

BRIGHT FUTURES LEARNING CENTER

About Us

We are a unique Learning Center in Fulton County providing child care to young children eighteen months to five years old. Our focus is to promote a love of learning, which will ultimately lead to academic success. Building independence from toddler to pre-K builds confidence in the children we serve through our theme-based learning curriculum. Our staff credentials and experience in the school setting sets the stage for academic excellence in the children we teach.

~The education alternative to day care~

Our Location

2736 State Highway 30
Gloversville, New York 12078
(518) 661-6527 office

Mission Statement

Our goal is to provide a quality, safe and fun environment in which a child's growth is nurtured in order to promote independence, confidence and happiness. An age-appropriate, engaging curriculum will inspire academic success through a variety of learning adventures. The social aspect will promote positive interaction with peers.

A Caring Staff

Our diverse staff is carefully selected according to their love of children, as well as their educational background and/or experience. A positive demeanor is a must! Bright Futures is staffed by teachers and teaching assistants dedicated to providing quality care. Our staff

is also certified in first aid and CPR. We provide regular training to ensure that quality standards are set and met in each classroom.

Programs

Toddlers

Ages 18 months – 36 months. All aspects of cognitive, emotional, language, physical and social areas will be addressed. Identifying noises, choosing books to read, singing the alphabet, counting blocks, and identifying colors and shapes are just the beginning! Children will be encouraged to care for others, answer yes/no questions, make choices, name body parts, and be physically active through play. They will become more social by playing with peers through dramatic play, free play, and materials that will encourage interaction such as blocks, dolls, phones, dress-up clothes, crayons, and toy cars.

Potty training will be encouraged in conjunction with the parents' routine.

There are five scheduled Toileting/Diaper Changes within the daily schedule, however, children will be changed and/or taken to the bathroom on an as needed basis as well. During this time, the Director will supervise the classroom. The Teacher in the Toddler Room can either alert the Director through the use of a wireless communication device, or simply open the door into the Director's office, since there is an adjoining door.

Indoor and outdoor large motor activities will include climbing on structures, running, taking a walk, playing with balls, tumbling, yoga and the Let's Move curriculum.

A structured schedule will be followed in order to instil a sense of safety and security, however, we understand that flexibility is a must.

Building independence in toddlers promotes confidence and positive self-worth. Every attempt will be made to allow for independence, while providing a nurturing environment in which the toddlers will continue to grow.

Please bring any security type items such as blankets, stuffed animals etc. Also please provide diapers or pull-ups, along with wipes as needed. At least two changes of clothing should be left at the Center at all times, to include shirts, pants, underwear and socks.

Pre-School

We will make sure that your pre-schooler has fun while learning at the same time! Freedom of choice, more structure, preparation for kindergarten, confidence, self-esteem, and building independence are some of the areas that we focus on.

Learning will be promoted through the use of themes, which will be rotated each month. These themes will explore subjects such as caterpillars and butterflies, the ocean, health, outer space and much, much more. We will also be exploring subjects such as math, science, reading and writing through hands-on activities and play. The classroom is set up with different learning stations, sensory tables, dramatic play activities, reading corner, and more. Lots of fun activities will be planned each day for the children as well as a "Get Moving" dance time, visual art, outside exploration, and a calming yoga session. Children will learn skills which will prepare them to enter kindergarten such as writing their full names, beginning sounds, and beginning reading.

Since kindergarten expectations are so much higher these days, children will be assisted with listening to directions, developing longer attention spans, raising their hands, and walking in line. Children will learn basic etiquette that will enhance their kindergarten experience. They will have the opportunity to practice developing fine motor skills

through the use of coloring within the lines, and the proper manner in which to hold a writing utensil and scissors.

The pre-school classroom's main goal is to promote a fun and exciting learning environment where we will build self-help skills, confidence, independence, and socialization in order to set the stage for a memorable kindergarten experience.

Communication

BFLC strongly encourages open communication between its teachers and parents. Parents should feel free to spend a few minutes each morning with their child's teacher in order to share any information that may assist your child in having a great day! Also, please check your child's folder each day in order to receive important information. The bulletin board by the reception desk will also highlight announcements.

It is very important that if your child will not be attending the program on any given day, you inform BFLC by 9:00 a.m. that day. If your child does not arrive, and we have not received notification, we will phone you at your emergency contact number immediately.

Meals

Please ensure that your child has had a healthy breakfast prior to arriving at the Center. Of course, we understand that children may not always desire food at breakfast time, so we will serve a healthy snack at 10:00 a.m. We will also provide a healthy, nutritious lunch each day. Please check our menus so that if your child does not like what we will be serving, you can send a comparable meal on that day. When doing so, please be advised that if we have a student with a peanut/nut allergy, we will implement a peanut/nut ban at BFLC. The afternoon snack will be served at 2:30 p.m. or directly following your child's nap.

Napping

After lunch, children will be encouraged to nap for a period of one and a half hours. We realize, however, that your child may choose to no longer nap. If this is the case, opportunities will be available for quiet play so that the child is resting.

For those children that choose to nap, a mat will be provided in a safe area of the classroom in which there is no interference from children choosing not to nap. Each child will have a mat designated to him/her, so that nap mats are not shared.

Regardless of whether or not your child naps, we request that you send a blanket and a pillow so that even while not sleeping, a comfortable rest area is available.

We will make accommodations for children who have alternate nap schedules so that we are providing consistency with home life. Please inform the classroom teacher of alternate arrangements.

Daily Clothing Requirements

Since we are very active at BFLC, please be aware that your child's clothing could get damaged in the course of the day. Due to art work, physical activity, and outdoor play time, please dress your child in comfortable clothes that are suited for this type of adventure.

During the winter months, please keep in mind that we will still have some outdoor play time if the temperature is above 20 degrees. Therefore, please send coats, hats, gloves, winter boots and snow pants each day.

In the summer months, please send sun block, sun hats, and bug repellent daily. You may leave these items with your child's teacher if

you so desire. During these months, we prefer that your child wear tennis shoes for safety reasons. Also, we may have “sprinkler days,” so it would be helpful if you leave a bathing suit and beach towel.

Children should have at least two changes of clothing left at the Center in their cubbies at all times. This includes shirts, pants, underwear, and socks. When the seasons change, your child’s teacher will request that this clothing be exchanged for clothing appropriate to the weather.

We also require that you provide a blanket and pillow for nap times. Nap mats are available.

Center Closings

- New Year’s Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day + Day After
- Christmas Day
- We will be open for a half day on Christmas Eve, closing at 1:00 p.m.

If one of these holidays falls on a Saturday or a Sunday, we will be closed either Monday or Friday of that week.

The NYS Office of Children and Family Services requires continual trainings each year. Therefore, staff training days will be held on the following holidays:

- Martin Luther King Jr. Day
- Columbus Day
- Veteran’s Day

Please plan accordingly. The tuition rates remain the same regardless of the above holidays.

Also, for the safety of our families and staff, BFLC will follow the Mayfield School District's closings for inclement weather. You can find these notifications on your local weather stations.

“Teachers who love teaching, teach children to love learning.”

- Robert John Meehan

ENROLLMENT

At the time of registration, a one-week fee will be collected, which will be applied to your child's last week of care. This fee is non-refundable in the event that you choose not to enroll your child.

Prior to your child entering the program, a Director will review the Parent Handbook with you so that the policies are understood and agreed upon. Please bring any questions you may have to this meeting.

TUITION

Tuition is due every Monday. Using the credit/debit card on file, your weekly tuition will be billed each Monday. If for some reason payments are received after Wednesday of that week, you will be assessed a \$10 late fee. Payment must be made in full prior to returning on the following Monday, or there is a risk of dis-enrollment. All applicable processing fees for declined credit/debit cards or checks will be the responsibility of the payer.

Please be aware that rates may change on a yearly basis if deemed necessary. Parents will be given thirty days' notice of any changes.

BFLC understands the importance of family vacations. Therefore, each family will be given one week reprieve from tuition per year. This must be five consecutive days of leave, and will be concurrent with the date of enrollment (i.e. Jan. 15, 2016 – Jan. 15, 2017). Unused time may not be carried over to the following year.

If one or more siblings are enrolled in BFLC, the first child will pay the full rate, and each subsequent child will be given a 10% discount in tuition.

Withdrawal

Please give a minimum of two weeks' notice of withdrawal from the program. This will allow us to fill the vacant slot. If two weeks are not given, the one week tuition collected at the time of registration will be forfeited.

ARRIVAL AND DEPARTURE

Upon arrival, please sign your child in on the tablet provided at the front desk. We ask that you then proceed to your child's classroom, or have the receptionist accompany your child.

When picking your child up at the end of the day, please sign him/her out before proceeding to the classroom. Again, feel free to ask the receptionist to get your child if that is what you prefer.

Only the people that a parent has designated on the Child Release form will be allowed to pick the child up. Anyone other than a parent will be asked to show identification. Please notify Center staff

if you are having an alternate person, other than you, pick the child up.

If you pick your child up after 5:00 p.m., you will be charged \$10 for every 15 minutes that you are late. This fee may be paid in cash or check and should not be included in the weekly tuition. If late pick up is an on-going issue (more than five times within a year), we will assess a \$1 per minute fee.

Please note that if there is are any custody issues in the family, we may require documentation from the Court indicating parental rights.

MANDATED REPORTING

In meeting the requirements of the Child Protective Services Act, staff at BFLC are mandated reporters, and are thereby required to report any suspicion of abuse or neglect to the Fulton County Department of Child Protective Services. This may be done without speaking to the parent in question prior to filing a report. If employees of BFLC have suspicions and do not file a report, they may be held criminally responsible. In keeping with our quest to keep the children at our Center safe, we take this responsibility very seriously. Any such reports will be made in good faith.

“Setting the stage for academic excellence.”

**Bright Futures Learning Center, LLC
Health Care Plan**

Parents will be required to report any absences and the reason for such absence as it pertains to illness, in order for the Center to keep track of illnesses within our school. This information will only be shared with staff on a need-to-know basis. In the case of a communicable disease, the Director of the Center shall share this information with all parents, while protecting the confidentiality of the ill child.

Bright Futures Learning Center (BFLC) will maintain strict health policies to ensure the safety of each child and staff member.

- Children accepted for admission shall receive a medical examination within 90 days prior to admission. A medical form should be completed at this exam. This a policy mandated by the NYSOCFS. If an appointment is unavailable prior to admission, we will accept a pediatrician's form, which reflects all current immunizations, along with a letter stating that you were unable to secure an appointment date prior to admission. This letter must include the name of the physician, address, telephone number and date of upcoming appointment.
- The child's physical exam must include appropriate examinations annually. Children must have their immunization records routinely updated. Each child must have a written statement, to be included on the health form, that he/she is free from communicable diseases.
- Each child must have a written statement that he/she has the required number of immunizations and boosters for their age at the time of enrollment. All future immunizations and physicals will need to be current and on file.
- In the event of an accident or illness requiring immediate medical attention, the Director or Acting Director will call 911 immediately. The parent will sign an emergency medical permission form for emergency treatment at the time of enrollment, in the event that the parent cannot be reached in a timely manner.
- If your child is sent home from the Center, a statement may be required from the child's physician stating that the child is free from communicable diseases and is able to return to the Center whenever deemed appropriate.
- All employees of BFLC will have a physical exam at least every two years.
- Employees will not be allowed to work at the Center while showing symptoms of infectious or communicable diseases, as per the criteria for the children.
- All staff will wash hands after toileting and diapering and before eating and feeding the children and after returning from outdoor play.
- Each child will have his/her own clothing, and changing materials.
- Parents should inform their child's pediatrician that the child attends the Center so that extra precaution can be used in determining when a child should return after illness.
- Staff should be notified of an incident at home that may be an early indication of an impending illness.
- Staff will complete a daily health checklist for each child in their care and document any illnesses, behaviors, or marks on the child's body.

When children develop symptoms of illness, parents will be notified to pick up the child from the Center immediately so that no child remains who may endanger the health and well-being of the other children. In the meantime, the ill child will be supervised in the Director's office until such time that he/she is picked up. Symptoms that necessitate pick up include:

- A temperature of 101 degrees or higher.
- A severe cold with a temperature elevation and or frequent sneezing, coughing or nasal drainage.
- More than one instance of diarrhea or liquid stool in a twelve-hour period without a known cause (i.e. allergy, antibiotics).
- Any evidence of enteric disease (i.e. worms).
- Vomiting. If the child vomited during the night or prior to coming to the Center, he/she should remain home until symptom-free for 24 hours.
- Undiagnosed rashes or other mucosal or skin lesions (i.e. thrush, ringworm, impetigo); draining abscess or similar condition.
- Conjunctivitis (pink eye). The child may not return until he/she has been treated for 24 hours.

- Throat infections, such as strep, diagnosed by a physician. Symptoms of strep throat may include a high fever, sore throat, and a rash. Although these symptoms are not always present, a throat culture should always be taken if you suspect strep throat and the results must be known before the child can return.
- Signs and symptoms of an ear infection; pulling the ears, earache, fever, pus or blood drainage from ear, irritability, poor appetite, difficulty sleeping. The child may return once a pediatrician has diagnosed the condition and the child is receiving medication.
- Other known infectious disease/conditions including chicken pox, measles, rubella and pertussis.

If the child is taking a new antibiotic or medicine, the child must be kept home for 24 after the first dose in order to ensure that there will be no reaction to the new medication while at the Center. The child may return to BFLC after 24 hours fever and symptom-free without any fever reducing medication.

If school-age child is sent home from school due to illness, they may not return to the Center until they are symptom-free for 24 hours. Parents must inform staff if their child has been exposed to a contagious disease such as measles, chicken pox, rubella, mumps, conjunctivitis, skin infections or pediculosis (head lice). BFLC will notify all parents if exposure has occurred on-site.

Medication

BFLC staff members who have completed the Medication Administration Training (MAT) will administer medication for children. CPR and First Aid courses are required for staff to administer medication. If medication is brought into the Center, it must be in the original container (including package inserts), labeled with the child's first and last name. The order must be on the BFLC required form from the physician for over-the-counter and prescription medications. The pediatrician, parent and BFLC staff must each complete a section on the form. If any parts are not completed, the medication may not be administered. A new order must be obtained for each period of illness. The maximum length of time for any medication to be given is six months. The medication must be dropped off in the morning to a BFLC MAT certified employee.

Nut/Food Allergies

For the safety of children, parents are required to provide us with any information detailing any allergies, food or otherwise, from which the child suffers at the time of enrollment or when the allergy is discovered. Any allergies must be recorded on the child's medical form filled out by the pediatrician. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy.

Due to the extreme nature of allergic reactions of peanuts/nuts and products containing these products in some cases, our Center will prohibit peanut/nuts and/or foods containing these products in the event that one of the children has such an allergy.

Cleaning Procedures/Infection Control Policy

All toys will be sanitized on a weekly basis. Children and staff will be required to wash hands before eating, after bathroom visits, returning from outdoor play and any other appropriate times.

Gloves will be used in the following situations: any contact with blood, stool, and vomit. Universal precautions will be taken when changing diapers and food gloves need to be used when serving snacks and lunches.

Child Accidents

In the event that a child is involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report.

Parents are required to sign any incident/accident reports from the day at departure. Parents can speak to the employee or the Director about the incident.

Smoking

Smoking is prohibited on BFLC property.

Firearms and Weapons

At no time is any person permitted to carry any type of firearm, ammunitions and/or weapons on Center property for any reason with the exception of law enforcement personnel. Violation of this policy will result in immediate dismissal from the Center.

Fire Drills/Playground Safety Checks

In accordance with NYSOCFS Regulations, fire drills and fire/safety checklists will be conducted monthly. Daily playground safety checks are also performed.