



Florida License Number C19IR0060.

## Parent Manual

Bridges Early Learning Center  
An Early Childhood Development Program  
at The Emerson Center

Director: Brenda Neely  
Assistant Director: Jessica Thompson  
License Number: C15IR0060

1590 27th Avenue, Suite A+  
Vero Beach, FL 32960

Pre-School (772) 778-5981  
Nursery (772) 562-7098  
7:00 a.m.- 6:00 p.m.  
[www.BridgesELC.org](http://www.BridgesELC.org)

***A Preschool that's  
as Unique as Your Child.***

REVISED 7/21/17

FL Daycare License # C15IR0060

Welcome to Bridges Early Learning Center! We are excited you have chosen Bridges Early Learning Center, for your child's early educational, developmental, and emotional needs. We focus on the individual needs of each family and child. We believe in having a strong support team to provide a safe, nurturing, learning environment for your child.

Our core curriculums, Learn Everyday along with Links to Literacy, both promote Phonological Awareness. It is designed to provide our teachers with ideas for creating a loving, playful, and stimulating experience for your child. We strongly believe that children learn best when they are happy and interacting with adults, each other, materials, and are engaged in activities that are exciting and developmentally appropriate. A child's work is play. We will provide your child the necessary materials to enrich his/her learning. We welcome any questions or comments you may have.

*Children should be able to do their own experimenting and their own research. Teachers, of course, can guide them by providing appropriate materials, but the essential thing is that in order for a child to understand something, he must construct it himself, he must re-invent.*

- Jean Piaget (1972)

Our philosophy focuses on the importance of play. Children need time to play, adequate space to play, and developmentally appropriate props to play. Play provides children opportunities to explore, manipulate, and interact with their environment.

### Health and Safety

At Bridges ELC our first priority is the well-being and safety of your child, caregivers, and our staff members.

You are required to provide us with updated names and numbers of allowed persons to pick-up your child. They will be asked to provide us with the proper identification.

As a safety procedure we conduct fire drills on a

monthly basis. We also conduct tornado drills and evacuate to the sanctuary. In the event of an emergency, we will contact parents immediately.

Each teacher is required to take daily attendance, and document head counts.

Our ratios are based on Department of Children and Families standards. Please refer to the "Know your Child Facility" brochure.

Should an accident occur you will be given an accident/incident report. Please sign report and give back to the teacher. You may request a copy.

It is a state requirement to provide medical records for each child. This includes immunization and physical records. All records are kept confidential.

If your child is required to take medication you must fill out a medication form. This includes sunscreen, insect repellent, diaper rash creams, powders etc. All medications must be in original containers and labeled with your child's name.

For the health of all individuals, we will not accept a child with the following symptoms: vomiting; diarrhea; a temperature over 100 degrees; green, runny nose; rash; communicable disease; or constant cough. If your child becomes ill while in our care, you will be notified immediately. Should he/she run fever, you must wait 24 hours before returning to the center.

We conduct random head checks for lice. Should your child have head lice, you will be called immediately. Your child must be treated. In order for your child to return they must be bug and nit free.

## Registration and Tuition

A registration fee is due upon enrollment and is due annually by the first Monday of September. The charge is as follows, \$60.00 for a child and \$90.00 for a family. Registration fees are non-refundable.

Tuition is due on Monday or the first day your child attends. A delinquency fee is charged in the amount of \$25.00 should tuition payments are not received by Tuesday evening. You may pay monthly if you prefer.

There is a 10% discount provided for each additional child in the family. The youngest child will be charged full rate.

After the first 90 days of enrollment, you will have a week of absent/vacation days that may be used.

Infant-\$175.00  
Toddlers-\$145.00  
Two's-\$135.00  
Pre-School-\$115.00  
VPK Wrap around \$85.00  
Before & After School-\$60.00  
Part Time Toddlers- \$110.00  
Part Time Two's-\$100.00  
Part Time Pre-school-\$90.00  
Full Time School Age-\$105.00

**ELC/SR Families:** An extra fee may apply to cover childcare costs not covered by ELC.

Referral Credit – If you refer another family, after they are enrolled for 90 days, you will receive \$50.00 credited to your account.

## School Holidays

Bridges Early Learning Center will be closed to observe the following holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving (Thursday and Friday), and Christmas Day. If a holiday falls on a weekend we will observe that day on Friday or Monday. Holidays are not exempt from your child's regularly scheduled weekly tuition. Full tuition is due on these weeks.

## Return Check Policy

In the event that your check is returned to Bridges Early Learning Center for non-payment, we will make up to (2) subsequent attempts to collect from your checking account. Bridges ELC

will charge a fee of \$35.00 for all returned checks. If we are unable to collect we will require a cashier's check, money order or other means of payment for the returned check and other applicable fees.

## Dress Code

Creativity is an important learning center in our program. Your child will work with finger-paints, watercolors, food coloring, markers, chalk, glue, play dough and other creative items. Your child will wear an apron but it is difficult to prevent all contact between clothing and art supplies. In the event of an outdoor project, such as gardening, we will notify you so that they may dress appropriately. Please dress your children in weather appropriate clothing. That includes changing their extra set of clothes in their cubbies. Also, we are asking that you send your children in closed toed shoes, due to safety hazards such as wood chips.

## Arriving On Time

We ask that you please have your child here no later than 9:00 a.m. All classes begin "Circle Time" at 9:00. This plays a crucial part of your child's day, as they go over all activities that they will be doing throughout the day. Bringing your child to school any later than 9:00 will be a disruption for the other children. Our VPK Program begins at 8:30 a.m. We ask that you have your child here by 8:30 a.m. to participate in circle time.

## Bringing Personal Items

We ask that you do not allow your children to bring in toys from home such as hot wheels, make-up, jewelry, etc. They are causing a disruption in the classroom. We have had incidents where children have given their toys away and the parents are upset that their toys are not coming home. Bridges ELC cannot be responsible for items that have been misplaced or taken home by another child.

## Guidance and Discipline Policy

Our discipline policy is consistent with the age and needs of our children. We believe in using a positive approach using re-direction, direct, and indirect praise, and logical consequences. This concept reinforces your child's good feelings about his/her behavior. Physical punishment is never permitted by any persons.

## Snacks/Lunch

Bridges ELC will serve two nutritious snacks daily. Children need to bring their own lunch daily. Lunch boxes must be labeled with your child's name. Please provide healthy foods such as fresh fruits, a sandwich, juice, pudding, Jell-O, milk, carrots, etc. Please do not pack candies. Due to licensing requirements we are unable to cook foods. However, we are able to heat up any pre-cooked foods. Please do not send in food that needs to be cooked. Food that require refrigeration such as meat, poultry, fish, eggs, milk, cheese, yogurt, fruit etc. must be sent in an insulated lunch box with a frozen pack or a frozen juice box.

## Naptime/Rest

A rest period is required by the Department of Children and Families. A cot will be provided for each child. Please remember to bring a small blanket and a small pillow if needed. We also encourage you to bring your child's favorite naptime warm fuzzy such as a teddy bear and favorite blanket.

## Days and Hours of Operation

Bridges' hours of operation are 7:00 a.m. - 6:00 p.m., Monday through Friday. Your child must be picked up by 6:00 p.m. There is a late pick-up fee of \$1.00 per minute after 6:00 p.m.

## Communication

To encourage parent involvement we plan several events a year. To ensure the lines of communication remain open we send a monthly newsletter home. A "Parent Information Center" is at the entrance of every classroom to keep you informed of what each individual class is doing. We have an open door policy. Parents are welcomed at any time. We encourage parents to be involved in curriculum-based activities with their child.

We hope your child will gain a sense of self-confidence and achievement through participating in developmentally appropriate activities. We strive to have a strong family support system and will work as a team to provide the best learning environment.

## In Conclusion...

We look forward to working with you and your child to make this the best learning and growing experience. If you have any questions regarding our curriculum, policies, procedures and/or philosophies, please feel free to ask.

Again, we thank you for choosing Bridges Early Learning Center.



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