

BRYDEN ACADEMY

Parent Handbook



Mission Statement

"Our mission is to provide an environment where the children in our care feel happy, safe & comfortable. A place where learning happens as a result of fun through "play", creativity, intellectual curiosity & exciting learning experiences! While at the same time helping our children develop a positive self-image & respect for the world around them!"

Denise Beazer, Director
595 North 500 West
Bountiful, UT 84010
801-397-0937
brydenac@aol.com

BRYDEN ACADEMY

Learning & Daycare

Dear Parents,

Welcome to Bryden Academy Learning & Daycare!! We are excited that you have given us the opportunity to teach & care for your child! Our staff strives every day to provide your child with a comfortable, fun & safe environment they will enjoy. We know childcare is a very important decision for each & every parent to make, but we make it our goal to earn your complete confidence, knowing that your child's every need is met.

Here is a little bit about our center & our staff to help you get to know us a little better....

***Our main objectives:**

- ~To provide a positive atmosphere that will strengthen the physical, social, intellectual and emotional growth of the children in our care each day
- ~Use positive guidance techniques to strengthen self-esteem & a self-image
- ~Provide an environment where learning happens as a result of FUN!
- ~Plan learning experiences that are appropriate for the developmental age of the child

***About Our Staff & Center:**

- ~Our care givers must be over 18, are required to have 20 hours or more of Early Child Development training annually & are trained & certified in CPR & First Aid
- ~Caregivers are also required to have a Food Handlers Permit & must pass a Federal Background check before being hired
- ~Our director, Denise, has been working in child care for over 30 years, has had her CDA-(Child Development Associates Credential) for 11 years & still continues training classes whenever possible. She has been the director of Bryden Academy for 11 years & has owned it since 2004.

*Our center is licensed by the Utah Department of Health & Bureau of Child Care Licensing

It is our goal to meet the emotional, physical & nutritional needs of your child, as well as meeting the needs of you as parents. We believe it is important to offer quality care which provides an atmosphere in which your children can grow & learn that is safe, healthy & fun with a "home-like" comfort and loving learning environment!

We look forward to seeing you & your child soon!

Sincerely,

Denise Beazer

Director/Owner

GENERAL CENTER INFORMATION

MANAGEMENT:

Director & Owner~ Denise Beazer

Owner~ Bryce Beazer

Assistant Director~ Tina Beazer

*In the event that Denise & Miss Tina are away Sarah or Katie are in charge

CENTER HOURS:

* Monday-Friday from the hours of 5:30 am to 9:00pm

*\$1.00 per minute late fee for children picked up after the closing time
(This late fee will be strictly enforced)

AGES:

* Ages 6 weeks to 12 years' old

* Older or younger children *MAY* be accepted upon approval by director

HOLIDAYS WE ARE CLOSED:

*New Year's Day

*Labor Day

*Memorial Day

*Thanksgiving & the day after

*Fourth of July

*Christmas Day

*The center will be closed early on Christmas Eve & New Year's Eve. A note & a sign-up sheet will be posted at that time to remind you. It's very important for you to sign up in order for us to staff accordingly.

*Parents will still be responsible to pay for holidays we're closed. We have this policy because we have to pay our teachers holiday pay as part of their benefits, unless a vacation slip is turned into the office.

VACATIONS:

*Parents are required to give the center a written two-week notice before a vacation. "Vacation Notice Slips" are available at the Parent Information Board in the front lobby

*If notification is not given, parents will be responsible to pay for the days gone on vacation.

SICK DAYS:

*If your child misses a day due to illness, you are still responsible to pay for that day missed. Your child's spot is still being held the day missed.

MEAL TIMES:

*Our center follows the USDA's Child Nutritional Food Program & also follow their guidelines to be sure each child is provided with a well-balanced diet

"The USDA is an equal opportunity provider and employer"

"In accordance with Federal law & US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability."

*We provide a well-balanced Breakfast, Lunch & Afternoon Snack for all children. We also will provide Dinner & an evening snack for children staying late

*Meal time are served between these times only & depending on the class:

-Breakfast is served from 8:00-9:00am

- Lunch from 11:00-1200pm

-Afternoon Snack from 2:00-4:30pm

-Dinner is served at 6:30pm

-Evening Snack at 8:30pm

* A menu is available on the Parent Info Board & at the end of this packet

* If your child has food allergies, please provide a doctor note so we can provide a substitution & post them where all teachers can see them

*Please do not bring lunches from home, we are unable to accommodate for them due to state regulations & sanitization concerns, exceptions will be made for food allergies or family preference.

*Please do not send your child with gum. The children are NOT allowed to have gum in the classrooms

*In our Infant classroom we provide the baby food, baby cereal & formula. If your infant needs a different type than what we have, we will accommodate for them. For mothers that are nursing, we do accommodate to them as well. We just ask that you bring enough breastmilk each day for your infant in containers that are labeled with child's name & date. We also offer a place for breastfeeding mothers to nurse as needed. Please don't hesitate to ask!

PERSONAL ITEMS & CUBBIES:

*Each child who is enrolled will be assigned their own cubby for personal items such as blankets, extra clothing, completed art projects etc. "Security items" such as a certain blanket, a binky or a stuffed animal are allowed to keep in their cubbies to be used at quiet time. Except "security items", **no other toys from home are allowed to be brought into the center, we are not responsible for lost or stolen toys.**

STATEMENT OF NON-DISCRIMINATION:

*Bryden Academy admits children of any racial, national, religious, ethnic origin or ability level from all backgrounds, belief systems, family dynamics & orientations. We recognize & invite the participation of all people, not discriminating on any basis in the administration of our programs. We welcome every opportunity to expand the children's view of the world, as a place

rich in many cultures, races, religions & customs. Diversity extends to the family structure as well & we are committed to the philosophy of treating all family situations equally and without bias.

ADMISSIONS & ENROLLMENT

PAYMENT POLICIES:

*Tuition is due weekly, bi-weekly or at the beginning of each month.

* We are a pay before services are rendered, you pay your child's tuition the week before

*Tuition must be received no later than the **first Wednesday** of the month if paying monthly or the **first Wednesday** of the week if paying weekly. If not a late fee of \$10.00 a day will be added until payment is received.

*Only can accept check or cash. There is a return check fee of \$35.00

CHILDCARE ASSISTANCE:

*If you will be receiving state assistance for childcare, all paperwork must be filled out, signed & turned in before any services can be given.

*If you are receiving assistance for your child care you are required to pay until assistance is given or payment arrangements are made.

*Parents are responsible for getting Denise the papers she needs to fill out from your caseworker. She will then fax it to them after she fills out her part

RATE CHANGE EVALUATION:

*All fees & rates are subject to change at least once a year. An evaluation is done every 6 months to determine whether it is necessary for the center to increase rates or not. A six-week notice will be given to parents before a rate change is made.

NIGHTS:

*We are open until 9:00pm Monday-Friday. With these late night hours, parents must remember each child is only allowed 10 hours a day at the normal full time weekly tuition rate. After the 10 hours you will be charged the hourly rate of \$7.00. However, there is a limit of 14 hours that any child can be at the center in one day.

FIRST DAY REQUIREMENTS:

*Before your child starts you must have the following filled out & brought with you on the first day: All Registration & Emergency Forms, Health Assessment, Transportation Forms, up to date copy of their Immunization Record and the registration fee of \$35.00 per child.

*All Immunization records must be kept up to date while enrolled, if any changes are made at any time a new copy must be given to Denise. If you have made the decision to not immunize your child, you must provide us with an Immunization Exemption Waiver form from their doctor's office.

*What your child needs for the first day:

***Infants, Toddlers & Twos:** Diapers, Wet wipes, Extra clothes, Blankets, Binky or bottle if needed (we provide sippy cups)

***Preschool and Kindergarteners:** A blanket, Extra set of clothes and diapers or pull-ups if needed

*If your child is still in diapers we would prefer that you bring a whole pack of Diapers & Wet wipes instead of bringing a diaper bag each day with only a few each time. We don't have enough room in the classroom to store the diaper bags, plus it is easier on you as parents so you don't have to remember them each day. Then when your child is running low on either, we will send home a reminder for you to bring more.

*Parents are welcome to come early on their child's first day to spend time in the child's class with them. We have found that this helps some children adjust to the center.

WITHDRAWAL POLICY:

*Parents are required to give the center a two-week notice if they will permanently be leaving the center. If notice is not given, parents will be responsible for extended payments. Withdrawal forms are available at the Parent Information Board in the front lobby.

FORCED WITHDRAWAL BY PROVIDER:

*It may become necessary for me to give notice to a parent/guardian that their child must be dismissed from the center. I will give the parent/guardian a two-week notice prior to ceasing care, unless in the rare occasion the problem is severe enough that care needs to be terminated immediately. Care may be terminated for the following reasons:

*Child has consistent behavioral problems that put the health, safety or welfare of other children or themselves at risk

*Child consistently physically or verbally harms other children or a member of our staff

*Parent/Guardian is consistently late on payments or their account is delinquent for a long period of time

*Parent and child will be given **every** opportunity to correct the problem before this action is taken, terminating care for your child is the last thing we want to happen.

GUIDANCE & DISCIPLINE POLICIES

OUR GUIDANCE PHILOSOPHY:

*Our main goal in guiding the children is help them move toward managing their own behavior. We believe that as teachers we must lovingly & positively guide and redirect the children to help them learn how to cooperate with their peers and to have positive educational experiences. We strive to develop their self-esteem and self-image rather than belittling or focusing on bad behavior.

GUIDANCE METHODS:

*Here are some of the guidance methods we use to manage behavior before having to result to any disciplinary actions. These methods might also be useful to you at home, using the

same positive guidance methods at home & at school is a great way to reinforce them & help the child learn the appropriate behaviors.

The methods are as follows:

***UNDERSTANDING THE RULES-** Explaining the rules to the child, why we have them & why their behavior is inappropriate at the time will help them understand & know what you expect. The teacher will explain how their behavior affects others, then teach or model the correct behavior

***REDIRECTION-** This simply involves removing the child from the area or situation & putting them in another place to play. This is very effective for younger children especially the Toddlers, 2 & 3 year olds, but works great for all ages!

***POSITIVE LANGUAGE-** The language you use will set the stage for how the child will react to you. If you use a positive and calm tone the child will do the same in return when talking with you, the same will happen if you use a negative tone with them.

***LOGICAL CONSEQUENCES-** This method takes redirection one step further and teaches "cause and effect". This helps remind the child what will happen the next time they break the rules. Giving the child a choice of either behaving in a certain way or having to deal with the consequences of not behaving, but making sure the consequences are logical for the child's age

***PRAISING-** Praising the child can be a very effective way to enhance appropriate behavior. The praise given is specific, sincere and immediately given following the hard earned effort.

***DEVELOP SELF-CONTROL-** Some children see what they want and take it, or hit or push when something frustrates them. Every child has the right to feel angry or sad, but they need to learn to control their feelings in a positive way. We can help them in a few ways by encouraging them to "use their words" when wanting something or when problem solving. We can also give them other ways to release their frustrations when they become angry by scribbling on a piece of paper, counting to ten or taking a "break" from the class to cool off.

***WIN-WIN DISCIPLINE-** It's called "win-win" because the teacher gets the desired behavior they want in a way that the child isn't embarrassed & keeps their self-worth. "Win-Win" techniques will make the child & the teacher friends not enemies.

These techniques are:

***Giving them a Choice-** Let them decide what they want to do rather than telling them what to do

***Being Discreet-** Discipline in private, there is nothing more humiliating to a child than to be singled out in front of others

***Offering an Incentive-** Reminding children if they do "this" then you will get "this" or get to do "this"

***Showing she cares-** Having the teacher tell the child she that cares and remind them she is the child's friend not their enemy

***Giving positive feedback-**For every negative, the teacher should give four positives back to the child. No child likes hearing how bad they are all the time

*After using the above methods and your child is still having problems they may be asked to take a "time-out". This gives the child time to think about what he/she has done, time away from the other children and gives them time to discuss with the teacher a better way to handle his/her behavior. Time out is usually one minute per child's age, but is only used for 3 years old & up. Infants & toddlers are never to use time out.

*If a child is still having consistent difficulties and he/she becomes destructive or disruptive to the entire group, they will be asked to sit with the director in a quieter place such as the office. The director will speak to the child about the problem and then talk to parents about it also if necessary. Each child is taken thru all the above procedures and parents are given every opportunity possible to help correct the problem. If all efforts are made and the child still has problems, the child could be dismissed from the center. This is only seriously considered when the health, safety and well-being of the child, other children or staff members are at risk.

Be advised that under penalty of law, any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment is against our policies and is not to be used at our center at any time by any member of our staff or by a parent!

TEACHER-CHILD BONDING

*"Bonding" is a term that refers to a way a child forms a relationship of trust with another adult. Parents usually bond with their child right at birth, then the child continues to form bonds with other adults such as grandparents, baby sitters and close family friends. Soon your child will be forming a bond with their caregiver at the center. This bond is very important for your child and for the care giver as well. **Until a child feels comfortable, safe & secure in the class room, and trusts the new adults, or caregivers in charge of them, they cannot be feel free enough to learn and grow.**

*During the first few weeks of school your child may demonstrate a few unfamiliar behaviors they didn't show before such as:

*Being shy & clingy to you

*More aggressive to others & refuses to want to share

*Hits & refuses to take turns

*Tires easily & may cry more than usual or more easily

* Resists using the school bathroom & has accidents more often

*Doesn't want to talk much about their day at school.

*These are all symptoms of stress or tension from the new situation and new environment. They will disappear as your child becomes more familiar, more comfortable, used to the teachers, other children, the classrooms daily routines and the center itself.

*Our most important goal in the first few months is to make sure your child has made that important bond with their teacher & that they feel comfortable, happy and safe in the new environment they are in. You can help this happen by:

- *Getting your child excited about school while at home days' prior
- *Letting your child standby & observe the other children before starting, this is one way of participating
- *Have a cheerful, positive attitude as the child leaves you either at home or at school, this makes the separation easier on you & the child
- *Encourage your child to talk about school by asking specific questions
- *Always remember the more relaxed the parent, the more relaxed the child will be!

UNDESIRE BEHAVIORS:

*We often have parents come to us about some "Undesired Behaviors" that their child is doing or that another child is doing to their child. We understand that no parent wants their child to Bite or be Bit, Hit or be hit, to Push or be Pushed or Scratch or be Scratched, but we have to realize these are all normal behaviors from perfectly normal children. The caregivers of course do their best to catch the deeds before they happen, but unfortunately, it is not always possible.

*One of the most common undesired behaviors parents seem to be highly concerned with is "Biting". This is a word that brings a lot of fear and worry to all parents as well as teachers. Children, especially toddlers, are not always verbal. They do not or cannot verbalize their feelings, so more often they will express them in a physical way. If your child bites, all it means is they have found an effective way to express a feeling they are having. This feeling is usually one that is provoked by another child to show they are either frustrated, angry or even sad.

~Some children may not bite but choose hitting, pushing or other physical responses. Some children never do any of these. Either way, it is a normal behavior that is part of their growing process. A lot of it comes down to personality, types of reinforcement, environment or changes around them.

~As children grow older, with our help and guidance, they will learn to replace biting with appropriate responses. The best thing we can do is work together as provider and parent to help the child work past these behaviors.

~Bryden Academy does NOT have a biting policy for those who are chronic biters. We will not force a child out because of this undesired behavior, instead we will work with parents in fixing the behavior rather than making it worse for the child.

POLICIES & PROCEDURES

DROPPING OFF & PICKING UP YOUR CHILD:

*It is very important for you to accompany your child into the center upon arriving each day!! The reasons for this are:

- 1-Your child MUST be signed in on the sign-in computer, using the pin# given to you, when they arrive! This legally transfers the care of your child to us & is very important for accounting & billing purposes.

2- If Denise or no other teacher is in the office, the teachers or any other member of the staff have no way of knowing that your child has entered the building unless you walk them to their classroom, therefore they are unsupervised in the building

3-It gives you a chance to "share" with your child. They spend many hours here each day, so it is important for them to show you what they do at school, see their friends, classroom and teacher

***When picking your child up** it is just as important for you to sign your child out on the computer! This helps us to keep count of the children in the center and for us to know how long your child was here for & for accounting purposes. We encourage you to use the time you pick up your child as another time to "share" the center with your child. Your child will be excited to show you what they did that day, let them show you their art projects that are in their cubbies & also gives you the time to talk with the teacher about how their day was!

SOMEONE ELSE PICKING UP YOUR CHILD:

*On the enrollment form you will be fill out; you are asked to indicate who is authorized or not authorized to pick up your child. Anyone who is authorized on the list will have permission to pick up your child without notification from you as long as they have a picture ID. Anyone who is NOT on the list, or is not authorized will NOT be able to pick up your child, unless you give us a written statement or verbal permission. That person must bring a picture ID as well when picking your child up. It is important for your child's safety and welfare that we and the child be aware of any changes to this list or changes to who may be picking them up.

CLOTHING:

*In order for your child to engage fully in the wide range of open-ended experiences we provide at our center we recommend that children be dressed in clothing that is comfortable, washable & appropriate for arts. Kids love to play, which means they are probably going to get a little dirty in the process. We will prevent this as much as possible, but nice clothing should be avoided. If you would like to bring an extra pair of clothes for them to wear during these activities, you may do so. Bryden Academy is not responsible to replace clothing.

*All children must be wearing shoes when entering the building! This is for safety reasons & also follows our state licensing regulations. Dress your child in shoes that are comfortable and permit them to run, climb, jump and balance and are weather appropriate. This excludes infants who are not mobile or walking.

*Please bring outdoor clothing (hats, gloves, coats, snow pants, shorts, etc.) that is appropriate for the weather every day. You are also welcome to keep these items here during the season so that your child will always have them to use. Please make sure all items are labeled.

BIRTHDAYS & SPECIAL OCCASIONS:

*Parents are encouraged to come to their child's class to share thoughts or stories about their child.

*Parents are welcome to bring treats to share with their child's class for birthdays, class parties or any other special occasions. However, these treats must be store bought & not made from home. This is for sanitary reasons & state regulations.

FAMILY SHARING & INVOLVEMENT:

*Our center embraces the diversity of our families! We welcome parents & families to share with the center or individual classes any family traditions or cultures. Please let us know if you or any other family members would like to come in to share any special foods, music, games or activities.

*We also encourage parents & families to join the children in planning or participating in any of our activities. This includes but is not limited to field trips, art projects, cooking activities, holiday parties, etc. We understand that parents may not always be able to participate in these activities at the center, but would still like to help. We welcome any donations of supplies or time spent preparing arts & crafts at home to make these activities happen for our kids!

HANDWASHING POLICY:

*All staff & children are required to wash their hands for 20 seconds with soap & warm water after using the restrooms, before & after eating, when coming in from outside, when entering the classroom, after wiping a runny nose, after changing a diaper & before handling food.

OUTSIDE PLAY:

*Each classroom has their own outside time, weather permitting, once in the morning and then another in the afternoon. We have 2 playgrounds, the main outside play area is for our four year olds, Kindergartners & school age, then we have a smaller separate play area for our infants, tots, twos and threes year olds. Outside we have 2 drinking fountains, one in each play area. We also have another one located inside the eating area inside the building.

NAP/QUIET TIME:

*Nap time/Quiet time is between the hours of 12:00-2:00pm, except in the infant classroom, infants are allowed to nap at any time during the day. Toddlers are encouraged to sleep during nap time, but exceptions are made for those toddlers that need additional time to sleep. Toddlers who fall asleep outside of nap time, will be moved to the cozy area so that they may sleep undisturbed.

*Children in each class are encouraged to rest during nap time/quiet time. However, after 30 minutes, the children are allowed to move off of their mats/cots if they do not wish to sleep/rest. Children only stay on their mats/cots after 30 minutes if they chose to do so. TV &

videos are not used during nap time/quiet time. Children who chose not to nap/rest will be given a quiet activity to do while the rest of the class naps/rests.

*Each child will be assigned a crib sheet that is used to cover the sleeping mats. These are kept in their cubby along with their blankets. The teachers will wash all the blankets & crib sheets at the end of each week.

TV/COMPUTER/VIDEO GAME POLICY:

* There are no TV's in the classrooms and use of a TV/DVD is limited only to special occasions. The school age class has a projector that they will use during approved class activities. Any films watched will be of a "G" or "PG" rating only. All films must be approved prior to use by the Director.

*We do not use video or computer games in the center at any time. We do offer one annual "electronics party" during the summer to our school age children. This is done with parent permission only. This is limited to educational games that the children bring from home for one afternoon only.

ACCIDENT & EMERGENCY PROCEDURES:

***Minor Incidents-** If your child has a minor incident while in our care, we will follow any first-aid procedures that are needed for their injury. Minor accidents may include small cuts or scrapes, bruises or injuries that are serious enough for emergency care or parents to be notified.

*The teacher will fill out a "Minor Accident/Incident Report". This will explain what happened, who observed it, what actions were taken to care for the child or injury and what the injury was. It will be left on the front desk for you to read & sign.

***Major Accident-** If your child is seriously injured while in our care, we will give immediate first aid to our ability & notify parents immediately also. A major accident is when an injury is serious enough that a parent must be notified or medical attention may be needed. Injuries such as, deep lacerations possibly needing stitches, falls 2ft or more, possible broken bones or any head injuries.

*The teacher will fill out a "Major Accident Report". This report goes into further detail and has follow up information involving the accident & injury.

***Emergencies-** In any serious life threatening emergencies or situations, staff will call 911 immediately & follow all recommendations given by them until they arrive. Parents will be notified as soon as possible also. Parents will be responsible for any expenses as a result of emergency room care, ambulance or other medical treatments. (Emergencies such as serious head trauma, seizures, choking etc.)

SICK POLICY:

*For the protection of all the children & staff in the center, your child should be kept at home if they show any symptoms of:

- ***Vomiting**-two or more times in a 24-hour period
- ***Body Rash**-accompanied with a fever
- ***Diarrhea**-3 or more watery stools in a 24-hour period
- ***Pink Eye**-any discharge from the eye
- ***Strep Throat**
- ***A fever**- over 100 degrees F
- ***Mouth Sores**
- ***Head Lice, Scabies & Pinworm**
- ***Serious cough**

*Even in some cases when they just "don't feel good"- If the child isn't Acting themselves, unusually tired, cranky, changed eating habits, Excessive crying, upset stomach & excessive/abnormal crying

*If these symptoms occur while they are at the center, parents will be notified immediately & your child will be put in a place to rest separate from the other children. **Parents will be expected to make arrangements for their child to be picked up from daycare within 30 minutes of the call.**

*Children must be free from all symptoms for at least 24 hours before returning to the center & have been taking antibiotics if they are needed.

COMMUNICABLE DISEASES:

*Since our center offers services to the community & are open to the public, your child could still be exposed to the many communicable diseases. We try our best to minimize the spread of any germs by strict & constant disinfecting daily. However, if someone in our center does by chance contract one of these diseases a sign will be posted with any information needed.

MEDICINES:

*If your child needs to be given any medications, prescription or non-prescription, you will need to fill out a "Medication Form" & have it attached to the medicine bottle. This form includes child's name, medication name, what its treating & instructions on administration. We will only be allowed to give prescription medication to the child that it is prescribed to only and it must have its original label.

PHOTOGRAPHS OF YOUR CHILD:

*Photographs of the children participating in classroom activities, outdoor play time, field trips, special occasions, holidays & other learning experiences may be taken from time to time. These pictures may be posted in the classrooms, in the lobby & on our Facebook page (which is private). Your permission for your child to be in such photographs is part of our agreement in the enrollment packet, if you do not wish to have your child's picture taken please let us know on the Picture Release Form.

PARENT CODE OF CONDUCT:

*Parents must abide by our "Parent Code of Conduct". Bryden Academy will not allow parents to:

*Use physical or verbal punishment and/or abuse at our center toward children or staff

*Threaten any member of our staff, other parent or child

*Swear, curse or use inappropriate language on school premises

*Quarrel/Argue with other parents or staff

*Smoke on school premises, including the parking lot

*Bring any sort of weapon on school premises

*Bryden Academy is a drug & alcohol free school

***BRYDEN ACADEMY HAS NO TOLERANCE FOR THREATS!!**

*If this policy is violated, care will be terminated and if needed the proper authorities may be notified.

DIAPERING/POTTY TRAINING:

*It is your responsibility to make sure that your child has a constant supply of diapers, wipes & extra clothing. The teachers will post a note if your child is running out.

*Fresh disposable gloves are worn 100% of the time when changing diapers.

*New gloves are put on before handling soiled diapers or clothing and are removed before handing clean diapers or clothing. We are unable to wash soiled clothing for you so it will be sent home in plastic bag.

*Information regarding the risks of cytomegalovirus (CMV) to pregnant women is posted at each diapering station.

*If you are in the process of potty training your child, we are more than happy to help you & your child make this exciting transition. However, it takes the cooperation of parent, child and caregiver to succeed at it. We will do our best to accommodate your efforts & techniques & with consistent "potty breaks". Please send your child with plenty of pull-ups & plenty of extra clothes. It is against state regulations for us to wash any soiled clothing.

TRANSITIONING CHILDREN TO THE NEXT CLASS:

*As children approach their birthday or time frame to move to the next class, we will slowly ease them into this move. Over a period of days or weeks, we will place the child/children in the new classroom for a couple hours during different times of the day. This gives the child & teachers a chance to adjust & learn.

*We will also discuss this permanent move with the parent. We will complete this move at the pace of the child. Additional exceptions will be made on an individual basis to make sure that this transition is smooth. Example - nap times, meals, sippy cups, blankets, etc.

* When a child moves from all day child care to half day kindergarten, we work with them to accommodate for the change in their routine. For example, if a child needs to nap after school or needs an additional snack, we make sure that these adjustments are made in a smooth

transition. We also adjust the classroom schedule at the end of summer to ease the children into a new schedule before school starts.

*We discuss with parents & children the routine that they can expect once school starts regarding van drop off & pick up. This is gone over in detail with the kindergarten children to be sure they understand. We also take the time to make sure they know their van driver & van rules. All kindergarteners get a chance to "buckle up" in their van so they know which van they can expect.

TRANSPORTATION TO AND FROM PUBLIC SCHOOLS:

*All children must be at their scheduled pickup areas at the time specified. If the child is not to be picked up or dropped off, please notify a member of the staff, preferably Miss Tina. If this is not done, a \$10.00 charge may be enforced.

*If there is a delay with the center picking up your child, we will notify the school or parent if necessary depending on the situation

*If the child fails to meet at their scheduled spot, the center will call the school to have them paged, then notify the parent immediately.

***At our center we have 3 rules for the children we transport back and forth. These are for their own safety so please go over these rules with your child and help us enforce them & using them at home as well!**

***Rule #1-COME DIRECTLY TO THE VAN!** - Discuss how important this is with your child! Our van is allowed to wait no more than 10 minutes after school is out because other children are waiting to be picked up also

***Rule #2-ALWAYS BUCKLE UP AND STAY BUCKLED UP!** - Seat belts are required by law for each child to use, as well as booster seats for those children that still need them. It is the law to buckle up! Please help us by enforcing this rule in your own vehicles.

***Rule #3- IF YOU DON'T SEE THE VAN STAY THERE AND WAIT!** - If for some reason the van is delayed, which can happen, the children are to wait together at the designated area. Following this rule ensures the safety of all kids. Please explain to your kids the importance of staying together.

FIELD TRIPS:

*During the summer program & occasionally on school holidays our school age class will go on many field trips. The center will provide adequate supervision for these excursions using extra teachers & parent volunteers. You will be notified of the upcoming event ahead so we can get your permission. Also all transportation rules stated above are enforced.

CHILD ABUSE POLICY:

*Utah law mandates that all members of any licensed child care center are required to report any incident or suspected incident of abuse or neglect of any child in their care to the Division of Child Protective Services.

COMMUNICATION PHILOSOPHY:

*The staff and management at Bryden Academy are dedicated child care professionals, working hard to give your child the best possible environment and program

*From time to time you may have a question with some aspect of your child's care. When this occurs please feel free to talk to the Director, Denise, at any time. If you need to schedule a conference with the director, teacher & yourself this can be done also.

*We want to help you in any way possible to make your child care experience a positive one. We can only help resolve problems if you make us aware of them & continually communicate with us. Please come to us whenever you see or have a problem, even if it doesn't involve your child. Denise can't be everywhere at once, so she counts on your input to continue to make our center a safe and happy place for your child!

*We want parents to feel free to exchange thoughts, comments, ideas or concerns about their child or child's class whenever necessary. We welcome any parent or guardian to accompany us on field trips, participate in class time when you wish too, or help us with various projects to benefit the children!

Thank you and welcome to Bryden Academy!!