

# **BRIGHT HORIZONS**

**EARLY BIRDS - BEFORE SCHOOL PROGRAM**

**AFTER SCHOOL ADVENTURES PROGRAM**

**SUMMER EXPLORERS PROGRAM**



**An Expanded Learning Opportunity Program**

**provided by**

**Laurel-Concord-Coleridge School**

**2022 - 2023 Program Handbook**

## **WELCOME to the BRIGHT HORIZONS!**

Dear Parents and Students:

BRIGHT HORIZONS is a program designed to provide expanded learning opportunities and educational support for students (Preschool through Grade 6) enrolled at Laurel-Concord-Coleridge School. The program incorporates educational and enrichment opportunities for youth when they are not in school (before school, after school, and during the summer).

The priority for BRIGHT HORIZONS is to provide positive youth development through engaging learning experiences, as well as through school and community partnerships. Students will regularly have the opportunity to take part in hands-on learning that is not only fun and engaging, but also promotes critical thinking and creative problem solving. While BRIGHT HORIZONS' learning activities and support occur outside of the typical school day, the program is closely aligned with the school's goals and objectives.

This Program Handbook is intended to be used as a guide and includes general information and expectations. Parents are encouraged to reference the resources included in the handbook. While the handbook provides an overview of specific topics, it is not intended to be all encompassing.

Thank you for choosing LCC School's BRIGHT HORIZONS program!

### **PROGRAM CONTACT INFORMATION**

Phone: (402) 256-3133	Email: <a href="mailto:brighthorizons@lccschool.org">brighthorizons@lccschool.org</a>
-----------------------	---

### **PROGRAM LEADERSHIP AND STAFF**

Deana Leonard	Program Director	Email: <a href="mailto:deana.leonard@lccschool.org">deana.leonard@lccschool.org</a> Phone: (402) 256-3133
Vanessa Schurman	Assistant Director	Email: <a href="mailto:vanessa.schurman@lccschool.org">vanessa.schurman@lccschool.org</a> Phone: (402) 256-3133
Jeremy Christiansen	Superintendent	Email: <a href="mailto:jeremy.christiansen@lccschool.org">jeremy.christiansen@lccschool.org</a> Phone: (402) 256-3133
Paige Parsons	Elementary Principal	Email: <a href="mailto:paige.parsons@lccschool.org">paige.parsons@lccschool.org</a> Phone: (402) 256-3133
Mark Leonard	Middle School Principal	Email: <a href="mailto:mark.leonard@lccschool.org">mark.leonard@lccschool.org</a> Phone: (402) 256-3133

## **PROGRAM REGISTRATION**

BRIGHT HORIZONS is available to students during the school year to those currently attending Pre-Kindergarten through 6th grade at Laurel-Concord-Coleridge School.

### Registration

Registration applications must be submitted prior to any student attending BRIGHT HORIZONS and are available on the school district website, at any school office, or by contacting the Program Director. Students interested in registering after the registration deadline has passed will be considered only if the program is not at capacity. Registration applications may be returned to any school office as well as the school district's Central Office.

### Program Capacity

The BRIGHT HORIZONS program is considered at capacity when 45 students are enrolled. This is the maximum number of students our current space and staffing will allow.

### Required Forms

The following forms are required to be submitted with each student's application:

- Enrollment Form
- Emergency Contact Form
- Medical Information Form
- Handbook Acceptance Form
- Photo Permission Form
- Dismissal Plan Form
- Health Action Plan (if applicable)
- Direct Draft Authorization Form
- Check/Cash for First Month's Tuition (or for Annual Tuition)

### Program Acceptance/Denial

Students will be accepted based on capacity within the program and completion of all required registration forms and records. An application may be denied in the event the program is at capacity or when acceptance of a student:

- Would increase the operating cost of the program.
- Would require the procurement of new equipment, technology, or furnishings.
- Is reasonably deemed by appropriate staff to pose a potential risk to the health or safety of students or staff.

## **PROGRAM HOURS, CALENDAR, AND DAILY SCHEDULE**

During the school year, BRIGHT HORIZONS will follow the Laurel-Concord-Coleridge School calendar. The program will be available each day school is in session. The program does not operate on days or during times when school is delayed or canceled due to inclement weather or for other specified reasons. LCC School reserves the right to close the program as deemed

necessary for the safety and well being of staff and students. Full-time and part-time options are available for attendance in the after-school program. A drop-off option is not available.

#### Early Birds - Before School Program

BRIGHT HORIZONS is available each weekday morning during the school year (according to the LCC School calendar) from **6:30 am** to **7:45 am**.

#### After School Adventures Program

BRIGHT HORIZONS is open each weekday afternoon during the school year (according to the LCC School calendar) from **3:50 pm** to **6:00 pm**. Throughout the school year, there are a number of school days with a planned two-hour early dismissal. On these early dismissal school days, the BRIGHT HORIZONS program will be open from **1:50 pm** to **6:00 pm**.

#### Summer Explorers Program

BRIGHT HORIZONS operates a summer enrichment program offering high-interest topics and engaging learning experiences for LCC School students. Program offerings, schedules, rates, and registration information will be shared with students and families each Spring, prior to the end of the school year.

### **PROGRAM RATES AND PAYMENT**

#### Early Birds - Before School Program

The cost for attendance in the Early Birds - Before School Program will be determined annually. The tuition fee provides for program participation each school day morning during the school year from 6:30 am to 7:45 am. Part-time or Drop Off options are not available for the Early Birds program.

The first monthly tuition payment for August must accompany the Registration Application, with local checks or cash accepted. Automatic withdrawal payments are required for each month, starting in September, unless the full annual fee is paid prior to attendance or prior arrangements are made. The Direct Draft Authorization Form is included with registration packet and processed through the LCC School Central Office. Automatic withdrawals will be processed each month starting in September and ending in May.

The 2022-2023 tuition fees, per student, are listed below.

(A **15%** discount to the total tuition will be applied when multiple children from one family enroll.)

#### **Early Birds - Before School Program Rates:**

- Monthly Rate: \$30.00 per student
- Yearly Rate: \$300.00 per student

### **After School Adventures Program**

The cost for attendance in the After School Adventures Program will be determined annually. The tuition is intended to cover the cost of materials, snacks, and programming offered and provides for program participation each school day afternoon during the school year from 3:50 pm to 6:00 pm, as well as from 1:50 pm to 6:00 pm on Early Dismissal days. Part-time participation is available and days of attendance must be specified in advance for the days the student will be in attendance each week. There is no Drop Off option available for the After School Adventures Program.

The first monthly tuition payment for August must accompany the Registration Application, with local checks or cash accepted. Automatic withdrawal payments are required for each month, starting in September, unless the full annual fee is paid prior to attendance or prior arrangements are made. The Direct Draft Authorization Form is included with registration packet and processed through the LCC School Central Office. Automatic withdrawals will be processed each month starting in September and ending in May.

The 2022-2023 tuition fees, per student, are listed below.

(A 15% discount to the total tuition will be applied when multiple children from one family enroll.)

#### **After School Adventures Program Rates:**

- Full-time Enrollment Status:
  - 4 or 5 Days/Week
    - Monthly Rate: \$130.00 per student
    - Yearly Rate: \$1300.00 per student
- Part-time Enrollment Status:
  - 3 Days/Week:
    - Monthly Rate: \$100.00 per student
    - Yearly Rate: \$1000.00 per student
  - 2 Days/Week:
    - Monthly Rate: \$70.00 per student
    - Yearly Rate: \$700.00 per student
  - 1 Day/Week:
    - Monthly Rate: \$40.00 per student
    - Yearly Rate: \$400.00 per student

### **Refunds and Reimbursements**

Fees are based on scheduled full-time and part-time enrollment. There will be no reduction in fees for absences, holidays, snow days, late starts, vacations, non-school days, or suspensions from the program. In addition, absences due to illness, holidays, severe weather closings, or for personal reasons will not be deducted from the scheduled weekly fee. Fees will not be prorated if attendance begins or ends mid-week.

## Financial Assistance

Financial assistance has been established for families in need. Financial assistance will be determined annually based on the amount of funds available and the number of students who apply and qualify. Qualification through the federal free and reduced meal program is used to determine need.

In 2022-2023, qualification for financial assistance is as follows:

- Students who qualify for **reduced meals** may be eligible to attend BRIGHT HORIZONS at the following reduced rates:
  - **Early Birds - Before School Program**
    - Monthly Rate: \$15.00 per student
  - **After School Adventures Program**
    - Full Time Enrollment Status:
      - 4 or 5 Days/Week
        - Monthly Rate: \$65.00 per student
        - Yearly Rate: \$650.00 per student
    - Part-time Enrollment Status:
      - 3 Days/Week:
        - Monthly Rate: \$50.00 per student
        - Yearly Rate: \$500.00 per student
      - 2 Days/Week:
        - Monthly Rate: \$35.00 per student
        - Yearly Rate: \$350.00 per student
      - 1 Day/Week:
        - Monthly Rate: \$20.00 per student
        - Yearly Rate: \$200.00 per student
- Students who qualify for **free meals** may be eligible to attend BRIGHT HORIZONS at the following reduced rates:
  - **Early Birds - Before School Program**
    - Monthly Rate: \$10.00 per student
  - **After School Adventures Program**
    - Full Time Enrollment Status:
      - 4 or 5 Days/Week
        - Monthly Rate: \$35.00 per student
        - Yearly Rate: \$350.00 per student
    - Part-time Enrollment Status:
      - 3 Days/Week:
        - Monthly Rate: \$30.00 per student
        - Yearly Rate: \$250.00 per student
      - 2 Days/Week:
        - Monthly Rate: \$20.00 per student
        - Yearly Rate: \$200.00 per student
      - 1 Day/Week:
        - Monthly Rate: \$10.00 per student
        - Yearly Rate: \$100.00 per student

### Direct Draft Authorization

Automatic deduction (via the debit authorization form) is required for attendance unless the full annual fee is paid prior to attendance or prior arrangements are made. The Direct Draft Authorization Form is included with registration packet and processed through the LCC School Central Office.

### Return Payment

If a tuition payment is returned by the bank due to insufficient funds the balance must be paid immediately in the form of cash or a money order. Failure to resolve an outstanding balance will result in dismissal from the program.

### Termination/Change of Status

A parent wishing to withdraw or reduce the number of days in attendance is required to submit a Withdraw/Change of Days Notice at least 30 days in advance. This form can be obtained by contacting the Program Director. Automatic withdrawal payment would reduce or terminate the following month. A parent wishing to increase days in attendance mid-month during the school year will be required to provide a prorated payment along with the Withdraw/Change of Days Notice. The automatic draft payment would be adjusted accordingly the following month.

Fees for a child dismissed or suspended from the program will not be prorated or reimbursed. The automatic draft payment would automatically terminate the month following a permanent dismissal.

## **WEATHER-RELATED CANCELLATIONS**

BRIGHT HORIZONS will be closed whenever LCC School is closed or has a delayed start due to inclement weather, or for any other reason. Refunds will not be issued for days when the school is closed due to snow, weather-related issues, or any other reason. If the school day is delayed due to weather, the Early Birds - Before School Program will not be available. It is the responsibility of the parent to determine if school is delayed/dismissed early. BRIGHT HORIZONS is not responsible for students who arrive at the program when school has been delayed or dismissed early.

## **LOCATION**

BRIGHT HORIZONS is housed within the Laurel United Presbyterian Church building located northeast of the Laurel Campus building.

## **TRANSITIONS TO/FROM SCHOOL**

Students attending the Early Birds - Before School Program will be dismissed by program staff and supervised as they cross Wakefield Street to either enter the school building (Grades PK-4) or board the bus for transportation to the Middle School (Grades 5-6).

LCC Elementary School students enrolled in the After School Adventures program will be dismissed by classroom teachers and will be directed and supervised as they cross Wakefield Street to BRIGHT HORIZONS. Middle School students (Grades 5-6) will be responsible to walk to BRIGHT HORIZONS after departing the school bus on their designated days.

## **DROP-OFF AND PICK-UP PROCEDURES**

### Morning Arrival and Drop-Off

**BRIGHT HORIZONS opens promptly at 6:30 am.** Parents/guardians are responsible for accompanying their child(ren) into the Early Birds - Before School Program each morning. Parents/guardians will be expected to complete the Sign-In Process before leaving their child(ren) at the program.

### Afternoon Pick-Up

The dismissal plan section of the registration packet will provide BRIGHT HORIZONS staff the necessary information on afternoon program dismissal procedures for each student. This plan can be changed by parents/guardians throughout the school year with prior notice given to BRIGHT HORIZONS staff. If someone other than the parent/guardian or authorized persons listed on the student's dismissal plan is picking up the child, parents are required to notify BRIGHT HORIZONS staff with a written note, a phone call, or an email.

### Late Pick-Up

**BRIGHT HORIZONS closes at 6:00 p.m. sharp.** Parents are expected to arrive at least 5 minutes prior to closing to sign-out and pick up students. If an on-time pick-up is unlikely, please contact BRIGHT HORIZONS staff by phone. We understand that emergencies and unexpected situations occur, however, these occurrences should be rare. After a third occurrence of late pick-up, the program director reserves the right to dismiss the student(s) from the program. If a child remains at BRIGHT HORIZONS 15 minutes past closing with no contact from the parent, staff will attempt to contact a person on the student's emergency contact list. At last resort, staff may contact the Cedar County Sheriff's Office for assistance.

## **COMMUNICATION WITH PROGRAM STAFF**

BRIGHT HORIZONS maintains an open-door policy, encouraging parents/guardians to contact the staff about any concerns, questions, and suggestions. Please contact the Program Director with questions regarding tuition, staffing, activities, or a child's participation. Communication



about a child's daily participation (such as leaving early, not attending due to illness, etc.) may be directed to any BRIGHT HORIZONS staff member.

## **ATTENDANCE**

Attendance will be taken each day, both morning and afternoon, when students arrive at BRIGHT HORIZONS. If a student will not be attending as scheduled, it is the responsibility of the parent/guardian to notify BRIGHT HORIZONS staff of the student's absence.

When a child who is scheduled to attend the program does not arrive, we will initiate the following procedures:

- Contact will be made with the school to see if the child left school early or went home ill.
- A call will be made or a text message sent to the main contact number as indicated on the registration packet. A message will be left if there is no answer.
- A call will be made to the secondary number indicated. A message will be left if there is no answer.
- Once a student's parent/guardian has been contacted, responsibility for the child shifts to the parents/guardians.
- If all contacts have been attempted with no answer, BRIGHT HORIZONS staff reserve the right to contact the Cedar County Sheriff for further assistance.

## **ABSENCE AND ILLNESS**

If a student becomes ill while at BRIGHT HORIZONS, a parent/guardian will be notified as soon as possible. The student must be picked up as soon as possible. Students attending BRIGHT HORIZONS should be healthy and feel well enough to follow the normal schedule. A child may not attend the program if they have a contagious condition, eye ailment, head lice, rash, fever, vomiting or diarrhea, etc. A student who has had a fever must be fever-free for at least 24 hours before returning to the program.

## **PROGRAM ACTIVITIES**

Throughout the year students are offered a variety of activities through a carefully designed schedule of education, enrichment, and recreational programming. If a student does not wish to participate in an activity, she/he may be withdrawn from the activity only with written permission from their parent/guardian. Students attending on a part-time basis may miss out on certain activities. BRIGHT HORIZONS staff will do their best to ensure that all students receive an opportunity to finish projects while in attendance.

## **HOMEWORK**

Time will be set aside each day to give students the opportunity to work on homework and complete assignments. Staff members will assist with homework to the extent that directions are clear and necessary materials are available.

Because of the number of children who require assistance during homework time, staff members are not able to check each student's homework for accuracy. Although BRIGHT HORIZONS staff will check-in with student's regarding homework, using the time set aside to complete homework is the responsibility of the student. BRIGHT HORIZONS' staff are not responsible if students do not complete homework. Please communicate with staff about any issues regarding homework. Prior arrangements to finish homework can be made, but this means students may miss out on program activities.

## **SNACKS AND MEALS**

### Early Birds - Before School Program

Breakfast is available at LCC School starting at 7:20 am each school day. Students may choose to eat breakfast when they get to school. Parents/guardians are responsible for communicating expectations with their child(ren) about eating breakfast at school. Students attending the morning program may also choose to bring from home a premade or pre-packaged breakfast item and/or drink to eat at the program prior to school.

### After School Adventures Program

Students attending the After School Adventures Program will be offered a snack, including milk or juice, each day. The program only orders enough snacks for each student to have one of each item. All snacks are included in the cost of enrollment, meet established healthy snack guidelines, and are purchased through the LCC School meal program or from local stores.

## **WEATHER AND OUTDOOR ACTIVITIES/PLAY**

Each afternoon at the After School Adventures Program there is designated outdoor play time. If outdoor play is canceled due to precipitation, icy ground conditions, low temperatures, or excessive heat, BRIGHT HORIZONS staff will make other arrangements. Outdoor play will occur as long as the published "real feel" temperature is 5 degrees and above. Parents and students should provide and prepare students with appropriate outdoor clothing and items.

## **PERSONAL BELONGINGS**

All students are responsible for their personal items and should keep those items in their backpacks. A tote will be provided for students to store their belongings. BRIGHT HORIZONS

does not assume responsibility for items brought from home. Missing or lost items will not be replaced. BRIGHT HORIZONS staff cannot hold money for a child in the event that a child brings money to the program. Use of personal cell phones, tablets, smart watches or other electronics by children during program hours is restricted, unless permission is given by BRIGHT HORIZONS staff. BRIGHT HORIZONS is not responsible for any lost, missing or stolen items.

### **MEDICATION**

Prescription medication will NOT be dispensed to students while in attendance at BRIGHT HORIZONS during the school year. Non-prescription medication may only be given when there is written permission from a parent or guardian. The non-prescription medication must be in the original container/packaging and labeled with the student's name. Students with medical needs will need to speak with the Program Director prior to enrolling a student.

Students attending BRIGHT HORIZONS with any kind of medical condition will need to complete a Medical Action Plan Form detailing protocols for handling a medical emergency. Students with a history of asthma or breathing difficulties are allowed to possess and use an asthma inhaler while at BRIGHT HORIZONS. Students with a history of life-threatening allergies are allowed to possess and use an auto injectable epinephrine while at BRIGHT HORIZONS. BRIGHT HORIZONS staff members have been trained to administer the Epi-Pen and/or Albuterol. In the event of an emergency, BRIGHT HORIZONS staff will follow the steps in the student's Action Plan.

### **ACCIDENTS AND INJURIES**

If a minor accident or injury occurs during the time a student is at BRIGHT HORIZONS, staff will address the situation and provide any needed care. In the event of an accident, injury, or acute illness, every effort will be made to notify the student's parents. If a situation requires immediate attention, 911 will be called and the child will be transported to the hospital by ambulance.

### **STAFFING AND PERSONNEL REQUIREMENTS**

All BRIGHT HORIZONS employees are certified in CPR and first aid, and are screened through the Nebraska Central Registry of Child Abuse and Neglect and the Nebraska Adult Protective Services Registry. At least one adult (19+) will be present at all times during program hours and within appropriate supervisory proximity of the students. In addition, BRIGHT HORIZONS maintains a 1:15 ratio staff/child ratio.

## **STUDENTS WITH SPECIAL NEEDS**

BRIGHT HORIZONS and Laurel-Concord-Coleridge School does not discriminate against children with special needs or who need additional support. Additional information (as requested in the registration packet) is requested in order to provide a safe and enjoyable experience for each student. Please note that certain activities may make it difficult to accommodate specific needs, and that all the activities at BRIGHT HORIZONS may not be appropriate for every student. BRIGHT HORIZONS will make every reasonable effort to accommodate a student's special needs, but accommodations are not guaranteed.

All children enrolled in BRIGHT HORIZONS must meet each of the following criteria:

- Must be toilet trained and non-diapered.
- Must be able to move to and from the toilet in the restroom without assistance.
- Must have age-appropriate hygiene skills, • Must have age-appropriate eating skills.
- Must have age-appropriate self-dressing skills.
- Must have physical endurance to interact and participate in indoor and outdoor play.
- Must be able to adhere to the behavior expectations and rules.

BRIGHT HORIZONS reserves the right to restrict admission or continued enrollment on a case-by-case basis. Students with special needs may need to complete an Emergency Action Plan. The feasibility of enrollment for a student with special needs will be determined by the Program Director and LCC School Administration prior to allowing a student to officially enroll in BRIGHT HORIZONS.

## **BEHAVIOR EXPECTATIONS**

To keep BRIGHT HORIZONS safe and operating smoothly, students are expected to adhere to the same rules and expectations they follow during the school day.

As a general guide, BRIGHT HORIZONS students will:

- Show respect to the property of BRIGHT HORIZONS and use that property for its intended purposes.
- Eat snacks or other food while seated at a table.
- Clean up after themselves.
- Ensure they are using an unoccupied restroom.
- Keep the classroom, outdoor and restroom areas clean and picked-up.
- Be respectful to staff and other students at all times.
- Not show any signs of physical aggression, disrespect of property, and use of profanity or improper gestures.
- Not bully other students or staff.

## **DISCIPLINE PROCEDURES AND TEMPORARY DISMISSALS**

Students are expected to follow the same rules and guidelines as listed in the Laurel-Concord-Coleridge School Student/Family Handbook, in addition to the BRIGHT HORIZONS Program Handbook. Parents/guardians will be informed if a student's behavior becomes a substantial or consistent discipline problem.

If inappropriate behaviors occur, BRIGHT HORIZONS staff will attempt to positively reinforce the student by offering choices and redirection. If inappropriate behaviors continue after the first redirection, the student will be directed to separate from the situation and given an opportunity to calm/cool down and redirect as needed. If the student positively responds to this redirection, the student will then have the opportunity to problem solve the incident with a staff member and rejoin the group. If the student does not respond positively, the Program Director or Assistant Director will intervene and determine a solution with the student(s).

When a behavior is deemed to be hurtful to other children or disrespectful to staff, the student's parent/guardian will be notified and the student may be sent home for the day. At this point, the Program Director may decide to temporarily dismiss the student from BRIGHT HORIZONS. Temporary dismissals begin with and progress from 1 day dismissal, to 2 days, then 3 days. Behavioral incidents after a 3-day dismissal will result in student dismissal from the program for the rest of the school/program year.

Examples of behavior which may result in temporary (or permanent) dismissal from the BRIGHT HORIZONS program may include (but are not limited to):

- Intentionally hitting, kicking or injuring another child or staff member.
- Intentionally damaging school, church, or BRIGHT HORIZONS property.
- Threatening another student or BRIGHT HORIZONS employee.
- Inappropriate behaviors or language.
- Repeated occurrences of a behavior.
- Attempting to leave the BRIGHT HORIZONS grounds without a parent/guardian or staff member.

## **REMOVAL FROM PROGRAM**

If the Program Director and/or LCC School administration determine that BRIGHT HORIZONS can no longer serve a student, two-week notice will be provided to the parent/guardian. This notice does not apply if the student is removed for disciplinary reasons. The parent/guardian is responsible for payment for the remainder of the month, regardless of the student's attendance during that period.

BRIGHT HORIZONS may terminate program services for any of the following reasons (but not limited to):

- Failure to honor expectations and obligations listed in the Program Handbook.

- Failure to complete required forms or provide required information.
- Failure to maintain current account balance.
- Continued services would require additional staff or purchase of specialized equipment, materials, or supplies.
- Other violations of the BRIGHT HORIZONS Program Handbook and/or policies.
- Other violations identified by the Program Director and/or school administration.

### **SUPERVISION, SAFETY, AND TRANSPORTATION**

Every precaution will be taken to ensure safety at all times.

- Fire and Tornado drills will be conducted on a regular basis.
- In the event of an emergency, BRIGHT HORIZONS will ensure all parents and families are notified in reasonable time. Notifications may be sent via phone, text, or email.
- BRIGHT HORIZONS staff will be First Aid trained and the Program Director/Assistant Director will be CPR and First Aid trained.
- First Aid kits are kept in the facility.
- The 1:15 staff/child ratio will be met at all times.
- Student employees (under 19 years of age) will not be the sole supervisors of students. An adult (19+) will be present at BRIGHT HORIZONS at all times.
- Transportation vehicles will be provided by LCC School as needed for special activities/field trips. Parents/guardians will be notified in advance and must provide written permission for any student transportation. All drivers will be properly certified and under the direct supervision of the school district.
- Employees will carry a cell phone with them when supervising program participants away from the facility (e.g., school playground, school gym).