


250 HULL ST
Coos Bay, OR. 97420
(541) 808-3410

FAMILY HANDBOOK

2024-2025 School Year

License Number: CC503835



WELCOME

Dear Bright Beginnings Learning Center Family,

We are so grateful you've chosen us to partner with you in the care and education of your child(ren)! This handbook is designed to give parents and guardians a helpful insight into BBLC's program. It includes detailed information about our activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

The Bright Beginnings Learning Center strives to provide a high-quality, enriching early educational program that establishes a strong foundation for Kindergarten and beyond. We do our utmost to provide an atmosphere where children will learn and grow. Here at BBLC, activities are planned that stimulate thinking, creativity, and individuality. The staff always welcomes suggestions and ideas that will help us to make your child's time at BBLC beneficial and rewarding. We encourage you to share your thoughts and ideas with us at any time.

The students benefit greatly from the many special qualities contributed to the BBLC by so many wonderful and caring people! We strongly believe that open communication between family and our staff is essential to fully meet your child's need. We look forward to developing a positive relationship with you and your child. If you have any questions about the content of this book, please feel free to reach out to us with the contact information listed below. We look forward to the time that we will be spending together.

Best regards,

Katherine Olinger
Bright Beginnings Learning Center Program Director
Katherine.olinger@bayareahospital.org

Kirsten Roberts
Assistant Director
Kirsten.roberts@bayareahospital.org

For concerns about your child and/or questions about schedules, tuition, policies, to report an absence, or a change in pickup information, please call us at: **(541) 808-3410**.

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ABOUT US

Philosophy

Bright Beginnings Learning Center exists to provide a safe, developmentally, inclusive environment for infants, toddlers, and preschool age children. We are an academic based childcare center whose focus is on providing stimulating early learning environments which promote each child's social, emotional, physical and cognitive development.

We are committed to supporting families by maintaining open communication, accepting of each families' cultures and languages, and encouraging parental involvement in our programming and care activities.

Mission

Bright Beginnings Learning Center exists to support the Bay Area Hospital Employees in the care and education of their young children aged 2 weeks to 12 years of age.

Vision

Bright Beginnings Learning Center will be the standard of excellence in Early Education

Values

Kindness: We honor and respect others with our words and actions.

Excellence: We are committed to superior service and quality care.

Teamwork: We drive success by our commitment to effectively work together.

Ownership: We take personal responsibility for all aspects of organizational success.

Innovation: We continually look for opportunities to improve our organization.

Certification

Bright Beginnings Learning Center is a Certified Child Care Center licensed by the State of Oregon's Department of Early Learning and Care. The center is licensed to provide care for children aged 6 weeks to 12 years with a max capacity of 100.

To view inspection reports and center certification rules and regulations please visit the Department Of Early Learning and Care website at [Department of Early Learning and Care : Oregon Department of Early Learning and Care : State of Oregon](http://www.oregon.gov/DELC). On the DELC website you will be able to view center inspection reports, view certified center rules and regulations, and access information about childcare providers on the child care safety portal.

To file a complaint against a childcare facility you can call the Child Abuse and Neglect hotline at 1-855-503-7233

Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor, or anyone else who provides for the well-being, best-interest, and responsibility of the child in our care.

Hours of Operation

Childcare services are provided from 7:00 AM to 6:00 PM, Monday through Friday, 12 months a year.

Holidays

We are closed for the following holidays:

Labor Day – September 2nd

Thanksgiving – November 23 & 24th

Christmas – December 25, 26 and 27th.

New Year's – January 1st

Memorial Day – May 26th

Independence Day – July 4th

We will be closed for the following Teacher In-Service Days:

October 25th

February 7th

April 25th

August 25th – 29th

We will close early on the following days:

October 4th – Open House, close at 3:00

May 30th – End of the Year Celebration/Preschool Graduation, close at 3:00

Admission & Enrollment

All enrollment forms must be completed, supply fee and first month's tuition paid prior to your child's first day of attendance.

The following enrollment forms are required 48 hrs before a child's first day of attendance:

1. Information and Authorization Form
2. Family Culture and Demographics Survey
3. Enrollment Contract
4. Mandatory Reporting Letter
5. CACFP Enrollment Form
6. CACPF Confidential Income Statement
7. Immunization Record

An Annual Supply Fee of \$100 is due at the time of enrollment. This fee is non-refundable.

A full month, non-refundable tuition deposit is required for each child enrolled. This deposit will be held without interest and will represent tuition payment for the first month of the child's enrollment.

If the start date is postponed, ½ of the contracted monthly tuition will be due each month to retain the spot. The registration fee will be applied to the first month of attendance

Waitlist Policy

Bright Beginnings Learning Center will prioritize all Bay Area Hospital Employees, Medical Staff who have credentials at BAH, and current BBLC families. All other families are on a first come, first serve, basis.

Inclusion

Bright Beginnings Learning Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Non-Discrimination

At **Bright Beginnings Learning Center** equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Please see our 2024-2025 school calendar at the end of this booklet.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released, with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential. Records are kept in a secure area with limited access except by authorized personnel. Information obtained and collected by the program will be shared with other staff only on a "need to know" basis.

Staff Qualifications

Our staff are hired in compliance with the state and grant requirements. Typical staff certifications are as follows:

| Position Title | Education/Certification | Experience |
|-----------------------|---|-------------------|
| Lead Teacher | B.A/B.S Degree in Early Childhood Education | 4 years |
| Teacher | AA Degree in Early Childhood Education | 2 year |
| Assistant/Aide | Child Development Certificate | 1 year |

All staff participate in 24 hours of annual continuing education and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Child to Staff Ratios

We maintain the following standards for child to staff ratios:

| Age | Child to Staff | Maximum Group Size |
|-----------------|-----------------------|---------------------------|
| 2 - 23 months | 4: 1 | 8 |
| 24-35 months | 5 to 1 | 10 |
| 3 year-olds | 10 to 1 | 20 |
| 3 & 4 year-olds | 10 to 1 | 20 |

Communication & Family Partnership

We welcome and encourage open communication between families and classroom teaching staff and between families and program administration. We believe that it is the role of **Bright Beginnings Learning Center** to be your partner and it is our sincerest desire to create a safe place for you to express your concerns. We hope that if you are having a problem, you will feel comfortable and safe enough to speak openly and honestly with us so that we can come to a mutual resolution. If you feel like your needs/concerns are not being met by the classroom team or administration, we encourage you to reach out to Bay Area Hospital's Chief Operating Officer, Calvin Thomas VI at Calvin.Thomas@bayareahospital.org

Communication Resources

These are a few of the tools we use to help keep you informed:

Daily Communications. Daily notes from center staff will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's file folder at the end of the day.

Bulletin Boards. Located at the entrance of each classroom, bulletin boards provide center news, upcoming events and announcements, menu, lesson plans and classroom schedule information.

Newsletters. Monthly curriculum newsletters provide families with valuable information on Curriculum Themes and Learning Goals.

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Parent Resource Table. Our parent resource table is located in the main foyer and it provides a variety of Center related information and community resources.

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving.

Family Night. Family nights are scheduled twice a year: Open House in October, and End of the Year Celebration/Graduation in August. These nights include snacks, drinks and fun filled age-appropriate activities for families. These events allow families and children time to share,

learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences. Family & teacher conferences occur three times a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly call the office, and schedule an appointment to meet with your child's teacher.

Safety and Security

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times. Each authorized adult will be registered into our Procare data base and given a unique door code. This door code will allow you access to the building. **It is imperative that door codes are not shared.** If you forget your code, simply ring the doorbell and a staff member will assist you.

For the safety of staff and children, do not hold the door open for anyone. If someone needs assistance kindly ask them to wait outside until you can get a staff member.

Publicity

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Written permission will be obtained prior to use of photographs.

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

CURRICULA & LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Curricula & Assessment

Bright Beginnings Learning Center uses Teaching Strategies Creative Curriculum for Preschool and Teaching Strategies GOLD Assessment System. Creative Curriculum empowers children to be confident, creative, and caring learners through play-based, hands-on investigations—a research-based approach that incorporates language, literacy, and mathematics throughout the day. For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

The assessment model used in GOLD follows widely held expectations for children from birth through third grade and enables a whole-child approach to assessment. There are three assessment cycles built into our school year. The first formative assessment will be done at the end of October, the second formative assessment will be done in February, and the last summative assessment will be an April and will look at the progression of growth through the whole year.

Developmental Screening

Bright Beginnings Learning Center uses the Ages and Stages Questioner. To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Initial screening will be conducted 45 day after enrollment and annually thereafter.

Outings and Field Trips

Weather permitting, we conduct at least 30 minutes of supervised outdoor play and/or walking trips around the neighborhood. Children are accounted for at all times.

Transitions

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

Transition between learning programs

Children are transitioned to the next classroom based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new classroom.

Transition to elementary school

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We

will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Electronic Media

Bright Beginnings Learning Center is a screen free environment, meaning that electronic media is not a routine part of our curriculum. We may, however, use electronic media from time-to-time as a teaching tool to enhance or investigate a curriculum topic. All Electronic Media content will be screened prior to use and will consist of non-violent and high-quality educational material.

Multiculturalism

Multiculturalism is vital for all children because it promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff, and community. Celebrations are a wonderful time for parents to participate in class.

Birthdays – your child's birthday will be an opportunity for staff and friends to celebrate their individual uniqueness. You are welcome to send a non-food item to share.

Hispanic American Heritage – The month of September

Native American Heritage – Late October and into November we will explore and celebrate the traditions and rich cultural legacy of our local tribes.

Halloween – The children are encouraged to dress up and we will parade around the center for some trick-or treat fun

Diwali – In November the children will learn about The festival of light.

Thanksgiving – the celebration of family and gratefulness. Families are invited to join us for a special meal Family Style meal prepared in house.

Christmas, Hanukkah and Kwanza – The month of December. At the end of the month we will celebrate the joy of giving and receiving with a book exchange. Hopefully Santa will be able to come again this year.

Chinese New Year – The month of January we will learn about the traditions and celebrations of the Lunar New Year.

Easter – the celebration of Spring and new life. Classrooms will have the opportunity to hunt eggs on the front lawn

Valentine's Day – Valentine Exchange. Each classroom will celebrate by making goodie bags and exchange valentine cards.

St. Patrick's Day – Celebration of Irish culture. Wear your green, eat green food and do green projects.

Pacific Islanders and Asian American, Japanese Boy's Day – The month of May we will explore and celebrate the important role that Asian Americans, Native Hawaiians, and Pacific Islanders

Independence Day – Crazy Hair Day. Wear your Red, White & Blue.

Rest Time

Nap time is an important opportunity for growing, active children to rest and re-energize. This is also a valuable time for teachers to regroup, clean, do paperwork and plan future curriculum for class.

After lunch, all children participate in a quiet rest time. Children are asked to rest but are not required to sleep. Children are helped to relax by a variety of methods: darkened room, soft music, rubbing backs, etc. Non-nappers are required to rest quietly for 30 minutes and then will be provided with a quiet activity as long as it does not interfere with the whole group. If your child requires special accommodations for nap please discuss them with the director and/or classroom teacher.

Parents may bring a small blanket and/or pillow and/or comfort item. The center will provide a cot or crib sheet. All nap items must be able to fit in a standard 15 qt tote. We will send these items home weekly for parents to launder and return to school at the beginning of the week.

Infants sleep according to their own schedule. Infants under 12 months of age will be placed on their back, in a crib with a snuggly fitted sheet. The crib will be free of all items except a pacifier. Sleep sacks that do not restrict arm movement are encouraged. Teachers directly observe infants by sight and sound at all times and check on sleeping infants frequently.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

We begin the toilet training process at 24 months when children move into the Fox Classroom. To ensure a positive toilet training experience we create a shame free atmosphere that focus on the joy of learning new things.

Guidance

General Procedure

Bright Beginnings Learning Center is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help

children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Discipline Policy

We use positive methods for setting limits and requirements. Corporal punishment, humiliation, or frightening techniques are never used, nor is punishment ever associated with food, rest, or isolation for illness. Our goal is to build positive self-esteem so each child can feel good about him/herself. This promotes good relationship among peers and a respectful relationship between the teacher and child. Discipline should not be confused with punishment. The purpose of discipline is to teach. When discipline is necessary, it is clear, consistent, and understandable to the child. It is always followed up with verbal and physical affirmation of love.

A few Strategies we use to achieve this goal are:

1. We create an atmosphere of warmth, trust, and respect for each individual child.
2. We use sincere specific praise. We communicate love thought the tone of our voice and the gentleness of our actions.
3. We use redirection to provide alternatives for the release energy in a socially acceptable way.
4. We acknowledge and encourage the verbalization of feelings and wishes.
5. We build independence by offering a choice.
6. We challenge children physically and mentally according to their developmental stage.
7. We set consequences that are natural, logical, reasonable, clear, and concise and coupled with brief explanations of reasons.
8. We model for children how to solve problems using verbalization and appropriate social interactions

Challenging Behavior

If a child's behavior is of particular concern and the above listed strategies are not working, communication will begin between teacher and parents as the first step to understanding the child's needs and challenges. Next, the teacher will consult and collaborate with the Assistant Director and or health services professionals to evaluate the child's needs in the context of our program. Finally, the teacher and director will conference with the parents to create a Behavior Action Plan. The purpose of this plan is to state the behavioral challenges clearly and explicitly, list replacement behaviors and outline rewards and consequences.

Center staff will:

- Conduct observations of initial and ongoing challenging behaviors
- Communicate and collaborate with parents/legal guardian
- Include participation of the parents/legal guardian in planning and decision making
- Consult with local ECSE provider
- Consult with local Child Care Resources and Referral agency & Early Learning Hub
- Gain written consent from parent/legal guardian, where required, to consult and collaborate with outside agency's
- Identify a strategy to utilize additional resources and to support sustaining attendance and placement

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- Develop short- and long-term plans to address the behaviors, support sustaining attendance and placement. These plans will address support for the child, the family, the teaching staff, and the program.

Physical Restraint

Physical Restraint is defined as: "purposely limiting or obstructing the freedom of a person's bodily movement." A certified child care center may only use physical restraint after the above listed Behavior Management Strategies have been used.

Physical restraint must only be used if a child's safety or the safety of others is threatened and must be:

- (a) Limited to holding a child as gently as possible to accomplish restraint;
- (b) Limited to the minimum amount of time necessary to control the situation; and
- (c) Developmentally appropriate.

If physical restraint is used we will notify parents and document the incident in the child's file, including the date, time, duration, certified child care center staff involved, and what happened before, during, and after the child was restrained. If physical restraint is necessary a meeting with parents will be

Suspension

When a child becomes verbally or physically aggressive, we intervene immediately to protect all the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. As a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications, we reserve the right to temporarily suspend a child.

Before we determine whether a temporary suspension is necessary, we will have collaborated with parents, consulted with local Child Care Resources and Referral agency, Early Learning Hub, and Early Intervention/Early Childhood Special Education.

Suspension is intended to be temporary in nature and we will work with parents to help the child return to full participation in all program activities as quickly as possible while ensuring all children's safety.

Expulsion

In extremely rare circumstances, after we have explored all possible resources and options it may be determined that a child's continued enrollment presents a serious safety threat to the child or to other enrolled children and that our program is not the most appropriate placement for the child. In these instances, **Bright Beginnings Learning Center** will work with the Child Care Resources and Referral agency and the Early Learning Hub to directly facilitate the transition of the child to a more appropriate program.

TUITION AND FEES

All payment and fee processing will be completed by the Director. He/she will oversee collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding a payment or fee, please contact Katherine Olinger.

Payment

Tuition payments are billed at the beginning of the month for the current month. Monthly contracted tuition is due regardless of absences, vacations, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due by 6 PM on 5th, or the following Monday if the 5th falls on a weekend.

Registration Fee

Equal to one month's tuition is due at the time registration is confirmed. This registration fee is non-refundable but will be applied to the first month's tuition.

If the start date is postponed, ½ of the contracted monthly tuition will be due each month to retain the spot. The registration fee will be applied to the first month of attendance.

Annual Supply Fee

An annual supply fee of \$100 will be billed each September, or at the time of enrollment.

Extended Hour Rates

Extended hours must be prescheduled with and approved by the Director. Extended hours past your contracted hours will be billed at an hourly rate of \$7.00 for all age groups. Extended hours will be billed to your account at the time they are scheduled and are not refundable. Please see Tuition Rate Sheet

Methods of Payment

Several methods of payment are available for families' convenience. Families can pay by check, money order, automatic electronic funds transfer or credit card. To set up automatic, reoccurring payments, please contact the office for more information.

Late Payment Charges

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one month of tuition.

If payment is not received by the 5th of each month, a late fee of \$15 will be charged to your account each month.

Repeated late payments will result in your family being required to set up automatic payments or credit card payments.

Repeated failure to keep account current will result in a 2-week Cancellation of Service Notice

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$25. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$1 per minute will be assessed beginning at the time of your contracted drop-off or pick-up time. These fees will be charged to your account at the time of occurrence. The director will notify you of each late fee via email.

Credits & No Credits

- **Families' contract for a specific weekly schedule** as completed on the Enrollment Contract. Payment for this contracted schedule is required every month year-round whether your child attends or not. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather, infectious disease (except as noted below), or weather-related or environmental issues.
- **Weather-related or Environmental Disaster or Pandemic** – in the event of a serious crisis during which we are prohibited from operating, families shall pay 50% of their tuition for up to 4 weeks. Payment of your Tuition allows us to retain staff, pay operating expenses, and hold open your child's spot for when we are safely able to reopen.
- **Credit may be given for Serious Illness/Injury** – In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease or serious illness or injury, credit may be issued. A written doctor's note is required to receive credit.

Attendance & withdrawal

Absence

If your child is going to be absent or arrive after 9:00 AM, please call us at 541-808-3410. We will be concerned about your child if we do not hear from you.

If your child is absent due to illness you are required to notify the center at your earliest convenience. We are required by the Child Care Licensing Division to track all illnesses and report trends and outbreaks to the Health Department.

As a reminder all children are expected to be dropped off no later than 9:00 AM. We will adjust staffing and plan meal accordingly after 9:00 AM. If you drop off after 9:00 AM without notifying the office, we reserve the right to refuse your child.

Vacation

While we recognize the value of family vacations, however the center does not provide credit for vacation days.

Withdrawal

A written two weeks advance notice is required by the center when a child is being withdrawn.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, and loss of water) prevent us from opening on time or at all, notification to the families will be announced via email.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

General Procedure

Parents are expected to accompany their children to the classroom and receive a verbal or non-verbal acknowledgement from teacher before leaving.

We open at 7 AM. Your child will not be received by classroom staff until 7am.

We close at 6 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

If your contracted time is the standard 8:30-5:00 (meaning that you do not have early drop-off or late-stay) the earliest you may drop-off is 8:30. If you arrive at the center at 8:20 you MUST stay with your child until 8:30.

Upon Drop-off and Pick-up the authorized adult must sign-on/out their child at the check in station located at the front of the building.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best

use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Authorized Pick-up people. If you want us to release your child to an individual who is not identified as an Emergency and/or Authorized pick-up person, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Authorized Pick-up individuals. Provisions will be made for someone to stay with your child as long as possible, but if after 1 hour we have not been able to reach you or a person listed as an Emergency and/or Authorized Pick-up individual, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and/or Authorized Pick-up individual pick-up the child or we may call the police to prevent potential harm to your child.

PERSONAL BELONGINGS

What to Bring

- **Infants:** enough clean bottles for a day's use, at least 6 diapers, wipes and diaper cream, a sleep sack and at least 2 changes of clothes per day. All bottles must be labeled and dated. If not using the center sponsored Similac Advanced, formula bottles must come prepared and ready to serve.
- **Toddlers:** blanket or sleep sack, at least 6 diapers, wipes, diaper cream, 2 changes of clothes and a family picture to promote self-soothing when they miss their family.
- **2-year olds:** at least two changes of clothes or more per day if going through the toilet training program, at least 6 diapers, wipes, diaper cream, a blanket, and a family picture to promote self-soothing when they miss their family.
- **Preschoolers:** at least one change of clothes, socks and shoes, a blanket and a family picture to promote self-soothing when they miss their family.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

Cubbies

Upon enrollment each child will be assigned a “cubby.” Cubbies are labeled with your child’s name. Please check your child’s cubby on a daily basis for items that need to be taken home. Each child will so be assigned a “Pocket Folder” that will be located next to the classroom cubby. These pocket folders will hold information to be communicated to parents by the center and/or teacher. Please make sure to check it daily.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located in the front foyer. Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity. IF your child brings a toy from home and it becomes a distraction teacher will place it in the front foyer for pick-up at go home time.

NUTRITION

USDA Child and Adult Care Food Program

Bright Beginnings Learning Center participates in the USDA Child and Adult Care Food Program. As part of the CACFP all your child’s meal will be provided for him/her at no additional cost to the family.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

Foods Brought from Home

Food brought from home (intended for sharing) is permitted under the following conditions:

- All food to be shared with other children must be store-bought and in its original package.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially wrapped package that was never opened.

Food brought from home (not intended for sharing) is permitted under the following conditions:

- Food is brought on a daily basis and is ready to eat, requiring no preparation
- All food and beverage containers are labeled with the child's name
- Must be stored in a temperature-controlled container
- Must meet the CACFP nutritional guidelines. See meal guidelines in back of handbook.

| Good Lunch Box Suggestions for a Balanced, Nutritional Lunch | |
|--|---|
| Bean Burrito Tropical fruit salad Broccoli Milk | Chicken Strips Whole Wheat Roll Orange Wedges Baby Carrots w/ranch Milk |
| Cheese Quesadilla Fruit Cup Cucumber Slices w/hummus Milk | Turkey and Cheese Sandwich Apple Slices Grape Tomatoes w/ranch Milk |

Bright Beginnings Learning Center is required to ensure that each child in our care is receiving a meal that meets CACFP meal guidelines. If a child's brought from home meal does not meet CACFP meal guidelines Bright Beginnings will provide them with a center prepared meal.

Food Prepared at the Center

Food prepared for or at the center will be properly planned, prepared, and portioned according to the Child and Adult Care Food Program and the state requirements for food service. See sample menu at the back of handbook.

Food Allergies

If your child has a food allergy, you must complete an **Allergy Care Plan** and a **Request for Special Meals and/or Accommodations**. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy will have an action plan for emergency care completed by the family physician.

Mealtime

Bright Beginnings Learning Center serves meals Restaurant Style. Minimum portion sizes of all food components are served to each child on a plate and in a cup. Teachers sit and eat with children, modeling good table manners and encouraging health mealtime conversation. Children are encouraged to assist with setting and clearing the table. Monthly menus are posted at the Parent Resource Table and on classroom bulletin boards.

A staff member who is trained in first-aid for choking is present at all meals.

Infant Feedings

Bright Beginnings Learning Center provides Similac Advanced iron fortified infant formula to all infants enrolled in the center. Parents will indicate on the CACFP Child Enrollment Form if they accept or decline the center provided formula. If the center provided formula is declined parents will be required to provide breast milk or their preferred formula (provided it meets CACFP guidelines). See Infant Meal Guidelines in back of handbook.

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed “on cue” to the extent possible (at least every 3 hours and usually not more than hourly) and by a consistent caregiver/teacher.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child’s home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child’s name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 180 days.
- Breast milk and formula brought from home must be dated and labeled with the child’s name.
- With the exception of frozen breast milk all milk/formula provided by parent must come ready to serve.
- Labels on all breast milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
- Solid foods are offered when the infant is developmentally ready. This naturally occurs right around 6 months of age.

Children 24 Months and Older

- No child shall go more than 3 hours without a meal or snack being provided.
- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.

-
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

HEALTH

Immunizations

Immunizations are required according to Oregon Health Authority and State regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the Oregon Health Authority.

Immunization records and/or documentation of an exemption are due at the time of enrollment. The center will prepare an annual immunization summary for submission to the Oregon Health Authority at the beginning of January. You will be notified by the end of January if your child is missing any required immunizations. You will then have one month to provide the center with documentation of your child receiving the required immunizations before the Exclusion date. If your child does not have or you have not provided the office with sufficient documentation by the Exclusion date, your child will be excluded from care until such is provided.

All caregivers, teachers, and staff are required to be current with all immunizations in accordance with Bay Area Hospital policies and procedures.

Illness

Mild illness is very common among children, and most children will not be excluded from care for common respiratory and gastrointestinal illness of mild severity. Exclusion of children from childcare settings will be required for illnesses known to be transmitted among, by and to children when exclusion of the child or adult has a potential for reducing the likelihood of secondary cases. Exclusion will also be required in cases of serious illness for which hypothetic risk of transmission exist.

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. If you are asked to pick up your sick child, we ask that you do so in 30 minutes. We also ask that you respectfully accept our best judgment without hesitation or protest.

The center will not admit or retain in care, except with the written approval of the local health officer, a child who:

- Is diagnosed as having or being a carrier of a childcare retractable disease.
- Has one of the following symptoms, or combination of symptoms of illness:
 - Fever over 100.4 degrees F taken under the arm
 - Diarrhea
 - Vomiting
 - Nausea
 - Severe, new, or unusual cough
 - Unusual yellow color to skin or eyes
 - Skin, eye lesions or rashes that are severe, weeping, or pus-filled
 - Stiff neck and headache with one or more of the symptoms listed above
 - Difficult breathing or abnormal wheezing
 - Complaints of severe pain

Symptoms Exclusion Chart

PLEASE KEEP STUDENTS WITH SYMPTOMS OUT OF SCHOOL

This list is school instructions, not medical advice. Please contact your health care provider with health concerns.

| SYMPTOMS OF ILLNESS | THE STUDENT MAY RETURN AFTER... *The list below tells the shortest time to stay home. A student may need to stay home longer for some illnesses. |
|--|---|
|  Fever: temperature of 100.4°F (38°C) or greater | *Fever-free for 24 hours without taking fever-reducing medicine. |
|  New cough illness | * Symptoms improving for 24 hours (no cough or cough is well-controlled). |
|  New difficulty breathing | * Symptoms improving for 24 hours (breathing comfortably). <i>Urgent medical care may be needed.</i> |
|  Diarrhea: 3 loose or watery stools in a day OR not able to control bowel movements | *Symptom-free for 48 hours OR with orders from doctor to school nurse. |
|  Vomiting: one or more episode that is unexplained | *Symptom-free for 48 hours OR with orders from doctor to school nurse. |
|  Headache with stiff neck and fever | *Symptom-free OR with orders from doctor to school nurse. Follow fever instructions above. <i>Urgent medical care may be needed.</i> |
| Skin rash or open sores | *Symptom free, which means rash is gone OR sores are dry or can be completely covered by a bandage OR with orders from doctor to school nurse. |
| Red eyes with colored drainage | *Symptom-free, which means redness and drainage are gone OR with orders from doctor to school nurse. |
| Jaundice: new yellow color in eyes or skin | *After the school has orders from doctor or local public health authority to school nurse. |
| Acting differently without a reason: unusually sleepy, grumpy, or confused. | *Symptom-free, which means return to normal behavior OR with orders from doctor to school nurse. |
| Major health event, like an illness lasting 2 or more weeks OR a hospital stay, OR health condition requires more care than school staff can safely provide. | *After the school has orders from doctor to school nurse AND after measures are in place for the student's safety. Please work with school staff to address special health-care needs so the student may attend safely. |



Health Alerts

Please notify the office when your child is ill, diagnosed with a communicable disease or is experiencing any of the reportable symptoms so that we can properly notify other families.

A Health Alert will be sent via email to all enrolled families as soon as the center is made aware. This Health Alert will tell you the: date(s) of potential exposure, name of the illness or disease, symptoms to watch for, and the exclusion period for which children need to be out of care.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the Oregon Health Department. A Health Alert will be sent via email to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- COVID-19
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

Allergies

Families are expected to notify us regarding children's food and environmental allergies. If your child has an allergy that poses a threat to their health, safety and wellbeing you will be asked to complete an **Allergy Care Plan** that includes instructions regarding the allergen and steps to be taken to avoid the allergen; signs and symptoms of an allergic reaction; and a detailed treatment plan including the names, and doses, and methods of prompt administration of any medication in response to allergic reactions.

If the allergen is food related and meal accommodations are necessary, families will also be required to fill out a **Medical Statement to Request Special Meals and/or Accommodations**

A list of the children's allergies will be posted in the main area and kitchen and in each classroom. All staff involved in care will be trained on the Allergy Care Plan.

Parents will be notified immediately if any suspected allergic reactions or if the child consumed or came into contact with the allergen, even if a reaction did not occur.

If epinephrin is administered, emergency medical services will be immediately contacted, and a report will be filed with the Child Care Licensing Division within 24 hrs.

Non-Medical Food Preferences

Bright Beginnings will work with parents to make all reasonable non-medical food accommodation. To make a meal substitution a **Non-Medical Food Accommodation** form will be required. All non-medical meal accommodations must meet CACPF meal reimbursement guidelines.

Medications

All medications MUST be handed to a staff member and a Medication Authorization must be filled out and signed by a parent and a teacher. The Medication Authorization Form will give specific written instructions for administration. Medications must never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications**
The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication. Prescription medications will only be administered according to labeled instructions.
- **Non-prescription medications**
Must be in the original container and labeled with child's name, name of drug, dosage, directions from administering.
- **Non-prescription topical ointments**, specifically diaper cream.
Must come in the original container and be labeled with child's name. Authorization is given on the Information and Authorization Form completed at the point of enrollment. Frequency and dosage will be logged on the Infant/Toddler daily form.

Safety

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the classroom, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities. Please ensure that your child is sent to school wearing well fitted shoes appropriate for running, jumping and climbing.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 98 °F or less than 32 °F degrees. Additionally, outdoor play will be cancelled if the air quality rating is unhealthy for sensitive groups or below.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an Injury/Incident Report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 5 minutes, the family and the police will be notified.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

Emergency Plan Procedures

Fire Safety

In the event of a Fire the fire alarm will sound, and Fire Department will be automatically called

Director Responsibilities – Evacuation process

1. Get Master Enrollment Binder
2. Emergency Supply Kit

Classroom Staff Responsibilities

1. Line children up single file
 - a. Non walkers – load into evacuation cribs
2. Conduct head count (use roll call sheets)
3. Exit building according to Evacuation Map to rendezvous point
 - a. Furthest end of parking lot directly in front of building.
4. Conduct head count (use roll call sheets)
5. Hold up RED card, for not accounted for; or GREEN card for accounted for.
6. Keep children calm by singing songs and playing games until emergency personnel arrive.
7. Check-In Calls: when the director makes the Check-In call answer the following:
 - a. Number of Children
 - b. Number of Staff
 - c. RED or GREEN
8. Wait for instruction from emergency personnel
 - a. All Clear - when the "All Clear" is made escort children back to classroom
 - b. Evacuate to temporary location – Newmark Center - follow reunification plan

Earthquake/Tsunami

When you feel the shaking, don't panic, or run outside

1. DUCK, COVER and HOLD
 - a. Move children away from window and cabinets
 - b. Gather children under tables as much as possible
 - c. When outside – move away from the building, power lines or utility poles
2. When the shaking stops:

Director Responsibilities – Evacuation process

- a. Get Master Enrollment Binder
- b. Emergency Supply Kit

Classroom Staff Responsibilities

- a. Gather children /Check self and others for injuries / Administer First Aid
- b. Evacuate IMMEDIATELY
 - i. Line children up single file
 - 1. Non walkers – load into evacuation cribs
 - ii. Conduct head count (use roll call sheets)
 - iii. Exit building according to Evacuation Map to rendezvous point
 - 1. Furthest end of parking lot directly in front of building.
 - iv. Conduct head count (use roll call sheets)
 - v. Check-In Calls: when the director makes the Check-In call answer the following:
 - 1. Number of Children
 - 2. Number of Staff
 - 3. RED or GREEN
 - vi. Evacuate to temporary location – Newmark Center – follow reunification plan

Reunification Plan

Once safely at The Newmark Center and children have been settled

1. Lead Teachers will call families
 - a. "Hello, this is _____ from Bright Beginnings we have evacuated to The Newmark Center due to _____. Your child is safe and can be picked up."

Emergency Lockdown / Intruder Alert Procedure

An intruder is defined as any visitor who, through act or deed, poses a perceived threat to the safety and welfare of children and employees. If at any time you are dealing with a person you feel uncomfortable around or are fearful for your safety or the safety of others, then you may be faced with an intruder situation.

Lockdown Levels -

1. **Precautionary Lockdown** – Threat uncertain – **Code Yellow Emergency**
 - a. Lock door
 - b. No one on or out
 - c. Classroom activity continues as usual
2. **Full Lockdown** – Threat is imitate - **Code Red Emergency**
 - a. Lock Door
 - b. Lights off
 - c. Cover window
 - d. No one in or out
 - e. No activity – gather children in designated quiet zone

Director Responsibility – Intruder Alert

-
1. **IF a weapon is present; DO NOT CONFRONT** – give distress word “terrible” to another staff member for them to call 911 immediately. Ex: “Miss Mary, Johnny has a terrible cough can you please go check on him for me”
 2. **IF no weapon is suspected**, confront the intruder in the following manner:
 - Approach the individual in a non –confrontational manner with the assistance of another staff member.
 - Introduce yourself and the person with you to the individual in a non-confrontational way
 - Ask the individual who they are and how you can be of assistance
 - Inform the individual of the policy that all visitors need to sign in and guide him/her to the areas where that is done.
 - If the individual refuses, do not confront him/her. Give the other staff member the distress word to initiate the call to 911.

Intruder Alert Procedure:

1. If the intruder is already inside the building, give distress word “terrible” to a staff member. That staff member will immediately call 911.
2. If the suspected intruder is not yet in the building, an announcement will be made over the walkie talkie to alert the staff of potential danger.
3. If the children are outside when either a “Code Red” or “Code Yellow” are called, or shots are heard/fired, teachers will quickly direct and move children back into the facility and into the nearest classroom for lockdown.

Upon hearing lockdown announcement, the following steps will be implemented:

1. Staff should quickly check the hall and playground to get children and staff into the classrooms
2. Lock all doors. Close and lock all windows. Cover all windows and doors and turn off lights.
3. Keep children away from windows and doors; position children in a quiet zone against walls or on the floor; turn a classroom table on its side to use as a buffer
4. Staff will maintain a calm atmosphere in the room, keeping alert to emotional needs of the children.
5. Teachers will keep all children in the classroom until an all-clear signal has been given
6. Director or designee will immediately call 911 and stay on the phone until help arrives. Await further instructions from emergency response personnel. You will be informed when it is safe to move about and released children from your rooms.
7. Upon arrival, the local police, in conjunction with the Director will assume controlling responsibility and may evacuate the building per police standard operating procedure.
8. When “All Clear” is heard, the director will apprise the staff of the situation and counsel with the children. When the threat has been eliminated, normal activities should resume as soon as possible as instructed by the Director.
9. Director will apprise parents of all “lockdowns” whether practice or real
10. Director will report incident to licensor
11. Director will complete a written incident report at the earliest opportunity

Appendices

School Calendar



BAY AREA HOSPITAL
BRIGHTBeginnings
LEARNING CENTER

| August 24 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| September 24 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 4 | 5 | 6 |
| 1 | 2 | | | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

2024 - 2025 School Calendar

| October 24 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| November 24 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| December 24 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| January 25 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| February 25 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 1 | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | |

| March 25 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 1 | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| April 25 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| May 25 | | | | | | |
|--------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| June 25 | | | | | | |
|---------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| July 25 | | | | | | |
|---------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| August 25 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| September 25 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| | |
|--------|--|
| | Closed |
| | Conference Week |
| | Event |
| | Beginning of Preschool Promise Program |
| | End of Preschool Promise Program |
| | |
| Aug 26 | Teacher In-service week - Closed |
| Sep 2 | Labor Day - Closed |
| Sep 3 | Preschool Promise Begins |
| Oct 4 | Open House 5:00-7:00pm Close at 3:00 |
| Oct 25 | Teacher In-service - Closed |
| Oct 28 | Parent Teacher Conference Week |
| Nov 28 | Thanksgiving - Closed |
| Nov 29 | Thanksgiving - Closed |
| Dec 25 | Christmas - Closed |
| Dec 26 | Christmas - Closed |
| Dec 27 | Christmas - Closed |
| Jan 1 | New Year Day - Closed |
| Feb 7 | Teacher In-service - Closed |
| Feb 10 | Parent Teacher Conference Week |
| May 2 | Teacher In-service - Closed |
| May 5 | Parent Teacher Conference Week |
| May 30 | End of the Year Celebration 5:00-7:00pm Closed @ 3:00 |
| May 26 | Memorial Day - Closed |
| Jul 4 | Independence Day - Closed |
| Aug 25 | Teacher In-service Week - Closed |
| Sep 1 | Labor Day - Closed |

Center Schedule – Full Day

| Full Day Schedule | | |
|----------------------|---------------------------------|--|
| | Preschool (Chipmunk/Deer) | Toddler (Fox/Cub) |
| 7:00 – 8:30 | Combined Gym | |
| 8:30 – 9:00 | Breakfast – Staggered arrival | Breakfast – Staggered arrival |
| 9:00 – 9:15 | Circle | Diaper/Free Choice Centers |
| 9:15 - 9:30 | Learning Centers | Circle |
| 9:30 – 10:45 | | Learning Centers |
| 10:45 -11:15 | | Recess (Outside/Gum) |
| 11:15- 11:30 | Recess (Outside/Gym) | Diaper/ Free Choice Centers |
| 11:30 – 12:00 | | Lunch |
| 12:00 – 12:30 | Lunch | Nap time |
| 12:30 – 2:00 | Nap Time | |
| 2:00 – 2:30 | Wake-up/Clean-up Table Games | Wake-up/Clean-up/Diaper Table Games |
| 2:30 – 3:00 | Snack | Snack |
| 3:00 – 4:00 | Recess (Outside/Gym) | Recess (Outside/Gym) |
| 4:00 – 4:30 | S-T-E-A-M | |
| 4:30 – 6:00 | Combined Gym | |

 Free Play: Child-led

 Guided Play: Child-led, Adult Scaffolded

 Direct Instruction/Games: Adult Designed, Set rules for play

Sample Menu



Week: 5/13/24 - 5/17/24

| Meal Patterns | Monday Date: 5-13-24 | Tuesday Date: 5-14-24 | Wednesday Date: 5-15-24 | Thursday Date: 5-16-24 | Friday Date: 5-17-24 |
|--|-------------------------|--------------------------|------------------------------|---------------------------|-------------------------|
| Breakfast | | | | | |
| •Fluid Milk | Whole or 1% Milk | Whole or 1% Milk | Whole or 1% Milk | Whole or 1% Milk | Whole or 1% Milk |
| •Grains | Oatmeal (WG) | Pita | Oatmeal (WG) | Cheerios (WG) | Toast (WG) |
| •Vegetables or Fruit | Banana | Apple Sauce | Mixed Berries | Banana | Apples |
| •Other Foods (Bonus) | | | | | |
| Lunch | | | | | |
| •Fluid Milk | Whole or 1% Milk | Whole or 1% Milk | Whole or 1% Milk | Whole or 1% Milk | Whole or 1% Milk |
| •Meat or meat alternative | Ham and Cheese | Spaghetti (WG) | Chicken Curry with Rice (WG) | Baked Chicken | Mini Pizzas |
| •Vegetables | Sandwich (WG) | Marinara | Peas | Sweet Potato Tots | Corn |
| •Fruits/Vegetables | Carrots with Ranch | Green Beans | Orange Slices | Pears | Pineapple Tidbits |
| •Grains | Oranges | Peaches | | | |
| •Other Foods (bonus) | | | | | |
| PM Snack (select two of the five components) | Water | Water | Water | Water | Water |
| •Fluid Milk | Goldfish | Ritz Crackers | Bananas | Apple Sauce | Cheese Slices |
| •Meat or meat alternative | Apples | Oranges | String Cheese | Ritz Crackers | Apples |
| •Vegetables | | | | | |
| •Fruits | | | | | |

This institution is an equal opportunity provider.

CACFP Guidelines



Child and Adult Care Food Program (CACFP) Child (Ages 1-18) Meal Pattern

Breakfast¹: Serve all 3 components for a reimbursable Breakfast²

| Food Components and Food Items | Ages 1-2 | Ages 3-5 | Ages 6-12 | Ages 13-18 ³ |
|---|-----------------|-----------------|-----------------|-------------------------|
| Fluid Milk ⁴ | 4 fl oz (½ cup) | 6 fl oz (¾ cup) | 8 fl oz (1 cup) | 8 fl oz (1 cup) |
| Vegetables, Fruits, or portions of both ⁵ | ¼ cup | ½ cup | ½ cup | ½ cup |
| Grains ⁶ , using ounce equivalent (oz. eq.) ⁷ | ½ oz. eq. | ½ oz. eq. | 1 oz. eq. | 1 oz. eq. |
| Bread, Biscuit, or Roll | 14 grams | 14 grams | 28 grams | 28 grams |
| Waffle, Pancake, Croissant | 17 grams | 17 grams | 34 grams | 34 grams |
| Oatmeal and other cooked cereal grains ⁸ | ¼ cup cooked | ¼ cup cooked | ½ cup cooked | ½ cup cooked |
| Cereal, Ready-to-Eat Flakes or Rounds ⁸ | ½ cup | ½ cup | 1 cup | 1 cup |
| Cereal, Ready-to-Eat Granola ⁸ | ½ cup | ½ cup | ¼ cup | ¼ cup |
| Cereal, Ready-to-eat Puffed ⁸ | ¾ cup | ¾ cup | 1 ¼ cup | 1 ¼ cup |

Snack¹: Select 2 of the 5 components for a reimbursable snack⁹

| Food Components and Food Items | Ages 1-2 | Ages 3-5 | Ages 6-12 | Ages 13-18 ³ |
|---|------------------------|------------------------|-------------------------|-------------------------|
| Fluid Milk ⁴ | 4 fl oz (½ cup) | 4 fl oz (½ cup) | 8 fl oz (1 cup) | 8 fl oz (1 cup) |
| Meat or Meat Alternate (M/MA) | ½ oz. eq. | ½ oz. eq. | 1 oz. eq. | 1 oz. eq. |
| Cheese | ½ oz. | ½ oz. | 1 oz. | 1 oz. |
| Peanut butter or other nut/seed butters | 1 Tbsp. | 1 Tbsp. | 2 Tbsp. | 2 Tbsp. |
| Yogurt (including soy yogurt) ¹⁰ | 2 oz. (¼ cup) | 2 oz. (¼ cup) | 4 oz. (½ cup) | 4 oz. (½ cup) |
| Vegetables ⁶ | ½ cup | ½ cup | ¾ cup | ¾ cup |
| Fruits ⁶ | ½ cup | ½ cup | ¾ cup | ¾ cup |
| Grains ⁶ , using ounce equivalent (oz. eq.) ⁷ | ½ oz. eq. | ½ oz. eq. | 1 oz. eq. | 1 oz. eq. |
| Bread, Biscuit, or Roll | 14 grams | 14 grams | 28 grams | 28 grams |
| Cracker, Graham (about 5" by 2½") | 14 grams/ 1 cracker | 14 grams/ 1 cracker | 28 grams/ 2 crackers | 28 grams/ 2 crackers |
| Crackers (various) | 11 grams | 11 grams | 22 grams | 22 grams |

Lunch or Supper¹: Serve all 5 components for a reimbursable Lunch or Supper¹¹

| Food Components and Food Items | Ages 1-2 | Ages 3-5 | Ages 6-12 | Ages 13-18 ³ |
|--|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Fluid Milk ⁴ | 4 fl oz (½ cup) | 6 fl oz (¾ cup) | 8 fl oz (1 cup) | 8 fl oz (1 cup) |
| Meat or Meat Alternate (M/MA) | 1 oz. eq. | 1 ½ oz. eq. | 2 oz. eq. | 2 oz. eq. |
| Lean meat, poultry, or fish | 1 oz. eq. | 1 ½ oz. eq. | 2 oz. eq. | 2 oz. eq. |
| Tofu ¹² | 2.2 oz. or ¼ c | 3.3 oz. or ⅓ c | 4.4 oz. or ½ c | 4.4 oz. or ½ c |
| Cheese | 1 oz. | 1 ½ oz. | 2 oz. | 2 oz. |
| Large egg | ½ egg | ¾ egg | 1 egg | 1 egg |
| Cooked dry beans/peas | ¼ cup | ¾ cup | ½ cup | ½ cup |
| Peanut butter or other nut/seed butters | 2 Tbsp. | 3 Tbsp. | 4 Tbsp. | 4 Tbsp. |
| Peanuts, soy nuts, tree nuts, or seeds (may only credit up to 50% M/MA) | ½ oz. = 50% | ¾ oz. = 50% | 1 oz. = 50% | 1 oz. = 50% |
| Vegetables ^{6, 13, 14} | ½ cup | ¼ cup | ½ cup | ½ cup |
| Fruits ⁶ | ½ cup | ¼ cup | ¼ cup | ¼ cup |
| Grains ⁶ , using ounce equivalent (oz. eq.) ⁷ | ½ oz. eq. | ½ oz. eq. | 1 oz. eq. | 1 oz. eq. |
| Bread, Biscuit, or Roll | 14 grams | 14 grams | 28 grams | 28 grams |
| Pasta, Rice, or Grits | 14 grams dry/ ¼ cup cooked | 14 grams dry/ ¼ cup cooked | 28 grams dry/ ½ cup cooked | 28 grams dry/ ½ cup cooked |
| Tortilla, Soft, Flour or Corn | 14 grams | 14 grams | 28 grams | 28 grams |



Child and Adult Care Food Program (CACFP) Infant Meal Pattern

- Infants should be fed on demand when they show hunger signals
- Sponsors must offer at least one reimbursable iron-fortified infant formula (IFIF)
- The tables below list minimum serving sizes to meet meal pattern requirements

Abbreviations:
Fl. oz. = Fluid Ounces
Oz. eq. = Ounce Equivalent
Oz. = Ounce (weight)
Tbsp. = Tablespoon

Breakfast, Lunch, and Supper:

| Food Components and Food Items | Birth – 5 Months | 6 – 11 Months |
|---|------------------|---|
| Breast Milk ¹ or Iron-Fortified Infant Formula (IFIF) ^{1,2} | 4-8 fl. oz. | 6-8 fl. oz. |
| Fruit or Vegetable ^{3,4} or a combination of both | | 0-2 Tbsp. |
| Iron-Fortified Infant Cereal (IFIC) ^{5,6} or Meat/Meat Alternates (M/MA) ³ , including Meat, fish, poultry, whole eggs, cooked beans/peas, or Cheese, or Cottage Cheese, or Yogurt ⁷ | | 0 – ½ oz. eq. (0-4 Tbsp.) 0-4 Tbsp. 0-2 oz. 0-4 oz. or ½ cup 0-4 oz. or ½ cup |

Note: Iron-Fortified Infant Cereal (IFIC) is the only Grain item that is allowed at Breakfast, Lunch, and Supper. Infants that do not consume IFIC can be served a M/MA item instead.

Snack:

| Food Components and Food Items | Birth – 5 Months | 6 – 11 Months |
|--|------------------|--|
| Breast Milk ¹ or Iron-Fortified Infant Formula (IFIF) ^{1,2} | 4-8 fl. oz. | 2-4 fl. oz. |
| Fruit or Vegetable ^{3,4} or a combination of both | | 0-2 Tbsp. |
| Iron-Fortified Infant Cereal (IFIC) ^{5,6} or Breads, Crackers, or Ready-to-Eat (RTE) Cereals ^{5,6,8} Bread, Tortilla, or Biscuit, or Waffle, Pancake, or English Muffin, or Savory Crackers, or Sweet Crackers, or RTE Cereals, Flakes or Rounds ⁹ , or RTE Cereals, Puffs ⁹ | | 0 – ½ oz. eq. (0-4 Tbsp.) 0 – ½ oz. eq. 14 grams 17 grams 6 grams 7 grams 7 grams or 4 Tbsp. or ¼ cup 7 grams or 5 Tbsp. or ½ cup |

Note: Breads, crackers, and RTE cereals are only allowed at Snack. M/MAs can be served as a bonus item only.

¹ Breast milk or IFIF, or portions of both must be served. Serving breast milk, when available, is considered a best practice for infants from birth through 11 months.

² All infant formula must be FDA-regulated and iron-fortified with 1 mg of iron or more per 100 calories of formula.

³ A serving of this component is required once an infant is developmentally ready for solid foods. A combination of different food items within the component is allowed.

⁴ Fruit and vegetable juices, including 100% juices, are not allowed for infants.

⁵ All infant cereal must be iron-fortified (IFIC).

⁶ Grains must be one of the following: enriched meal/flour or whole grain-rich. Ounce equivalent serving sizes will be used to determine the quantity of creditable grains starting October 1, 2021. One ounce equivalent serving size is equal to one serving size. For more sample serving sizes on creditable infant Grains, refer to the [Feeding Infants Using Ounce Equivalents for Grains Worksheet](#).

⁷ Yogurt must contain no more than 23 grams of total sugars per 6 ounces. Refer to the Yogurt Sugar Limit Wallet Card.

⁸ [Grain-based desserts](#) do not count towards meeting the Grains component requirement.

⁹ Breakfast cereals must be whole grain-rich, fortified, or enriched, and contain no more than 6 grams of sugar per dry ounce (no more than 21 grams Total Sugars per 100 grams of dry cereal). Refer to the Cereal Sugar Limit Wallet Card and the WIC Cereal List.

Additional Resources: [Feeding Infants in the Child and Adult Care Food Program \(USDA\)](#)

License



Certificate of Approval

Be it known that:

Bay Area Hospital

is hereby granted a Certificate of Approval to operate:
Bright Beginnings Learning Center
250 Hull St
Coos Bay, OR 97420

The Child Care Licensing Division has conducted a review and found this facility and its operation to be in compliance with the laws of the State of Oregon and applicable administrative rules.

Hours of Operation: 7:00 AM - 6:00 PM

Provider Number: CC503835

Age Range: 2 Months through 12 Years

Maximum Number: 100

Ratio Group: 3A

Days of Operation:

Monday:

Thursday:

Saturday:

Tuesday:

Friday:

Sunday:

Wednesday:

This certificate is effective:

January 07, 2024 through January 07, 2025

Exceptions:

Conditions:

Special Conditions:

Questions or complaints regarding this facility should be directed to:

Child Care Licensing Division
Christine De Latte
1200 Executive Parkway, Suite 460
Eugene, OR 97401
(541) 510 - 4089

Original - Facility

This certificate is not transferable

Handbook Acknowledgment

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Bright Beginnings Learning Center Family Handbook**, and I have reviewed the family handbook with a member of the **Bright Beginnings Learning Center** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the this **Family Handbook** that I do not understand.

Recipient Signature

Date

Center Staff Signature

Date