

BRIDGE TO LEARNING
Children's Center

PARENT HANDBOOK

Come Learn and Play With Us

Robin Lauziere

Administrator • Owner



BRIDGE TO LEARNING TOO

CHILDREN'S CENTER, INC.
LYNNFIELD, MA

(781) 581-2215
7:00 A.M. – 6:00 P.M.
EST. 2014

BRIDGE TO LEARNING

CHILDREN'S CENTER, INC.
PEABODY, MA

(978) 535-2215
7:30 A.M. – 5:30 P.M.
EST. 1990



Welcome

Bridge to Learning Too Children's Center is a privately owned early childhood center. We service parents and children within our surrounding community. Our program enrolls children ages four weeks to fourteen months in our infant program, fifteen months to two years eight months in our toddler program, two years nine months to four years in our preschool program, and five to seven years in our pre-kindergarten/kindergarten program.

Bridge to Learning Too Children's Center does not discriminate in providing services to children and their families on the basis of race, religion, national origin, sexual orientation, cultural heritage, political beliefs, martial status, toileting status or disability.

OBJECTIVES

- To provide guidance for children that will enable them to adjust to adults and other children.
- Develop basic skills of learning with special emphasis on language and development.
- Create a positive atmosphere within the school.
- Provide, nurture, and care for children and encourage independence and creativity.
- Provide for the safety and well-being of the children.

GOALS

- Teaching children to work and play together in harmony.
- Teaching and developing basic skills in readiness in anticipation of their future.
- Teaching children to increase and enhance their self-image.

OUR PHILOSOPHY

In the early years of schooling, a young child should experience through PLAY the joy of being a child. He/she should be positively encouraged to live fully as a child, physically, emotionally, socially, and intellectually.

At Bridge to Learning Too, we provide opportunities for each child to discover him/herself as a physical being. Space is provided for your child to run, climb, and use large muscle equipment. Emphasis will be placed on balance skills, eye-hand and eye-foot coordination, and spatial awareness. Each child will also be encouraged to discover him/herself as an emotional being. Your child will learn to deal with the full gamut of emotions and feelings – joy, love, excitement, jealousy, and anger. Through daily routines, your child will have numerous opportunities to encounter and deal with many of these emotions.

A child is a social being long before he/she comes to Bridge, but Bridge will expand his/her social world. Your child will sometimes play alone, at other times he/she will seek to play with another child or even with a group of children. Your child will also relate to each adult in the environment in a unique manner. Each child will be encouraged to explore these relationships in a very natural way.

Finally, Bridge to Learning Children's Center will seek to extend the intellectual world of each child individually. Materials will be provided to fulfill your child's natural curiosity, to stimulate questions, and to encourage exploration. First hand experiences will be the primary text used. Simple stories and songs will enrich our program.



ENROLLMENT

When a parent has requested a place for their child at Bridge, the procedure will be as follows:

- Parent and child will meet with the administrator or her designee prior to the admitting of any child to Bridge.
- At the meeting, the parent will be provided with Bridge to Learning Children's Center written statement of purpose, referral policy, procedures relating to children's records and procedures of providing emergency healthcare. These procedures will also be verbally explained by the administrator.
- The parent and child are given the opportunity to visit the classrooms at the time of the meeting or prior to enrollment.

PROGRESS REPORTS

Progress reports are issued twice a year for children 15 months and older. Infant reports are issued every three months. Parents may request additional reports throughout the school year. Conferences are held twice a year, but staff is available for individual conferences with parents at a mutually available time.

ABSENCES

If your child will not be in attendance on a given day due to sickness, vacation, personal day, etc. please notify Bridge by phone or email by 9:00 a.m. the day the absence will occur. Due to the expense of operating Bridge, full tuition is due during all absences, holidays, snow days, vacations, etc.

DISCIPLINE

At Bridge, we recognize that positive discipline teaches and encourages the healthy development of a child's self esteem.

Discipline and guidance shall be consistent and based on an understanding of the individual needs and development of a child.

Bridge shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it.

The method of discipline we use at Bridge is redirecting. We redirect a child to another activity or area to remove them from the situation they are in.

- Corporal punishment shall not be used including spanking.
- No child shall be subjected to cruel or severe punishment, humiliation or verbal abuse.
- No child shall be denied food as a form of punishment.
- No child shall be punished for soiling, wetting or not using the toilet.

PARENT COMMUNICATION

Bridge to Learning will appropriately involve parents of children in care in visiting the program, meeting with the staff and receiving reports of their children's progress. If at any time a parent would like to give input and make suggestions, they may do so by meeting with the Director or sending an email or letter. It is up to Bridge to decide whether or not they will implement parent input. The Director will communicate with parents through newsletter, emails and daily notes.



HEALTH CARE POLICY

A medical certificate consisting of a physical exam and immunization record is required before enrollment at Bridge. This record must be updated annually. Parents are encouraged to take children for dental checkups annually.

No staff may administer aspirin, Tylenol or any other over the counter or prescription medication without written authorization from a physician. There are no exceptions to this policy. This policy is implemented for your child's protection as well as our own. A prescription label is sufficient evidence for a physician authorization. A log will be kept of all medication given.

If a child is determined to be ill or contagious while in our care a parent will be contacted to pick up their child. If for any reason a parent cannot be reached, the emergency contact person will be called. If no one is available to pick up the child, the child will be made as comfortable as possible until pickup arrangements can be made. Any child who has been absent due to a contagious illness will not be able to return to school without a written note from your child's physician.

All allergies are to be noted in a child's enrollment package. They should also be brought to the attention of the Director so proper action can be taken among the staff in assuring that the child is properly medicated and not receiving any substances which may cause an allergic reaction.

A child may not return to school after the onset of a fever until the fever has been abated for twenty-four hours. Sick children must be kept at home. This is for their benefit as well as the other children and teachers at Bridge. Please notify Bridge of any contagious or serious illnesses your child has contracted.

The following information is needed:

- Name of child.
- Name of medication.
- Exact days medication is to be given.
- Amount to be given.
- Time medication is to be given.
- Signature of parent.

IN CASE OF EMERGENCY

All staff members are trained to give emergency first aid as needed. Our emergency plan is as follows:

1. Call ambulance.
2. Contact parent to meet at hospital.
3. Take child's medical records.
4. One staff member accompanies child to hospital.

Occupational Therapy

Social Services



CLOTHING

Your child will be active both indoors and out. It is important for your child to dress comfortable in washable play clothes that will adapt to food spills, paint, and sensory play. We ask that you please label all jackets, coats, sweaters, hats, mittens, gloves, bathing suits and other clothing that may be removed.

Your child's comfort is an important concern for us. If your child is in the process of being toilet trained, we urge you to provide us with sufficient changes of clothing. Older children also need a change of clothes to accommodate physical activity and outdoor play. Shoes must be worn at all times.

TOILET TRAINING AND PROCEDURES

During the important training phase of childhood it is helpful if home and Bridge work together. We ask that you cooperate with us to provide a consistent toilet training routine both at home and at Bridge. Please provide at least two complete changes of clothing and an adequate supply of wipes for your child. If he/she is just beginning potty training he/she may wear a diaper at rest time until better bladder control has been attained.

If an accident occurs, a child is washed and changed and soiled clothing is bagged and sent home. Please be sure to send in another set of extra clothing to replace the ones which were used. Bathroom doors are kept unlocked. Children are instructed to flush and wash his/her hands thoroughly

REST TIME

Your child's day at Bridge is planned to provide many exciting and active learning experiences. For full day children, rest time is designated as a nap/quiet time. Each child is provided with a mat and is encouraged to rest quietly during that time. Your child should bring in a pillowcase each week to lie over their mat for rest time. Please label it and it will be taken home at the end of the week to be washed.

REFERRALS

Bridge is concerned about the general health and well being of all the children in our care. We will serve as a resource in finding special services for your child if necessary. Bridge can provide referrals in the following areas if necessary:

- Speech and Language
- Physical Therapy
- Psychological / Psychiatric Services
- Educational Service



Toys

We ask that you refrain from bringing toys from home to Bridge. Toys cause conflict between children, and often times a special toy will be damaged or broken which may cause you and your child to be upset. Bridge to Learning is not responsible for any toys that are brought in from home.

SUNBLOCK

During the summer months we will apply clear no-rub sun block supplied by each child. We only apply sun block in the afternoon for our afternoon outside time. Parents are responsible for applying sun block to half and full day children before they arrive at Bridge in the morning for coverage during our morning and midday outside time.

SCHOOL PORTRAITS

Once a year children will have the opportunity to have school pictures taken. Individual and class pictures will be taken. Purchase of these pictures is optional.

HOLIDAYS

Bridge closes in observance of all holidays. Please check our Holiday Schedule.

BIRTHDAYS

Birthdays are special events in a child's life. We appreciate your interest and involvement when arranging a birthday party for your child. If you want us to give out invitations, we only distribute invitations that are given either to everyone in your child's class, to all the boys in your child's class or to all the girls in your child's class. If you wish to provide a birthday "treat" for each child in your child's group, please arrange the date and time with the Director or your child's teacher.



DAILY SCHEDULE – MORNINGS

7:00 a.m. Arrival

Children select table activities such as coloring, manipulatives, fine motor activities, puzzles, stencils, books, animals, etc.

9:15 a.m. Circle Time

Teachers bring groups together for morning songs, calendar, weather, flash cards and a discussion of the day's activities.

9:30 a.m. Academics & Sensory

Children alternate between teacher instructed writing including name, number, letter and learning papers and a variety of sensory tables such as sand, water, mud, shaving cream, jello, beans, stones, macaroni, wet noodles, oatmeal, gak, goop, hay, snow, etc.

10:15 a.m. Art

Easel, finger, sponge, marble art, car art, golf balls, stencil or brush painting with tempera paint, water colors, markers, crayons, etc.

10:30 a.m. Outdoor Time

Children engage in large motor play with friends.

11:00 a.m. Music & Story

Sing-along's, kiddy aerobics, instruments, parachute, musical chairs, finger plays. Weekly curriculum themed stories.

11:25 a.m. Lunch

Teachers assist children as needed with lunch and snacks.

11:50 a.m. Dismissal

Clean up and half day children prepare to go home.

DAILY SCHEDULE – AFTERNOONS

12:00 p.m. Outdoor Time

Weather permitting outside or free play inside.

12:30p.m. Teacher Directed Activities

Flash cards, thinking games, etc.

1:00 p.m. Prepare for Rest Time

Put out mats, sheets and use bathroom.

2:15 p.m. Clean-up

Put away mats, use bathroom, wash up and snack time.

3:00 p.m. Self-Selected Activities

LEGO's, blocks, dress-up, computer, etc.

3:30 p.m. Outdoor Time

Playground Games, Slides, relay races, kickball, soccer, etc.

4:00 p.m. Teacher Directed Activities

Stories, dancing, lacing, flash cards, matching, memory and thinking games, patterns, bubbles, etc.

4:30 p.m. Sensory Table

Sand, water, mud, macaroni, shaving cream, etc.

5:00 p.m. Table Toys

Puzzles, manipulatives, blocks, board games, etc.

5:30 p.m. Storytime

Children selected stories.