

Brighton
preschool



Preschool Family Handbook

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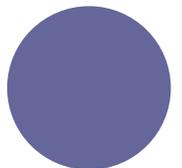


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About Brighton

Program Mission



BRIGHTON CENTER: We exist to provide the right help at the right time to children of all abilities, empowering them to discover new possibilities. We achieve our mission by providing a holistic and integrated set of developmental and educational services individualized for each child, ensuring the child and the family are equipped with the resources and tools they need to succeed now and into the future.



PRESCHOOL: Brighton Center's Preschool Mission is to support the overarching Brighton Center Mission by providing an inclusive early childhood environment for children ages 6 weeks up to 5 years of age with a blended and best practice approach of early childhood intervention, early childhood education and individualized therapeutic programs.

Brighton Center History

Brighton was formed by parents in 1969 as a school for children with Down syndrome and has evolved to meet the needs of children in our community. Brighton increases developmental and educational outcomes by providing an early childhood preschool, therapeutic interventions, case management, parent trainings, and individualized support for almost 4,000 children with disabilities/delays, focusing on birth to age 8, and their families every year.

Brighton Center Programs

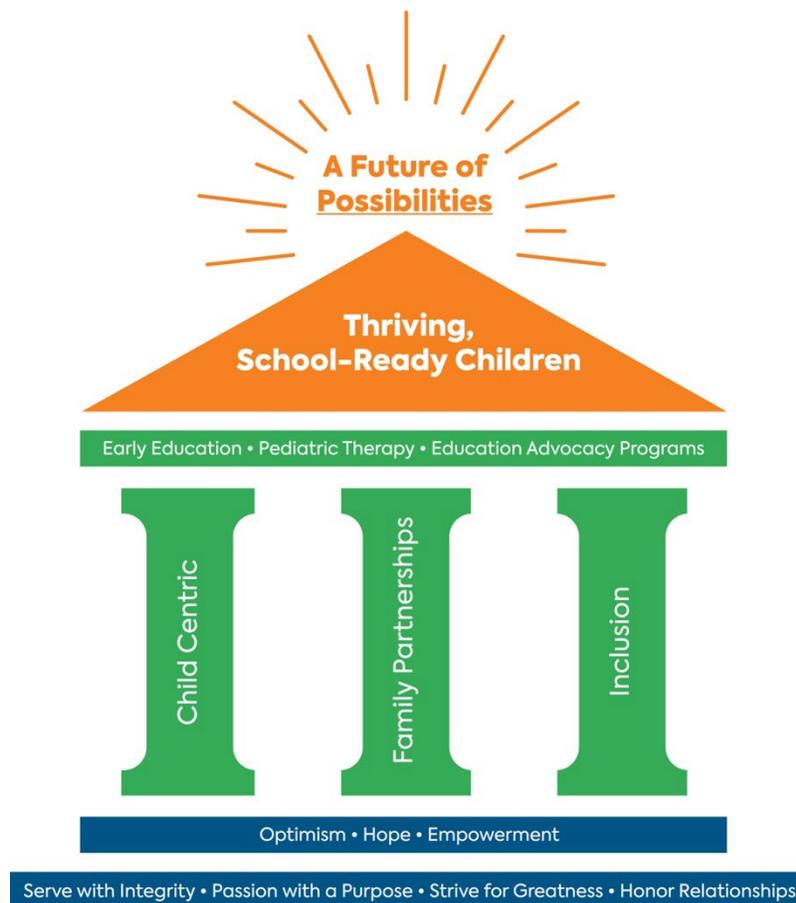
- PEDIATRIC THERAPY & SPECIALIZED SKILLS TRAINING (0 - Through age 5)
- PRESCHOOL (0 - Through age 5)
- SPECIAL EDUCATION SUPPORT SERVICES (School Age)

Program Philosophy

In Brighton Center's Preschool Program, we believe in the acceptance of all children, empowering them to achieve their individual potential. We believe families are experts on their children and they are an essential part of their children's growth and learning. Brighton Center provides children with and without disabilities with an inclusive environment where they can learn, not only through social interactions with peers, but in a supportive, nurturing, developmentally appropriate environment based on their age

and individual developmental needs. We believe children learn best through play. Because of this, we offer our children a developmentally appropriate emergent curriculum designed to meet the needs and interests of each individual child based on his/her developmental level. This curriculum provides opportunities to enhance all areas of children's development such as cognitive, language, social, emotional, physical, and creativity through an array of positive learning experiences in an educational, hands-on learning environment.

Brighton Preschool Foundational Beliefs



Preschool Mission

Brighton Center's Preschool Mission is to support the overarching Brighton Center Mission by providing an inclusive early childhood environment for children ages 6 weeks up to 5 years of age with a blended and best practice approach of early childhood intervention, early childhood education and individualized therapeutic programs.

Preschool Goal

Brighton Center's Preschool Program works to improve the quality of life for children of all abilities by improving their development and ensuring that they are provided with an opportunity to participate in the general education curriculum when they transition into the public-school system.

Framework

Pillars:

Brighton Center Preschool's curriculum is emergent, child-centered, and focused on whole child development.

Child Centric

We empower each child to reach their full potential through individualized learning and support within a holistic, collaborative environment that emphasizes intellectual, developmental, social, and emotional growth using evidence-based practices.

Family Partnerships

We honor each family's individuality and cultural background by fostering collaborative partnerships that encourage open communication about their child's progress, while our gradual enrollment process—including parent meetings and classroom observations—ensures families feel confident and comfortable with how our program aligns with their child's needs.

Inclusion

We create a nurturing and inclusive environment where all children, regardless of ability, learn and grow together through a collaborative approach, utilizing the Multi-Tiered System of Support (MTSS) model to provide targeted interventions and engaging instruction, backed by a skilled and dedicated team of educators and therapists committed to supporting each child's unique learning journey.

Foundation:

Brighton Center Preschool's foundation of optimism, hope, and empowerment is the mindset on which we build all our efforts.

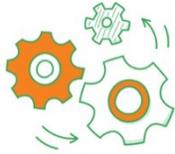
Bedrock:

Brighton Center Preschool's core values are the bedrock that supports everything we do. Our passion for the children we serve is our purpose and we serve them with integrity. We honor our relationships with each other and those we serve and this allows us to strive for greatness in an environment that is rewarding.

Enrollment Process, Requirements and Security

Enrollment Process at Brighton Center

Brighton Center is committed to a child-centered enrollment process that prioritizes understanding each child's abilities and needs, ensuring they are placed in the optimal classroom environment for success. Throughout the enrollment journey:



Assessment and Support: Our team continuously assesses each child's unique abilities and needs during the onsite tour, 3-day visitation, and initial enrollment period. If at any point we encounter challenges in the process, we provide additional resources or referrals to community providers who may offer support.



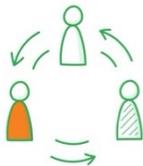
Tour: Families interested in enrolling at Brighton are encouraged to tour our center with their child. This allows our Directors to connect with you, understand your preferences, and address any questions or concerns you may have.



Developmental Screening: Before or during the tour, families complete the Ages & Stages Questionnaire (ASQ), a developmental screening tool that informs our classroom placement decisions.



Registration: Following the tour, families can register their child for the next available enrollment, with a requested \$250 deposit. If there's no immediate availability, the deposit is held until a spot opens up.



Visitation: Once availability arises, a 3-day visitation is required. During this period, we assess your child's needs further to ensure the classroom is the best fit.



Initial Enrollment: After the visitation, enrollment is finalized, taking into account the optimal placement for your child. Our team meets to discuss next steps, supports, and services to facilitate a smooth transition.



Support and Monitoring: We understand that transitions can be challenging for children. Over the initial 4-week enrollment period, we closely monitor and assess your child's progress, providing necessary support and adjustments to ensure their success.

Required Paperwork

Enrollment is open to any child ages six weeks through 5 years. The following forms must be reviewed, completed, signed and/or turned in before your child begins attending Brighton Center's Preschool Program as well as annually while enrolled:

1. Annual Enrollment Form / Statement of Health
2. Current Immunization Record / Health Insurance Carrier Information
3. Family Handbook Acknowledgement / Reviewed ECE Calendar
4. Discipline and Guidance Policy
5. Child Processing Form
6. Access Control System Request Form
7. Billing and Collection Policies and Procedures / Tuition Express Authorization
8. CACFP Meal Benefit Income Eligibility Letter and Application / WIC
9. Sunscreen and Insect Repellent Authorization Form
10. Emergency Preparedness Plan
11. Classroom Emergency Information / Child Assessment Form / All About Me
12. Transportation Safety / Safety Recalls / Gang Zone Information
13. DFPS Information on Shaken Baby Syndrome and SIDS/ Safe Sleep for Babies / Restrictive Infant Equipment / Child Abuse Awareness /
14. Breast Feeding is Best / Children's Developmental Milestones /Eco-healthy Tips
15. Hearing and Vision Required at the age of 4 years old.

Security

The safety of your child is our top priority at Brighton Center Preschool. To ensure this, we use an access control system for both the main building entrance and the preschool classroom area.

Access Control:

- Upon enrollment completion, each registered authorized adult listed as an approved pick-up personnel will go through our biometrics screening process to grant access to both the main entrance and access areas.

Entering the Building:

- Each family member will use biometrics for entry.
- Parents who have not registered for biometrics access must check in at the front desk.
- Holding the door open for others is not permitted.

This process ensures the well-being of all children in our care.

Confidentiality

Children's enrollment information, individualized child screenings, and developmental assessment results are confidential. Families have the right to access their own child(ren)'s record upon request following the records request procedure. While children are being cared for, events may occur that require access to information about a child to protect the child and/or others in care or for program observations and audits. We only allow access to your child(ren)'s record to our staff and our reporting agencies which include but not limited to Health and Human Services, Workforce Solutions Child Care Services, Texas Rising Star, National Association for the Education of Young Children or as required by law.

It is important for all families to remember to provide information regarding your child to only the Director, Assistant Director, and your child's educators. Any information and/or forms mandated by our reporting agencies will be maintained in the child's record and kept in a safe and secure area in the center's office. Other information pertinent to the child's wellbeing and developmental progress such as but not limited to allergy information, specific strategies or plans, or information relevant to the child will be maintained in the child's classroom for internal use only. Before sharing information about a child with other relevant providers, agencies, or other programs outside of what has already been mentioned above, we will request written consent from the family. We shall maintain confidentiality and shall respect the family's right to privacy, refraining from disclosure of confidential information and intrusion into family life. However, when we have reason to believe that a child's welfare is at risk, it is permissible to share confidential information with agencies, as well as with individuals who have legal responsibility for intervening in the child's interest.

What to Send with Your Child?

To ensure your child has a comfortable and fun day at Brighton Center, please provide the following items:

Essentials:

- Diapers/Pull-ups/Underwear: Please send enough disposable diapers or pull-ups for the day, or one week's supply of cloth diapers. Remember to label them with your child's name. Undergarments are only needed for fully potty-trained children.
- Clothing: Pack two extra sets of labeled clothing for unexpected spills or accidents. We will call you if we need more clothes and none are available.
- Shoes: Closed-toe shoes are mandatory, preferably tennis shoes, for both safety and outdoor play.

Comfort Items:

- Nap Mat and Cot: We provide clean, sanitized nap mat/cot, sheets, and blankets daily.
- Soft Toy: Your child may bring one soft toy for naptime comfort. This can help ease separation anxiety and create a sense of familiarity.

Additional Notes:

- Toys: Please leave toys at home unless requested for a specific show-and-share activity. We take responsibility for the materials provided at the center, but not for personal items.
- Outdoor Play: We prioritize daily outdoor play as per Department of Family Protective Services and National Accreditation of the Education of Young Children guidelines. Please dress your child, accordingly, including proper footwear and proper outer wear appropriate for the weather.

Parent Communication:

- If we need anything additional for your child or have any concerns, we will contact you immediately.

Center Hours

Brighton Center Preschools operate yearly from 7:30 a.m. to 5:30 p.m., Monday through Friday. To maintain a smooth routine for the children, drop-off is by 9 a.m. However, late arrivals with a doctor's note will be accommodated.

Brighton Center Preschool will be closed throughout the year for holidays and staff training, families will be provided an annual calendar. Please remember there will be no reduction in tuition for these days.

Transitioning Children

At Brighton Center, we understand that transitions to new classrooms can be a big step for young children. That's why we ensure a smooth and supportive process as your child moves to a new classroom, whether based on age advancement or specific needs.

- The decision to transition your child will be made collaboratively between our Director and your family. We'll carefully consider your child's developmental stage and any individual needs.
- Once a transition is planned, you'll receive a warm welcome letter and information packet about the new classroom one week in advance.

Meeting Your Child's New Team:

- You'll have the opportunity to meet the dedicated educator in your child's new class and discuss their daily schedule, routines, and procedures.
- We understand that every child's needs are unique, so the transition period will be tailored to individual preferences and comfort levels. It typically lasts one week but can be adjusted based on your child's pace.

Step-by-Step Introduction:

- On the first day, your child will visit the new classroom for one hour each in the morning and afternoon.
- Gradually, the length of these visits will increase throughout the week, allowing your child to familiarize themselves with the new environment and build confidence.
- By the final day, your child will spend most of the day in their new classroom, feeling prepared and excited for their next adventure.

Open Communication and Preparation:

- Before officially starting in the new class, we will request necessary paperwork and invite you to a meeting with the educators and Director.
- This conference is a chance for you to ask any questions, discuss the welcome packet information in detail, and share valuable insights about your child's personality, interests, allergies, and any special concerns.
- Our educators will actively listen and create a personalized plan to ensure your child's smooth integration into the new classroom environment.

We believe in partnering with families to foster a seamless transition experience for your child. Our dedicated staff is committed to providing ongoing support and communication throughout the process.

Absences and Vacation

Tuition charges will remain consistent regardless of absences. This is necessary to ensure staff coverage and your child's place in the program. Tuition charges will also remain consistent regardless of center holidays or closed days for inclement weather.

Withdrawals

Notice: We understand that circumstances may change, and parents have the option to withdraw their child from our program at any point during the year. However, to ensure a smooth transition for both staff and students, a written two-week Notice of Withdrawal form is required. Please submit this form to the program Director.

Financial: A pro-rated tuition fee may apply depending on the timing of your withdrawal. Please note that failing to provide the required notice will result in full tuition being due for the following two weeks. Additionally, all outstanding tuition fees must be settled before your child's final day. Please be aware that any remaining balances may be referred to a collection agency.

Finalizing Your Child's Enrollment: On your child's last day of attendance, please return their access control card to the program Director. This ensures the security and safety of our facility.

Attendance, Drop-Off, and Pick-up

Every day at Brighton Center Preschool is a vibrant journey of discovery for your child! Regular attendance allows them to blossom into confident communicators, building friendships and navigating differences with empathy. Playful interactions become a chance to practice valuable skills like compromise and respect, and lunchtime chatter builds confidence in expressing their voice.

To keep little minds focused on learning and our community thriving, here are some guidelines for our daily routine:

- Latest Arrival time is by 9 a.m. Consistency helps children feel secure and thrive in their classroom environment.

- Doctor's appointments and therapy: A quick note at drop-off helps us ensure a smooth schedule for all. If a morning appointment arises, a later arrival by 10 a.m. is allowable.

Upon arrival, each day's adventure begins with a quick health check-up for everyone's well-being. This ensures a healthy learning environment for all our tiny explorers.

Saying goodbye can be bittersweet, and sometimes those little faces might show a flicker of sadness. Remember, even brief separations are important building blocks for your child's independence. Our experienced educators are experts at gentle goodbyes and creating a warm, welcoming classroom where every child feels loved and secure.

Cell Phones

Protecting Children's Privacy:

At Brighton, we prioritize the safety and privacy of our young learners. To ensure their information remains confidential, we kindly request that parents and guardians refrain from using personal cell phones while inside the classrooms or during drop-off and pick-up times. This aligns with our commitment to safeguarding children's privacy and adheres to best practices for early childhood education.

Reasons for this Policy:

- Unintentional Privacy Breaches: Children's conversations and activities within the classroom are confidential. Cell phone use, even unintended, carries the risk of capturing sensitive information, violating their privacy.
- Focused Learning Environment: Distractions, including those from personal devices, can hinder children's focus and engagement in learning activities. Our educators dedicate their full attention to creating a stimulating and nurturing environment free from distractions.
- Building Strong Connections: Limiting phone use during interactions encourages face-to-face communication and fosters stronger connections between children, educators, and families.

Alternatives and Communication:

We understand the need for connectivity. Should you require urgent assistance during drop-off or pick-up, please contact the front desk directly. Additionally, designated areas outside classrooms are available for phone use as needed. Our staff is always happy to answer questions or address concerns – feel free to discuss them directly at any time.

Release of Children

This section outlines procedures for authorized pick-up and emergency situations.

Authorized Pick-Up:

- Only individuals listed on your child's enrollment form and holding a valid Texas Driver's License can pick up your child.
- Notify the office in writing of any changes to pick-up authorization.
- In cases of divorce, indicate legal custody and authorized pick-up individuals on the enrollment form.
- For sole custody, provide a copy of the relevant court document for our records.

Emergency Pick-Up:

- If someone not listed on the enrollment form needs to pick up your child in an emergency, follow these steps:
 - Provide written authorization signed by you, including the person's name and description.
 - The individual must present a valid photo ID upon arrival.
- We cannot release children to unauthorized individuals under any circumstances.

Child Custody:

Brighton will remain a neutral safe haven for each child enrolled in our program. Conflict among parents/guardians is often unsettling for a child and can cause stress that disrupts the child's learning. Parents/guardians should avoid bringing conflict into the school setting. Uncertainty about who will pick up at the end of the day is a common source of stress. To help the child feel secure, parents/guardians should determine who will pick up the child after school each day and communicate this to the child. The Parents/legal guardians of a child will retain all education rights, including access to records, authorization to pick up, and access to the child at school, unless Brighton has a copy of an active court order (restraining order, court custody agreement, etc.) on file that restricts the education rights of the parent/guardian. If a court order is in effect for a child enrolled in Brighton, the parent/guardian must provide a copy to Brighton. Once Brighton is in possession of the court order, Brighton will adhere to the terms of who has access to the child and the child's education records.

Family Partnership/Events

Family Partnership is a collaboration made up of families and Preschool team to foster communication, education and support the program. This partnership offers an opportunity for families to meet with one another on a formal and informal basis, work together on projects to support the preschool, and learn from and provide support for each other.

Brighton Center provides families with various opportunities throughout the year for family engagement and encouraged participation in our program. Brighton Center has family events throughout the year. These events offer an opportunity to socialize with each other and visit with your child(ren) in their learning environment. Please see the Brighton Center Calendar for when these events take place.

Throughout the year, Brighton Center Preschool and the Family Partnership may help support events to provide additional resources for our program. These resources could include enriching educational materials, special events for the children, or program enhancements that benefit all our students.

We believe that everyone's participation, big or small, can make a significant difference in the lives of our young learners. That's why we encourage all families to join us in these efforts, whether it's by donating, volunteering, participating in events, or simply spreading the word.

Here are some ways you can get involved:

- Donate: Every contribution, no matter the amount, helps us reach our goals. You can donate online, through cash or check at the school, or by participating in silent auctions or other initiatives.
- Volunteer your time: If you have some spare time and a willingness to help, we can always use your talents! Share your skills by helping with event planning, decoration, set-up, or food preparation.
- Spread the word: Tell your friends, family, and neighbors about our efforts and encourage them to get involved. Sharing information on social media or by word-of-mouth can greatly increase our reach and support.

<https://www.facebook.com/BrightonPreschoolSA>

<https://www.instagram.com/brightonpreschool/>

<https://www.linkedin.com/company/brighton-preschool-san-antonio>

https://x.com/i/flow/login?redirect_after_login=%2FBrightonPresch1

By working together, we can ensure that Brighton Center Preschool continues to provide a stimulating and enriching environment for all children. We appreciate your support and look forward to partnering with you in our endeavors!

Partnering with You

We believe in open communication and collaboration with our families. Please don't hesitate to reach out to our staff if you have any questions, concerns, or need to discuss your child's individual needs. We are dedicated to working together to create a nurturing and stimulating environment where your child can thrive.

Open Door Policy

Brighton Center has an open-door policy. Parents are welcome to visit any time during the program's regular hours of operation. We recommend that visits be before or after nap to not disrupt the children's daily routine. We also ask that parents not enter the kitchen unless our Cook is present due to health and safety precautions. Due to the safety of the children, family members will only be allowed to visit during special events and/or occasions. Should families need to make any changes/updates to their enrollment information, please see the Director and/or program assistant.

How to Contact Us

We encourage families to email, call, write or talk to Brighton Center staff in person. Our front office is open from 8am – 5pm. In the event, you may need to reach us before or after these operating hours please refer to the following options below:

- For the Director's direct office line at Higgins location dial 210-826-4492
- For the Director's direct office line at Lullwood location dial 210-826-4492
- You may also contact us via email at preschool@brightonsa.org

Birthdays

We cherish celebrating our children's birthdays! It's a wonderful opportunity to recognize each child's unique personality and spread some extra joy in the classroom.

Bringing Treats:

- You're welcome to bring store-bought cake, cupcakes, or other treats to share with the class. The Texas Health Department requires all food items to be purchased from licensed stores/facilities to ensure everyone's safety.
- While we encourage nutritious snacks, we ultimately respect your family's choices for how you wish to celebrate your child's special day.

Nut-Free Environment:

- Please remember that all Brighton Center locations are nut-free facilities. This means no nut products, including baked goods containing nuts or traces, are brought in.

Celebrating Inclusively

- We believe in fostering a sense of community and belonging for all children. Therefore, private birthday celebrations with classmates at the center are only permitted if all children in the class are invited. This ensures everyone can participate and avoids potential feelings of exclusion.
- To celebrate with specific classmates outside the center, we respectfully request that invitations not be distributed within the classroom. You can share details directly with those families outside of school hours.
- We request our families to let staff know a week in advance if you plan to bring a treat to school. This gives an opportunity to inform those who do not consume sweet treats.

Immunizations

Every child enrolled at Brighton Center must have the required immunizations. If for some reason immunizations are contraindicated, the school must have on file a yearly statement signed by the child's doctor as to the fact that immunizations will not be given. Immunizations must be updated as required and a copy given to the center to be placed in your child's file.

Brighton Center understands that there may be times where a child may be under immunized based on doctor recommendations due to the various reasons. However, we ask that these immunizations be caught using the quickest timeline advised by the child's doctor and a copy of the child's immunization record must be provided to the center. Should a vaccine- preventable disease occur in the program, procedures for illnesses will be followed and parents will be notified immediately to pick up their child who is under immunized due to the child being susceptible to the disease.

Program Discharge Policy

Participants may be asked to withdraw from the program for the following reasons:

- Delinquency with payment or/and consistently paying tuition late.
- Failure to provide required records or to meet the standards of the Texas Department of Family and Protective Services and the National Association of the Education of Young Children.
- Consistently late pick-up of a child or failure to notify Brighton Center of a child's absences.
- A problem continues which negatively affects other children in attendance at Brighton Center such as threats directed towards children, staff, or self.
- Failure to comply with the request of the Director for solutions for better serving your child. (For example: parenting classes, action plans, copy of IEP's or any related documentation, and needed diagnoses)

What can parents do to help?

- Always notify Brighton Center office each day your child is absent.
- Follow all policies and procedures for both program and billing.
- Participate in the Family Partnership and Brighton Events.
- Provide appropriate positive discipline and guidance.
- Help prevent the spread of germs and infectious diseases by washing your hands and your child's hands upon arrival.
- Maintain open communication with staff. Comments and questions are always welcome.
- Keep children's enrollment agreements up to date with current addresses, phone numbers (home, cellular, pager, and work), medical information, etc. This requirement is mandatory for licensing requirements as well as for the well-being of the children.
- Provide a doctor's statement that your child is physically able to participate in the center's program.
- Bring in immunization records every time they are updated for your child's file.
- Be involved with your child and follow up with the activities from your child's class.
- Brighton Center encourages parent volunteers. Please talk with your child's educator about ways you can contribute.

Staff Requirements and Discipline and Guidance Policy

Statement of Non-discrimination

Brighton Center Preschool does not discriminate based on race, religion, color, sex, national origin, disability, lifestyle, or any other basis prohibited by law.

Staff Requirements and Discipline and Guidance Policy

At Brighton Center's Preschool program, your child's well-being and development are our top priorities. We understand the importance of trusting the individuals entrusted with your child. That's why we carefully select and train our staff to ensure they possess the qualifications, experience, and dedication necessary to nurture each child's potential.

Meeting the Highest Standards:

- **Qualified and Committed:** Every staff member undergoes background checks, FBI fingerprinting, and fulfills all required health precautions, as mandated by the Texas Department of Family and Protective Services.
- **Experienced Educators:** Our Educators hold at least a Child Development Associates certification or equivalent work experience. Many also have bachelor's or master's degrees in early childhood education, providing a solid foundation of knowledge and best practices.
- **Continuous Learning:** We believe in ongoing professional development. Our staff receives regular training from certified early intervention specialists, physical therapists, occupational therapists, and speech therapists as well as early childhood experts. These experts also collaborate with classroom staff to provide additional support and guidance.
- **First Aid and CPR Certified:** Every staff member is equipped to handle emergencies with confidence, ensuring the safety and well-being of all children.
- **Dedication to Professional Development:** Each year, our staff completes at least 30 clock hours of training, covering a wide range of topics including curriculum development, child assessments, positive guidance strategies, and working effectively with children with disabilities.

Building Strong Relationships:

- **Dedicated Teaching Teams:** Each classroom has a dedicated teaching team with primary responsibility for the children in their class. This ensures consistent and personalized attention, fostering strong relationships between educators and students.
- **Personalized Care:** Our teaching staff goes above and beyond to provide ongoing

personal contact, engaging learning activities, and attentive supervision. They are readily available to address your child's individual needs and ensure their comfort and well-being throughout the day.

- **Minimizing Transitions:** We understand that transitions can be challenging for young children. Our program is designed to minimize the number of groups, staff, and classroom changes your child experiences, promoting a sense of stability and security.
- **Continuity of Relationships:** We believe in fostering long-lasting relationships between staff, children, and families. We strive to maintain consistency in teaching assignments and classroom groupings whenever possible, allowing children to build strong bonds with their caregivers and peers.

Discipline and Guidance

At Brighton Preschool, staff utilize developmentally appropriate practices to assist children in understanding classroom routines and expectations. Staff members positively guide children's behavior and aid in the development of self-awareness, self-direction, self-regulation, and prosocial behaviors.

Positive methods of guiding children's behavior at Brighton Preschool include:

- Acknowledging appropriate behavior using descriptive words rather than focusing solely on unacceptable behavior.
- Reminding children of behavior expectations through clear positive statements, visual aids, and modeling.
- Redirecting behavior using positive statements.
- Seeking counseling or professional support for children facing challenges that impact their school success.
- A formal behavioral plan will be implemented. Ask Director for a copy Behavioral Policy.

It is emphasized that harsh, cruel, or unusual treatment of any child is unacceptable and will not be tolerated at Brighton Preschool. The following types of discipline are explicitly prohibited:

- Corporal punishment or threats thereof.
- Punishment linked to food, naps, or toilet training.
- Physical actions such as pinching, shaking, or biting.
- Striking a child with a hand or any instrument.
- Placing objects in or on a child's mouth.
- Humiliation, ridicule, rejection, or yelling.

- Use of harsh, abusive, or profane language.
- Confinement in locked or dark rooms, bathrooms, or closets with closed doors.
- Requiring a child to remain silent or inactive, such as through time-out.

For children with persistently serious and challenging behavior, collaboration between educators, families, and professionals is emphasized to develop and implement individualized plans supporting the child's inclusion and success. Each preschool includes an Inclusion Director trained in appropriate de-escalation skills and strategies.

Supervision

Our educators supervise toddlers/twos by sight and sound. Our educators ensure this by room arrangement and positioning themselves to be able to always hear all infants and toddlers and to be able to easily see all infants and toddlers (if not in the direct line of sight, then by looking up or slightly adjusting one's position) by at least one member of the classroom teaching staff. When toddlers/twos are sleeping, our educators can monitor them through direct visual and auditory supervision. The educators work as a team to check the sides of cribs to ensure that they are up and locked. Our educators, assistant educators, and resource educators are aware of, and position themselves so they can hear and see, any sleeping children for whom they are responsible, especially when they are actively engaged with children who are awake.

Our Preschool and Kinder Ready teaching staff supervise children primarily by sight and supervision for short intervals by sound is permissible, if educators check frequently on children who are out of sight (ex. those who are in a library area, or who are napping). Our educators must be aware of where children are always. Our educators ensure this by room arrangement and positioning themselves effectively. When an allied professional (such as a therapist, EIS, etc.) is working with one or more children, that person may not be considered a member of the teaching staff for supervision purposes only. Preschool children may be momentarily out of sight and sound if the child is back in sight and sound within one minute (this pertains only to the classroom or playground environment a child is never allowed to be left alone unsupervised).

Staff Providing Childcare Outside of the Center Hours

At Brighton Center Preschools we understand how hard it is to find a trustworthy person to watch your child(ren) in the evenings or on weekends and that our teaching staff would be a likely candidate to help. Although we cannot prohibit our educators from volunteering or accepting a request to care for our child(ren) outside of the center hours, we strongly discourage it due to conflicts of interest that may arise which could disrupt business and/or negatively impact the service of our center's children.

Brighton Center works with outside agencies who may be potential grant donors, funders, or board members to come in and tour or do volunteer work here at the center. We also allow all therapists to come and work with the children we serve because we encourage and support families to make the primary decisions about services that their children need, and we encourage families to advocate to obtain needed services. All volunteers or therapists will be asked to sign in at the front office and wear a volunteer badge during their time at the center.

All families, regardless of family structure; socioeconomic, racial, religious, and cultural backgrounds; gender; abilities; or preferred language are included in all aspects of the program, including volunteer opportunities. These opportunities consider each family's interests and skills and the needs of program staff. Volunteer opportunities will be limited to once a month for no more than one hour if they choose to not take a background check. Volunteers are required to complete a background check or Criminal History Record Check if they will spend more than one hour in the classroom interacting with the children. Reach out to your Preschool Director if you would like to volunteer.

Preschool Curriculum and Classroom Goals

Preschool Curriculum Framework

- Encourages the development of the “whole” child to include the domains of cognitive (early literacy, early mathematics, science, technology, creative expression and appreciation for the arts, health and safety, and social studies when age appropriate), language, social, emotional, and physical development.
- Reflects the program’s philosophy, goals, and objectives. It allows for adaptations and modifications to ensure access to the curriculum for all children.
- Our curriculum helps early childhood educators build their environment and provide the foundation for success for every child by connecting educators, children, and families to inspired teaching and learning experiences, informative data, and stronger partnerships through the leading early learning platform and solutions.
- The developmental (cognitive, social, emotional, physical) and content-based (literacy, math, science, etc.) domains are presented and experienced in an integrated manner.
- Reflects diversity (gender, age, language, and abilities) and is culturally sensitive and responsive of individual family’s values, beliefs, and home language. This can be observed in interactions as well as evident in equipment and materials. Is primarily “child-centered” and emergent. Activities, materials, and themes are “driven” by the developmental needs of children in the classroom as well as their interests. Input into the curriculum also comes from children’s families and the community. The educator capitalizes on these and uses them as an avenue for intentional teaching. Project work is valued and encouraged.
- Through individualized learning experiences, structured lessons, and hands-on learning, your child will develop comprehensively, gaining a variety of skills and knowledge in areas like literacy, mathematics, science, creative expression, social skills, and everything in between.
- Provides materials and experiences that are presented in an organized learning environment (both indoors and outdoors) to include learning centers for preschool children and learning zones for infants and toddlers. Children freely explore and experiment with materials and other children as well as with educators who attempt to scaffold with them.

Brighton Center Preschool’s curriculum is emergent, child-centered, and focused on whole child development. Educators plan according to the different interests and abilities of the children in the classroom. Ideas emerge from the children and educators working together, with the educators being able to actively listen to the children’s desires and then act upon them. The educators pick up the children’s cues through

conversations and open-ended questions. This approach also allows educators to change and modify the curriculum easily in response to things that happen over the day. Our child-centered approach allows educators to look carefully at children and create a flexible program that meets their needs. Planning the curriculum in each classroom will be based on:

- Knowledge of child development.
- The understanding of developmentally appropriate practices and following the guidelines of developmentally appropriate practices. *Developmentally Appropriate Practice in Early Childhood Programs* by Carol Copple and Sue Bredekamp, third edition.
- Sensitivity to children's personal experiences, interests, and individual learning needs.
- Knowing that children learn best through first-hand observation, play, and direct experience.
- Being responsive to individual family home values, beliefs, experiences, and language.
- Promoting a respect for the cultural diversity of staff, children, and their families.

Source: www.naeyc.org

Preschool Curriculum Goals

Brighton Center's Preschool Program works to improve the quality of life for children of all abilities by improving their development and ensuring that they are provided with an opportunity to participate in the general education curriculum when they transition into the public-school system. The success of the Preschool program is measured by our Curriculum Assessment tool. This assessment is administered at several intervals during a child's enrollment in Brighton Center (initially and twice annually) to ensure that all delays are identified in a timely manner, children receive individualized supports based on their specific needs and that developmental progress is being made. The information is then shared with families at bi-annual Family Educator Conferences to ensure consistency and support at home. For any child that is not making progress in any area of development, the families are notified, and a referral is made to our therapy team that is onsite and/or Special Education Support and Services (SESS) program for potential evaluation at the child's local school district and support services. The center's goal is that 100% of all children enrolled will make progress in their development during the year.

As a whole, our curriculum goals focus on providing children with opportunities to:

- Develop safe and healthy habits in young children with an emphasis on proper hygiene, sound nutrition, exercise, and physical care.
- Foster positive self-esteem and creative expression.
- Support the development of social skills such as sharing, cooperation, generosity, and empathy.
- Stimulate cognitive problem-solving skills with an emphasis on the concepts of cause and effect, classification, serialization, space, time, numbers, shape, and colors.
- Strengthen communication skills necessary for listening, reading, writing, and speaking by providing an environment rich in the practical use of words.
- Enhance fine-motor and gross-motor skills.
- Expose children to different ethnic cultures.

Our curriculum also allows for a balance of indoor/outdoor, quiet/active, individual/group, and child initiated/staff-initiated activities. Classrooms and playgrounds are set up into learning centers for preschool age and activity zones for infants and toddlers. All classroom schedules are designed to provide the children with structure yet allow them the flexibility to meet each child's individual developmental needs. Educators use several curriculums as resources for developing lesson plans and activities.

- Developmentally Appropriate Practices.
- Teaching Strategies Gold for our Infant, thru Kinder Ready classrooms.

Infant Classroom (Higgins Campus Only)

Goals in these classrooms focus on enhancing all areas of your child's development such as:

- Self-help skills
- Development of fine and gross motor skills
- Early language & literacy skills
- Social and emotional skills
- Cognitive skills
- Early creativity



Transition Classroom

Goals in these classrooms focus on enhancing all areas of your child's development such as:

- Self-help skills
- Development of fine and gross motor skills
- Early language & literacy skills
- Social and emotional skills
- Cognitive skills
- Early creativity



Preschool Ready Classroom

Goals in these classrooms focus on providing your child with opportunities to:

- Foster and develop social skills.
- Develop and build their vocabulary and language skills.
- Build and refine their fine and gross motor skills.
- Discover how their bodies work through music and movement.
- Explore their world through science and sensory activities.
- Develop early literacy, computer, and math skills.
- Develop problem solving and negotiation skills.
- Self-expression with art mediums.
- Acceptance of others who are different.
- Learn how to be the voice for those who cannot speak for themselves.

Kinder Ready Classroom

Goals in these classrooms focus on providing your child with opportunities to:

- Foster and develop social skills.
- Develop and build their vocabulary and language skills.
- Build and refine their fine and gross motor skills.
- Discover how their bodies work through music and movement.
- Explore their world through science and sensory activities.
- Develop early literacy, computer, and math skills.
- Develop problem solving and negotiation skills.
- Self-expression with art mediums.
- Acceptance of others who are different.
- Learn how to be the voice for those who cannot speak for themselves.



Classroom Ratios

| HIGGINS | Staff: Child |
|------------------------------------|---------------------|
| Infant 1 (6 weeks – 11 months) | 1:4 |
| Infant 2 (12 months - 18 months) | 1:5 |
| Transition 1 (18 months – 3 years) | 1:6 |
| Transition 2 (18 months – 3 years) | 1:6 |
| Preschool (3 years – 4 years) | 1:8 |
| Kinder Ready (4 years to 5 years) | 1:8 |

| LULLWOOD | Staff: Child |
|-----------------------------------|---------------------|
| Transition (18 months – 3 years) | 1:6 |
| Preschool (3 years to 4 years) | 1:6 |
| Kinder Ready (4 years to 5 years) | 1:6 |

Our program maintains developmentally appropriate teaching staff-child ratios within a group size to facilitate adult-child interaction and constructive activity among children. Our teaching staff-child ratios within group size are maintained during all hours of operation, including:

Indoor time, outdoor time, and during emergency transportation.

In the early opening hours and later closing hours, the classrooms will begin to combine with the appropriate mixed aged groups for the teaching staff to meet the ratios of the children in their care.

**Preschool
Inclusion
Team**

Our Inclusion Mission

Brighton Preschool is dedicated to meet our students needs in the most inclusive environment. We believe all children, regardless of ability, learn and grow alongside each other in a supportive environment. We cultivate a nurturing environment where children learn from and collaborate with their peers.

We utilize the Multi-Tiered System of Support (MTSS) model to identify each child's needs and provide targeted therapeutic interventions alongside engaging classroom instruction. This ensures every child receives the support they need to thrive.

Our team of educators, therapists, and inclusion professionals possess the expertise and passion to support every child's unique learning journey. We work together seamlessly to provide consistent and comprehensive support for all children and families within the classroom setting.

Our dedicated Inclusion Team plays a vital role in this by observing students in the classroom. These observations help us identify any developmental needs or adaptations to your child's curriculum they may benefit from.

The Inclusion Team will share their observations with you and discuss all available screening options. This collaborative approach ensures we're providing the best possible support to meet your child's individual needs.

If you have any questions regarding inclusion, or how we can support your child, please stop by our office in the Preschool or send us an email:

PreschoolInclusionTeam@Brightonsa.org



Meet Our Inclusion Team



Tina Galindo
Inclusion and
Clinic Director



Mariah Sufon
Inclusion Instruction
Coach



Emily Hernandez
Pediatric Speech
Language Pathologist



Reyna Williams
Pediatric Speech
Language Pathologist



Amanda Leslie
Pediatric
Occupational
Therapist



Grace Breuer
Pediatric Certified
Occupational Therapy
Assistant



Kendyll Lewis
Pediatric Physical
Therapist



Christina Potter
Pediatric Certified
Occupational Therapy
Assistant

Assessments

Preschool Assessments

Educators assess the children's developmental level throughout the year using curriculum checkpoints and documentation. The educators assess the children on an ongoing basis in the classroom and outdoor environment, which they are in daily. Our curriculum goals and objectives guide the educators' ongoing assessment of the children's progress. Most of the assessments are done through observations or collected as samples and a few occur on a 1-to-1 basis. Educators use this information to help them complete an authentic assessment of our Curriculum. This assessment is completed every six months with an initial assessment conducted sixty days upon enrollment. The educators use the results to:

- Plan for children's individualized learning experiences,
- Arrange for developmental screening and referral for diagnostic assessment when indicated,
- Identify children's interests and needs,
- Describe the developmental progress and learning of children,
- Improve curriculum and adapting teaching practices and the environment,
- Plan program improvement, and
- Communicate with families.

The educators use several assessments means as they work to create individual learning experiences for the children to help with the development of lesson plans and activities. These assessments also provide a naturalistic assessment of the children and standardized norms, reliability, and validity reflecting the center's curriculum and philosophy. The following tools are to assess each child at their developmental level and in a consistent manner to determine their interests and needs:

1. Curriculum – this assessment tool is designed for educators to observe, document, and reflect on the learning, development, and progress of children. This tool evaluates children's language, cognitive, gross motor, fine motor, and social and emotional development. The assessment results are used by the educators to plan curriculum for individual children and groups of children and to guide continuous program improvement.
2. Ages & Stages – this assessment tool is used to screen for developmental delays in the first 5 years of life. It covers 5 developmental areas: communication, gross motor, fine motor, problem solving, and personal-social.

3. Developmental Checklists – this assessment tool is used to do quick developmental assessments of a child's progress throughout the year. The information is used to determine whether the child will need to have a more in-depth developmental assessment.
4. Family Educator Conferences – are held twice per year to discuss your child's development. Families can also request additional conferences throughout the year should a need or concern arise. These conferences can be scheduled with the program assistant and/or your child's educator. During the week of conferences, families will be allowed to sign up for a time that best fits each family's schedule. Conferences will take place in one of our designated meeting rooms or virtually, where the educators and families can discuss the child's progress and assessment privately. Families will also receive a copy of their child's assessment and a copy of the goals set up for the child by the families and the educators.

The results from all assessments will be discussed with families during conferences. For any child that is not making progress in any area of development or should a developmental delay or other needs be suspected, it will be communicated to families in a sensitive, supportive, and confidential manner. Families will be provided with documentation and an explanation for the concern, suggested next steps, and information about resources for assessment. A referral to our therapy programs and special education support services and/or the local school district for evaluation and support services will be recommended. Before sharing information about a child with other relevant providers, agencies, or other programs, we will obtain written consent from families.

Families are encouraged to participate in the planning of assessments, share questions or concerns about the assessment methods, and communicate with the educators regarding your child's development at home to ensure the assessment tool meets your child's needs. Through communication with our families and with our family and educator surveys, our assessment tools are reviewed annually.

Communication

We encourage families to participate throughout the year with information about your child's development at home, home language, home schedules, and family customs and interests. The staff engage with families to learn from their knowledge of their child's interests, approaches to learning, and the child's developmental needs, and to learn about their concerns and goals for their children. This information is incorporated into ongoing classroom planning. The child's home structure is an important aspect of a child's development to ensure transitions between home and the center are smooth. It is also important to create a classroom culture which allows the child to participate in activities that best fit each family's values and beliefs.

Child Daily Reports:

Available on Apple and Android devices, or through  [ProCare](#).

- Each day, you'll receive a personalized report through our [ProCare](#) communication system, offering communication into your child's activities and well-being.
- This report will include details like:
 - Meals and snacks consumed
 - Sleep times and duration
 - Diaper changes or potty-training updates
 - Any relevant observations or notes from the educators

Sharing Information from Home:

- Before drop-off, feel free to leave a note for the educators through [ProCare](#), sharing details about your child's night's sleep, potential injuries, or signs of illness.
- This vital information helps us provide the best possible care for your child throughout the day.

Visual Snapshots with Photos and Videos:

- Through ProCare, educators have the exciting opportunity to share photos and videos with you, giving you a peek into your child's engaging activities and joyful moments.
- These visual snapshots help you stay connected and feel involved in your child's preschool experience.
- Accessing Your Information:
- All photos, videos, and daily reports are conveniently emailed directly to you.
- For added accessibility, you can also access them through the free [ProCare](#) Parent app on your Apple or Android device, or directly on the [ProCare](#) website.

Billing and Payments



Meet Our Billing Specialist

Tami Dahlberg

Preschool Billing Specialist

tdahlberg@brightonsa.org

210-547-5489

Brighton Center requires a valid credit card or bank account to be on file for processing of tuition payments. Payments are due every 1st and 15th of the month and will be automatically processed through the Tuition Express billing system. If either of these dates falls on a weekend or Brighton recognized holiday, your payment will be processed on the next business day. Refunds for withdrawing your child(ren) will not be approved unless the required two-week notice is received by program staff. In the event your credit card or bank account transaction is declined, a \$30 fee will be assessed. You will be notified, and approval to rerun the transaction or a new Tuition Express form with a new credit card or bank account information must be received and processed within 2 business days of the original decline notification. If a 2nd decline is processed, you will be notified, and your child will not return to the center until the balance is paid in full. Brighton Center reserves the right to submit any unpaid balance to a collection agency who reports to all three major credit bureaus.

Tuition Fee Schedule

Your tuition will be billed on a semi-monthly schedule. This means that your child's tuition will be due on the 1st and 15th of every month. Families who are on CCS will still be required to make their monthly copayment on the 1st or semi-monthly on the 1st and 15th. It is important for planning and staffing that your tuition is paid before service is rendered. Brighton Center does not provide statements of account unless requested by the parent.

Absences and Vacation

Tuition charges will remain consistent regardless of absences. This is necessary to ensure staff coverage and your child's place in the program. Tuition charges will also remain consistent regardless of center holidays or closed days for inclement weather.

Supply Fees

Supply Fees are due every March. During these months you will be billed an additional \$150.00 to your account. The fees are used to help purchase additional supplies needed for curriculum implementation, upgrade computer software, and the replacement of some consumable supplies. Brighton Center continuously strives for maintaining high quality services for the children and families we serve. To be competitive in our industry, maintain quality teaching staff, and keep up with general rising costs, Brighton Center's Preschool program will have institute tuition increases as needed. We will provide as much advance notice as possible regarding any increases so that families can plan accordingly.

Financial Assistance

Financial Assistance may be available to families who qualify and who are currently enrolled, apart from Brighton employees. These funds are received based on the generosity of our donors and may not always be available. Awards may be available for children with disabilities and/or whose families qualify as low income based on federal poverty guidelines or whose families can show a crisis or emergency. Eligibility determination will be based on 250% of the federal poverty level. Assistance will be determined through a qualification process set forth by the Site Director and approved by Brighton Center's Financial Assistance Committee. Brighton Center will not award financial assistance to any family who receives any childcare subsidies through other outside funding.

Child Care Services (CCS) Copayments

Brighton Center reserves a limited number of slots for families enrolled with Child Care Services through the City of San Antonio. CCS will determine if the family must pay a monthly copayment to Brighton Center. CCS families can pay this amount monthly or semi-monthly on the regular tuition dates. Brighton Center must report instances in which families fail to pay their CCS copayment by the 3rd business day of each month. If the copayment is still not received by the 25th of the month, CCS will notify the family that the outstanding amount must be paid, or services terminated. CCS may require the unpaid amount to be paid and a mandatory 60-day waiting period could be applied before reapplication for services is allowed.

<https://www.twc.texas.gov/programs/child-care>

Child Care Aware (CCA)

If you're a military family and can't use on-base childcare because it's too far away or there's a waitlist, Child Care Aware® can help! Their program provides support to eligible families by connecting them with quality childcare options in the community.

[Texas - Child Care Aware® of America](#)

Late Pick-up Fees

Brighton Center reserves the right to apply a late pick-up fee if your child is not picked up by 5:30 p.m. The fee is \$1.00 per minute after the first five minutes. Consistent and /or significant late pickups may be cause for removal of your child from the center.

Safety

Indoor and Outdoor Learning

Brighton Preschool is committed to supporting children in developing physical and cognitive skills as well as an appreciation for nature through strategically designed outdoor learning activities—every day. Each Outdoor/Indoor Learning Environment provides children with opportunities to interact with open-ended materials—both natural and recycled—in areas that reflect the five classroom interest areas (House, Block, Toy, Art and Book Areas). In designing the Outdoor/Indoor Learning Environments, special attention is given to helping children develop a sense of wonder and awe about the world around them. Children are also encouraged to practice calculated risk-taking in the Outdoor/Indoor Learning Environments. The ways in which children might take calculated risks include climbing on equipment, crawling up a slide, rolling inside a large tire, climbing a tree or sitting on a stack of crates. Educators provide watchful supervision while allowing children to freely explore the environment. Brighton Preschool provides outdoor/indoor learning for children each day. When weather does not allow outdoor play, administration will determine if children instead participate in physical activity in the indoor motor labs. DFPS Minimum Standards allow for the adjustment in the length of time required for outside/indoor play to accommodate weather, air quality, and seasonal changes. We strive to have the children engage in physical activities when the weather does not cooperate. The duration of physical activities is one hour in the morning (indoor/outdoor) and one hour in the afternoon (indoor/outdoor) based on weather conditions. During inclement weather days, these physical activities will take place in the activity room and /or classrooms based on Preschool location. The structured and unstructured physical activities consist of obstacle courses, dance, organized exercises (yoga, warmups, body movements, stretching, balancing), parades, scavenger hunts, ball activities (roll, catch).

Outdoor learning is a critical component of the instructional program and will not be taken away from children.

The Childcare Weather Watch offers valuable information on determining extreme weather conditions that may prohibit or limit outdoor play.

<https://www.c-uphd.org/documents/wellness/weatherwatch.pdf>

You may also find the Summer Safety Tips for Early Care and Education Programs

<https://childcareta.acf.hhs.gov/resource/summer-safety-tips-early-care-and-education-programs.pdf>

Health and Wellness

Brighton Center follows all necessary precautions to ensure the health and safety of all the children we serve. We follow all health and safety regulations of Texas Department of Family and Protective Service (DFPS), Metro Health Department, CCS/Texas Rising Star, and NAEYC.

Handwashing

Staff, volunteers and children must wash their hands with soap and running water:

- After arriving at the center, prior to commencing any/all classroom activities
- After outdoor activities
- Before/after eating or handling food or medication
- After assisting a student with toileting and/or toileting accident
- After toilet use
- After handling or cleaning bodily fluids such as blood, wiping noses, mouths or other body parts, tending skin abrasions, irritations, etc.
- Before any food-related activity, such as before and after setting the table for meals, nutritional activities, etc.
- After use or handling of any cleaners or toxic chemicals
- After handling or feeding animals
- After playing in water that is shared by two or more people

Additionally, staff must wash their hands:

- Before and after giving medications
- Before and after treating or bandaging a wound
- After assisting a student or adult with a communicable disease

Effective hand washing techniques include:

- Wetting hands with running water that drains appropriately
- Applying soap from a soap dispenser (not bar soap)
- Rubbing hands together, especially between fingers, for at least 20 seconds
- Using a clean nail brush for under fingernails when removing blood and/or other bodily fluids
- Rinsing hands well under running water
- Drying hands thoroughly with paper towel(s)
- Turning off faucet with a paper towel

Brighton Center is committed to providing a safe and healthy environment for all children. We achieve this through rigorous cleaning and sanitizing procedures using all-natural,

eco-friendly products. This approach minimizes exposure to harmful chemicals while maintaining a high standard of hygiene.

Cleaning Schedule

- Linens: Machine washed weekly and as needed, when soiled or used by a new child.
- Sleeping equipment: Sanitized between uses and when soiled.
- Toilets: Disinfected after all children have used them.
- Water play: Tables and toys emptied, sanitized, and hands washed before and after use.
- Sandboxes and tables: Maintained in a sanitary manner.
- Garbage: Kept inaccessible to children and managed to prevent pests and odors. Disposed of according to local regulations.
- Floors, ceilings, walls: Kept in good repair and clean.
- Child-used areas: Well-heated, lighted, and ventilated.
- Tabletops, furniture, equipment: Sanitized when soiled or clearly marked as cleaning supplies and kept separate from food and inaccessible to children.

Definitions:

- Cleaning: Removing dirt and contamination with soap and water or eco-friendly cleaning products.
- Sanitizing: Reducing germs to safe levels using soap, water, and a natural, EPA-approved disinfectant.
- Eco-Healthy Practices:
- We use all-natural, plant-based cleaning products and non-toxic pest control methods to protect children's health and the environment.

Our staff uses safe procedures to minimize exposure to any harmful chemicals. We purchase non-toxic toys and art supplies.

Additional Procedures:

- Surfaces potentially exposed to body fluids are sanitized promptly with eco-friendly disinfectants.
- Spills of body fluids are cleaned and sanitized immediately using natural cleaning solutions.
- Rugs and carpets are cleaned regularly with eco-friendly methods.
- Contaminated materials and diapers are disposed of properly.
- Toys and equipment exposed to body fluids are set aside for sanitization before reuse.

- Choking hazards are eliminated.
- Cloth toys are machine washed regularly and when contaminated.

Diaper Changing

- Our trained staff follows proper procedures for both cloth and disposable diapers, prioritizing children's hygiene and comfort.
- We change diapers every two hours, upon signs of wetness or soiling, and before and after naps.
- We respect each family's preferences and do not impose a fixed potty-training age.

Potty Training

- We understand the importance of family-centered potty training and support your decision-making throughout the process.
- Educators collaborate with families and respect any hesitation while at the center, even if the child shows readiness at home.
- We provide informational resources to help families decide when to initiate potty training.
- Once you've decided to begin, our educators offer support and encouragement while respecting each child's developmental pace.
- Due to regulations, we encourage minimizing accidents (below 3 per day) using the following options:
 - Extra clothing: Please provide at least 3 pairs of spare clothes.
 - Pull-ups: You may choose to send pull-ups for transitional periods.

Remember:

- We never force children to potty train.
- Our goal is to create a supportive and positive environment for both children and families during this stage.

Naptime

After lunch, a nap period or quiet time is provided for all children. The purpose is to provide a proper rest time environment and requirements to ensure the health and safety practices of the children in care. Nap time is a rest time for all children, even those who cannot sleep. Supervised rest/nap time will be provided for all children.

Procedures:

Following the lunchtime meal, staff will develop a system for restroom use so that a few children at a time go to the restroom, wash hands, and prepare for rest/nap time.

- Cots/mats are arranged so that each child and staff have access to a walkway without having to walk on or over the mats of other children.
- Cots/ mats are arranged so that staff can easily see all the children in the group.
- Children should sleep head-to-foot with the children next to them.
- Children are not required to sleep; therefore, an alternate quiet activity for those children will be allowed. However, children who are doing a quiet activity are to do that activity independently on their own cot/mat.
- Pillows are not allowed on mats while children are resting.
- Staff will monitor and ensure that children do not cover their heads with blankets or any other objects.
- Children will keep their shoes on during rest/nap time in case an emergency arises which requires evacuation.
- The classroom must have dim lighting (not complete darkness).
- Staff will refrain from eating/drinking in the classroom during this time

To protect your child's health, we provide a sanitized cot/mat with your child's name for naptime. Brighton will provide cot/mat sheets and blankets for each child which will be laundered weekly.

Universal Precautions

Universal precautions include treating all blood and fluids that may contain blood or blood products as potentially infectious.

All staff will use:

- Nonporous gloves
- Good hand washing
- Have the child put pressure on the cut until the educator can put on gloves or reduce exposure to blood.
- These steps must be followed during clean-up and good hand washing must always follow the use of gloves.
- Use disposable absorbent material like paper towels to stop bleeding.
- Discard blood-stained material in a sealed plastic bag and place in a lined, covered garbage container.
- Immediately clean up blood-soiled surfaces and disinfect with a fresh solution of bleach water.
- Put all blood-stained laundry in sealed plastic bags.

Inclement Weather

When unpredictable weather threatens, we understand you need clear and timely information. Here's how we'll keep you informed:

Staying Updated:

- Main Line: Call the main office for the latest updates on Brighton Preschool closures.
- Website: Visit our website for the most up-to-date information on closures and delayed openings.
-  Procare Message & Email: We may send ProCare messages and emails directly to parents with important details about closures and delays.
- Local News Media: We may announce closures through local news outlets.

Decision-Making:

While we consider closures by neighboring schools, Brighton Preschool Management makes the final decision based on our own assessment and your child's safety. Your child's well-being is always our top priority.

Emergency Preparedness Plan

Brighton Center prioritizes the safety and well-being of all children and staff. We have a comprehensive Emergency Preparedness Plan designed to address various potential emergencies and ensure everyone's safety during such situations.

Plan Highlights:

- Preparedness for Diverse Threats: The plan addresses natural disasters (tornadoes, floods, hurricanes), health emergencies (medical situations, communicable diseases), and human-caused events (intruder with weapon, explosion, chemical spill).
- Regular Drills and Training: Fire drills are conducted monthly, while severe weather, lockdown, and active shooter drills are practiced quarterly. All staff receive thorough training on emergency procedures.
- Clear Communication: In case of an emergency or evacuation, parents will be notified through our  Procare app. We will direct them to designated pick-up locations and keep them updated throughout the event.
- Facility Safety Measures: All escape routes are marked, gates are kept latched, and the building is smoke-free. Parents are asked to follow safety guidelines like maintaining fire lane clearance, handwashing, and encouraging calm behavior in children.

- Evacuation Procedures: Evacuation locations are pre-determined based on the center's location (Higgins - Northern Hills Elementary, Lullwood - Dr. Gutierrez's office parking lot). Staff will ensure safe transportation and notify parents promptly.
- Compliance and Monitoring: We adhere to safety regulations from DFPS, NAEYC, and relevant authorities. Regular inspections by these entities ensure our compliance with and adherence to best practices.
- For more detailed information:
- Drills and Procedures: This section in the handbook should cover specific procedures for each type of emergency (fire, lockdown, evacuation), outlining staff responsibilities and actions. Include a note about explicit evacuation instructions and emergency information kept readily available for each child.
- Universal Precautions: Briefly explain how the center implements DFPS and NAEYC recommendations for hygiene and disease prevention.

Gang Free Zone

The safety of our children, families, and staff is of utmost importance at Brighton Center. To ensure the highest level of safety, Brighton Center is a weapon-free, drug-free, and gang-free facility. Brighton Center sites are designated drug-free and gang-free zones, encompassing school buses and any location within 1,000 feet of any City-owned or leased property or center playground.

Effective January 1, 2016, HB 910 replaced the Concealed Handgun License with a License to Carry Handgun, which permits a license holder to openly carry a handgun in a shoulder or belt holster. However, under state law, buildings where a school or educational institution activity is being conducted will continue to be prohibited areas.

Accordingly, please note that regardless of whether a gun is holstered or concealed carried, it will not be allowed inside the Brighton Center building. All Brighton Center sites will remain gun and weapon-free.

Transportation

In an emergency, transportation will be provided by Brighton Center and/or EMS. All safety standards set by the Texas Department of Motor Vehicles and DFPS will be followed. The program has written up-to-date, comprehensive procedures to prepare for and respond to medical and dental emergencies for children and adult staff. The procedures include:

- identification of a hospital or other source of medical care as the primary site for emergency care (program staff have informed the facility of their intent to use their services in an emergency).
- immediate access to written familial-consent forms to relevant health insurance information for emergency medical treatment and transportation arrangements.
- arrangements for emergency transport and escort from the program for individuals who require immediate medical attention.
- presence of an adult with current pediatric first-aid training certification on-site at all times (training includes providing rescue breathing, management of a blocked airway, and any special procedures that physicians of enrolled children have documented that the children require); and
- individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions; conditions that require regular medication or technology support)

Animals

Small fish may be present in the classroom as classroom pets. Other animals may be brought in for special events and therapy opportunities. Proper precautions will be taken to ensure the safety of the children and animals. Proper vaccinations and a statement of health will be on file for required animals.

Water Play

We know that playful, hands-on experiences are key to early childhood development. That's why we incorporate engaging sensory water play activities into our curriculum! While we don't currently offer swimming or wading pool activities, we focus on safe and enriching water play that fosters a love for learning and exploration.

Unleashing Creativity and Exploration:

- There's no right or wrong way to play with water! Our open-ended approach encourages children to experiment, imagine, and explore freely. From pouring through colorful funnels to creating bubble towers with friends, their minds are buzzing with curiosity and joy.

Building Skills Through Play:

- Every playful interaction becomes a learning opportunity. As children pour and transfer water, they refine their fine motor skills and hand-eye coordination. Collaborative play promotes essential social skills like communication, teamwork, and turn-taking.

Science in Action:

- Water play sparks their scientific curiosity. They discover the fascinating properties of water as they explore why some objects float while others sink, compare full and empty containers, and learn new vocabulary related to water and its behavior.

Water Safety

- The well-being of all children is our top priority. We ensure their safety and prevent the spread of germs through several precautions:
 - No drinking: Only fresh, potable water is used, and children understand it's not for drinking.
 - Open sores require a break: Children with open sores on their hands cannot participate until they are healed.
 - Frequent water changes: Fresh water is used for each group of children, and the water area is thoroughly cleaned after each activity.

Daily Health Checks

Daily, educators briefly observe each child as they greet and dismiss them, noting anything unusual in their appearance or behavior. If the concern continues, the educator may escort the child to the Office for assessment by the Assistant Director and Site Director. If there is a concern, the Assistant Director or Site Director may call the parent to discuss the observations.

Brighton has established illness and exclusion criteria in accordance with the Texas Department of Family and Protective Services Minimum Standards for Licensed Childcare (Communicable Disease Chart). Brighton will not admit or allow a child to remain in school if one or more of the following exists:

- The illness prevents the student from participating comfortably in Brighton activities, including outdoor play.
- The illness results in a greater need for care than Brighton staff can provide without compromising the health, safety, and supervision of other children in care.
- The student has one of the following:
 - High fever accompanied by behavior changes or other symptoms of illness and other symptoms; Oral fever of 100.4 or higher, without fever-reducing medications (Tylenol, Ibuprofen, etc.).
 - Signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the student may be severely ill.
 - A healthcare professional has diagnosed the student with a communicable disease, and the student does not have medical documentation to indicate that the student is no longer contagious.
- Brighton should be notified by the designated person if the student has received medical attention or has been hospitalized while enrolled. A doctor's release must be provided by the attending physician.
- The child has been diagnosed with a communicable disease until medical evaluation determines that they are no longer contagious and can participate in Brighton activities. Should a child become ill while at school, the child will wait in the clinic, away from other children, and the parent will be notified via emergency telephone numbers and informed of the student's condition. The parent or a designated adult is expected to pick the child up within one hour of being contacted. If the child is not picked up in a timely fashion and left ill at the center, the Brighton staff reserves the right and is required, under law, to make a report to Child Protective Services.

When a child is sent home from school for an illness, they will receive an excused absence. An ill child must be out for 24 hours or until the symptoms are gone and/or a doctor clears the child for admittance to school.

Any time a child has an accident resulting in an injury at a Brighton Center, the child will be given First Aid or CPR, as deemed necessary, and every effort will be made to contact the parent at the time of the accident.

Accidents will be recorded in the Brighton Accident/Illness Report. A copy of the referral is given to the parents on the day of the accident. The report form is completed on all accidents, no matter the severity.

If critical illness or injury requires immediate attention by a physician, the Brighton Staff will:

- Contact EMS to take the child to the nearest emergency room.
- Give the child first-aid treatment or CPR when needed.
- Contact the child's parent.

If a child must be transported to the nearest hospital and a parent is not present, a Brighton administrator will accompany the child in the ambulance and remain with the child until the parent arrives at the hospital.

Accident/Incident & Illness Reporting

The health and safety of children are paramount. In the event of an accident, these steps will be taken:

- The child will be escorted to the office by an available staff member, while maintaining the required ratio. In the event of an emergency, a staff member will contact the office and request assistance from the Assistant Director and Site Director.
- The Assistant Director and Site Director will evaluate the child for visible injuries and determine the possibility of non-visible injuries.
- The Assistant Director and Site Director will report all serious injuries and possible communicable diseases to the Brighton Director.
- The Assistant Director and Site Director will complete the Brighton Accident/Illness Report for all injuries and provide a copy to the parents on the day of the incident. The copy will be signed and dated by the Assistant Director and Site Director and parent. The Assistant Director and Site Director will contact parents about any injury and document communication on the Brighton Accident/Illness Report.

Incident/accident reports will be presented to families by a staff member, Brighton Director, or Assistant Director and Site Director, when possible. The Brighton Accident/Illness Report will not be placed in cubbies for families. When completing the reports or in conversation with family members, staff members will not use names of other children involved. All information is confidential. It is critical that parents keep all emergency contact information, including phone numbers, up to date.

Communicable Diseases

Should a child be exposed to a serious communicable disease, such as Chicken Pox, Tuberculosis, or Hepatitis, parents are required to notify the Brighton Center staff of the exposure so that appropriate precautions can be taken to prevent the spread of the illness. A child who contracts a contagious illness will be temporarily excluded from program participation for a period of time corresponding to the duration of the communicability of the disease as established by the Texas Administrative Code. Upon return, the child must report to the campus nurse for readmission. Readmission will be given with a doctor's release, health authority permit, or exclusion for the period of time corresponding to the illness.

Please refer to the Communicable Disease Chart and Notes for Schools and Childcare Centers issued by the Texas Department of State Health Services.

All parents/guardians will be notified, in writing, within 48 hours of the Brighton Staff becoming aware that a child or staff member has contracted a communicable disease deemed notifiable by the Texas Department of State Health Services.

Lice

Brighton will provide written notice to all parents within 48 hours of becoming aware of an outbreak of lice or other infestation at the center. Sweeping lice head checks for an entire class are not permitted.

Medication

Brighton staff administer both prescription and over-the-counter medications to a child only if the child's record documents that the parent or legal guardian and a licensed health provider have given the program written permission. The child's record must include instructions from the licensed health provider who has prescribed or recommended medication for that child. Alternatively, the licensed health provider's office may give instructions by telephone to the center staff.

A record is kept of all medications given to children and signed by the Brighton center staff administering the medication(s). All medications must be in the original container and properly identified with the student's name, date, directions for administration, and name of the prescribing physician.

All medication administered at Brighton will be given by a designated Brighton staff member, specifically the Site Director or Assistant Director. The training must include the following practices of medication administration:

- Verify that the right child receives the right medication in the right dose at the right time by the right method with documentation of each right each time the medication is given.

The following guidelines will be used to administer medication:

- Parents will hand-deliver all medication to the Brighton center staff member in a pharmaceutical, properly labeled container with the original prescription label. For over-the-counter medications, (diaper ointments, sunscreen and insect repellent) must be labeled with the - child's first and last names.
- Parents will complete the "Medication Requirement Form," which may be obtained from the school staff. The form must be completed in its entirety and signed before medication will be administered.
- The Site Director or Assistant Director will store all medications, according to label instructions, in a designated, secure location. Medication requiring refrigeration will be stored in a secure, designated refrigerator. The staff ensures that medications are secure at all times.
- The Site Director or Assistant Director will administer medication as noted on the prescription label and document that medication was given on the Daily Medication Log. The staff member will also document the dispensing of medication on the individual child's Daily Medication Log.

- Any changes in the child's behavior or adverse drug reactions will be recorded and discussed with the parent.
- For medication designated "as needed," the same procedures will apply. Medication designated "as needed" will be administered as directed on the medication label and "Medication Requirement Form." "As needed" medication will be returned to the parent upon expiration or at the end of the school year, whichever comes first.
- The staff members will return all unused medication at the time of expiration or at the end of the prescribed time period. Parents will sign for returned medication on the staff's "Returning Medication Log Sheet."
- Under no circumstances will children be allowed to carry medications in their backpacks (inhalers, cough drops, over-the-counter, and all other medications). This applies to any medications such as insect repellents, sunscreen and EpiPens. Insect repellents, sunscreens and EpiPens may be kept in the locked first aid bag in classrooms after the authorization forms have been completed.

Please note: Parent authorization is not required if Brighton staff administers medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, provided that Brighton staff administers the medication as prescribed, directed, or intended.

Infant Safe Sleeping

The safety and well-being of infants in our care is our top priority. We follow strict guidelines and best practices to ensure a safe and healthy sleep environment for every child.

Following Safe Sleep Recommendations:

- **Back Sleeping:** Unless otherwise directed by a physician, all infants are placed on their backs to sleep on a firm, flat surface in a crib or bassinet that meets the U.S. Consumer Product Safety Commission (CPSC) standards. This position has been scientifically proven to reduce the risk of Sudden Infant Death Syndrome (SIDS).
- **Safe Sleep Equipment:** Should an infant arrive asleep or fall asleep in equipment not specifically designed for infant sleep (car seats, swings, bouncers), they will be gently transferred to a safe, CPSC-approved crib or bassinet.

Prohibited Items:

- **Soft Bedding:** Pillows, quilts, comforters, sheepskins, stuffed toys, and other soft items are not allowed in cribs or resting areas for infants younger than twelve months or

until they are walking independently. These items can increase the risk of suffocation.

- Swaddling: In accordance with Texas Department of Family and Protective Services (DFPS) regulations, swaddling is not permitted by our educators.

Natural Sleep Positions:

- After being placed down for sleep on their backs, infants are free to assume any comfortable sleep position once they can easily roll over on their own. This natural movement allows them to find a safe and comfortable position.

Resources and Information:

- For more detailed information about safe sleep practices and the Sleep Safe campaign, please visit the Texas Department of Family and Protective Services website: <https://www.getparentingtips.com/babies/safety/ABCs-of-safe-sleep-for-babies/>

Commitment to Safety:

Our staff is trained and committed to following these safe sleep practices at all times. We believe that clear communication and collaboration with families are essential to ensuring the well-being of every child in our care. If you have any questions or concerns about our safe sleep procedures, please don't hesitate to speak with your child's educator or our program Director.

This revised text emphasizes the importance of safety, outlines specific safe sleep practices, and provides clear information about prohibited items and swaddling. It also includes a link to valuable resources and reiterates our commitment to communication and collaboration with families.

Mealtimes

We believe that proper nutrition is vital for children's growth and development. To support this, the Higgins location will offer delicious and nutritious breakfast, lunch, and afternoon snacks.

Please note due to the size of our **Lullwood location, we are unable to offer a meal program.** Children attending this location must bring their own breakfast and lunch. We do provide nutritious afternoon snacks for all children.

Safe Storage and Peanut/Nut Free Environment:

We will ensure the safe and proper storage and service of all individual meals provided by families. As a reminder, Brighton Center is a peanut/nut-free preschool. Please check any pre-packed items in your packed meals as they often have nut derivatives to protect children with severe allergies. Please place an ice pack to keep foods cold and use a thermos to keep warm foods warm. We will not be able to heat food or keep foods cold in a refrigerator.

Resources for Healthy Meals:

Here are some helpful resources for planning nutritious meals:

www.fns.usda.gov/tn/myplate offers sample menus and nutritional guidelines.

[Reducing the Risk of Choking in Young Children at Mealtimes \(usda.gov\)](http://www.usda.gov) provides information on food allergies, choking hazards, and nutrition for young children.

Meeting Dietary Needs:

We recognize that some children may have allergies or specific dietary needs. If your child requires a substitute due to allergies or other special requirements, please provide documentation from their physician outlining the allergy/needs and acceptable substitutes.

Healthy and Balanced Menus:

Our menus for the Higgins location are carefully designed to meet the daily nutritional requirements set by leading organizations like DFPS, TRS, NAEYC. All our facilities are nut-free to ensure the safety of all children.

Transparency and Convenience:

Menus are posted online, and a copy is sent home to families at the beginning of each month. Outside food and drinks are generally not allowed, unless previously discussed and approved by our team.

Meal Schedules:

Breakfast: 8:00 a.m. - 8:30 a.m.

Lunch: 11:00 a.m. - 11:45 a.m.

PM Snack: 2:00 p.m. and 5 p.m.

Please note: Children must be present before the end of scheduled meals to be counted for meal attendance. Refer to the daily classroom schedule for any changes or updates.

Preparing with Passion:

Our licensed cook at Higgins, dedicated to healthy eating, oversees the entire food program. This includes:

- Planning well-balanced and delicious menus
- Purchasing fresh, high-quality ingredients
- Preparing meals with care and hygiene
- Budgeting and managing the program effectively

Family-Style Dining:

We foster a warm and engaging dining experience by serving meals family-style. Children sit in small groups with their caregivers, encouraging positive social interaction and healthy eating habits.

Nurturing Growth and Development:

Mealtimes are opportunities for conversation, fostering language skills and social interaction.

We never rush children to finish their meals, allowing them to listen to their bodies and develop healthy eating habits.

Child-sized utensils promote self-sufficiency and independence.

Toddlers and older children are encouraged to serve themselves according to their abilities, building confidence and fine motor skills.

Educators model healthy eating behavior and positive table manners, influencing children by example.

Additional Notes:

Toddlers/twos do not carry bottles, sippy cups, or regular cups while on the move. Staff will offer fluids from a cup when it's developmentally appropriate for each child.

To ensure safety and prevent choking hazards, educators cut all food into ½-inch squares for toddlers/twos, considering their individual chewing and swallowing abilities.

Brighton Center will use paper cups to serve water. If your child has a special dietary need you can provide a cup from home.

We believe that nutritious meals and positive mealtimes are fundamental to a child's well-being and development. At Brighton Center, we're committed to providing a nurturing environment where all children can thrive!

Infant Feeding Schedules and Nutritional Needs

We understand that proper nutrition is crucial for healthy infant development. That's why our Preschool Program meticulously follows NAEYC guidelines to ensure each infant receives the nourishment they need to thrive.

Collaboration for Personalized Care:

We work closely with families and their child's physician to design an individualized feeding schedule and menu that caters to each infant's specific nutritional needs and developmental stage. Parents play a vital role in this process by providing monthly updates on their child's feeding schedule and referring to infant feeding requirements

Safe and Secure Feeding Practices:

- **Clear Labeling:** All breast milk must be labeled with your child's full name and date of expression. Similarly, all bottles need clear labeling with your child's full name.
- **Supported Positioning:** We ensure infants unable to sit independently are held securely for bottle-feeding. For others, feeding happens while they are sitting or comfortably held.
- **No Crib Bottles:** Infants never have bottles in their cribs, and bottle propping is strictly prohibited.

Quality and Control:

- **Factory-Sealed Products:** We exclusively use formula and infant food purchased in unopened, factory-sealed containers like ready-to-feed powder and baby food jars, preparing them strictly according to the manufacturer's instructions.
- **Physician-Approved Modifications:** Unless a child's physician provides written instructions and a medical justification, bottle feedings are never mixed with solid foods.
- **Food Safety Practices:** Any unconsumed or non-refrigerated formula or breast milk is discarded after one hour. Warming happens in water at a maximum of 120 degrees Fahrenheit for no more than five minutes. Absolutely no warming of milk or other infant foods occurs in microwave ovens.

Introducing Solids Gradually:

- Solid foods and fruit juices are not offered to infants under six months old, unless their physician recommends and families approve it.
- For infants over nine months starting solids, our educators meticulously cut food into tiny pieces, no larger than ¼-inch squares, to ensure safe and manageable consumption.

Breastfeeding is Best Campaign:

Brighton Center Preschool is a strong advocate for breastfeeding mothers. We provide our staff with training on the importance of breastfeeding as well as ways to help young children understand the importance of breastfeeding. We want to help normalize breastfeeding for our families and the community we serve. Our program supports breastfeeding by:

- accepting, storing, and serving expressed human milk for feedings
- accepting human milk in ready-to-feed sanitary containers (Freezer bags are considered ready- to-feed sanitary containers) labeled with the infant's name and date
- providing storage space in a refrigerator for no longer than 48 hours (or no more than 24 hours if the breast milk was previously frozen) or in a freezer at 0 degrees Fahrenheit or below for no longer than three months.
- gently mixing, not shaking, the milk before feeding to preserve special infection-fighting and nutritional components in human milk
- providing a comfortable place for breastfeeding
- coordinating feedings with the infant's mother

Breastmilk may be stored at the following temperatures and durations:

- Refrigerator at 39 degrees Fahrenheit for up to 5 days
- Freezer at 5 degrees Fahrenheit up to 2 weeks
- Freezer compartment with separate doors at 0 degrees Fahrenheit up to 6 months
- Deep Freezer at -4 degrees Fahrenheit up to 12 months

Brighton Center will provide a private space for nursing mothers upon request. Brighton Center understands the importance of having a calm, comfortable, and cozy environment for infants to bond with their mother during nursing.

Drinking Water:

Brighton Center provides drinking water upon demand for children throughout the day, including mealtimes. This is accomplished by providing water to a child when requested. We also provide water during snack meal services when no other beverage is being served and outside of all mealtimes. We also encourage parents to provide water in place of high calorie sweetened drinks (juice drinks, soda, and sports drinks).

It is a goal of Brighton Center to provide nutritional meals and snacks to the children. To help meet this goal Brighton Center is part of the Federal Special Nutrition Program. Therefore, we do not charge separately for meals. The amount that we are reimbursed is based on the information that you provide us. Your help is required to meet the requirements for this program. This program requires several of the forms enclosed in the enrollment packet. You can help by ensuring that all forms are filled out completely. If your child has a special dietary need it is required that a doctor's note be provided. It must state the need and the alternate food that can be served. The information you provide will be treated confidentially and will be used only to determine eligibility and verify information.

Open Communication and Partnership

We believe in open communication and collaboration with families. If you have any questions or concerns about your child's feeding schedule or nutritional needs, please don't hesitate to speak with your child's educator or our program Director. We are here to work together to ensure every infant receives the love, care, and nourishment they deserve.

Standards and Accreditations

Partner Agencies

Brighton Center's Preschool program reports to the Texas Department of Family and Protective Services, City of San Antonio Metro Health, Federal Special Nutrition Program, Child Care Services, Texas Rising Star, and the National Association for the Education of Young Children. All current inspections are posted in the main hallway of the building.

Texas Department of Family and Protective Services

Texas Department of Family and Protective Services, Licensing Division was established by law to regulate child-care facilities to help protect the health, safety, and well-being of children in care. The Licensing Division has developed minimum standards that all licensed childcare facilities are required to meet. A copy of minimum standards is in the Director's office for your review. The license, latest fire inspection, health inspection, fire and gas inspection, and the latest visit from DFPS are posted in the main entrance of the center for your review.

If you suspect that your child or any child has been physically or sexually abused, report the situation immediately. Toll-free Child Abuse Hotline number (1-800-252-5400) is available 24 hours a day.

DFPS abuse hotline:

<http://www.txabusehotline.org/>

DFPS website:

<https://www.dfps.texas.gov>

Child Care Information Line:

1-800-862-5252

All staff are required to report all suspected incidents of child abuse, neglect, or both by families, staff, volunteers, or others to the appropriate local agencies. Any staff member who reports suspicions of child abuse or neglect are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious. All staff are required to take the annual preventing and responding to abuse and neglect of children found on the DFPS website.

The City of San Antonio Mental Health District

The City of San Antonio Mental Health district provides services to include health code enforcement, food inspections, immunizations, clinical services, environmental monitoring,

U.S. Department of Agriculture

Non-discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Fax (202) 690-7442,
2. Email: program.intake@usda.gov.
3. Mail: Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Workforce Solutions Alamo Child Care Services

Workforce Solutions Alamo Child Care Services (CCS) administers funding to a 12-county region, including Bexar County and its 11 surrounding counties. CCS helps parents pay for childcare while they work, go to school, or participate in job training to become self-sufficient. Additionally, Brighton Center's ECE program is a part of the Workforce Solutions Alamo Child Care Services Texas Rising Star (TRS) Program. The TRS program is a voluntary, quality-based childcare rating system of childcare providers. Both of Brighton Center's ECE centers are Four-Star Programs, and by being a part of this program it ensures we provide children and their families with quality services. All Brighton Center ECE staff are required to read and follow all of the Four-Star rules and regulations. Copies may be found in each classroom and the Director's office.

National Accreditation for the Education of Young Children

National Accreditation for the Education of Young Children (NAEYC) sets the standard for excellence and works to improve the quality of early learning programs for young children. Both of Brighton Center's Preschool centers are nationally accredited by the NAEYC. Staff are required to follow all the NAEYC accreditation standards and criteria. NAEYC accreditation is the mark of quality, helping parents find the best possible early childhood experience for their child(ren). NAEYC developed resources to support families in their early childhood education and parenting needs. Families can learn how to make the Right Choice for Kids, get information on how to give young children a great start on learning, and receive early childhood education news from all over the U.S. and world. Parents can access this information by visiting the NAEYC's website at www.naeyc.org or www.rightchoiceforkids.org.

Comments, Questions and Concerns

Parent's comments and questions are always welcome. We encourage families to raise concerns and work collaboratively with us to find mutually satisfying solutions that we can then incorporate into classroom practice. Brighton Center will actively listen to all concerns, ensure open communication is professional, and work to develop a resolution that best meets the needs of the parent, child, and program. We understand that there may be times that we cannot meet every request, but we will do our best to work with every family and to help find resources within the community if needed. Parents are welcome to request a conference at any time; we do ask for adequate time to ensure all parties are available. Should the issue need to be discussed immediately, parents may call their child's educator or via email. Please feel free to discuss classroom concerns with your child's educators, if the issue is not resolved it is important to bring the issue up for discussion with the Program Director and/or managers.

Please feel free to discuss any questions or concerns about the policies and procedures of Brighton Center with the Director and/or program assistants. Should your issues not be resolved after speaking with these individuals, you may contact Brighton Center's Chief Impact Officer.



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Brighton Center Handbook Acknowledgement

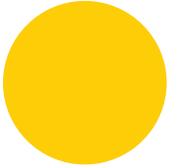
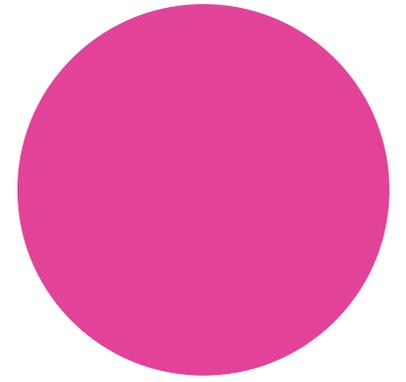
Our Preschool is committed to providing a supportive and inclusive learning environment for all children. To achieve this, we have a dedicated Preschool Inclusion Team that works collaboratively within our classrooms on a daily basis.

Our team includes therapists and coaches who will be observing children to identify any potential developmental delays or concerns. If any areas of need are observed, our team may recommend further evaluations to provide appropriate support and services. We believe in early intervention and work closely with families to create individualized plans for each child's success.

We are so thrilled to have you as part of the Brighton Preschool family! Your enrollment means the world to us. To help us keep everything on track, please take a moment to digitally sign this document. Simply scan the QR code below and fill out the form to acknowledge receipt of the handbook. Thank you for your cooperation, and we can't wait to embark on this exciting journey with you and your child!



<https://api.leadconnectorhq.com/widget/form/05zZuDZH5nNlqDOMnIS9>



Brighton
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Revised 10.08.24

