



ILLINOIS PARENT HANDBOOK ADDENDUM

BrightPath @ _____ Hours
of Operations- 6 AM-6 PM

CENTRE PHONE:	
CENTRE ADDRESS	
AGE GROUPS :	6 weeks-5 years
CENTRE DIRECTOR:	
ASSOCIATE CENTRE DIRECTOR :	
CENTRE EMAIL:	
CENTRE EVACUATION SITE:	
AREA DIRECTOR NAME	Dawn Bonilla
EMAIL /PHONE	Dbonilla@BrightPathkids.com /312-339-4239

1. Develop the Mind

BrightPath offers age-appropriate, professional, and well-thought-out curriculums to establish a strong skill base and love of learning. *Our learning environment is play-based, which supports our children in discovering new concepts, uncovering hidden mysteries, and imagining new possibilities while allowing them to learn at their own pace.* This will enable children to experiment with and understand social roles and acquire problem-solving skills by interacting with each other. The wide range of play opportunities throughout the day relieves children's stress and pressure and allows them to cope with their feelings. They control the experience through their imaginations and exercise their powers of choice and decision-making as the play progresses, promoting self-regulation.

Early learning enables children to develop the confidence to tackle problems, overcome obstacles, and succeed. We understand the impact of quality education on young children and are committed to achieving high standards of excellence within our centres. The core of that excellence begins with our educators trained and qualified to provide superior instruction and teaching.

Our environment and educators ensure that:

- Each child shall have a sense of **Belonging**. They should feel connected to others, valued, and encouraged to form relationships with others within their community and the natural world.
- Each child shall have a sense of **Well-being**: They will develop a sense of self-care, self-regulation, and wellbeing.
- **Each child shall have the opportunity for Engagement**. By being encouraged to be involved and inquire, they will have the opportunity to explore their world and develop skills such as problem-solving, creative thinking, and innovating.
- Each child shall have the opportunity for **Expression**. Communication is encouraged through words, bodies, or the use of materials and supports creativity and problem-solving.

2. Nourish the Body

Above all else, we believe that nothing should take precedence over the well-being and safety of our children.

BrightPath is dedicated to providing the very best foundation for children to play, grow and develop. We recognize nutrition as a key element for this foundation.

Our **nutritious menu** plans are certified by a registered Nutritionist and Dietician. All our meals are made on site, fresh on a daily basis. The children are served a nutritious morning and afternoon snack and a lunch time meal.

Breakfast will be served to children who arrive before 7:30 a.m. If your child will be arriving after 7:30 a.m., please be sure he/she has eaten.

Our menus are posted in the centres and a copy is provided for your reference at home. Milk will be served with Lunch, and water will be served with all three snacks.

Our meals are served in a family style, allowing the children to serve themselves, further developing their self-regulation skills. Open snack during the morning and afternoon allows the children to make choices, self-regulate and develop their self-help skills.

Infants under 12 months of age are fed in accordance with written instructions from a parent of the child. We will work with parents to assist in transitioning children onto table foods and our centre menu in readiness for their move to the toddler program.

Our programs also develop and encourage a strong link between good physical health and outdoor play. Activity, fitness and play are all key elements to our program. With regular outdoor time and planned indoor activities, our children experience a world of movement, dance and recreation. At Bright Path, we have incorporated nutrition and physical fitness into our programs. Active children are healthy children, and our outdoor learning environments, which are an extension of the classroom, allow the children plenty of opportunity for exploration, inquiry, and creativity. They will learn

to interact with and understand the natural world around them and have opportunity for social interaction with their peers, while boosting their confidence as they learn new things.

All of our children spend a minimum of one hours outside on a daily basis, weather permitting.

BrightPath's proprietary program, WeeMove™, was developed to incorporate intentional physical fitness into the learning curriculum. WeeMove™ is designed to engage the child on multiple levels, make learning fun, and instill a love of movement. Generally, it is set to music and taught outdoors, and all pre-school children participate in it daily.

While we recognize that not all young children will need a mid-day nap and that some will need more time to relax and sleep than others, we believe that all young children benefit from an opportunity for rest to help balance their active play. Parents will be consulted respecting a child's sleeping arrangements at the time the child is enrolled and at any other appropriate time, such as at transitions between programs or rooms or upon a parent's request.

Our **Sleep Supervision Policy** ensures that all children are monitored regularly during rest times and that those sleep checks are documented for infants and toddlers. Parents are required to provide details in respect to their child's sleeping arrangements upon enrollment and will also be consulted at other times, such as when transitioning to a new room, or upon a parent's request, to ensure the child's needs are being met. Staff will ensure that they communicate with parents as to any significant changes in a child's sleeping pattern or behaviour so that adjustments can be made if necessary.

To ensure consistency between home and childcare, infants follow their own individual nap schedules provided by their parents. When ready, our Educators will work with parents to transition the infants to one nap time per day in readiness for their move to the Toddler Program.

Each child in our toddler, preschool, and kindergarten programs is provided with an individual cot and sheet for a rest period of up to two hours. They are permitted to sleep, rest, or engage in quiet activities based on their individual needs while ensuring that sleep patterns at home are not disrupted.

Safety is of the highest priority and BrightPath has a wide array of policies and procedures to ensure compliance with licensing legislation, including anaphylaxis, medication, fire and health & safety, and more. Our Educators review all policies on a minimum of an annual basis. Our centres are licensed by the Department of Children and Families, and we also receive regular inspections from the local Health and Fire departments. There is some form of security at the entrances and exits. Parents will have a key fob or pass code to enter the centres, and visitors are required to ring the doorbell.

Monthly Fire Drills ensure the children and Educators are familiar with emergency procedures. Our Educators are all trained in Standard First Aid and Infant Child CPR.

As a company, we meet and exceed the requirements of all regulatory agencies.

3. Inspire the Soul

The BrightPath environment encourages a child's individuality, creativity and exploration. We help develop children's social, emotional and physical needs as they grow, develop and mature throughout their journey. We promote freedom and independence while emphasizing the importance of teamwork and social skills.

At BrightPath, we celebrate differences and emphasize inclusion, while maintaining a strong sense of connection within the communities we serve. It is our goal to ensure that all children can participate in our programs in a meaningful way.

We collaborate with families and community partners to develop individual plans to support a child's individual needs. BrightPath demonstrates and practices respect in our centres and classrooms, for each other and our families, while always representing a commitment to our values.

Our educators recognize self-regulation as the ability to effectively deal with a stressor and then recover. True to our goal of Inspiring the Soul, we develop the children's social and emotional needs throughout their journey. We follow a positive child guidance model that includes recognizing why a child behaves in a certain way, encouraging children to regulate their own behaviour by giving them choices. When necessary, children are given time away from the situation to reflect on their behaviour with the support of our educators and consider more appropriate responses.

Our educators will ensure that they:

- Give a friendly greeting and departure to the children, families and co-workers.
- Model a calm and relaxed manner.
- Speak in a clear, pleasant and natural voice
- Use developmentally appropriate language and directions
- Initiate and build on conversations with children.
- Listen to children and use questions to clarify.
- Respond positively to children's emotions and help them identify their emotions.
- Use positive reinforcement to develop the children's self-confidence, self-esteem and decision-making skills
- Deal calmly with conflicts and ensure that children are encouraged to solve problems when possible.
- Model positive and respectful relationships and interactions with co-workers.

3.1 Prohibited Practices at BrightPath include:

- Corporal punishment of the child.
- Physical restraint of the child, such as confining the child to a highchair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision,
- Locking the exits of the childcare centre for the purpose of confining the child or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures.
- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or selfworth.
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- Inflicting any bodily harm on children including making children eat or drink against their will.

In the event that the Management team observes or is made aware of staff using a practice that is not supported by BrightPath Kids Corp. they will address the situation with the staff member according to the procedures outlined in the Behaviour Guidance Policy and Disciplinary Policy.

3.2 Documentation

Documentation is a means to study children and give visibility to their competencies. It is a means to understand what children think, what they know, what they know how to do and what they are curious about.

In order to record and document the children's learning experiences our educators engage with and observe the children on a daily basis and as they Reflect upon their observations, they are able to prepare and plan activities that support the children's interests and developmental needs.

With the BeeCurious framework, educators are guided to document observations on the children daily, and interact with children in thoughtful, intentional ways, strategically asking questions designed to elevate learning. Educators are then guided to create activities linked to these meaningful moments and document them on an additional form. Educators then collaborate on their individual sets of activity ideas to populate a final lesson planner.

The voices of all of the children are expected to be embedded over the course of each study, and the voices of the educators are naturally showcased by virtue of this collaborative process. Documentation panels, termed BeeCurious Learning Stories, are displayed within each program showcasing the learning that occurred over the course of each study. Educators are guided to feature multiple developmental domains and describe where the learning started, any scaffolding points, and points where learning took a new direction.

Plan and Engage: What did I introduce/provoke?

Observe: What did I see? What did I hear?

Reflect: What can happen next?

Documentation brings visibility to the children's learning and allows our Educators to record the children's learning experiences in order to analyze and reflect on these observations.

BrightPath Connect makes the documentation and reporting of children's learning and development in alignment with "Early Learning for Every Child Today" (ELECT) quick and easy so that our educators can spend less time on documentation and paperwork and more time with children.

Pearson Assessments are an additional tool now embedded within the Connect app that allow educators to track developmental progression using assessments tools with specific age ranges showcasing typical developmental skills.

We use BrightPath Connect, along with Documentation Panels, to record the children's learning, and share with the children and their families.

4. Building Positive Relationships among Children, Families, Staff and Community.

BrightPath believes that children thrive in all areas of development when they are in an environment rich with positive relationships and strong connections to important adults around them. Social and Emotional learning is intertwined with all other areas of development and paves the way for success.

OUR EDUCATORS WILL BUILD RELATIONSHIPS WITH CHILDREN BY:

- Positioning themselves at the child's level for face-to-face interactions
- Showing interest in children's activities through questions and positive observations
- Asking for children's input and listening to their ideas to expand learning
- Genuinely acknowledging the child's efforts
- Following the children's lead and interest during play and becoming an active play partner
- Providing a safe environment with materials that reflect the children's interests and supports their learning HOW WE SUPPORT RELATIONSHIP BUILDING

- Educators are intentional on actively connecting with each child in their program on a daily basis, using eye contact, gentle touch and personalized conversations.
- Educators will actively participate in children's play and use spontaneous interactions to build children's social emotional skills. Educators will facilitate developmentally appropriate play moving from independent to parallel to cooperative play.
- Children are supported in their efforts to form friendships through turn taking games and sharing of materials as well as working together on common projects and goals. Educators set the stage for positive and responsive interactions among children by providing adequate materials and facilitating interactions among children
- Educators offer an abundance of opportunities for social play through small group activities where pro social behaviours such as turn taking, sharing and problem solving are practiced. Educators role model appropriate language in play situations and children have opportunities to practice skills in self-regulation.
- Educators involve children in problem solving to foster empathy, caring and cooperating with peers.

RELATIONSHIPS WITH FAMILIES: BrightPath encourages regular and open communication with families. BrightPath Connect, our parent engagement tool, allows our staff to provide detailed reports about the children's day in regard to meals, rest, bathroom and activities. Along with an **open-door policy**, our annual parent survey provides the opportunity for parents to provide feedback and suggestions to us, allowing us to develop and improve our programs and services.

The BeeCurious framework advocates for building relationships with families, and to use families as resources for thoughtful and meaningful activity integration. We encourage educators to invite families into the centres to share their own traditions and unique family customs to achieve stronger connection with families and a sense of prideful belonging on the part of children.

Monthly calendars and newsletters are provided to families to keep them updated with up-coming events and other information pertaining to the centre's operations. Regular special events, for example, Mother's and Father's Day Socials and Holiday Celebrations provide our parents the opportunity to spend time with their children at the centres, while connecting with our Educators and other families.

BrightPath works closely with all local community agencies and partners to support children, families and staff and provide the very best care that we can. We are proud to work with local colleges to provide practical work experience to students on placement.

DOCUMENT AND REVIEW: In addition to the evidence of learning (pedagogical documentation) that is displayed in our centres, BrightPath will review the impact that our approaches have in regard to meeting our goals and the needs of the children and families. This will be achieved in part through regular parent surveys, where parents will be invited to evaluate our school in regard to the program offered, learning activities, the skills their child learns, communication, nutrition and more. The survey results, give us an indication of the impact our strategies are having on the families and children.

The Program Statement is a living document and will be reviewed on a minimum of an annual basis to ensure it is meeting the needs of the children in our centres.

5. ENROLLMENT POLICIES

ENROLLMENT FORMS: Documents for enrollment must be filled out and returned to the Centre on or before your child's first day. The information you provide to us is extremely important and will remain confidential at all times.

ATTENDANCE DAYS: The Centre will do its best to accommodate all enrollment applications, however if placements are unavailable at the Centre you have chosen, we will try to offer you a place at another BrightPath Centre. Part-time care is subject to Centre schedule/availability and is not available at all Centres.

CUSTODY ARRANGEMENTS: If you have a legal agreement outlining custody or restraining arrangements, please provide the Centre with a copy for our records. Our Centres will only abide by what is outlined in the custody arrangement. Parents/guardians are kindly requested to notify the Centre Director immediately if these legal circumstances change.

CHANGE OF SCHEDULE: Changes and additional days are subject to availability and must follow our part-time policy. If you need to make any changes to your child's schedule, written notice must be provided on or before the 1st of the month prior to requested change. For example, to change your child's schedule on May 1, a written request must be provided no later than March 31.

This can include which days a week you require care, or full to part time, and vice versa. If your child needs additional days prior to the change, you will be charged the daily drop-in rate for these days.

PART TIME ENROLLMENT: At select locations, part time care is offered. Part time refers to full days, but not full week. When enrolled on a part time basis if our enrollment requires the space to be utilized by a full-time family, you will be provided first right-of-acceptance to move to alternate days or full-time enrollment depending on availability. Should this not meet the needs of your family, we will provide you one month's notice that will allow you to either transfer to another BrightPath location, with part time availability, or accept your withdrawal from our program.

Part time children who attend days in excess of enrolled days will be charged based on drop-in fees for additional time. Make up days are not offered. Fees are non-refundable for any circumstance.

There is a charge of \$15 to change a scheduled part time day within the same week. The request must be made in advance, for the current week, and does not apply to statutory holidays. Days cannot be carried over. Changes are subject to availability. Payment must be made at time of request by cheque or credit card.

TRANSFERRING TO ANOTHER BRIGHTPATH CENTRE: Should you wish to transfer to another BrightPath Centre, please talk with your Centre Director and they can help facilitate a smooth transition. All fees outstanding at the Centre must be paid in full before a transfer is allowed.

WITHDRAWAL FROM PROGRAM: A minimum of 1 full calendar months' written notice, to the end of the following month, is required to withdraw your child from the program. Written notice must be given by the last day of the month preceding the month you wish to withdraw.

Child Care cannot end mid-month, you will be required to pay for the full month.

For example, to withdraw your child on May 31, written notice must be provided by April 30. In the event of insufficient notice, the full fees for the required notice period will be charged.

TERMINATION OF CARE: BrightPath has the right to terminate the service of childcare without notice, should any parent or guardian threaten the safety or welfare of others at the Centre, which may include another child or personnel. All families must abide by the Operational policies of the Centre and all policies set forth; failure to do so may result in termination of childcare services.

6. TUITION, ASSOCIATED FEES & PAYMENT TERMS

Please review your IL Financial Points, which you acknowledged electronically during your enrollment. This will ensure you are fully informed about all financial policies.

TUITION RATES: Please see Enrollment/Financial Agreement for centre specific tuition charts

INCREASE IN FEES: The Centre reserves the right to adjust childcare fees. Families will be provided with at least 1 month written notice to a change in childcare fees.

PAYMENT OF FEES: Full payment of childcare fees are due on or before the first day of your child attending. Each month after, fees are due on the 25th day of the month for the following month.

*Payment plans- payment plans will be offered to all families throughout the AR process if a family fails to sign a payment plan by the termination deadline. Payment plans will not be considered complete unless they are accompanied by an ACH form for automatic deduction.

***Failure to follow payment plan due dates or payment will result in immediate termination of care on the date of the incident.**

*ACH Return Payments- In the event an ACH payment is returned from the bank the returned payment and NSF fee must be paid in full by drop off the next morning for the family to be accepted into care.

* After 3 occurrences of ACH bank returns it will be required that autopay methods be moved to a credit card option.

SUSPENSION: Autopay pulls 25th or 28th- if tuition is unpaid, care will be suspended beginning the 1st of each month.

TERMINATION: Care will be terminated, and a termination letter will be sent following 2 weeks of suspension and failure to complete a payment plan or pay balance in full. Deposit will be applied in full to any outstanding balances, any remaining balance will be sent to collections after 90 days.

FEE SUBSIDY ASSISTANCE: Some of our Centres are approved for families to participate in provincially based fee subsidy programs. Please note that subsidy approval is a parent/guardian responsibility and is to be applied for prior to commencing at the Centre. Parents are responsible for paying the full childcare fee until subsidy approval is received by the centre. Parents are required to pay any fees not covered by the Governments Subsidy Program, other support agencies on the 1st of the month in advance. Parents/guardians are responsible for renewing their subsidy contract and providing this information to the Centre. Failure to do so will result in responsibility of paying all childcare fees not covered while subsidy is expired.

ABSENCES DUE TO ILLNESS/VACATION OR HOLIDAY: Full monthly fees are required irrespective of days missed for vacations, illness, PD Day or statutory holidays. The monthly fee covers both actual care and the guaranteed space. Credit will not be given for any missed days.

LATE PICK UP FEE: In accordance with Illinois Regulations BrightPath maintains a Late Pick-Up procedure. BrightPath Illinois is open until 6:00 pm.

When parents are late to pick up their children it causes hardships for Educators because they are unable to leave at the end of their scheduled shift. BrightPath staff will not hold your child responsible for late pick-up and will only discuss this issue with you, not your child. It can also be distressing for children to be left at the Centre after hours.

Late pick-up is not a normal program option and should be considered an exceptional occurrence. Please allow enough time at the end of the day to arrive at the Centre, pick up your child(ren) and leave by closing time.

Families are required to sign the late fee acknowledgment when the child is picked up after closing time.

Pick up Time	Late Fee Charged per Child
6:00pm – 6:05pm	\$10
6:06pm – 6:15pm	\$35
6:16pm – 6:25pm	\$60
6:26pm – 6:35pm	\$85
Late fees will continue to accumulate at an additional \$25 for each subsequent 10-minute period or part of.	

For the safety of your child, it is important that you keep your contact information current with correct phone numbers.

If the following information should change at any time, please update your information and notify us immediately:

- **Phone numbers where you can be reached during the day •**
- Addresses at home and work**
- **Names and contact information of all contingency person's authorized pick-up your child**

If you are more than 60 minutes late and we are unable to reach you or your emergency contacts, your school management team will call outside authorities, such as the children's protection services and the police, to help locate parents/guardians. BrightPath is responsible for your child's protection and well-being until you or the authorities arrive.

If you know you are going to be late, please contact the Centre to advise them (Late fees will still apply). Weather, traffic etc. DOES NOT serve as an exemption for late fees.

DROP-IN & ASSOCIATED FEES: BrightPath offers drop-in care at several locations. You may arrange set days you require drop in with the Centre Director or contact us as soon as you know you require care. Drop-in care is not guaranteed and is based on sufficient staff to maintain ratios and licensed space availability.

Drop-in fees vary by Centre and must be paid on day of drop in by credit or debit at the Centre. Cash will not be accepted.

Please review your IL Financial Points, which you acknowledged electronically during your enrollment. This will ensure you are fully informed about all financial policies

7. BEGINNING YOUR JOURNEY AT BRIGHTPATH

ORIENTATION AND TRANSITION : Transition visits can be arranged to help ensure a smooth transition for your child. This experience is an essential part of ensuring that your child is comfortable during their first days of care. Orientation sessions are usually held from 9:00am to 11:00am and are based on availability, with parents pre-booking upon enrollment. Parent is required to stay on site as the child is not yet registered to the program.

We recommended that parents also arrange to adjust their own schedule, to allow them some flexibility, during their child's first days at the centre.

FIRST DAY: WHAT TO BRING

- ☒ Rest time blanket (if applicable): To be taken home every Friday for washing
- ☒ Diapers, wipes and diaper cream if applicable (ensure they are clearly labeled) ☒ Spare clothing
- ☒ Weather appropriate clothing
- ☒ Milk (if special type required) – please ensure this is labeled correctly with child's full name
- ☒ Family picture

Do NOT Bring

- ☒ Toys from home
- ☒ Cell Phones and Electronic Devices
- ☒ Outside food

COMMUNICATION DURING THE FIRST WEEK : Our childcare educators understand that it is difficult for parents/guardians to leave their child for the first time and encourage parents/guardians to call throughout those early days to check on their child's progress. The centre will provide parents/guardians daily updates in the form of reports through BrightPath connect (communication app) for babies, toddlers and preschoolers detailing their daily activities including toileting, fluids intake, nap times, activities and other notes as applicable.

OPEN DOOR PHILOSOPHY : The 'open door' philosophy encourages the participation of parents/guardians, extended families and members of the community to enrich the programs and care provided to children. Families are encouraged to visit the centre during operating hours to experience first-hand the educational programs offered to children. These visits allow parents/guardians to gain a more thorough understanding of their child's development progress. With your approval, we also welcome other relatives or friends to visit your child at the Centre. For the safety of all children, visitors must provide current photo identification and sign in with the Centre Director upon arrival at the Centre.

8. HEALTH & WELLNESS

IMMUNIZATIONS

The Centre is required to maintain up-to-date immunization records for all children attending the Centre utilizing the State of Illinois Certificate of Child Health Examination form CFS-600. Please advise the Centre of any updated immunizations.

For parents who choose not to immunize, exemptions are to be documented as follows on *ILLINOIS CERTIFICATE OF RELIGIOUS EXEMPTION TO REQUIRED IMMUNIZATIONS AND/OR EXAMINATIONS FORM*

ILLNESS AND COMMUNICABLE DISEASES: The goal of our centres is to keep children healthy. Despite our best efforts, illnesses can occur in the childcare centre or at home. The first line of defence in managing illnesses involves working with parents and Public Health. If an illness is serious or there's an outbreak, proper management will involve following policies and procedures for exclusion, reporting and communicating illnesses and outbreaks, enhanced handwashing and thorough cleaning and disinfecting.

DAILY HEALTH CHECKS: In accordance with Illinois Regulations 407.260.1.B- BrightPath staff shall conduct a daily preadmission screening to determine if the child has obvious symptoms of illness. If symptoms of illness are present, the child's inclusion or exclusion for the day shall be determined in accordance with our sickness policy and in accordance with Section 407.310(b) and (c).

Staff members will not admit any children showing signs of illness or communicable disease upon arrival at the centre. We require the child to be symptom free for a minimum of 24 hours (48 hours for nausea, vomiting and/or diarrhea) or a doctor's clearance stating that they are no longer infectious before they can be re-admitted to the Centre. Please notify the Centre if your child has been exposed to or has a communicable disease.

We will advise parents/guardians of a communicable disease in the Centre by placing a notice in each room and emailing. The Centre Director reserves the right to send home or refuse attendance to any child that is considered not well enough to attend. If your child is unwell or showing signs of an infectious or contagious disease, we will contact you immediately and you will be required to pick them up from the Centre. You must then advise the Centre of the situation.

If your child has been prescribed antibiotics, they must be on the medication for a minimum of 24 hours before returning to care.

ACCIDENTS AND INJURIES: Even in the safest environments accidents and injuries do occur. Any accidents that may occur at the Centre are recorded on an Incident/Accident Report. If your child has been injured during the day you will be required to sign the Incident/Accident Report, indicating that you have been made aware of the incident. Parents will be notified **immediately** if there is an injury to the head. If necessary, you will be contacted to pick up your child. If you cannot be reached and your child needs medical attention, we will take the appropriate emergency measures. This may include contacting a physician and arranging for hospitalization if necessary. Emergency transport will be used as needed, and first aid will be provided as needed. A copy of the incident or accident report will be scanned to you for your records. BrightPath does not provide insurance coverage for children.

HYGIENE : We ask that all children and parents/guardians wash or sanitize their hands when arriving at the centre. Strict hand washing procedures are implemented. Children are required to wash and dry their hands before and after meals, after using the toilet, wiping their nose, coming in from outside and after messy activities. All our Centres provide children with an alternative option of sanitizing gel for when they are in an environment without access to running water (e.g. the playground).

MEDICATION—LIFESAVING MEDICATION ONLY: Parents must accurately complete medication forms to prevent any misunderstandings regarding instructions. Parents must also deliver all medications and forms directly to the Centre Director or Assistant Director. This ensures that all documentation is correct before any medication can be administered, in compliance with Illinois Regulations 407.360.

If your child requires **lifesaving medication**, you must complete a “MEDICATION PERMISSION AND ADMINISTRATION RECORD” detailing the following important information:

- Name of medication
- Dosage
- Time medication is to be administered
- Time of last dose
- Parent/guardian signature
- Doctor prescribed label on the bottle

Medication must remain in its original named container and clearly labeled with the child’s name, dosage and specific instructions to administer the medication. **If the form is not completed, we are unable, by legislation, to administer the medication to your child.**

All lifesaving medication, such as EpiPens and puffers are not locked, and are stored in the child’s room in an emergency backpack and out of the reach of all children.

All staff are trained in Standard First Aid and Infant Child CPR, and Centre Directors, Assistant Directors or designates are responsible for administering medications, with the exception of emergency medications, which can be administered by all staff.

DIAPER CREAM: If required, parents are responsible for supplying their child’s diaper cream as follows:

- The diaper cream must come in new and un-opened
- The cream must be clearly labelled with the child’s name.
- Prescribed diaper rash creams will require an additional medication form to be completed.
- Permission form must be completed in full.

ANAPHYLAXIS, ALLERGIES AND MEDICAL CONDITIONS: All BrightPath centres do their very best to maintain a nut free and allergy aware environment. All parents are reminded on enrollment that our centres have eliminated nuts/peanuts and nut/peanut products from our centres and a notice is posted at the main entrance advising all visitors of any allergies in the centre. BrightPath cannot guarantee that all products in the centre are free of all traces of peanuts or other allergens. When available our centres choose “peanut free” items to purchase. We can neither be responsible for children or families who may bring peanuts to our centre or for any residue that may remain on surfaces.

Before a child attends the childcare centre or upon discovering that a child has an anaphylactic allergy, an individualized plan and emergency procedures will be developed for each child with anaphylaxis in consultation and collaboration with the child’s parent, and any regulated health professional who is involved in the child’s care that the parent believes should be included in the consultation. Plans will be reviewed and remain readily accessible to the Educators.

For children with a special medical condition, for example seizures, diabetes, etc. you will be required to complete a “Special Medical Condition Individual Action Plan” form before a child attends the childcare centre or upon discovering that a child has a medical condition. The individualized plan and emergency procedures will be developed for each child in consultation and collaboration with the child’s parent, and any regulated health professional who is involved in the child’s care that the parent believes should be included in the consultation. Plans will be reviewed and remain readily accessible to the Educators.

Anaphylaxis and Medical Condition Action Plans must be reviewed and updated on an annual basis or when changes occur. Parents are responsible for training the staff on the procedures within their child’s action plan, and this must be completed prior to the child being left at the centre.

NUTRITION : BrightPath has partnered with a registered dietitian to ensure that all meals and snacks meet the highest nutritional value. Our centres prepare meals in-house and have a four-week rotating menu consisting of early morning snacks, mid-morning snacks, afternoon snacks, and lunch.

DIETARY RESTRICTIONS AND FOOD FROM HOME: If your child requires a special diet for cultural or medical reasons, we will do our best to accommodate you. However, please be advised that we may not be able to supplement everything. Please speak to your centre director and they will work with you to accommodate as they can.

Except for infants, and children with severe allergies or food restrictions, outside food is not permitted at the Centres that have kitchens. This includes all homemade goods, as well as store bought food.

For those infants not yet eating table food, please bring a day's supply of meals, including prepared bottles that are labelled with the child's name, date of preparation and contents. All breast milk must be labeled with mother's name, child's name and date.

Requests for any other accommodations in regard to dietary needs must be discussed with the centre director. A vegetarian option is offered for lunch daily. For children with allergies, restrictions or other dietary considerations, **Appendix B Allergy and Food Restrictions** must be completed in full prior to your child commencing enrollment.

BIRTHDAYS AND CELEBRATIONS: Celebrations are an important part of a child's social development. They are a fun way to mark special occasions, honour customs and culture, and children look forward to the change in routine.

We plan ahead to combine birthdays into monthly events, and our cooks prepare healthy cupcakes once per month to celebrate all birthdays that occur during that month. This healthy treat is offered at snack time to the children and not as an additional meal.

We plan celebrations around activities, not food. If you wish to have us share special celebrations with your child at the Centre, please remember that outside food is not permitted, and talk to our Centre Director about ways the special occasion can be recognized with your child.

9. KEY POLICIES

ARRIVING AT THE CENTRE/SIGNING IN: Please keep your child with you at all times, especially when exiting your vehicle in our parking lot. Do not leave children, regardless of their age, unattended in your car when dropping off or picking up. Lock your car, as we cannot be responsible for any personal belongings taken from your vehicle while it is on our property. You are required to sign in your child on arrival and staff then sign your child in on the classroom attendance record. This ensures that we have a record of all children in attendance each day. Before leaving the Centre, **ensure that communication has been made with the Educator in the classroom.**

PICKING UP YOUR CHILD: When you arrive to pick up your child, allow time for your child to complete whatever activity he or she is participating in. Please remember to let the childcare educator know your child is leaving so that they can sign your child out, and to sign out on the iPad as you exit the building. Once transfer of care has taken place and the possession of the child has changed over, all responsibilities lie with the parent. We must ask you to make every effort to pick up your child before closing time.

Please note that drop off or pick up of your child(ren) may be in different room and with Educators other than their assigned class. This is usual only for the first hour and half and the last hour and half of the day, as staff arrive or finish for the day.

RELEASING YOUR CHILD: We will only release your child to his or her parents/guardians and the authorized persons listed on your child's Enrollment Form. Transfer of care is once the child has been signed out of classroom and into parent(s) possession. We require any release authorizations to be given to us in writing prior to releasing your child to any persons who are not listed on your emergency contact. Government issued photo identification must be shown for any person not

positively known to us before we can release your child. If a parent/guardian wishes BrightPath to release their child to anyone under the age of eighteen (18), written permission will be required. If there is an emergency and you are unable to submit a written request authorizing someone to pick up your child who is not listed on your emergency contact, we will use your personal information to verify their identity.

APPROPRIATE CLOTHING: During the day, your child will participate in many different activities, and it is important that they are dressed in appropriate clothing. Remember, children are hard at “work” while they are with us and often the most beneficial learning experiences come from messy play. We encourage children to wear aprons when painting or participating in other messy activities. Children are encouraged to wear proper footwear and comfortable casual clothes, which are suitable for climbing, running, or painting. Overalls and suspenders are not recommended as children find them difficult to handle and will not be able to get in and out of them easily when they need to go to the washroom. Please remember to send along a change of clothes every day.

FIELD TRIPS: On occasion, our Centres may plan trips to special places for children. Parents/guardians will be informed in advance of any planned excursions. A release form for each field trip or excursion will be provided to the parent/guardian to authorize their child to engage in the event. All consent forms regarding field trips must be received prior to date of trips. If your child does not bring in a consent form, he/she is not permitted to participate. Educators will review all the safety policies with the children and parent/guardian volunteers. They will prepare the

children for the trip by explaining where they are going, why, and who they need to listen to.

OUTINGS TO LOCAL PARKS & NEIGHBOURHOOD WALKS: Babies in strollers and children ages 18 months and older may have outings and walks in the neighborhood. A release form for each excursion will be provided to the parent/guardian to authorize their child to engage in the walk.

CHILD BEHAVIOURAL GUIDANCE: BrightPath is committed to providing a safe, nurturing and bias free environment for the children in our care, while encouraging them to show respect for themselves, others and their environment. Our Educators make every effort to ensure that no child feels unsafe and use proactive strategies to promote socially acceptable and age-appropriate behaviours in children by setting reasonable limits and boundaries.

For comprehensive information and guidelines, please consult the Child Interaction and Guidance Policy located in the Appendix. This document outlines important practices and strategies for fostering positive interactions with children.

10. EMERGENCY POLICIES

BrightPath has an Emergency Risk Management Plan in accordance with IL regulation Section 407.70, Organization and Administration, Section K, to manage emergencies such as fire, flood, etc.

COMMUNICATING WITH PARENTS AND GUARDIANS DURING AND EMERGENCY: Our primary concern at the centre during an emergency is the safety and well-being of the children and personnel. Our personnel are trained in case of an emergency and are keeping your children calm and following our policies based on the emergency. Notifications will be sent through BP connect in the event of bad weather, emergencies, power outages or any other situation where the centre will be closing or unable to open. Parents/guardians may receive an email from head office in the event of an emergency. We will advise what we know of the situation, where the children have relocated (where applicable), and what procedures are being taken. If parents/guardians are required to pick up the children, we will advise this as well. We ask that you refrain from calling the centre as they may need to keep their phone lines open. You may reach head office or the centre area director if you need more information.

You are required to provide us with your email address; this allows us to inform all parents of emergency situations in a fast and effective manner vs. spending time making phone calls. **If families have opted out of electronic messages**, it will be the responsibility of the family to contact the Centre Director for updated information.

SEVERE WEATHER AND CENTRE CLOSURES: In consideration of the needs of our families, we make great efforts to remain open in almost all situations. Should it be deemed necessary to close the Centre, in the case of severe weather or other emergency situation, communication will be sent to families via BP Connect. Families are responsible for tuition payment in the unlikely event the Centre is closed on your scheduled day.

Should the Centre need to close in the middle of the day, the school staff will attempt to reach the child's families first to arrange for pick up. Should the staff be unable to reach the families, all emergency contacts will be called until pick-up arrangements may be made. Staff will notify the families or emergency contact person at the time of the call of the pickup location should the children need to be evacuated from the childcare Centre. Families or emergency contact persons should report directly to the alternate location if one is indicated.

EVACUATION: In the event of a fire/emergency situation, the centre director will inform the classroom educator that the centre will be evacuated. If it becomes necessary to remove the children from the property, each centre has an emergency evacuation site. An emergency evacuation plan is displayed in each classroom and foyer. Once a month, the centre conducts a fire drill. The aim of these drills is to ensure that in the event of an emergency, the children can be evacuated quickly and easily.

SECURITY THREATS AND LOCKDOWNS: In the event there is a security threat in our centre or in close proximity to our centre, BrightPath's policy is to go into hold and secure or lockdown the location, following the advice of the local authorities. This includes, but is not limited to, locking all external entry points such as doors and windows and no one will be permitted to enter or exit the building under any circumstance.

Please note that our first concern is the children's safety. Cell phone usage by personnel is not allowed during a lockdown, and we ask that you refrain from calling the Centre as they may need to keep their main phone lines open.

11. GENERAL POLICIES

APPROPRIATE LANGUAGE: Parents/guardians and their guests must use appropriate language while on our property. Foul language of any kind is not permitted on Centre grounds, which includes our parking lots and playgrounds.

CELL PHONES AND ELECTRONIC DEVICES: Children are encouraged to keep cell phones or any electronic devices at home including iPads, iPods, handheld game systems, etc. Please note the Centre will take no responsibility for the loss or damage of any of these devices

PERSONAL TOYS: Children should not bring toys or valuables from home unless they are required for a special event. No toy weapons or action figures of any kind that promote violence are to be brought to the Centre. Toys from home can become lost or broken and it saves a lot of heartache if these items are left at home. We encourage the children to bring nature items and other items of general educational interest. Comfort toys – soft toys or a blanket are more than welcome.

CHILDREN WITH SPECIAL NEEDS: At BrightPath we welcome all children to our programs, regardless of their ability. We will work with our families to meet the individual needs of the child within the structure of our program, while maintaining a healthy and safe environment for all the children and educators. We will make reasonable accommodations to offer children with disabilities full and equal enjoyment of our programs and services in the most integrated setting appropriate to their needs. In those cases where a child needs extra support, we will work with our community partners in order to find additional resources.

Where a child's individual needs are not being met, or the safety and needs of the group as a whole are affected, the Centre Director will work in partnership with you to find solutions, and if necessary, support you in finding alternate options that are more suitable for your child.

LOST PROPERTY: Please check the lost property box regularly. Labelling all your children's clothing including socks, shoes and underwear assists childcare educators in locating the owner.

NON-DISCRIMINATION PROGRAM: The Centre has a non-discriminatory and non-biased policy. We welcome all children and families and appreciate the opportunity to learn about various heritages and backgrounds. It is our policy to provide an environment that is free of unlawful discrimination of any type including discrimination based on race, color, religion, gender, national origin, age, disability or any other characteristic protected by law. This policy governs all aspects of our Centre's operations.

PHOTOGRAPH & VIDEO: From time to time, children may be included in photographs taken by team members at BrightPath and used for display within the Centres. BrightPath may share pictures from our Centres on Facebook & Twitter, however we ensure that photographs shared online do not include the children's faces, unless we have consent from their parents/guardians.

BrightPath conducts regular reviews and evaluations of our childcare educators and their work with the curriculum. At times our classrooms may be videotaped during their regular activities. These will become internal teaching tools for BrightPath Centres. The videotapes will remain the property of BrightPath Kids.

SMOKING AND VAPING: Smoking and vaping is prohibited on all Centre property, including parking lots and playgrounds. No one is permitted to smoke anytime with or in the presence of a child or in view of the Centre.

HOLIDAYS AND CENTRE CLOSURES: Our Centres will be closed during the following holidays:

- **New Year's Day:**
- **Memorial Day:**
- **Juneteenth National Independence Day:**
- **Independence Day:**
- **Labor Day:**
- **Columbus Day:** Professional Development Day
- **Veterans Day:**
- **Thanksgiving Day & Day After:**
- **Christmas Day:**

Fees remain payable in full on ALL days of school closure.

PROFESSIONAL RELATIONSHIPS: We ask our employees to maintain professional relationships at all times with families, even in their personal lives. Due to the professional conflict of interest created, BrightPath employees are:

- Not permitted to communicate or socialize with parents/guardians through social media outlets, such as Facebook, Instagram and Twitter
- Not permitted to solicit or accept offers of personal childcare services (baby-sitting, nanny services etc.) with parents of the centre.
- Not permitted to accept employment by BrightPath centre families (either current or not current) for a period of twelve months following the end date of the employee's employment. This provision may be waived only with prior written consent of BrightPath.

CONFIDENTIALTY OF INFORMATION :Information pertaining to a child and his or her family is kept confidential at all times. Occasionally, records may be reviewed by regulatory agencies for information that may be pertinent to a child's well-being or requested by a legal subpoena. The children's files are otherwise confidential and monitored only by the centre director, area director and manager of licensing. If your child is involved in an incident involving another child, our educators will not reveal the other child's identity.

12.PARENT AND COMMUNITY ISSUES AND CONCERNS POLICY AND PROCEDURES

Parents and guardians are encouraged to take an active role in our childcare centre and regularly discuss what their children are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents and guardians, childcare providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by Educators, Directors and Management and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues and concerns may be brought forward verbally or in writing. These will be documented on the Parent Issue and Concern Form. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent or guardian will respect and maintain the confidentiality of all parties involved.

An initial response or acknowledgement to an issue or concern will be provided to parents or guardians within one business day. The person who raised the issue or concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

CONFIDENTIALITY: Every issue and concern will be treated confidentially, and every effort will be made to protect the privacy of parents and guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons.

CONDUCT: Our Centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party. If at any point a parent or guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

ESCALATION OF ISSUES OR CONCERNS: Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the Area Director.



Appendix

- BeeCurious Curriculum Framework
- Allergy, Food Restriction, and Special Dietary Requirements.
- Child Interactions and Guidance Policy
- Lead and Pest Management
- IL Financial Points
- Acknowledgement of Handbook & Policies



Description of Age Groups

Infants (6 weeks – 14 months): Our Infant program focuses on meeting each child's individual needs in a caring and trusting learning environment. Our educators understand that each child and family is unique, which is why we take the time to get to know your infant before they even start in our classrooms. We encourage families to visit with their children in our classrooms so that we can form a trusting bond with both the child and parent. This also helps us develop an understanding of each child's at-home habits and routines before they start so we can provide a smooth transition from home to school. We do not attempt to adapt the child to a preset routine or schedule. Each child is on their own eating, napping, and active schedule within our infant classrooms. While interacting with the children in their care, our educators are constantly making observations of the infant's skills and development to intentionally plan for them individualized developmental needs. Curriculum activities are tailored to each infant to best support their development physically, linguistically, cognitively, emotionally, and socially.

Toddlers (15 months – 23 Months): Our Toddler program supports process-oriented art and sensory experiences that promote the exploration of materials and the encouragement of creativity. Through these hands-on experiences, children learn different ways to manipulate materials and create products of self-expression. Our learning environments are designed to promote independence and freedom of choice while toddlers develop an understanding of the world around them. Children develop problem-solving skills and an understanding of cause and effect through hands-on learning opportunities while also building language, motor, and social skills.

Preschool (2 years – 4 years): Geared toward the developmental milestones and curiosities of older toddlers/younger preschoolers, BrightPath's preschool program provides a variety of learning experiences based on our current theme of study and an array of play-based activities. Children develop problem-solving skills and an understanding of cause and effect through hands-on learning opportunities while also building language, motor, and social skills; an intentional and thoughtful approach to support expressive language, self-help skills and support the development of social emotional skills will also be a strong focus in our classrooms. Our curriculum is based on what our children already know about each study topic and what they wonder or would like to learn. Our educators adapt the available classroom experiences based on their students' interests in order to scaffold and engage them in learning in new ways that are meaningful to them.

Prekindergarten/PK-4 (4 years – 5 years): Developing literacy skills in preparation for kindergarten is one of the primary goals of our Pre-K program. To meet this goal, we infuse print and literacy experiences into each learning Centre throughout our classrooms. We also have a dedicated literacy Centre in each Pre-K room, which provides children with the opportunity to play games with letters and their sounds and use sensory materials such as play dough or sand to write letters. We believe children learn best through play-based experiences, so to teach them these important skills, we incorporate activities such as silly stories with reoccurring letter sounds and we play games that include letter identification. When children are having fun, are interested in the activity, and are using multiple senses, they learn and retain more information. For this reason, we do not use dittos or worksheets in our Pre-K program as they have been found to be less engaging and fun for children.

The curriculum for the older Preschool children is based on two-week-long studies with topics including the changing seasons, community helpers, animal habitats and adaptations, transportation, and wacky science experiments. We always start a new study by asking the children what they already know about the new topic and what they want to learn. Our teachers adapt the curriculum using different learning experiences to meet the developmental needs and interests of each student.

We foster the students' independence by encouraging them to choose which Centres they would like to explore during our time at the Centre. You will find that our teachers move throughout each area while children are playing to promote social skills, language development, and higher order thinking. During this time, our teachers are also making observations of their students' development, and they are planning future challenges which will further their skills as they prepare for kindergarten.



Appendix B: Allergy, Food Restriction and Special Dietary Requirements.

Child's Name: _____ D.O.B _____

☐ My child has the following anaphylactic life-threatening allergy

For Anaphylactic allergies, to ensure your child's need are met, a menu review must be completed.

☐ My child has the following non-life-threatening allergy, food restriction or special dietary requirement:

☐ Vegetarian ☐ Pescatarian ☐ Vegan

Please confirm if your child can eat:

Dairy ☐ Yes ☐ No

Poultry ☐ Yes ☐ No

Eggs ☐ Yes ☐ No

Fish ☐ Yes ☐ No

☐ Halal (vegetarian option will be served)

☐ Kosher (all food to be provided by family)

☐ Gluten Free (all food to be provided by family)

Other: _____

☐ Menu Review OR Plan to meet dietary requirements: _____

☐ I will provide the following milk for my child: _____

Every effort is made to maintain an allergy aware kitchen and environment and while we do our best to accommodate allergies and dietary restrictions, **the centre will provide substitutions where possible and based on regular ingredients on hand.** There are times where parents will be required to provide an alternative meal.

When providing food from home please note the following:


- **Please note, any food you supply must be nutritious and follow dietary guidelines provided by the local Government.**
- Packaged food substitutions should be brought into the centre in their original packaging that lists all ingredients and possible allergens, and each item or container must be labelled with your child's full name.
- Any food that is homemade will require a food substitution label to be completed.
- All homemade food substitutions must be fully cooked and prepared ready to eat (i.e. cut to size etc.).
- Hot foods should be kept warm in a thermal container. (N/A in PA as Licensing does not permit hot foods)
- **Peanuts, tree nuts, and nut products/oils are not permitted in the centre under any circumstances. This includes any food or beverages that say, "may contain peanuts or other nut products".**
- In the event that the food substitution you have provided cannot be served, for example not properly labelled, not nutritionally suitable, contains an item listed above, is expired or spoiled etc. you will be contacted immediately.
- Any changes to your child's dietary needs require an update in writing, this form re-completing, and a new review of the menus.
- Any changes to our menu will require this form to be re-completed.

I have read the above Policy in full and fully understand the procedures outlined within

Parent Name

Parent Signature

Date (dd/mm/yyyy)

	NA-001	
	Child Interactions and Guidance	
	Revised	January 9, 2025

Busy Bees North America (BBNA) is committed to providing a safe, nurturing and bias free environment for the children in our care. Our educators make an effort to ensure that no child feels unsafe while in our care. It is the policy of the Centre to use **proactive strategies** to promote socially acceptable and age-appropriate behaviours in children. Proactive behaviour supports promote positive, consistent behavioural discipline strategies, with consideration of environmental variables.

The three key factors that educators can control which will influence a child's behaviour are the environment at the Centre, the programs at the Centre and the teaching strategies adopted.

1. Environment

- Provide children with ample space for activities.
- Consider placement of interest centres so that they do not interfere with one another.
- Ensure the environment always allows clear visual supervision of children.

2. Programming and Schedules

- Provide a well-planned and stimulating program that provides a balance between structured and unstructured activities.
- Provide opportunities to promote and encourage social skills.
- Provide consistent age-appropriate expectations and routines.
- Provide smooth transitions between activities.

3. Teaching Strategies

- Provide children with the ability to make choices - allowing the child to experience the consequences of their choices, if it does not harm the child in any way.
- Role model appropriate behaviours to children
- Class rules will be expressed positively, for example, 'we walk inside' – Children will be invited to assist with the development of class rules.
- Interact with children by physically getting down to their level.
- Listen actively to children.
- Communicate clearly with children.

Throughout the day, there may be times when children have difficulty coping with a situation. Guidance should be:

- Related to the nature of troublesome behaviour.
- Appropriate to the developmental level of the child.
- Used in a positive and consistent manner and
- Designed to assist the child to learn appropriate behaviour.

The following are positive guidance strategies encouraged at Busy Bees North America.

- Listen actively and attentively to the children, allowing them to express themselves and finish what they are saying. Asking follow up questions to clarify points. Paraphrasing back what you think you understood also, helps a child feel heard and valued.
- Get down at the child's eye level when interacting, by sitting on a chair, floor or kneeling.
- Show interest in the children and enthusiasm for what they are saying and doing. Ask open-ended questions and explore new ideas. Sparking conversation so they develop problem-solving skills.

- Help and encourage children to try new experiences. Adding to their play and extending their knowledge and understanding.
- Encourage the children to exhibit pro-social behaviour like taking turns, using their words and sharing.
- Solve problems together, by collaborating with the children and helping them think through the steps of solving a problem.
- Talk to the children at a developmental level that they can understand. Using gestures and simple wording for younger children and children who are learning a new language. Using new vocabulary that will teach the children new words.
- Respond promptly, appropriately and sensitively to children's verbal and non-verbal expressions of need, interests and attempts to communicate. Giving support, encouragement and comfort to children who are experiencing difficulties, disappointments, anxiety, anger or distress.

Prohibited Practices

1. Corporal punishment of the child.

- hitting, spanking, kicking, pushing, grabbing and squeezing arms, ears, etc.

2. Physical restraint of the child.

- Such as confining the child to a highchair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision
- Physically holding a child down on their bed, chair, sitting position at circle etc.

3. Locking the exits of the childcare centre for the purpose of confining the child or confining the child in an area or room without adult supervision. (Unless such confinement occurs during an emergency and is required as part of the emergency management policies and procedures)

- Locking/ confining a child into any space without supervision and intentionally such as closet, classrooms

4. Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth. Public humiliation or singling out students and humiliating them in front of their peers can have long-lasting psychological effects. It damages self-esteem and creates a hostile learning environment.

- Verbal Abuse- Using derogatory language, insults, or yelling at students is not only unprofessional but can also contribute to a negative and fear-driven atmosphere.
- Excessive Criticism Constantly criticizing and belittling.
- Isolation-Excluding students from activities, isolating them from their peers, or making them feel unwelcome in the classroom (threatening to move a child to a younger age group because "you are acting like a baby")
- Slang words, the use of sarcasm, directive, and harsh tones "sit there", "stop that".
- Words and actions that are intended to humiliate the child. For example:
 - "You peed your pants again."
 - Yelling at a child in front of peers,
 - Frightening children, using threats "I am calling your mom",
 - Shaming "I can't believe you did that", "that's terrible", actions/ words that are meant to belittle and humiliate
 - Using "time out."

5. Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding.

- Not allowing a child to use the washroom, taking away food for behaviour, "no snack until you tidy up" "you are all done."

6. Inflicting any bodily harm on children, including making children eat or drink against their will.

- Force feeding,
- Causing injuries (bruising, pulled elbow, etc.)

Educators are encouraged to employ positive and constructive strategies for classroom management. Building relationships, promoting open communication, providing clear expectations, and offering support are essential elements of a healthy and productive learning environment.

When behaviour is not appropriate:

- Explain the reason for the rule and what the expectations are
- Separate the child from the situation by redirecting them and refocusing their energy on a quiet activity. The child remains in the classroom as a part of the group at all times. This is not a time out but a redirection to another activity. "Time out" should never be used.
- When the child has been removed from the activity, and given time to calm down, they should be given the opportunity to re-enter the play they were involved in
- In instances of aggression, resulting in injury, an accident and incident report will be filled out by the educators and a note made in the daily written log.
- Inform the Centre Director or Designate if all other techniques have been unsuccessful. The Centre Director will help assess the situation in the room.
- If necessary, a meeting with parents will take place to discuss alternate behaviour modification.
- With parental consent outside support agencies may be contacted
- Patterns of inappropriate behaviour will require a more structured and ongoing documentation process, aimed to identify triggers, behaviours and consequences (ABC charts)
- Ask for help when needed

A child experiencing a serious pattern of inappropriate or physically dangerous behaviour may result in one or more of the following steps being taken:

- Parent/Teacher/Centre Director meeting to develop an action plan, including referrals to outside agencies as necessary.
- A condition of care letter may be implemented with terms regarding the action plan and the child's ability to remain at the Centre.
- A serious safety threat, or three incident reports in a day may result in the parent being contacted by the Centre Director or Designate to pick up their child immediately. The Centre will work with the family and available resources to return the child to the program as soon as possible.

All steps will be documented.

Transition of Enrollment

Ongoing serious behaviour concerns, and/or lack of support from families, such as not supporting the conditions of care, or not providing permission to consult with external agencies, may result in BBNA coming to a decision that keeping the child in the program is not in the best interest of the child or the child's peers. BBNA will work with the family to transition the child out of the program, and with a family's consent, support them in finding an alternative setting and working with the new provider to plan a smooth transition. In the event that an alternative program isn't available, or the family refuses or does not require the support, all efforts taken will still be documented.

Safe Lifting

Improper lifting can result in an injury to a young child. For the safety of children, educators must always lift children by placing their hands under the arms of the child. Children are at risk for a common elbow injury called **nursemaid's elbow**. This happens when a ligament slips out of place and gets caught between two bones of the elbow joint.

A nursemaid's elbow can happen with just a small amount of force. Examples of improper lifting and handling are:

- **Pulling a child up by the hands** can put stress on the elbows. **Never pick up a toddler or infant by the hands or wrists. Always lift from under the armpits.**

-
- **Swinging a child by holding the hands or wrists.** This puts stress on the elbow joint and should be avoided.
 - **Jerking an arm when pulling a toddler along or quickly grabbing their hand.** This can cause the ligament to slip. Always be gentle when taking a child by the hand and don't pull them if they are resisting.

Other causes of Nursemaid's Elbow are:

- **Breaking a fall** by reaching an arm out for protection can overextend the elbow, causing the ligament to slip.
- **Rolling over in an awkward way** in a crib, bed, or on the floor can also cause nursemaid's elbow in infants and very young children.



LEAD TESTING OF WATER IN LICENSED DAY CARE FACILITIES

As outlined by the Department of Children and Families Services, section 407.370 stipulates that daycare Centres catering to children under the age of 6, which are situated in buildings constructed on or before January 1, 2000, are required to conduct lead-in-water testing. This testing must be performed by a laboratory accredited by the Illinois Environmental Protection Agency (IEPA) or a laboratory certified by the IEPA.

If your BrightPath location falls under this category, meaning it was built before the specified date, we encourage you to check the family board located in the front lobby. There, you will find pertinent information regarding the water testing results, as well as any actions taken to mitigate potential lead contamination. Your child's safety is our top priority, and we want to ensure you have access to all relevant information.

INTEGRATED PEST MANAGEMENT (IPM)

Integrated Pest Management Program Illinois state law Public Act 95-0058 requires licensed childcare Centres to develop and implement an integrated pest management (IPM) program.

IPM uses the most appropriate practice to achieve control of pests while avoiding adverse effect on people and the environment.

_____ is our pest management provider.

Public Act 95-0058 requires written notification prior to the application of pesticides. Written notification prior to the specific application of pesticides will be shared electronically through BP Connect to all currently enrolled families.

If an emergency pesticide application exists to protect against an imminent threat to health or property, prior to the actual application, a good faith effort will be made to supply written notification to those on this registry. Please note that pesticides subject to notification requirements do not include consumer available products such as antimicrobial agents or baits.



IL Financial Points 24-25

Book last saved: Just now

Answer

A. Please indicate type of care *

5 Full Days
3 Full Days
2 Full Days
Drop In
Center
Transfer

B. If you are employed by a member of our Preferred Employer Network, please select your employer below.

BrightPath
Employee

C. All currently enrolled families are required to sign up for automatic payments unless other arrangements have been made and approved by our billing department and Area Director. *

D. A registration fee of \$125 and a deposit of \$500 for full-time and \$400 for part-time per child enrolled is required to register and hold a spot. Both are non-refundable and your deposit will be applied to your final month of care.

E. An annual registration fee of \$100 per child is applied with each September's tuition. *

F. Tuition is collected monthly in advance. Tuition is due by the 25th of the month prior to the month of care. A late charge of \$25.00 will be applied for accounts with an outstanding balance on the 26th of each month.*G. Unpaid tuition will lead to suspension of childcare services beginning the 1st of each month. If repetitive incidents occur BrightPath holds the right to terminate childcare services.

H. If additional fees are incurred after tuition is collected, our billing department will process the remaining balance using your chosen payment method on file. *

I. Payment is required 12 months per year. No credit on tuition is given for vacations, absences, scheduled center holidays, or emergency closings. *

J. All payments that are returned by the bank will have an additional charge of \$40.00. After 3 occurrences of bank returns it will be required that your autopay method be moved to a credit card option.

K. Our center closes promptly at 6:00 p.m. Children need to be picked up and off the premises at 6:00 p.m. A late charge of \$40.00 (per child) for the first fifteen minutes or fraction thereof that a child remains in the building after 6:00, and a \$20.00 charge per 5 minutes thereafter, will be charged. Late fees apply also for those scheduled to pick up at 12:30.

L. A sibling discount of 10% will be applied to the eldest siblings' tuition while more than one child is enrolled in the center.

M. Parents must provide the center with 30 days written notice of withdrawal. Parents are responsible for tuition for these final weeks whether their children attend during the period or not. *



IL Financial Points 24-25

N. A finder's fee of \$2,500 will be paid to BrightPath Early Learning LLC in the event you hire or employ a BrightPath Early Learning LLC employee while they are employed at BrightPath Early Learning LLC, or within 60 days of their last day of employment at BrightPath Early Learning LLC, for other than incidental babysitting. *

O. Families irrevocably release and discharge BrightPath Early Learning LLC, its owners, directors, employees, agents and representatives from all claims, demands, liabilities, actions or causes of action arising in law or equity, whether known or unknown, arising out of or related to any outside engagements with BrightPath Early Learning LLC employees. *

P. We have read the financial policies and tuition and agree to abide by all those policies and to make all required payments in full and on time. *

Q. We attest that we are the persons legally responsible for the care of the above-named child. *

R. We grant the following permission for the below-named child: To use all indoor and outdoor play equipment and to participate in all activities at BrightPath Early Learning LLC, including neighborhood walks. *

S. We grant the following permission for the below-named child: To participate in group trips outside of the center premises with a BrightPath Early Learning LLC employee and to be transported by BrightPath Early Learning LLC personnel for such activities. *

T. We grant the following permission for the below-named child: To be included in developmental evaluations. *

U. We acknowledge that we have discussed the techniques used for child behavior management. *

V. We acknowledge that BrightPath Early Learning LLC utilizes audio and video recording devices for the purposes of observation and security and give our consent to these activities. *

W. We grant permission for our child's image to be used for the purpose of marketing the program. *	Yes	No
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X. If you were referred by someone, who may we thank? Which location do they attend? Please provide a contact email (or phone number) so we can send them a thank you!

Y. Referral Type: *	BP Employee BP Parent N/A
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Z. Please select payment type: *	Private Pay Subsidy Childcare Aware
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Parent/Guardian Acknowledgment

I/We (the undersigned) have read the parent handbook for BrightPath and understand all the information, policies, and procedures outlined in the handbook. We (the undersigned) have also received a copy of these policies and procedures for our records and reference.

By signing this agreement, we consent to the following:

- Handbook policies and procedures
- Payment Policy
- Late Pick-Up Policy and Fees
- Bee Curious Curriculum Framework
- Child Interaction and Guidance Policy- Behaviour Support & Transitions
- Lead Testing of Water in Licensed Day Care Facilities
- Integrated Pest Management Plan (IPM)

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date