



PARENT HANDBOOK 2022 - 2023

**Bright Beginnings
Preschool Dille Parish UCC**

Phone Numbers

Bright Beginnings Classroom 744-2225

Dille Parish Office 744-1637

**Bright Beginnings Program Director
Elizabeth Lockwood 607-768-9562**

**Bright Beginnings Chairperson,
Bright Beginnings Advisory Board
Katelyn Young 744-2142**

Hours of Operation & Dismissal

The 2022-2023 school year will operate:

Monday, Wednesday, Friday 9am- 12pm for the 4/5-year-old class.

Tuesday and Thursday 9am- 11:30am for the 3-year-old class.

The time immediately before and immediately after is used for teacher preparation.

The doors will open **10 minutes prior to opening time.**

Your child will **ONLY** be released to those persons listed on your registration form.

Names may be added or deleted by parents/guardians.

Family & Community Involvement

We welcome and encourage family and community involvement. If you have a special interest or talent to share with our classroom, please let us know!

Snow Days and Other Closings

Bright Beginnings will follow the Northeast Bradford School District's schedule. We do reserve the right to close due to inclement weather, other emergencies or unforeseen conditions, regardless of Northeast's decisions. The safety of the children and their families is our first concern.

Please follow us on Facebook for all updates. **There will be no phone call for closings.**

If Northeast delays 2 hours, we will have preschool as follows:

MWF Class: 10am-1:00pm (Please bring a packed Lunch)

T/TH Class: 10am-12:30pm (No Lunch)

Clothing and Book Bags

Our program is an active and messy place! Play clothes should be worn. Please provide simple clothing that is free of complicated fastening.

Also, for the child's safety, please send them in sneakers. No open toed shoes.

We will be going outside every day (weather permitting) please dress your child accordingly. If there is snow, they will need boots, mittens, snow pants & hats.

We also ask that each child has a book bag. We will be dismissing from the playground, so then the children can pack all their papers and such in the book bag to take home. Please keep an extra set of clothes in your child's book bag in case of an accident.

Please label everything with your child's name! Especially their winter items, when they get dressed to go out. Mittens and hats and boots, maybe even their coats can all look the same.

Toys from Home

We ask that your child NOT bring toys from home, unless it's a day on the calendar that they are asked to bring something special in. If you notice on the calendar our theme for the day and you have something that fits it, of course, that's ok.

Snacks and Supplies

A snack will be served each day. On your calendar you will see your child's name; that will be his/her snack day. You need to provide a snack for the class. Something nutritious such as cheese and crackers, fruit, veggies, etc. Bright Beginnings will provide the drink. If your child has a food allergy and you want them to have a different snack, please provide a snack for your child to have on hand if your child can't eat the snack that is provided.

Birthdays

Children's birthdays are very special to all. On that day you may send in cupcakes or cakes to celebrate. They DO NOT have to be store bought.

Book Orders

Every month I will be sending home a Fire Fly book order form. Purchases are completely optional. If you decide to order please make your check out Scholastic. Your order helps us to purchase books for our classroom. Thank You!

Emergency Evacuation Procedure

In the event of an emergency in the Parish House building, the children will be safely escorted to the Dille Parish church across the street.

Parent Conferences

I will be having parent conferences 1 time. I will conference with all families that wish to do so in the early Spring. I am always available to speak with you if you have any problems or concerns with your child.

Newsletters and Calendars

Each month you will receive a newsletter and a calendar. The calendar will have on it what we are going to be doing daily, and who the snack person is. Please read your monthly newsletter and calendar so you can communicate with your child about the daily happenings at our school.

Field Trips

This is a new policy at Bright Beginnings. Our Monday, Wednesday and Friday classes will be going on field trips throughout the pre-school year. **It is mandatory if your child is going on the field trip, they must be accompanied by an adult.** If you are not able to go with us on the field trip it is up to you to find someone that will go with your child. Unfortunately, it has become very difficult to arrange rides for the children with the sizes of cars and each child needing a car seat. If our field trip is a walking field trip then you do not have to come with us. This just applies to field trips that we have to drive.

If your child comes 2 days a week, your child will not be going on some of the field trips that the 4-year olds are going on. This is because your child is 3 and many of our field trips are for the older children that are going to kindergarten in the fall. Your child will be able to go on these trips next year.

Program Goals for Bright Beginnings

As a mission to our community, The Dille Parish UCC and Bright Beginnings seek:

- To provide a developmentally appropriate, enjoyable and affordable early learning program for children ages 3-5 years.
- To promote kindergarten readiness.
- To encourage each child's large and small motor skills, social skills, organizational skills and self-confidence.
- To provide a safe, supportive and caring environment in which children may enjoy and take part in music, art, story time, snack time, games, educational activities and play time.
- To encourage family involvement.

What Do We Do at Bright Beginnings?

When you are a preschooler, play is your most important life's work! Children grow and learn through play, especially play that allows them to problem solve and engage in fantasy. Play promotes self-esteem, helping children to feel good about themselves and become confident and competent. It also promotes cooperation, helping children learn to work and get along with others.

CIRCLE TIME: a group gathering on the carpet during which we share ideas, plans and observations. Circle activities are designed to stimulate children's thinking, enrich their social skills and expand their attention span.

GROSS MOTOR ACTIVITIES: giving children the opportunity to use their muscles and their imagination as they engage in fun, healthy exercises such as dancing and playing on our playground.

FINE MOTOR ACTIVITIES: helping children to improve their small muscle development and hand-eye coordination through activities such as puzzles, beads, laces, crayons and scissors.

ART ACTIVITIES: helping children to express their thoughts and feelings. Art helps to reinforce fine motor skills and concept development such as colors and shapes. Always remember, it's the process, NOT the product!

DRAMATIC PLAY: helps children express themselves, improve social skills, increase self-esteem, build vocabulary and problem solve. Equally important: dramatic play is serious fun!

MUSIC ACTIVITIES: promotes listening skills, creative expression, and social skills. Children can explore sound, volume, tempo and rhythm.

STORY TIME: helps children develop an appreciation and enjoyment of literature while enhancing vocabulary and comprehension skills.

SCIENCE CENTER: helps children acquire knowledge through self-discovery. A hands-on investigation with their five senses.

COMPUTER CENTER: helps children discover how a computer works. The computer is a combination of visual and verbal learning. It also develops social skills.

CHAPEL: the children will attend a chapel service two times a month for a time of prayer and a Bible story. Spiritual development is also very important to the Dille Parish UCC.

Health Issues

For the well-being of your child and those around him/her, we ask that you please keep your child home if he/she:

- Has or had a fever in the previous 24 hours
- Has vomited in the previous 24 hours
- Has a heavy nasal discharge
- Has a constant cough
- Is cranky or generally not him/herself. (Even if your child is just tired, rest at such times may prevent development of serious illness.)
- Has symptoms of a possible communicable disease (i.e. sniffles, reddened eyes, sore throat, head ache, abdominal pain, fever, rash, etc.)

Please notify the Program Director immediately if your child has been exposed to a communicable disease, including chicken pox, strep throat, pink eye, head lice or Covid-19.

Please notify the Program Director if your child will miss more than 1 week of pre-school.

If your child becomes ill at pre-school, we will call you to take him/her home.

Philosophy of Bright Beginnings

Bright Beginnings is a self-supporting, not-for-profit ministry of the Dille Parish United Church of Christ. As a mission to our community, the Dille Parish UCC and Bright Beginnings seek to provide an affordable, Christian-based program for pre-school age children that will enhance the development of each child's educational, social, physical and spiritual growth.

Bright Beginnings admits students of any race, color, national or ethnic origin.

Tuition

2022-2023 Tuition Fees: \$150 per month for 2-day Class

2022-2023 Tuition Fees: \$200 per month for 3-day Class

Tuition payments are due on the 1st day of each month, October - May. (September's tuition is due at the time of registration. If your child has been an already enrolled child and only paid \$25 to hold your spot, the remainder of your tuition is due the first day of pre-school.) Tuition is due monthly, into 9 equal payments, regardless of the number of class sessions per month.

Since tuition is based on a not-for-profit budget, the program depends solely on prompt payments to meet its current expenses. It takes each family being responsible to ensure a quality program for all.

Tuition payments may be made with personal check, money orders, cash or on-line using the Givelify Church app available at the App Store .



Tuition must be paid even when your child is absent due to illness or away on vacation. If you plan to withdraw your child, we request two weeks' notice. Any withdrawal without prior notice will be required to pay the full month's tuition.

Discipline Policy

Discipline is positive guidance to encourage appropriate behaviors and to redirect children from negative and harmful practices into helpful and positive ways of acting.

When a child's behavior puts his/her own or another's safety and happiness at risk, changing that behavior is necessary. Aggressive physical behavior toward staff or children is unacceptable. Caregivers will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior. Clear, consistent rules keep everyone safe and happy.

Classroom routines and expectations of appropriate behavior need to be clearly defined and modeled by others. Our routines will be clearly explained and demonstrated. For example, "When we come in, we hang up our coats and put our things in our cubbies," or "Before we eat our snack, we wash our hands and say a prayer." Expectations include what the limits are (no hitting or biting, no standing on chairs, no throwing of sand or objects, etc.).

When children know what to do and are given practice in how to do certain things, they learn the skills for self-discipline. Because pre-school-age children have not yet learned many of the skills for self-discipline, our role as teachers (and parents) is to provide guidance toward self-discipline. We do this by:

- GENTLE REMINDERS:
 - "We wear smocks when we paint."
 - "What do you do with the puzzle when you are finished with it?"
- OFFERING ALTERNATIVES:
 - "Jordan is playing with the red truck right now, but I see a green one that you can play with."
 - "If she won't play with you right now, who else could you ask?"
- PREVENTION OF POTENTIAL PROBLEMS
 - "Taylor, please move the block, so Lee won't stumble over it."
 - "Here is another marker so that you don't need to take hers."

When children cross boundaries, we can provide guidance toward self-discipline by:

- **PROBLEM SOLVING:**
 - "How can you make (name) feel better?"
 - "I know you both want this toy at the same time. How can we solve this problem? What can we do?"
- **CONSEQUENCES**
 - "You spilled the juice; please get the dishcloth and wipe it up."
 - You will need to play in another area until you can follow the rules in the block area."
- **TIME OUT TO REMEMBER**
 - Sometimes a child may need a moment to be still, sit calmly and think about what he/she has done until he/she is ready to come back to the activity. Caregivers will monitor the effectiveness of "time out."
- **COMMUNICATION WITH PARENTS**
 - If inappropriate or extreme behavior should become a problem, we will communicate with the parents in an effort to find a consistent and successful method of helping the child learn appropriate behavior.
- **SPECIAL SERVICES**
 - In the event that a referral for special services is deemed necessary by the Program Director, a refusal by parents or guardians to have the student evaluated and/or refusal to participate in services shown necessary by the evaluation, entitles the Program Director to a termination of that student's enrollment in the Bright Beginnings of the Dille Parish UCC program.

Discipline does NOT mean punishment! Such non-productive methods as corporal punishment or humiliation WILL NOT BE USED!!



BRIGHT BEGINNINGS SCHOLARSHIP PROGRAM of the Dille Parish United Church of Christ

The Bright Beginnings Pre-School is an important Ministry provided by the Dille Parish UCC. To help ensure that every child in need of such a program, regardless of race, color, and national or ethnic origin, will have the opportunity to do so, the Bright Beginnings Scholarship Program was developed to provide financial assistance with either partial or full scholarships to children and families in need.

To be considered for a scholarship for your child you must:

- Complete the form below and submit it to Liz Lockwood, Program Director or Katelyn Young, Chairperson, Bright Beginnings Advisory Board.
- Provide full tuition for the month of September; awarded scholarships will go into effect October 1st

* "BRIGHT BEGINNINGS SCHOLARSHIP PROGRAM" IS A TRADEMARK OF THE UNITED CHURCH OF CHRIST. ALL RIGHTS RESERVED. © 2014 UNITED CHURCH OF CHRIST. ALL RIGHTS RESERVED.



BRIGHT BEGINNINGS SCHOLARSHIP APPLICATION

Your Name: _____

Child's Name(s): _____

Scholarship Amount Requested: _____

Give a brief explanation of the reason for your request: _____

Your Phone Number: _____

Please return this form to Liz Lockwood or mail to: Katelyn Young, 747 East St.,
Le Raysville, PA 18829

* "BRIGHT BEGINNINGS SCHOLARSHIP PROGRAM" IS A TRADEMARK OF THE UNITED CHURCH OF CHRIST. ALL RIGHTS RESERVED. © 2014 UNITED CHURCH OF CHRIST. ALL RIGHTS RESERVED.

Bright Beginnings admits students of any race, color, and national or ethnic origin.