

**Brilliant Start Academy  
901 Liberty Bell Drive  
Amherst, Ohio 44001  
(440) 960-0777**

Tax Identification Number: 20-8214658

**Parents Manual**

Dear Parents,

It is a pleasure to welcome each family to Brilliant Start Academy. The staff and I will endeavor to make this a "best ever" preschool or kindergarten experience for your children. In this effort, communication between parents and staff is essential.

Much thought, planning and preparation have gone into the program in our new center. We attribute much of our success to the participation and support from so many outstanding families. We encourage your suggestions and input.

Sincerely,  
The Brilliant Start Academy Staff

**Hours of Operation**

Monday-Friday\*  
6:30 a.m. - 6:30 p.m.

\*Brilliant Start Academy is closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, NEOEA Day, Thanksgiving Day, Christmas Eve, and Christmas Day

**Staff to Child Ratios**

Brilliant Start Academy will meet or exceed the following staff to child ratios and group sizes:

| Age                                    | Staff to Child Ratio           | Maximum Group Size |
|--|--------------------------------|--------------------|
| Infants (6 weeks to under 12 months)   | 1 to 5 or 2 to 12 in same room | 12                 |
| Infants (12 months to under 18 months) | 1 to 6                         | 12                 |
| Toddlers (18 months to under 2½ years) | 1 to 7                         | 14                 |
| Toddlers (2½ years to under 3 years)   | 1 to 8                         | 16                 |
| Preschool (three year olds)            | 1 to 12                        | 24                 |
| Preschool (four and five year olds)    | 1 to 14                        | 28                 |
| School age (Kindergarten to age 11)    | 1 to 18                        | 36                 |
| School age (11 to 14 years old)        | 1 to 20                        | 40                 |

**GOALS**

The goal of Brilliant Start Academy is to encourage children to maximize growth cognitively, emotionally, socially and physically. Our teaching staff is trained to meet the needs of the whole child in a loving and respectful manner. Each child is treated as an individual personality with utmost importance being placed on self-esteem and verbalization of one's feelings. It is our goal to provide a safe, nurturing environment while offering a wide range of activities that foster social skills, problem solving and having fun while learning and growing.

## **POLICIES AND PROCEDURES OVERVIEW**

### **Fee Schedule**

- Brilliant Start Academy will implement the tuition on the attached fee schedule. Monthly tuition must be paid in advance by the first of each month. Tuition paid after the fifth of each month will incur a 5% penalty unless other arrangements have been made and approved by the Director.
- A registration fee, as indicated on the fee schedule, is due upon registration.
- A security deposit of one week's tuition will be due prior to the first day of school. This security deposit will be refunded at the end of the child's enrollment as long as the required 30 day notification of withdrawal in the program is met and there are no outstanding fees.
- There will be no refund of fees and no adjustments for days the child does not attend. There will be no adjustment for holidays. The holiday schedule for the facility will be given out on August 1<sup>st</sup> of each year or on the first business day following. The standard holiday schedule includes:
  - New year's day
  - Memorial day
  - Fourth of July
  - Labor day
  - NEOEA Day
  - Thanksgiving day
  - Christmas eve
  - Christmas day

### **REGISTRATION**

- A registration fee is due at the time of enrollment.
- A child's enrollment is confirmed upon receipt of the completed registration packet and registration fee plus one week's tuition for the security deposit.
- All registration paperwork must be received on the child's first day of attendance.
- Waiting list vacancies will be filled in chronological order as positions are available in the appropriate age groups.

### **WITHDRAWAL**

- A 30 day written notice is required for withdrawal.
- Security deposits will be returned upon proper notification of withdrawal.

### **ARRIVAL AT THE CENTER**

- Parents must enter the building through the front entrance, using the security keypad which allows access into the building and logs your child or children into the building.
- Parents are to walk their children into the classroom and drop them off with the teacher, making sure the teacher is aware of the child's presence.
- Children are NOT to walk through the center unescorted by an adult.
- Parents should place the child's belongings in the designated place for each child.
- Our facility opens at 6:30 a.m. and our school day starts at 8:30 a.m.
- Extended care from 6:30 a.m. To 8:30 a.m. is included with tuition.

### **DEPARTURE FROM THE CENTER**

- Parents must enter the building through the front entrance, using the security keypad which allows access into the building and logs your child or children out of the building.
- Parents are to pick their children up from the appropriate classroom, making sure the teacher is aware of the child's departure.
- Parents are to keep their children with them at all times once they have picked them up from the classroom.
- Parents should collect the child's daily sheet from the teacher unless it has already been placed in the child's folder.
- Parents should collect any of the child's possessions that are not designated to stay at the facility and check the child's folder for any materials to be sent home.
- The facility closes at 6:30 p.m.
- The school day ends at 5:00 p.m.
- Extended care from 5:00 p.m. to 6:30 p.m. is included with the tuition.

A late fee, as indicated on the fee schedule, will be applied for every 5 minutes the child remains in the center's care after 6:30 p.m. In the event that we cannot reach you or an authorized person to pick up your child, Lorain County Child Protective Services will be called at 7:00 p.m.

### **PICKING CHILDREN UP EARLY FROM SCHOOL**

You may pick up your child at any time during the day.

### **RELEASE OF CHILD POLICY**

Children will only be released to a parent or guardian or other individual 16 years of age or older as indicated in the child's file. All authorized individuals are required to provide a photocopy of legal picture identification to be referenced by staff if a question arises. If the staff does not recognize the person picking up the child, the individual will be asked to show identification, which can be verified against the photo identification copy in the child's file.

Also contained in the child's file is a list of people who are NOT authorized to pick up a child.

Any custody agreements should be included in the child's file if one parent is not allowed to pick up the child. If there is no custody agreement in place, any adult identified as a parent is legally allowed to take their child from our center. It is imperative that we have the most current custody agreement on file if there are any restrictions on custody.

### **INCLIMENT WEATHER AND OTHER SCHOOL CLOSINGS/DELAYS**

Occasionally, our area has weather activity that requires the administration to close the school or delay its' opening. On these days, we will notify television stations as soon as possible. It is our goal to keep our students and faculty as safe as possible and will make these decisions with that important goal in mind.

If local television announces that the local schools are closed, parents should call Brilliant Start Academy at (440) 960-0777 for an announcement indicating whether or not the school will be open, will be opening late, or will be closed.

### **SUPERVISION OF CHILDREN**

Children will always be actively observed and guided by a child care staff member. The child care staff member will be physically present and close enough to the child to intervene if necessary. Child care staff members will be responsible for meeting the needs of the child and be accountable for the child's care at all times. The child care staff member will always carry a list of children in their care.

### **SUPERVISION OF SCHOOL AGE CHILDREN POLICY**

School age children shall be permitted to use the main restroom without supervision, one child at a time if a child care staff member remains in a position to hear the child at all times. The childcare staff member with primary responsibility for the child will check on the child, or ensure that another staff member checks on the child, within five minutes if the child has not returned. School age children shall otherwise be supervised at all times.

School age children shall not be allowed to leave the premises unsupervised. Parents are required to pick their child up from the center.

If there are activities in the building sponsored by other groups, the school age children can participate with written permission from their parent or guardian.

### **PROCEDURE FOR DETERMINING WHEREABOUTS OF SCHOOL AGE CHILDREN WHEN ABSENT**

The parents are instructed to notify the center when children are scheduled to be at the center and will be absent. If the center has not been notified that a school age child will be absent and the child does not attend during a scheduled time, the center will contact the parent. If the parent is unavailable, the center will attempt to contact that child's school. If nobody is available at the school, the center will contact the emergency contact on file.

### **SCHOOL PARTIES**

Brilliant Start Academy will host parties for the children several times per year. Details of these parties will be provided prior to the scheduled dates.

## **BIRTHDAYS**

Birthdays are an important time in a child's life and children should be able to celebrate that event as individuals. Therefore, we want the child to be able to celebrate with his/her friends at school. Parents are welcome to schedule their child's celebration with the administrator. Only store bought cupcakes should be brought adhering to the "nut-free" policy of the school. No balloons, other than Mylar balloons, should be brought into the school. Any party favors should be age appropriate and not pose any choking hazards. The party favors should be enclosed in paper bags and not handed out until the child is leaving school and the parent's can review the contents of the bag.

## **PERSONAL ITEMS**

Children are welcome to bring a special blanket or stuffed animal that gives special comfort. Please do not bring bottles for your child to lie down with at nap time.

We will have selected days for sharing toys from home. As a general rule, however, toys are welcome, but are at a high risk for damage in a large group.

Children are not to bring valuables, radios/tape players, walkie talkies, iPods, large amounts of money, hazardous items, card collections, expensive toys or live animals to school. The school is not responsible for lost or damaged personal items.

## **LOST AND FOUND**

Many articles become lost or are left unclaimed. All personal belongings should be marked. Found items should be turned into the office. Items not claimed will be donated to a local charity.

## **GROUP TIME**

We have groups within which children work. They are placed according to interest in activities, concentration span, and comfort zone (a special friend or teacher). Children may change groups throughout the year. Basic preschool skills (colors, shapes, numbers and the alphabet) are taught through games which also encourage healthy problem solving skills and respect for others. Children progress at their own interest rate into pre-math and phonics skills.

## **CHILD GUIDANCE AND MANAGEMENT**

Because self-discipline and responsibility are primary goals taught at Brilliant Start Academy, children are handled in an individual and appropriate manner when disciplinary action is required. Each child's personality, needs and response to disciplinary measures are taken into consideration. Parent's involvement and suggestions regarding their own child's behavior are encouraged and discussed daily until inappropriate behavior subsides. Our goal is to encourage and guide your preschoolers to be happy, independent individuals with their own problem-solving skills.

Child care staff members assigned to supervise a child or group of children shall be responsible for their guidance and management. Child guidance and management measures must be developmentally appropriate for the child, shall be consistent, and shall be explained to the child. The child care staff member will intervene, when needed, as quickly as possible to ensure the safety of all children.

All child care staff member shall use developmentally appropriate techniques suitable to the child's age and relevant to the circumstances, including:

- Setting clear limits
- Redirecting the child to an appropriate activity
- Showing children positive alternatives
- Modeling the desired behavior
- Reinforcing appropriate behavior
- Encouraging children to control their own behavior, cooperating with others and solving problems by talking things out
- Removing privileges when necessary by immediately denying a fun activity or privilege. The child care staff member will use developmentally appropriate separation from the situation and the separation shall last no longer than one minute for each year of age of the child and shall not be used with infants. When the child is to return to the activity, child care staff members must review the reason for the separation and what behavior is expected.

Through the use of these strategies, Brilliant Start Academy teaching staff strives to teach repetition of good behavior and qualities needed for acceptance in a group. We support the children in thinking through problems so that the child is hopefully able to recognize that negative behavior is non-productive. Obviously, the overall safety and comfort of all of our students is of utmost importance. Therefore, extreme and repeated behavior problems may require immediate suspension.

The child care staff member will communicate and consult with parents or guardians prior to implementing any specific behavior management plan. This plan must be in writing and signed by the parent/guardian and must be consistent with the requirements of this rule.

No employee or child care staff member shall:

- Abuse, endanger or neglect children
- Utilize cruel, harsh, unusual, or extreme techniques
- Utilize any form of corporal punishment
- Delegate children to manage or discipline other children
- Use physical restraints on a child
- Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the child may regain control
- Place children in a locked room or confine children in any enclosed area.
- Confine children to equipment such as cribs or high chairs
- Humiliate, threaten or frighten children
- Subject children to profane language or verbal abuse
- Make derogatory or sarcastic remarks about the children or their families
- Punish children for failure to eat or sleep or for toileting accidents
- Withhold any food (including snacks and treats), rest, or toilet use
- Punish an entire group of children due to the unacceptable behavior of one or a few
- Isolate and restrict children from all activities for an extended period of time

Under no circumstances is corporal punishment implemented or any action or words used which may embarrass or demean the child.

### **SCHEDULE OF DAILY ACTIVITIES**

Each classroom group has its own schedule, which will be provided to you. Blocks of one half hour time slots are used in order to keep children focused on the different activities. Examples of daily schedules for each age group are attached.

### **TRANSITIONING PROCEDURES**

When a child is ready to transition to the next group, the teacher will notify the parent or guardian in writing and obtain signature of the parent/guardian on the form. The transition will last a period of one week. The following transition schedule will be followed:

Day 1 – 1 hour

Day 2 – 2 hours

Day 3 – through lunch

Day 4 – through nap

Day 5 – all day

During the transition week, a copy of the written transition plan signed by the parent will be kept in both classrooms.

### **TRANSPORTATION**

Transportation is offered on a limited basis. There is a separate fee for this service.

### **DRESS CODE**

Our dress code is an attempt to provide an academically appropriate environment. The appearance of a student is primarily the responsibility of the student and the parents. We expect students to maintain an appearance which is

not distracting to teachers or students or in any way disrupts the instructional program of the school. All clothing must be clean upon the arrival to our facility.

Clothing which is not appropriate for school-wear includes: shirts that expose the midriff or shirts with offensive language or pictures or any shirt that promotes drugs, alcohol use, weapons, violence, or racism. Students should also refrain from wearing backless sandals and flip-flops. Hats are to be removed inside of the center.

### **HOME COMMUNICATION / ISSUE RESOLUTION**

Communication between home and school is very important at any stage of your child's development. Any unanswered questions can often lead to serious concerns. To avoid this problem, please be sure to ask any questions that you may have as soon as they arise. Please begin the discussion with the child's teacher and if it is not resolved, please contact the director.

### **PROGRESS REPORTS**

Progress reports are intended to give the parents and children an indication of the child's growth and development in school activities. Parents will be notified whenever necessary of any concerns regarding a student's conduct and performance. This policy will enable us to develop cooperative strategies to encourage meaningful communication and plans for helping each student to experience success.

### **PARENT CONFERENCES**

Conferences are scheduled at specific times throughout the year but may be scheduled at any time during the school year at the request of either the parent or the teacher. If you would like to make an appointment for a conference at times other than the normal scheduled times, you may call the school at (440) 960-0777 or stop by the front desk to make the necessary arrangements.

### **FORMAL ASSESSMENTS**

Formal and informal assessments are done for every child enrolled in our center. The child level data is reported to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

### **POLICY ON DISENROLLMENT OF A CHILD**

A disenrollment of a child may be required if there are extreme behavioral issues or if the parent is unable or unwilling to work with the staff in working to correct the child's behavior. We will try to avoid this situation, however, it may be necessary for the safety of the children in our care.

### **FIELD TRIPS**

Field trip permission slips are sent home before any field trips are taken. Children are not allowed to participate in any off campus activity without a signed permission slip. Transportation will be addressed for each field trip offered.

### **CLASSROOM VISITATION**

We have an open door policy and you are welcome to visit the school at any time. We would appreciate it if visits were conducted in such a manner as to not interfere with the educational process. If you feel that you need to have a lengthy discussion with the teacher, please schedule a time outside of class time so that the teacher can maintain focus on the children.

### **NAPPING AND RESTING**

Toddlers and preschool children will lay down for naps daily. The older preschool children may not participate in naps based on the needs of the child and the parental wishes. It may be determined by the teacher that the child needs to lay down for naps based on behavior towards the end of the day on days when naps are not taken. This will be discussed with parents. If older children do not usually lay down for naps but request to lay down, they will be given the opportunity to do so. When children lay down for naps and their group does not, the child will be placed in a group with the napping children and will return to their group once they are finished with their nap. On occasion, a non-napping child may be placed with the next age group if they are disruptive to the napping children.

## **CHILD ABUSE REPORTING**

Parents or guardians of students have the right to file a complaint concerning a child care employee or other person that they suspect has engaged in abuse of a child at the school.

To file a complaint, the parent or guardian must file a report with the local child protective agency. This may be done by telephone, in person, or in writing. A complaint may also be filed with the administrator.

By law, school personnel are required to report suspicions of child abuse (physical, sexual, emotional) in the home to Child Protective Services. The school is also required to make these reports directly to Child Protective Services and to not make any parental contact regarding the suspected abuse.

## **PARENT GUIDELINES**

In order to establish an atmosphere of mutual respect and to provide a positive learning environment in our school, the teachers of Brilliant Start Academy request that all parents or relatives of student follow these guidelines:

- In order to maintain order in the daily instructional schedule, it is important that any extracurricular activities that you would like to share with your child's class, especially pets or birthday celebrations, be arranged and approved at least a day ahead of time.
- Teachers have the discretion to establish special rules for their class and have their own specific teaching style, which should be respected and followed.
- If you need to discuss a problem with the teacher, please schedule a meeting with the teacher. Trying to discuss a concern in the morning or during the day is very difficult for the teacher who is involved in the management of the children in the classroom.
- Parents should work with their child to learn the responsibilities involved with attending school (being responsible for personal belongings and for home/school correspondence, arrival and departure routines, homework, etc.).
- To protect your privacy, school employees are not allowed to give out student phone numbers and addresses.

## **PARENTAL SUPPORT**

Educational research studies and common sense continue to validate the proposition that parental support and involvement is a significant factor in your child's success and achievement in school. Ways you can help your child to succeed include:

- Making sure your child attends regularly and arrives on time. Call the school when your child is absent.
- Please read material sent home and follow through as required.
- Notify school immediately of any changes in address, phone number, or emergency contact person.
- Set aside a quiet time and place for study each night.
- Encourage good reading habits by: reading yourself, sharing ideas, feelings and discussing good books, provide a variety of printed material capitalizing on specific topics of interest to your child (i.e. sports, games, and nature).
- Communicate regularly with your child's teacher. Don't wait until conference time if you have any questions or concerns.
- Attend scheduled meetings.
- Provide support, encouragement and instill confidence when your child encounters difficulty - few things that are worthwhile and have lasting value come easy.
- Volunteer to read to the class, help with activities, or other activities that fit with the lessons for the classroom.

## **CONFERENCES**

Conferences may be held periodically throughout the year. At any time, a conference can be requested by the parent or the teacher. This conference can be in person or by telephone. Parents are always welcome to talk to the child's teacher. If the conversation is in depth or lengthy, it should be scheduled so that the teacher is not distracted from watching the children in his or her care and can devote their entire attention to the conversation.

## **MEALS AND SNACKS**

We will provide breakfast, lunch, and an afternoon snack for the children in attendance. Breakfast will be provided between 8:00 and 8:30 a.m. Lunch will be provided around 11:30, depending on your child's schedule. Snacks will be provided at approximately 3:00 daily.

Breakfast shall include one serving or each of milk, fruit or vegetable, and bread or grain.

Lunch shall include one serving or each of milk, meat or meat alternative, fruit, vegetable, and bread or grain.

Snacks shall contain at least one food from two of the four basic food groups: meat/meat alternative, breads/grains, fruit/vegetable, and milk.

Only one hundred percent, undiluted fruit or vegetable juice shall meet the fruit or vegetable requirement for meals or snacks.

For children under twelve months of age the center shall use formula or breast milk, unless otherwise directed in writing by a licensed physician. For children older than twelve months but fewer than 24 months of age, the center shall provide and use whole homogenized vitamin D fortified cow's milk, unless otherwise directed in writing by a licensed physician. For children over 24 months of age, the center shall provide fluid milk that is vitamin D fortified. Low fat and skim milk shall be vitamin A and vitamin D fortified.

Menus for the week will be posted in the facility. Any substitute foods served shall be recorded and posted on the menu at the time of the change.

Modified diets shall be approved in writing by a licensed physician. If an entire food group is eliminated, the center shall obtain written instructions from a physician on the prescribed form. If your child requires a modified diet, please request a form from the center. When special diets are required for cultural or religious reasons the center shall obtain written, dated and signed instructions from the child's parent or guardian.

Parents or guardians may provide food for the children's meals. We will provide supplemental foods from all four food groups in order to fulfill one-third of the child's recommended daily dietary allowances if the parent provided meal does not meet the dietary requirements.

## **NURSING MOTHERS**

It is the policy of Brilliant Start Academy to encourage breastfeeding by providing a location in our facility on request of the mother for nursing or expressing milk. The library will be used for this purpose. Please let a staff member know that the room is being used so that we can ensure that privacy is maintained.

## **FOOD PROGRAM**

Brilliant Start Academy participates in the Child and Adult Care Food Program (CACFP). This is a USDA program which requires annual updates to income eligibility forms and to child enrollment forms that indicate times your child is scheduled to be in our center and which meals the child is anticipated to be served. The USDA has the following non-discrimination policy, which is adhered to by Brilliant Start Academy:

The U.S. Department of Agriculture prohibits discrimination against its customers, employee, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibit bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S. W., Washington, D. C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).



Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

### **NUT FREE SCHOOL**

To keep the healthiest environment for our students and staff, we have adopted a nut free policy. Nuts and nut related products can trigger life-threatening allergic reactions in individuals with allergies to these products. Please do not bring any nuts or nut related products into the facility.

### **WATER ACTIVITIES**

We offer seasonal water activities as part of the curriculum. These activities may result in your child getting wet. For this reason, permission slips need to be filled out in order for your child to participate in these activities. The splash park area is inside the facility and in no case will have water over one foot in depth. Supervision ratios will be maintained as they are in other areas of the building.

### **PHOTOGRAPHS AND VIDEO**

Photographs and video can be taken by any employee, parent, student, or guest. These photographs and video can be used by Brilliant Start Academy in promotional materials or for other advertising purposes (including magazine, newspaper, television, and Internet).

### **MEDICAL AUTHORIZATION**

Parents of enrolled children will be required to grant authorization to take whatever actions are deemed necessary by Brilliant Start Academy in its' best judgment to supply the child emergency medical services, including transportation if it is deemed necessary by Brilliant Start staff or EMT personnel.

### **MEDICAL CONDITIONS PROHIBITING CHILDREN FROM ATTENDING SCHOOL**

Per Ohio law and the policy of Brilliant Start Academy, children can not attend school if they have any of the following symptoms or have had them within the past 24 hours:

- Temperature of at least 100 degrees Fahrenheit when in combination with any other sign or symptom of illness. Temperature shall be taken by the axillary (armpit) method with a digital thermometer. The thermometer used at the center shall be sanitized after each use.
- Diarrhea (three or more abnormally loose stools within a 24 hour period.
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and/or gray or white stools.
- Stiff neck with an elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

If these symptoms are present at school, the child will be isolated and the parent will be called and asked to pick up the child immediately.

If a child has been diagnosed with a communicable disease, the parents of the other children will be notified within the next day on the child's homeroom door.

### **HEAD LICE**

For the benefit of everyone, all children are routinely checked for head lice. If your child is found to have head lice or nits, they will be excluded from school until:

1. You have treated them with an accepted agent that neutralizes lice.

2. Your child is “nit” free.

### **MEDICAL, DENTAL, AND GENERAL EMERGENCY PLAN**

Brilliant Start Academy has a Medical, Dental, and General Emergency Plan on file. This plan is posted on the parent board, by each telephone and in each classroom.

#### **Injuries of a minor nature (small cuts, bruises, bumps, etc.)**

- Staff will provide necessary first aid
- Incident report will be filled out and filed at the center
- Parents will be notified and given a copy of the incident report
- If the injury appears of a more serious nature, the parents will be notified for further instructions.

#### **Serious Injuries**

- Staff member will complete an assessment (Appearance, Breathing, Circulation) and summon additional help if needed to supervise other children
- Staff member will administer first aid until ambulance arrives
- Staff member will call 911
- Staff member will call parents or other emergency contact
- Staff member will remain with the child at all times until parent or guardian arrives.
- Staff member will file an incident report within 24 hours of the incident.

#### **General Emergencies**

Brilliant Start Academy has a Medical, Dental, and General Emergency Plan on file. This plan is posted on the parent board, by each telephone and in each classroom.

General emergencies include any threats to the safety of the children due to environmental situations or threats of violence; natural disasters such as fire, tornado, flood, etc.; and loss of power, heat, or water.

A fire and weather alert plan will also be posted in each classroom, including a diagram indicating evacuation routes.

The center will conduct monthly fire drills at varying times. Documentation of these drills will be posted on the parent board and be kept on file.

In case of an actual fire, children will be escorted out of the building to the furthest corner of the property. Contact information will be kept in a secure location off site for parents and emergency contacts and notification to parents will be done as soon as possible.

If a tornado warning occurs, children will be escorted to the designated area of the building depending on their current location within the building. Children and staff will remain in the designated areas until the warning has expired.

In the case of power, heat, or water loss, parents will be notified of the situation after a reasonable amount of time has lapsed or after confirmation has been obtained that the situation will continue for an unacceptable duration or an undetermined amount of time. Parents will be asked, at that time, to have an approved person pick up their child.

In the case of a threat of violence or emergency evacuation, the children will be secured in the safest perceived location either inside or outside of the building. Attendance will be taken and 911 will be called. Parents will be notified as soon as possible of the situation and an incident report will be completed and distributed to all parents as well as to ODJFS within 24 hours.

### **REMIND APP FOR NOTIFICATION TO PARENTS**

We require all parents to subscribe to the Remind app as part of our notification system and disaster plan. In the case of an emergency or center closing, this is the fastest way to notify all of our parents at the same time. If the parent does not subscribe to the app prior to the first day of attendance, we reserve the right to add the parents cell phone number to this service.

## **ADMINISTRATION OF MEDICATION**

Written authorization may be made by completing the Request for Administration of Medication form. This form and the associated medication will be held in a secure designated area inaccessible by children and other unauthorized personnel.

Brilliant Start Academy will administer medication up to two times per day per child within the following guidelines:

### **Prescription medication, food supplements and modified diets:**

- Prescription medication, food supplements and modified diets can only be administered with the written instructions of a licensed physician, an advanced practice nurse certified to prescribe medication, or a licensed dentist. A prescription label also serves as written instructions for medications and food supplements as long as the label contains the child's full name, a current date (within the last twelve months), the exact dosage to be given and the means of administration and the prescription label is attached to the original container.
- Written instructions from the parent or guardian are also required on the form.
- Administrators and receptionists will administer medications
- Each administered dosage will be documented
- Each medication requires a separate form to be on file
- Forms need to be updated annually for administration of medication, food supplements or modified diets lasting longer than 12 months.
- If the medication can be administered outside of our facility, it should not be brought to the center to administer (i.e., medication given twice a day can be administered at home.)

### **Non-prescription medications**

Only non-prescription fever/pain reducing medications that do not contain aspirin or cough or cold medications that do not contain codeine may be administered by the center, without written instructions from a licensed physician, if the following are met:

- The center secures and follows written instructions from the parent or guardian on the prescribed form provided by the ODJFS and that these instructions do not exceed the manufacturers' recommended dosages;
- Medication is in the original container with the original label attached. The label must specify appropriate dosages based on the child's age or weight;
- The full name of the child, who is to receive the medication, is printed on the container;
- The center administers the medication for no more than three consecutive days within a 14 day period, unless under written instructions from a physician.
- Administrators and receptionist will administer medication.
- Each administered dosage will be documented.
- Each medication requires a separate form to be on file.

### **Non-prescription topical products or lotions**

Nonprescription topical products or lotions may be applied with written instructions from the parent or guardian on the JFS01217 form. The form shall be valid for no longer than 12 months.

- The center shall follow manufactures' guidelines regarding application
- When used for skin irritations, such as diaper rash, the topical product shall be applied by the center for no longer than 14 consecutive days at any one period of use.

### **Inhalers**

Children requiring are permitted to have immediate access to their personal inhalers. Form JFS01217 must be completed for these children. All center personnel will be made aware of the children who have immediate access to personal inhalers.

## **IMMUNIZATIONS**

The state requires the prescribed immunizations based on the Ohio Department of Health guidelines. If a parent does not have their child immunized for religious or medical reasons, Brilliant Start Academy may refuse or restrict

enrollment for the non-immunized child. In the event that there is a communicable disease, the non-immunized child may be excluded from care for a period of time. This is for the safety of all of our children in the center including by not limited to the infants who may not have met the immunization age requirements.

### **SUN SCREEN**

Our first priority is the safety of your children. On days that your child plays outside, sunscreen may be applied. Parents are required to sign an authorization form for center employees to apply sunscreen or a waiver of liability form if sunscreen is not to be applied. If sunscreen is not to be applied and the child care provider thinks the child is getting sunburned, the child may be removed from the outdoor activity and rejoin the group after they come back indoors.

### **OUTDOOR PLAY**

We value physical activity and will provide outdoor play each day for toddlers, preschool and school children. Additionally, if weather permits, infants will be taken outdoors for play. Our playgrounds are safe and secure areas on the premises and contain age appropriate equipment and activities. We use poured in place playground surface safety material, eliminating the need for mulch and pebbles.

Administrators will decide which days children will not be allowed to participate in outdoor play due to weather or safety issues based on the following:

- Temperature – temperatures below 32 degrees Fahrenheit or above 95 degrees Fahrenheit may either reduce or eliminate outdoor play.
- Humidity – humidity levels in excess of 90 percent may either reduce or eliminate outdoor play.
- Wind chill – wind chill levels below 32 degrees Fahrenheit may either reduce or eliminate outdoor play.
- Ozone levels – ozone alerts of orange or above will prohibit outdoor play
- Pollen count – high pollen counts may either reduce or eliminate outdoor play.
- Lightening – any lightening in the area will discontinue outdoor play
- Rain – rain will discontinue outdoor play
- Ice – ice on the playground will prohibit outdoor play

Infants will be kept indoors for temperatures outside of the range of 65-85 degrees Fahrenheit and humidity levels that could impact the ease of infant breathing.

Physical education is a daily part of our program. On days when children are not able to have outdoor play, additional large muscle movement indoors will be incorporated into the day.

### **BABYSITTING**

Brilliant Start Academy does not offer babysitting services. Any arrangements made with our staff are done so without the involvement of Brilliant Start Academy. We offer no assurance of fitness of staff to perform any services outside of the supervised child care program offered at Brilliant Start Academy. If you make any arrangements with child care staff members for outside of this program, the child care staff member is acting as an independent agent, not as an agent of Brilliant Start Academy.

### **NON-HIRING POLICY**

Brilliant Start Academy attempts to hire and retain the most qualified individuals to perform child care services. Parents agree not to hire any person who is or was an employee of Brilliant Start Academy for six months from the end date of employment. Brilliant Start Academy will not suffer damages as a result of any violation of this policy and will be entitled to compensation in the amount of the payments that are made to the former employee.

### **TUITION AND FEES**

#### **Payment Schedule & Tuition**

Tuition schedules will be provided upon request or at the time of a facility tour. Notification of tuition increases will be provided a minimum of one month prior to the effective date of the increase. Tuition may be paid weekly, bi-monthly, or monthly. Tuition is due on the first business day of the tuition period.

#### **Sibling Discount**

We provide a sibling discount.

**Registration Fee**

A non-refundable registration fee is required to enroll in Brilliant Start Academy.

**Security Deposit**

A security fee is required upon enrollment. A thirty day advance written notice is required prior to the withdrawal of your child. The security deposit will be credited to your account upon receipt of the thirty days written notification. Notifications of less than thirty days will result in forfeiture of the security deposit.

**Late Pick-Up Fee**

Parents are expected to pick up children by no later than 6:30 P.M. There will be a late fee for each child remaining at the center after 6:30. These fees will be disclosed in the parent information packet.

**Late Tuition Payment Fees**

Tuition may be paid weekly, bi-monthly, or monthly. Tuition is expected on the first business day of the tuition period. Tuition paid after the third business day of the period will be considered late and assessed a penalty.

**Returned Check Charge**

If a check is returned from the bank, a fee will be assessed. More than two returned checks will result in the necessity to pay by cash or credit card.

## **BRILLIANT START ACADEMY PROGRAMS**

### **Infant - Early Toddler Program (6 weeks - 18 months)**

Our infant - early toddler program follows the individual schedules of each infant. These schedules are based on the needs of each infant and the parents' requests. Infants receive individual one-on-one attention when it is needed. Diapers will be checked every 2-3 hours or when an odor is present and changed when the staff member identifies a changing need. When one-on-one attention is not necessary, the infants and staff explore their surrounding environment and engage in activities related to:

- Dramatic Play/Make Believe
- Sensory Perceptual
- Language Arts
- Music
- Curiosity
- Gross Motor Skill Development
- Fine Motor Skill Development
- Exposure to Spanish vocabulary

### **Toddler Program (18 -30 months)**

Our toddler program follows a daily schedule that allows your child to build on the skills obtained as an infant and begin to develop more independence and to interact more with the surrounding environment and the other children.

The toddler program incorporates the following activities:

- Dramatic Play/Make Believe
- Sensory Perceptual
- Language Arts
- Music
- Curiosity
- Gross Motor Skill Development
- Fine Motor Skill Development
- Sensory Motor Skill Development
- Exposure to Spanish vocabulary
- Science and Nature

### **Preschool 1 Program (2 1/2 years old)**

Our preschool 1 program follows a daily routine that is based on half-hour classes. This age group begins moving throughout the building to attend classes in the enrichment subject matter rooms. The focus of this program is to introduce the children to a variety of subjects in their new learning environments. The preschool 1 program also focuses on the social skills of the children and the interaction between children as they become more involved with each other and their environment. The preschool 1 program incorporates the following activities:

- Dramatic Play/Make Believe
- Sensory Perceptual
- Language Arts
- Music
- Curiosity
- Science and Nature
- Math
- Computer
- Art
- Gym
- Gross Motor Skill Development
- Fine Motor Skill Development
- Sensory Motor Skill Development

### **Preschool 2 Program (3 years old)**

Our preschool 2 program develops more depth of learning for the children in the variety of subjects that they were introduced to in the preschool 1 program. Emergent reading, pre-writing and social studies are added to the curriculum in the preschool 2 program. The preschool 2 program incorporates the following activities:

- Dramatic Play/Make Believe
- Sensory Perceptual
- Language Arts/Emergent Reading
- Pre-Writing Skills
- Music
- Curiosity
- Science and Nature
- Math
- Computer
- Art
- Gym
- Social Studies
- Gross Motor Skill Development
- Fine Motor Skill Development
- Sensory Motor Skill Development

### **Pre-Kindergarten Program (4-5 years old)**

Our pre-kindergarten program continues to build on the pre-school 2 curriculum with a focus on preparing the children for kindergarten. The pre-kindergarten program incorporates the following activities:

- Dramatic Play/Make Believe
- Sensory Perceptual
- Language Arts/Reading
- Pre-writing skills
- Music
- Curiosity
- Science and Nature
- Math
- Computer
- Art
- Gym
- Social Studies
- Gross Motor Skill Development
- Fine Motor Skill Development
- Sensory Motor Skill Development

### **After-School**

Our after-school program allows your child time to do homework and adds enrichment classes to your child's day.

- Homework Assistance
- Computers
- Art
- Music

## CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>



Brilliant Start Academy

Parent Verification of Receipt and Review of Written Procedures

I have been given a copy of the parent handbook and this agreement. I have specifically reviewed each of the provisions of the parent handbook and this agreement and hereby agree to comply with all of the provisions thereof. This agreement is subject to the terms and conditions of the Parent Handbook, and I understand that these guidelines may change periodically.

Child's Name \_\_\_\_\_ Birth date \_\_\_\_\_

Program enrolled \_\_\_\_\_ Preferred Start Date \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Parent/Guardian Address \_\_\_\_\_

Parent/Guardian Home Phone \_\_\_\_\_

Parent/Guardian Work Phone \_\_\_\_\_

Parent/Guardian Cell Phone \_\_\_\_\_

Parent/Guardian  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Accepted: Director Signature \_\_\_\_\_ Date \_\_\_\_\_