



Parent Manual

Bridges Early Learning Center
An Early Childhood Development
Program

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

Pre-School (772) 778-5981
Nursery (772) 562-7098
7:00a.m.- 6:00p.m.

www.bridgeselc.org

*A Preschool that is as
Unique as your child.*

Revised 02/01/2021

Welcome to Bridges Early Learning Center! We are excited you have chosen us 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 and nurturing, learning environment for your child.

Our core curriculum, Beyond Centers and Circle Time, is a play-based curriculum along with Frog Street, which promotes Conscious Discipline. 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 engaged adults, each other, and are engaged in activities that are exciting and developmentally appropriate. 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 much instructs 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 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 monthly emergency 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 Childcare Facility" brochure.

Should an accident occur you will be given an accident/incident report. Please sign the report and give it 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. *Not all children will always have current immunizations*

Your signature at the end of this manual indicates that you grant permission for the staff to access of your child's records.

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 for prompt pick up. He/she may return 24hrs after symptom free.

We conduct random head checks for lice. Should your child have head lice, you will be contacted immediately for prompt pick up. Your child must be treated and must be bug and nit free to return to school.

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, \$90.00 for a child and \$110.00 for a family. Registration fees are non-refundable.

Tuition Payments are due no later than Tuesday of every week. Failure to make your tuition payments on time will result in your child's dismissal from our program until payment is received in full.

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.

Infants- \$200

Toddlers- \$170

Two's- \$160

Pre-school- \$140

VPK Wrap Around- \$110

Before and After School- \$ 75

Part Time Toddlers- \$135

Part Time Two's- \$125

Part Time Pre-school- \$115

Full Time School Age- \$ 125

An extra charge for ELC families may apply

Referral Credit- If you refer another family, after they are enrolled for 90 days, you will receive \$100 credited to your account.

School Holidays

Bridges ELC will be closed to observe the following holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving (Thursday and Friday), Christmas Eve@ 2:00 p.m. 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 still due on these weeks.

Return Check Policy

In the event that your check is returned to Bridges ELC 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 credit card or money order payment only. Payments should be received no later than Tuesday (or the first day your child attends) or a late fee of \$25 will be charged to your account.

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. 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 am**. All classes begin "Circle Time" at 8:30 and this time 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 9:00a.m. will be a disruption for the others. Our VPK Program begins at 8:30am. We ask that you have them here no later than that to be able to fully participate in their class. We at Bridges ELC have an open-door policy and welcome you to come in at any time.

Bringing Personal Items

We ask that you do not allow your children to bring in toys from home such as hot wheels, electronics, 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 will not 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. In the event of several, severe documented incidents, you may be asked to seek alternate care.

Breakfast/Lunch/Snack

Bridges ELC is proud to announce we are now part of the Florida Food Program. We will be serving breakfast, a hot lunch, and a nutritious afternoon snack, as well as milk, juice, and water with each meal. Please be sure that management is fully notified of any allergies your child/children.

Nap time/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.

Days and Hours of Operation

Bridges' hours of operation are Monday-Friday 7:00a.m.-6:00pm.

Your child must be picked up by 6:00p.m.

There is a late pick-up fee of \$1.00 per minute after 6:00p.m.

Communication

To encourage parent involvement, we plan several events a year. To ensure lines of communications remain open we send a weekly 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 possible.

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.

I have read, and by my signature below, confirm my understanding and acceptance of these policies.

Responsible Party's Signature

Date



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