Physical health is important to maintain at the center - this allows more children to stay well more of the time.

In the event your child becomes physically unwell - these symptoms may become reasons

they need to be picked up early or to stay home for an extended time. Symptoms include:

- Listless, or unresponsive
- Consistent rash/skin condition
- High fever - above 101
- Productive cough
- Asthmatic/Reactive Airway symptoms

Children in the care setting should be able to be calmed within a reasonable timeline, otherwise the 1 on 1 care of a family member will be sought.

Children are welcome to return to the center as soon as they are 24-hours symptom free and medication free and able to be soothed in group care. For those on antibiotics, at least 24 hours of medicine should be on-board prior to returning.

Communicable disease exposure will be communicated to families with a note. In the event your child is diagnosed with a communicable disease, it is important to tell the center asap.

Hand Washing Policy

Hand washing is the most important step in preventing illness for staff, children, and their families at Bright Light ECE.



Children's hands will be washed:

- Prior/post eating snacks/meals
- Upon return from outside
- After messy projects
- After bathroom use
- After caring for their body

Adult's hands will be washed:

- Prior/post eating and preparing snacks/meals
- Upon return from outside
- After messy projects
- After bathroom use and caring for children's bodies

Medication Policy

Children at Bright Light will occasionally need medication while at the center. All prescribed medication must:

- Be in the original packaging
- Have a label attached and show current status, prescribing doctor, and clearly name the child.
- Include a medication form on file for the duration of the medication.

Over the counter medicine will be dispensed according to the manufacturer's printed label.

When medication is offered by Bright Light staff they will document the administration of the medication by proper and complete medication administration form signed by parents, a log of dosing amounts and timelines and notification in the ELV app. All unused items will be returned to the family according to dosing guidelines.



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Medication for personal/family use may not be stored in the bag brought to childcare - occasionally staff will sort the bag contents to return this medication to families to store elsewhere, otherwise it will be disposed of.

Children will be offered use of center provided sunscreen and bug spray after permissions are granted on center paperwork. If allergies or skin irritants apply, the family will supply their own sunscreen and bug repellent.

Licensing Notebook - Written documentation will be provided within the parent written information packet regarding notice of the paper licensing notebook. Once signed this must be kept on file at the center. Please note the availability of the center's licensing notebook, located at the front desk. This notebook contains all the licensing inspection and special investigation reports and related corrective

action plans for the last 3 years and is available to parents during regular business hours. More information can be found online at www.michigan.gov/michildcare.

Transportation - All regular transportation of children will be fulfilled by parents, families, and designated care providers organized by families (ie school bus, family alternatives.) In the event Bright Light ECE transports children to/from the center for a sponsored event, special, written permission will be obtained prior to transporting children. Bright Light expects to contract necessary transportation with a licensed and insured school bus vendor.

Family/Parent Notifications - All families should expect regular communication with their children's teachers and the staff at Bright Light ECE. Communication with families of children under the age of 2 ½ (or those having identified delays which require additional communication measures or other needed circumstances) will receive written daily records which include: food intake time, type of food, and amount eaten; sleeping patterns indicating when and how long the child slept; bathrooming patterns, including bowel movements, consistency, and frequency; significant developmental achievements; and/or any changes in the child's typical behavior or wellness.

Families of children older than 2 ½ should expect to receive daily written notice of their child's food intake time, type of food, and amount eaten, significant developmental achievements; and/or any changes in the child's typical behavior or wellness.

These notifications will be sent using the ELV Provider/Parent app throughout the day.

Incident, Accident and Injury Policy

Occasionally children will have an accident while playing and learning. Accidents can be considered major or minor and may result in broken skin, an abrasion, or a lump.

All minor incidents/accidents/injuries will be documented by the staff in charge utilizing the ELV app and noted in Notes & Learning. Staff will include details regarding when, where, what and who as well as any care given.



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Major incidents/accidents/injuries, such as broken limbs, large falls, or an unattended child, will be documented by the staff in charge utilizing BCAL 4605 and a parent will sign as receipt after the major event is resolved. These are expected to be events where medical care is sought off site or a parent is contacted to pick up regarding injury or behavior. A copy will be kept on file for the child and the original will be sent home with the family.

Special Needs Plan

Early Care & Preschool Plan

Children develop as a web grows, some parts are strong, others need more linkages for support. At Bright Light children who develop a need for support outside of Bright Light will still be permitted to attend.

Children who may add special needs 'labels' will have their medical, development, or physical needs met as well as the center is able. These accommodations will be discussed and planned between the families and childcare staff. If the family would like to grant access for the specialist to meet with childcare staff, it is up to the families' discretion.

Children, and their families, who find themselves in this category will develop any new/additional communication strategies as the need develops.

Cultural Competency

Staff at Bright Light acknowledge and identify with their unique culture because of this we also practice noticing and seeking understanding of those who are culturally

diverse from the staff of individuals. Staff will have a variety of culturally diverse opportunities throughout their career working at Bright Light ECE.

Curriculum & Assessment

High Scope is used as a curriculum framework here at Bright Light. Staff develop lesson plans for children ages 6wks to age 5 utilizing High Scope components such as the daily routine, child led active learning, and adult facilitated environments High Scope gives us the flexibility to incorporate normed assessments as well as observational moments.

Children are assessed using formal screeners such as the ASQ 3 and ASQ SE every 6 months based on their birthdate. Children enrolled in the Dowdy classroom will also participate in the COR Assessment semi-annually, this is an observation based assessment tracking the developmental growth of along school-aimed outcome targets.

Staff are assessed utilizing the CLASS assessment in-house, locally, and at the State level. CLASS focuses on the responsiveness and support of the teachers and students within the classroom and measures a component of quality as an outcome. This measure will be completed at least semi-annually.

It is understood as a student/family at Bright Light your child will be observed by individuals related to program evaluation, and therefore you give passive consent.



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Important Contact Info

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