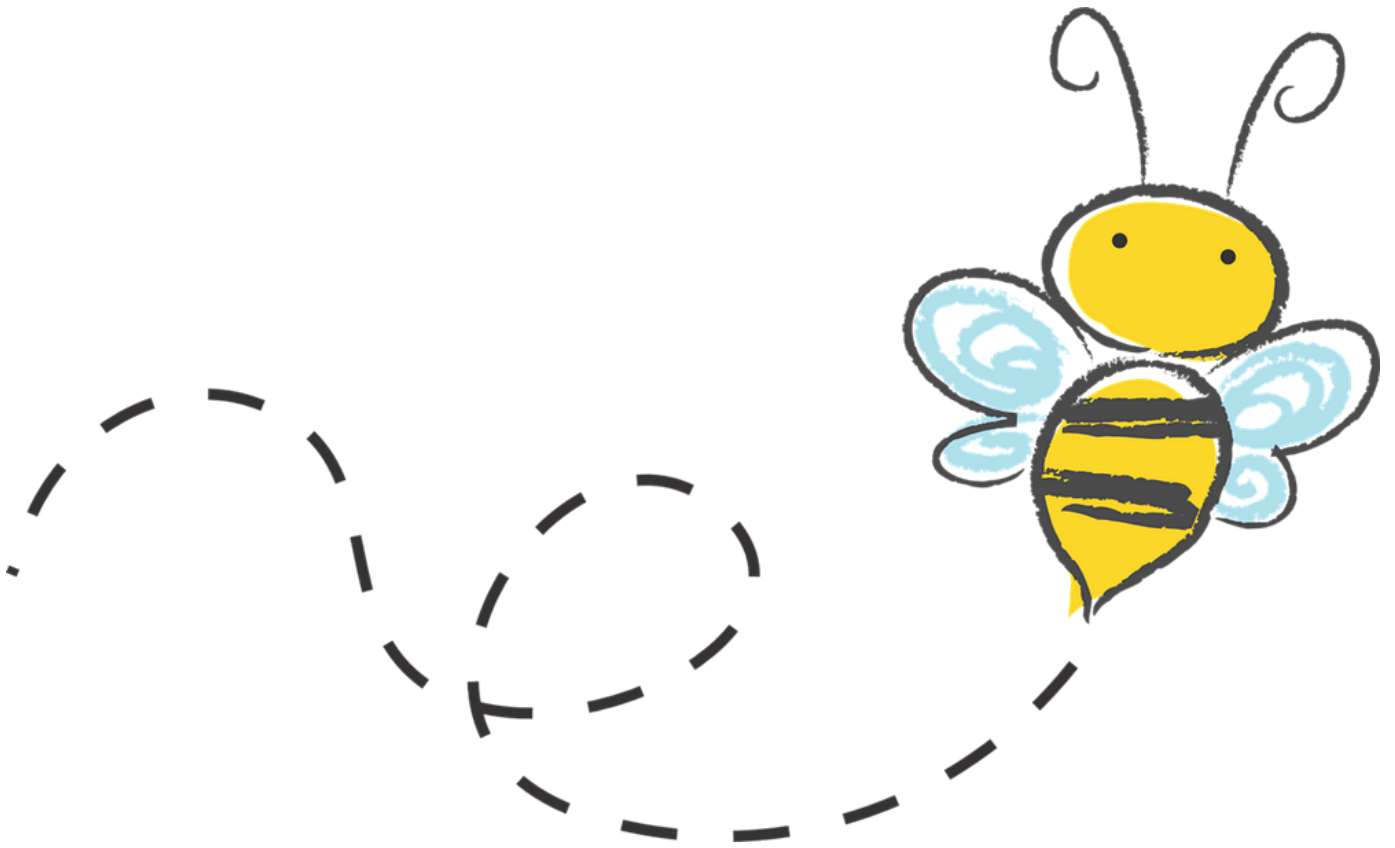


2024-25  
Brighter Days  
PARENT MANUAL

(UPDATED 6/2024)



"Be strong and courageous..." - Joshua 1:9a

Bee All That God Created You  
To Bee at Brighter Days MDO!!

Dear Parents,

Welcome to Brighter Days 2024-25 school year! We are so excited that your child will be joining us. We are excited that we are able to continue to provide a safe and nurturing environment for all of our students to learn and grow. **Please review all the detailed information in our manual regarding our learning, tuition, and other important procedures.** If you have any questions at all you can contact me at [genesish@tugchurch.org](mailto:genesish@tugchurch.org)

Mark your calendars for our Meet the Teacher and First Day of School!!

**Tuesday, August 27th - Brighter Days Meet the Teacher** Will happen at 11:00-1:00pm for parents and students to come meet their teachers and view their classrooms. When you arrive you'll go to your child's designated classroom, meet the teachers, sign-in your student with their teachers and then join me in the main auditorium where we'll meet briefly to go over our Parent Manual and answer any questions you might have. :) **This will not be a full day, but just a time to meet the teachers and go over the manual.**

Our First Day of school will be Tuesday, September 3rd. Drop off is at 9 AM and pickup is 2 PM. We are going to have such a great year!!

The teachers and I look forward to seeing everyone at our **Meet the Teacher on Tuesday August 27th.** And are eager to start our first day of school on **Tuesday, September 3rd!** It's going to be a great year!!

Because of Christ,

**GENESIS HERNANDEZ**

Director

[genesish@tugchurch.org](mailto:genesish@tugchurch.org)

## PURPOSE

Brighter Days is a ministry of TUG Church. We are a Christian preschool program for children ages 2-5, We seek to create a desire to know and serve God by equipping them academically, physically, spiritually, and socially to fulfill God's

purpose for their lives (Luke 2:52).

## FEES

**Annual Registration Fee:** All ages/ non-refundable: \$75.00 per child (due at time of enrollment)

**Supply Fee:** All Classrooms - \$60.00 due by August 27th (\$5 Discount for 2nd & 3rd child)

**Special Event Fee:** All Classrooms - \$60.00 per child due by August 27th (\$5 Discount for 2nd & 3rd child)

**Monthly Tuition:** All Classrooms - \$190.00 a month due on the 1st of each month (\$10 discount for 2nd child.

These fees can be paid online at [MDO TUITION](#)

Tuition is due by the 1st of each month. There will be a 10 day grace period, but all payments made after the 10th will be subject to a late fee.

Our monthly tuition will remain the same figure each month as it has been amortized over the entire year. All payments are due by the 1st of each month. This means our monthly tuition payments remain the same price September - May, regardless of weeks of holidays or breaks.

A 10% Pay in Full Discount is available for all Brighter Days families. We are now offering two Pay In Full Discounts. Parents may now pay in full by semester or year. Please email Ms. Genesis for more information and pricing details. Payments must be made by the 15th of the first month of school or semester to be eligible for the discount.

Payments can be made online, by cash, or check. Checks should be made out to: The Unknown God Church, please add your students name in the memo.

If your child is sick or otherwise does not attend during this time, payments will still be due and can be paid online or dropped off at the church, Tuesday or Thursday, from 9 AM - 5 PM. You are paying for the space reserved, not the child's attendance. Tuition is non-refundable and is due in full each month regardless of absences or holidays. If you know you will not be able to pay on time, please contact the Director and set up a plan. The return check charge is \$30.00. **if tuition is not current, please see the director before leaving your child for the day.**

A \$15.00 late fee will be applied to all accounts for payments made after the 10th of the month.

A \$25.00 late fee will be applied to all accounts for payments made after the 25<sup>th</sup> of the month.

Please understand, if you withdraw your child before the end of the school term, we ask that you continue paying your child's tuition until their spot is filled. This is necessary as Brighter Days desires to be a self-supporting ministry of TUG Church. Space has been made available for your child in his class. Your child's tuition is to pay the salaries of the teachers hired based upon the teacher/child ratio of each class.

## GENERAL INFORMATION

Before your child will be accepted into their classroom, we will need the following:

- Completed Registration Form
- \$75.00 Registration Fee (due at time of registration)
- Current Shot Record
- Acceptance email from Director.

## IMMUNIZATION REQUIREMENTS

All students must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements or provide a State of Texas Affidavit Request for Exemption. Your child must have updated shot records or completed an Affidavit before they can be enrolled with us.

### Shot Record Requirements

Birth	Hep B
2 Months	Hep B, DTap, Hib, IPV, PCV, RV
4 Months	DTap, Hib, IPV, PCV RV
6 Months	HepB, DTap, Hib, IPV, PCV, RV Influenza
12 Months	Hib, PCV, MMR, Varicella, HepA
15-18 Months	DTaP, HepA
4-6 Years	Dtap, IPV, MMR, Varicella

All student's having restricted food allergies, must provide a "Food Allergy Emergency Plan". The form must be filled out and signed by the child's physician.

These forms must be updated in the fall of each year.

## ITEMS NEEDED EACH DAY

- Babies:**
- Fully-Supplied Diaper Bag (wipes are provided by Brighter Days)
  - Nap Items: Bottle, Comfort Items, Blanket, Lovie
  - Pacifier (if applicable)
  - Bottles
  - Lunch
  - Snack (if you want something other than Cheerios)
  - Change of clothes
  - PLEASE LABEL ALL ITEMS
- Toddlers:**
- Fully-Supplied Diaper Bag with Daily Folder (wipes and folder provided by Tiny Town)
  - A filled Spill-Proof Cup for Snack Time
  - Nap Items: Bottle, Comfort Items, Nap Mat, Lovie
  - Change of Clothes
  - Snack (if you want something other than Goldfish or Cheerios)
  - Lunch (Students are required to bring a healthy and well-balanced lunch from home. No carbonated beverages or foods that need to be heated.)
  - PLEASE LABEL ALL ITEMS
- Twos and Threes:**
- Backpack with Daily Folder (folder will be provided by Brighter Days)
  - Nap Items: Nap Mat, Lovie
  - Change of Clothes
  - Snack (if you want something other than Goldfish or Cheerios)
  - Lunch (Students are required to bring a healthy and well-balanced lunch from home. No carbonated beverages or foods that need to be heated.)
  - PLEASE LABEL ALL ITEMS
- Fours:**
- Backpack with Daily Folder (folder provided by Brighter Days)
  - Change of Clothes
  - Snack (if you want something other than Goldfish or Cheerios)
  - Lunch (Students are required to bring a healthy and well-balanced lunch from home. No carbonated beverages or foods that need to be heated.)

PLEASE LABEL ALL ITEMS!

## CURRICULUM

Our teaching staff is dedicated to making the Brighter Days Program a positive learning experience for all age groups.

Through lively lessons, outstanding curriculum, Bible stories, and scripture memorization we aim to prepare your child for kindergarten and beyond, with the skills and confidence needed for a lifetime of academic and spiritual success.

Our **babies and toddlers** will learn through literacy centers, social/emotional activities, music sensory, Bible lessons, and other learning centers. These centers and activities will include opportunities for children to learn colors, shapes, numbers and letters. They will also discover different animals and focus on movement using their gross and fine motor skills. We believe that reading, writing, and language evolve from a number of earlier, age appropriate skills, such as:

- physically manipulating or handling books;
- looking at and recognizing books;
- comprehending pictures and stories; and
- interacting with books

To encourage literacy in these classrooms we will ensure that books are visible and at the child's level, encourage them to explore books freely, make reading a part of our daily routine, and allow them to begin exploring writing with crayons & markers. We believe allowing them to explore and learn will give them the head start they need and will prepare them for the years to come.

Our classrooms for children ages **two through three** are arranged into play-learning centers. Children are able to make choices and participate in small group activities. We have a well-planned curriculum which provides a teaching topic for each week. These topics are divided into themes (fall, winter, etc.), letters, numbers, colors, shapes, and much more. The activities are organized around the topics using learning centers that include art, home living, finger plays, building blocks, manipulative, literacy and circle time. The daily schedule also includes both vigorous and quiet indoor activities and playscape time. Through play-learning centers we aim to give your child a leaping start to a successful road ahead.

Our **fours and Pre-Kindergarten** program is designed to prepare each child for success in kindergarten, and to instill a lifelong love of learning. These classrooms will be using the Hyfi

curriculum! These programs employ a unique, multisensory approach which prepares children to write. Children will play, build, sing, color and learn while developing important skills. With an understanding and appreciation of the uniqueness of each child, our experienced and certified teachers provide a developmentally appropriate environment where each child can learn at his/her own pace. Our program provides a variety of experiences which include "learning through play", hands-on exploration, and teacher-led instruction. We focus on building skills in all areas of development such as:

- Spiritual Growth and Christian Living
- Reading Readiness and Language Development
- Social and Emotional Development
- Fine and Gross Motor Skills
- Science and Social Studies
- Mathematics
- Music and Fine Arts
- Literacy

Our child-centered approach ensures that children can discover a diverse array of learning activities and that they thrive in all areas of child development, creative thinking, complex problem solving, empathetic collaboration, curious investigation, and astute decision making.

## REST TIME

Birth through 3 years will have a nap time after lunch. Children are not required to sleep but must sit quietly during rest time so as not to disturb other children who are sleeping. They will be given a quiet project or activity to work on during this time. You will need to bring a nap mat for your child. Because we do not have the storage space for these items, you may leave them on Tuesdays, but we ask that you take them home on Thursday afternoon. Please make sure all items are labeled.

If needed, four-year old classrooms may have a short quiet time after lunch but are not required to bring a blanket or nap mat.

## SPECIALS

Chapel - The Chapel program is a very special time for the classes to sing, pray and listen to God's Word through our Bible Videos. Special devotions and stories are shared to show your child God's plan for their lives as it relates from the beginning to the end of the Bible. Your

child is taught that he/she is special, and that Jesus is his/her friend and He loves them very much.

The babies and toddlers also enjoy a short Bible Story and songs during their Chapel Time. Students two through Pre-Kindergarten attend a weekly chapel, in the Chapel, where they'll sing fun energetic songs and are taught an interactive Bible Story. The teachers follow up with the Bible Lesson through Bible story books, scripture memorization and crafts.

Discovery - Time to explore and discover! This class will focus on math and science concepts. The children will learn through age- appropriate activities.

Music - Children will attend a special music class where they will learn songs, finger plays and creative body movement. The children will also learn to use rhythm instruments, such as rhythm sticks, bells, etc. Our goal in this class is to teach how to worship God with their voices, hands, and hearts. We are eager to see how this grows!

Special Events - We have planned numerous special event-days throughout the year such as Pumpkin Patch, Thanksgiving Feast, Pajama Day, Western Day and many more fun days which enhance the planned teaching topics. You will be notified of these events through the Monthly Newsletter and emails.

## DROP-OFF & PICK-UP PROCEDURES

We ask that the parents **do not** enter the classroom during drop-off or pick-up times. When bringing your child to Tiny Town, please:

- help them place their backpack and nap mat in the hallway next to their name
- help them place their lunchboxes in the "Lunch Tub" outside the classroom
- hug and kiss your child and encourage them to find their name on the table (teachers will welcome them and help them with this!)
- Sign-in your name, contact number, and the name of the person that will be picking them up that day on the Sign-In Sheet (this is very important, because this will be our main source of contact in the event of an emergency)



Drop off is at 9:00 AM and pickup is at 2 PM. If someone besides yourself is picking up your child, you will need to inform the teacher prior to pick up. The Director will check the photo ID and the person retrieving your child will need to know the password. If for any reason there is a court order against one of the parents picking up your child, we will need a copy of this. Students will only be released to an adult at the end of the day. Please do not send a child to pick up your student.

## DAYS AND TIME

Brighter Days meets on Tuesday and Thursdays from 9 am - 2 PM.

It is very important for your child to arrive on time. When children arrive late it can be disruptive to the class as a whole and can upset other children in the classroom.

Doors will be open for morning drop off from 8:45 AM

Doors will be open from 1:45 PM - 2:15 PM for afternoon pick-up. All students must be picked up from their classroom by 2:05 PM or late charges will incur. A \$10.00 late pick-up fee will be assessed for each child picked up after 2:05 PM. If your child is not picked up on time, they will be brought to the front desk and we will attempt to contact you. An additional \$2.00 late fee per minute will then be charged. This policy must be enforced to allow the teacher adequate time for cleanup responsibilities before retrieving their own children. If you get caught in traffic or have an emergency and know you will be running late, please contact the Director as soon as possible. Multiple late pick-ups can result in dismissal from the program.

## MORNING SIGN IN

Please sign your child in each day and leave a number where someone can reach you at all times. If you cannot be reached, we will begin calling the emergency contact numbers for assistance.

## WEEKLY FOLDER

Your child will be provided with a Weekly Folder. In this folder will be classroom work, along with important information for upcoming events. It is very important that you review this folder with your child. This is one of Tiny Town's ways of communicating with the families.

## HOLIDAYS AND CLOSINGS

Brighter Days will break for Fall, Thanksgiving, Christmas and Spring Break. These dates are listed below and will be published in the monthly newsletter that will be placed in your child's take-home folder and emailed to you. In case of Bad Weather Days, please watch your local newscast for Royse City ISD closings or delays. **If they are closed or the schedule is delayed until 10:00am, Brighter Days will do likewise.**

Fall Break - October 8th & 10th

Thanksgiving Break - November 26nd & 28th

Christmas Break - December 24th - January 7th (We start back on January 7th)

Spring Break - March 17th & 20th

Last Day of School - May 27th

In the event of a school closing or bad weather day delay, the Director will communicate through email.

## COVID-19 (UPDATED 2/1/22)

The following protocols will be in place for the 2023-24 school year to help us create a safe environment and to respond to the challenges related to COVID-19 pandemic.

### Our Prevention Strategies

- Masks are encouraged, but not required for staff and visitors. Any person may choose to wear a mask. Students will not be required to wear one.
- Staff and students will practice good hand hygiene throughout the day. All visitors are also encouraged to practice good hand hygiene.
- Classrooms, toys, tables, chairs, restrooms and all high touch areas will be cleaned and disinfected throughout the day.
- Social distancing will be implemented when possible, but is not feasible in all situations. We will do our best to keep everyone safe and help students remain distanced when possible.

### Response to Positive Cases

- Parents and staff will continue to be required to report test-positive cases of COVID-19 to the Director.
- Parents must ensure they do not send a child or enter the school to drop off a child if the child or parent has COVID-19 symptoms or is test-confirmed with COVID-19, until the conditions for re-entry are obtained. Tiny Town staff will also follow this protocol.
- Students and employees who are test-positive or diagnosed with COVID-19 must remain home for the 10-day isolation period. You may return when these conditions have been met.

- 5 days have passed since symptoms began or if asymptomatic since positive test result, AND
- Fever free for 24 hours with the use of fever-reducing medications. Fever is a temperature above 100 degrees Fahrenheit (37.8 degrees Celsius) or higher, AND
- Other symptoms have improved.
- Parents will be notified when there is a positive case in their students' class who has been on campus. Staff will be notified when there is a positive case in the facility.

### Response to COVID-19 Close Contact Exposures

- Parents will be notified when there is a test-positive case in their students' class who has been on campus.
- Staff will be notified when there is a test-positive case in their classroom.
- Parents should monitor their child closely for symptoms of COVID-19.
- Staff should monitor their child closely for symptoms of COVID-19.
- Tiny Town is not required to conduct COVID-19 contact tracing.
- Students will not be required by staff to quarantine due to a close contact exposure at school.
- Individuals who have had close contact with a test-positive person should quarantine as required by their healthcare provider or public health authority.
- Parents of students who are determined to be close contacts of an individual with COVID-19 may opt to keep their students at home during the recommended stay-at-home period.
- A medical note may be requested for quarantine-related absences.

### Signs and Symptoms Coronavirus "Covid-19"

The flu-like symptoms are very similar to the common cold which could last for a few days.

This includes:

- Fever
- Cough
- Shortness of breath
- Chills
- Fatigue
- Muscles or body aches
- Headache
- Loss of taste or smell
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## What should I do if I suspect my child has COVID-19?

Keep your child home from school until they can be seen by a healthcare provider, or until they take and receive results from a COVID-19 test. Students and staff may return to school/work with a negative COVID-19 test result or with a medical note clearing them to return to school.

Students and staff who are test-positive or diagnosed with COVID-19 must remain home for the 5-day isolation period. You may return when these conditions for re-entry have been met:

- 5 days have passed since symptoms began or if asymptomatic since positive test result, AND
- Fever free for 24 hours without the use of a fever reducing medication. Fever is a temperature above 100 degrees Fahrenheit (37.8 degrees Celsius) or higher, AND
- Other symptoms have improved.

A medical note may be requested for illness-related absences.

## How long does my child have to stay home if they have COVID-19?

Students and staff who are test-positive or diagnosed with COVID-19 must remain home for the 5-day isolation period. You may return when these conditions are met:

- 5 days have passed since symptoms began or if asymptomatic since positive test result, AND
- Fever free for 24 hours without the use of a fever reducing medication. Fever is a temperature above 100 degrees Fahrenheit (37.8 degrees Celsius) or higher, AND
- Other symptoms have improved.

## Are parents required to notify the school if their child tests positive for COVID-19?

Yes, parents are required to contact the Director as soon as possible if their child has tested positive or been diagnosed with COVID-19. Parents should contact the Director via email or by phone.

## Will Brighter Days notify parents if there is a test-positive student or staff member?

Yes, parents will be notified when there is a test-positive case in their class who has been on campus. Staff will be notified when there is a test-positive case in the school.

## What will be the procedure if someone in my child's class tests positive for COVID-19?

Parents will be notified when there is a test-positive case in their students' class who has been on campus. Staff will be notified when there is a test-positive case in the school.

Parents should monitor their child closely for symptoms of COVID-19. Staff should monitor themselves closely for symptoms of COVID-19.

If their child has any symptoms of COVID-19, keep them home from school until they can be seen by a healthcare provider, or until they take and receive results from a COVID-19 test. Students and staff may return with a negative COVID-19 test result or with a medical note clearing them to return to school due to alternative diagnosis. Students and staff who are test-positive or diagnosed with COVID-19 must remain home for the 5-day isolation period. You may return when these conditions have been met.

- 5 days have passed since symptoms began or if asymptomatic since positive test result, AND
- Fever free for 24 hours without the use of a fever reducing medication. Fever is a temperature above 100 degrees Fahrenheit (37.8 degrees Celsius) or higher, AND
- Other symptoms have improved.

If you have any questions about our protocol or procedures, please contact the Director.

## HEALTH AND ILLNESS

Brighter Days staff assumes that parents will not send a child to school if he or she shows any sign of illness. This is not just for the wellness of your child, but the protection of the other children in the program. Sick children or children - will not be accepted. If symptoms of illness are observed or if a child has a fever, the child will be sent home. If your child has any allergies, peculiarities of food, has had a seizure, etc, please see that we have written information explaining this and what the reactions are.

Parents are expected to keep their children home if their child:

- Vomiting and/or diarrhea (even if associated with teething and/or medication)
- Pinkeye or other eye infections (the child must be on medication for 24 hours before returning to school.)
- Has sore throat
- Any symptoms of childhood diseases or infectious contagious diseases
- Any unexplained rash
- Evidence of a cold
- Fever of 100 degrees or higher

We require that a child be free of fever, vomiting and/or diarrhea for a full 24 hours before returning to school, as long as there are no other COVID-19 symptoms. Please see the previous section for COVID-19 symptoms.

The Director must be notified if a child is diagnosed as having any communicable diseases, so that the other parents may be alerted.

## Common Childhood Communicable Diseases

- Chicken Pox (Varicella)
- Common Cold
- Conjunctivitis (Pink-eye)
- Diarrhea
- Fifth's Disease
- Hand, Foot and Mouth Disease
- Hepatitis A
- Hepatitis B
- Impetigo
- Influenza
- Lice
- Measles (Rubeola)
- Meningitis (bacterial and viral)
- Mononucleosis
- Mumps
- Pinworm
- Ringworm
- Roseola
- Rubella (German Measles)
- Scabies
- Scarlet Fever
- Strep Throat (Streptococcal Sore Throat)
- Whooping Cough (Pertussis)

Students may return to school after having no symptoms for at least 24 hours or being released by a physician with a note. Teachers are not allowed to administer any medication. Please do not send any medication to school with your child. Brighter Days does not have a nurse on staff.

## CLEANING AND DISINFECTING

Hand hygiene stations will be set up at each entrance and throughout the building and school, so that parents, students, and staff can clean their hands before they enter and throughout the day in places where sinks are not available.

Tables, chairs, toys and all touch areas will be cleaned throughout each day.

## MEET THE TEACHER/PARENT ORIENTATION

Our Meet the Teacher is Tuesday, August 27th. Please be on time.

Our Meet the Teacher is not a regular school day, it is an Open House. Students will leave with their parents after the Orientation. Our First Day of School will be Tuesday, September 3rd.

## LUNCHES AND SNACKS

If your child has any allergies, please notify the front desk and teachers and fill out an **Allergy Care Plan** so that we have written information explaining this and what the reactions are.

### Babies

- The babies will be provided cheerios or goldfish for snack.
- For lunch we ask that you send age appropriate baby food.
- Please be aware that due to peanut allergies, you could be asked not to send peanut items in your child's lunch. Each classroom will be assessed after school starts.

### Toddler

- The Toddlers are provided with goldfish or Cheerios for snack. Please send a filled spill-proof drink cup for your child during the day, snack time, and lunch.
- If your child's class has a special snack, the teacher will let you know during sign-in.
- Lunch should be brought from home, made up of finger foods that can be served with little assistance. We are unable to microwave foods.
- Please ensure the items in his/her lunch are not a choking hazard.

- Please be aware that due to peanut allergies, you could be asked not to send peanut items in your child's lunch. Each classroom will be assessed after school starts.
- Please be thoughtful when preparing lunches and please do not send foods that are difficult to clean up (i.e.: pizza Lunchables, spaghetti, yogurt squeeze tubes, etc.).

### 2's through Pre-K

- Two's through Pre-K are provided with goldfish or Cheerios for snack.
- Please send a filled spill-proof drink cup for your child during the day, snack time, and lunch.
- If your child's class has a special snack, the teacher will let you know during sign-in.
- Lunch should consist of a healthy variety of foods. We are unable to microwave foods.
- Please be aware that due to peanut allergies, you could be asked not to send peanut items in your child's lunch. Each classroom will be assessed after school starts.
- Please be thoughtful when preparing lunches and please do not send foods that are difficult to clean up (i.e.: pizza Lunchables, spaghetti, etc.).
- If you desire to send a dessert, please send a small portion.

### GENERAL INFORMATION FOR ALL AGES

- Please send drinks that are clear (apple juice, white grape juice, etc.) as we should respect the facilities provided for us by preventing possible stains.
- Please be sure your child's name is on his lunch box, thermos and all containers.
- We are unable to serve lunches that need to be heated.
- Water will be available for the children who do not bring a drink.

### SCHOOL PICTURES

School pictures are taken each fall and spring. Class photos are taken by Tiny Town each spring and a copy of this photo is placed in the child's scrapbook.

### PARENT PARTICIPATION

We want each of you to feel that they are a part of our program. Throughout the year we offer parents many opportunities to sign up as a volunteer. If you would like to help with parties, special events or celebrations, or are interested in sharing your skills, interests, or hobbies with the teachers, we'd love to have your help.



## PERSONAL TOYS

Please leave your child's toys at home with the exception of a naptime security item. Toys cause distractions from the learning being fostered in the classroom. We cannot be responsible for any irreplaceable security items (toys, blankets, etc.).

## CLOTHING

- Dress your child in appropriate clothing for "play".
- Select clothing that is washable, sturdy and free of complicated fastenings. Since children enjoy a variety of sensory activities and crafts we go to great lengths to ensure that we do not stain your child's clothes as we use washable items and wear smocks. However, we have found that some washable products still stain clothes (usually the expensive ones).
- Your child should wear clothes that they can unhook and take off when going to the restroom.
- Please send your child in shoes that he/she can easily put back on (Velcro or zipper shoes preferred).
- The girls must wear shorts under their dresses. If they fail to do this, they will not be permitted to play in the playscape or sit on the floor at circle time. During winter months we ask that you layer your child's clothes. Since they get very hot in the playscape with sweaters on, we ask that they wear t-shirts under their warm clothes.
- All Children must have a complete change of clothing (including socks) in their bags every day. Accidents do happen! :)

## BIRTHDAYS

Parents are welcome to send a special treat or dessert (store bought items only that list ingredients only) for their child to celebrate in class with their friends. The teachers are happy to pass out party invites for you, but we ask that you make sure there is one for each student in the class. If you would prefer not to invite the entire classroom, you can contact the Director for desired students' contact information. .

## COMMUNICATION

Please inform your child's teacher of any changes in your child's daily routine, such as family illness, death, or separation, or any other event that may affect your child's behavior at school.

## SECURITY

For security and safety reasons, Brighter Days provides security cameras in all the classrooms and hallways. The recordings are not accessible to the public and are not shared with any unauthorized persons.

## BRIGHTER DAYS MONTHLY NEWSLETTER

On the first of every month you will receive a "Brighter Days Newsletter" in your child's folder and through email. This Newsletter will include information concerning upcoming events, monthly themes, changes in the schedule and just fun facts. Teachers will also send home weekly newsletters in your child's folder. We encourage you to read this and mark on your calendar any important information.

## RESTROOM/DIAPER CHANGING POLICY

We have daily scheduled restroom breaks for your child's class. The class is escorted to the restroom by their teacher or one of our Brighter Days staff members. The staff member will remain outside the restroom unless the child requires assistance. If your child is potty training, please notify your child's teacher and they will assist them if needed. If your child is in diapers or pull-ups, they will be changed during the two scheduled bathroom breaks and any other time needed. The child must be sent to school in a diaper/pull-up until free of accidents. Teachers will wear non-latex gloves when assisting a child in the restroom or changing a diaper.

Due to very busy class schedules all children enrolled in the 3 or 4-year-old classes must be completely toilet-trained. This includes being able to clean themselves and wash their hands.

## Mother's Nursing Room

For our breastfeeding Mothers, a room is provided for you and your child's comfort. Please ask our front desk staff and we can direct you to our Mother's Nursing Room.

## BEHAVIOR/DISCIPLINE

We always try to work with any child or parent when a problem arises, but we also must consider what is best for the classroom as a whole.

Crying - Some children will experience sadness when separated from Mommy and Daddy, but most will calm down after a few minutes. If the crying continues, we will ask you to ease your child into the program by only bringing the child for a few hours in the morning. Then when the

child is ready, we will slowly ease the child back into a full day. This helps the child realize that Mommy and Daddy are coming back.

Continuous biting, scratching, pushing, and hitting - If biting, scratching, hitting or pushing occurs the teacher will speak with the child and then the child will sit in time-out for a few minutes. If this happens a second time the child will need to go visit Ms. Genesis. After the third offense we may ask you to withdraw your child from the classroom that day for the safety of the classroom. If these issues continue the parent will be asked to withdraw the child from the program. Withdrawal is always the last option, but safety must always be our first concern.

Other disciplinary problems - If disciplinary problems occur the teacher will speak with the child and then the child will sit in time out for a few minutes (1 minute per age). If this happens a second time the child will need to go visit Ms. Tina. After the third offense we may ask you to withdraw your child from the classroom that day for the safety of the classroom. If these issues continue the parent will be asked to withdraw the child from the program. Withdrawal is always the last option, but safety must always be our first concern.

## LOST AND FOUND

Lost and found articles are taken to the school's lost and found area designated at the Tiny Town front desk area. If your child is missing any item(s), please check with the office. Unclaimed articles will be donated to charity at the end of each month. As a reminder, please label all your child's belongings.

## CONFLICT RESOLUTION

Matthew 18 sets the Biblical standard for dealing with conflict. The best chance for clarifying the situation or bringing restitution is to meet with the one most directly involved. Working with the classroom teacher is often the best way to resolve a concern. If a concern is not resolved at that level, then the issue may be brought to the Director. After these avenues have been attempted a parent may submit a written grievance to the Pastoral Staff. These may be sent by email to Daniel Hernandez at [Danielh@tugchurch.org](mailto:Danielh@tugchurch.org)

## DISCHARGE POLICY

Brighter Days MDO reserves the right to cancel the enrollment of a child for the following reasons:

- excessive late payment of fees or non-payments

- Excessive late drop-offs and/or pick-ups
- not observing the rules of the center as outlined in the parent handbook
- a child has special needs which we cannot adequately meet with our current staffing.
- patterns of physical and/or verbal abuse of staff or children by a parent or child

## TEACHERS AND STAFF

We believe at the heart of a great education is a team of dedicated faculty and staff who lead by example, partnering with parents to provide a nurturing, Christ-centered environment where children feel safe to learn and grow. Our teachers invest in our students to teach them, model character and help them to discover their God-given gifts.

## STARTING SCHOOL

Starting school is a major milestone for children and parents. School is a place away from home where a child experiences challenge and success. It is where growth and development are waiting to happen. At school, a child will learn about himself, his strengths, weaknesses, interests and who he is socially. He will meet social and academic challenges and make friends.

Starting school can be both fun and stressful. Many children show some anxiety about school. If the parents have mixed feelings about sending a child to school, this can add to the child's hesitancy or reluctance. A child's experience of starting school is influenced by his preparation, and his parents' feelings and attitude.

What parents can do to help their child:

- Show interest and be supportive and encouraging.
- Talk to your child about what to expect - the activities (nap, snack, and story time), the schedule, the toys and the other children.
- Take your child to school to get used to the layout (where his classroom is, where the bathrooms are, where his lunch goes, etc.) and to introduce him to his teacher (Meet the Teacher)
- Let your child know it's normal to feel nervous or worried about being away from parents and suggest that he take a family picture to school.
- Make the getting-ready-for-school routine as stress-free as possible. For example, lay out his clothes and backpack the night before. Having the child help with school preparations (i.e.: make his lunch) can also reduce stress for everyone.

What to do if your child has difficulties:

- If your child is having difficulty you might consider picking him up early for the first day or two. Then you can increase the time as he gets more comfortable.
- Be firm about the attendance if your child is reluctant.
- At the end of the school day, make every effort to return when he expects you to; don't make him wait and worry that you've forgotten him.
- Some children may show regression in some behaviors, such as sleep difficulties, thumb-sucking, bed-wetting and a reluctance to go back to school. These behaviors should be temporary and will be helped by your continuing encouragement and positive expectations.

For some children, the beginning of every school year may be a little bumpy. Change is exciting but it can be scary too. With your understanding and patience, and sometimes a needed but gentle nudge, your child should have an exciting and rewarding school experience.

## OFFICE HOURS AND CONTACTS

In cases of an emergency, please notify Genesis Hernandez at 972-730-5138. . Brighter Days office hours are Tuesday and Thursday from 9:00 AM - 2:00 PM and the church office hours are Monday through Thursday from 9:00 AM - 5:00 PM. Preschool Office emails may be sent to [Genesis Perez](mailto:GenesisPerez) ([Genesisish@tugchurch.org](mailto:Genesisish@tugchurch.org))

*Thank you for allowing us to watch your child learn and grow this year! We are so excited to have them at Brighter Days!*

