

Dear Parent/Guardian:

Welcome to Springhill Bright Beginnings!

We believe that quality early childcare and education is a partnership between the parents and the provider. At Springhill Bright Beginnings, it is our mission to partner with parents, and to provide our students with age and developmentally appropriate activities and materials in a safe, loving environment where they are free to explore and learn.

At Springhill Bright Beginnings, your child will have the opportunity to explore and grow, create and discover, build relationships, and become confident learners.

Thank you for choosing Springhill Bright Beginnings.

Hours

Monday through Friday- 7:15 am to 5:00 pm,
Night Care 5:01 pm to 8:00 pm Saturday and Sunday- Closed

Late Arrivals and Absences

If you are going to be late, you must notify center by **8:30am**.
No child will be admitted without prior authorization after **9:00am**.
No child will be admitted for any reason after **10:00am**.

Although not required, we would appreciate a call if you plan to keep your child home due to illness, or any other reason.

Appointments and Early Pick-Ups

Please notify the center when you drop your child off in the morning if you will be picking your child up early that day, or if your child has an appointment and will be leaving and returning later in the day. Students should be kept home on the day they receive shots.

Late Pick-Ups

The center closes at 5:00 P.M.

A flat fee of \$10 will be assessed per family for late pickups between 5:01 and 5:15 P.M.

ALL families will be subject to a \$1 per minute, per child fee after 5:15 P.M.

The infant room, which includes students ages 6 weeks to 24 months, closes at 4:30 P.M. daily for cleaning and sanitation. A flat fee of \$10 will be assessed for infant classroom students who are not picked up by 4:30 P.M. Additional standard late pick fees apply beginning at 5:01 P.M.

Late pick up fees must be paid in full before your child is readmitted.

Dress Code/ Uniform Policy

All students are required to observe the following uniform policy beginning at age 24 months:

Boys-Solid **Red** or **Navy Blue** shirt (with OR without collar)

Khaki or **Navy Blue** pants

Socks (any color) must be worn by all students

Sneakers/Tennis Shoes (any color) with rubber soles

Girls- Solid **Red** or **Navy Blue** shirt (with OR without collar)

Khaki or **Navy Blue** pants

Khaki or **Navy Blue** skirt or romper (with shorts underneath)

Socks (any color) must be worn by all students

Sneakers/Tennis Shoes (any color) with rubber soles

No restrictions will be placed on outer wear but please label you child's items.

Not allowed-Boots, Sandals, any shoe that is not fully enclosed, shoes with heels

Springhill Bright Beginnings
701 W I-65 Service Rd N
Mobile, AL 36608

Phone: 251-340-1205
Website: www.mobilechildcare.us
Email: shbrightbeginnings@outlook.com

Meals

Springhill Bright Beginnings participates in the Child Care Food Program and provides breakfast, lunch, snack and dinner. If your child has any food allergies, or other special dietary needs, please indicate this on your Child's Preadmission Record.

Alabama State Department of Education Child Nutrition Programs

USDA Nondiscrimination Statement Alabama State Department of Education

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](http://www.usda.gov/howtofile) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Supplies

(Infant Room Supply list provided separately)

Parents are responsible for continually supplying the following items for students enrolled in the daycare program:

- Diapers or Training pants (until completely trained and child stays dry during nap time)
- Wipes
- Personal Sippy Cup (until weaned)
- At least 1 change of clothes including undergarments and socks

We will notify you regularly when these items need to be replaced. If it becomes necessary for the center to provide Diapers or Wipes, a nominal fee will be applied to your tuition.

**Please check frequently to make sure the spare set of clothing matches your child's current size.*

Potty Training We make every effort to assist you in your efforts to potty train. We recognize that this can be a challenging time. However, we have found that working together and sharing best practices with parents gives the child the best chance to successfully potty train.

Parents must supply Easy Open Tab Training Pants (ex: Pullups brand). Parents must continue to train at home and not simply rely on the daycare to train.

Despite our best efforts, for whatever reason, sometimes a child is unable to fully train by the age of 4. The child would have to be moved into the class with their age group, which does not provide diapering or potty training. If they are not trained, we can no longer provide childcare services at this point. **To be clear, any child aged 4 and up must be fully potty trained (wears underwear, able to effectively communicate their need to potty, and remain dry during nap time) to be offered or to continue receiving care.**

Illness

If your child has any of the following illnesses or conditions, you must keep your child home:

- * A temperature above 100 degrees Fahrenheit
- * Vomiting (2 or more times in 24 hours)
- * Diarrhea (3 or more watery stools in 24 hours)
- * A rash or nits/lice
- * Eye infection
- * Sore throat
- * Any ***Communicable-Disease***
- * If it is clear your child is just not feeling well

If your child develops any of the above symptoms, you or your emergency contacts will be notified and expected to pick up the child immediately.

Depending upon the illness, you may be required to obtain a doctor's note before your child returns to the center.

Medications

Springhill Bright Beginnings does not administer ANY medications, creams, or ointments. Should your child require any of these things, the parent will be allowed to come in and administer it.

Immunizations

Current immunization records (Blue Card) must be provided the first day of enrollment. (Students enrolled in the MCPSS- aged 6 and over- will not be required to provide immunization records)

Guidance Policy

To assist children in developing self-control, self- confidence, and sensitivity in their interactions with others, and to ensure order, prevent injury, and ensure a child's activities are not infringing on the rights of others, the following strategies are used to guide the children's behavior:

- Focusing on the child's behavior, rather than on the child;
- Reinforcing appropriate behavior;
- Observing children to anticipate potential difficulties.
- Establishing eye contact and calling the child by name to gain a child's attention;
- Modeling problem solving.
- Offering choices and Re-directing.

If a child loses control and has or could possibly injure himself, another student or staff member, the parent will be notified and expected to pick their child up immediately. Some situations may warrant suspension or expulsion.

Tuition Payment Policy

Tuition is due every **Friday** in advance of care for the following week.

Full weekly tuition is due whether your child is present or not.

(This includes center closure dates)

Late Payment Fee

A late payment fee of \$15 will be assessed on tuition not paid by Monday. If tuition becomes 2 weeks delinquent, your child may not be admitted until the FULL balance, including late fees, is paid.

Payment during Family Vacations

Each family will receive 1 week of vacation tuition free per year. If you plan on keeping your child out of care for longer than 1 week, tuition must be paid up front for the remaining vacation period in order to hold your child's slot. A copy of the center's closure dates are available upon request should you desire to plan your vacation around these closures.

Methods of Payment

We accept Cash, Credit Cards, Money Orders.
WE DO NOT ACCEPT PERSONAL CHECKS.

Termination

The parent has the right to terminate service for any reason, provided a 2 week written notice is given. The provider may terminate service at any time for any reason, with or without notice.

Emergency Plans

In case of a MEDICAL EMERGENCY, we will contact the parents/legal guardians immediately. The Director or Center personnel will administer first aid if necessary. All staff members are required to be certified in administering first aid procedures.

In the event of a FIRE, the alarm system, which has been inspected and approved by the Fire Marshal, will alert everyone to immediately evacuate the building. Parents will be notified as soon as possible. Fire drills are conducted routinely to acquaint your child with evacuation and other emergency procedures.

In case of a WEATHER EMERGENCY, we will generally mirror the Mobile County Public School System and close/ delay opening accordingly. Parents are required to pick up their children ASAP upon being notified of an early closing due to forecasted dangerous weather conditions.

(During Summer months, the Center will close for Hurricane, Tornado, and Flood Warnings, as predicted by the National Weather Service and the National Oceanic Atmospheric Administration)

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Tuition Rates

- Age 6 weeks to 24 months (FT- 5 days) - \$185 per week
- Age 2 yrs to 5 yrs (FT- 5 days) - \$175 per week
- Age 6 wks to 5 yrs (PT- three, **5 hour** days) - \$155 per week
- Age 6 wks to 5 yrs (Daily- two, **5 hour** days) - \$55 per day

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- School Age (Part time) - \$85 per week
 - School Age (Fulltime-Summer) - \$165 per week
 - School Age (Daily- three, **5 hour** days) - \$55 per day

Quarterly Educational Enhancement Fee- \$35 per family.

Charged at enrollment and on January 1st, April 1st, July 1st, and October 1st.

I have received, read, and understood my copy of
the Springhill Bright Beginnings Parent Handbook.

Print Full Name

Sign Full Name

Date