

## Addendum: BrightPath CT, MA, NJ Centers

### 1. Days and Hours of Operation

BrightPath centers open between 6:30-7:00am Monday-Friday depending on location. All centers close at 6:00 p.m. Late fees will apply for pick-ups after 6:00 p.m.

The center is closed on the following holidays:

- New Year's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples' Day (Professional Development Day)
- Thanksgiving Day and the day after
- Christmas Day

If Christmas and New Year's fall on a Thursday, the center will also be closed the Friday after. If Christmas and New Year's fall on a Tuesday, the center will be closed on Monday and Tuesday. If Christmas and New Year's fall on a Wednesday or a Friday, we will close at 12:30 pm on Christmas Eve and 3:00 pm on New Year's Eve.

If Christmas, New Year's or Independence Day falls on a Saturday, we will be closed the Friday before. If these holidays fall on a Sunday, we will be closed the following Monday.

Our *West Hartford on Fennway* location is also closed on the following Jewish holidays and closes at 4:00pm on the night preceding the holiday, except where the holiday falls on a Saturday or Sunday.

- Rosh Hashanah
- Yom Kippur

### 2. Emergency and Inclement Weather Closing Procedures

In consideration of the needs of our families, we make great efforts to remain open in almost all situations. Should it be deemed necessary to close the center, in the case of severe weather or other emergency situation, communication will be sent to families via BP Connect. Families are responsible for tuition payment in the unlikely event the center is closed on your scheduled day.

Should the center need to close in the middle of the day, the school staff will attempt to reach the child's families first to arrange for pick up. Should the staff be unable to reach the families, all emergency contacts will be called until pick-up arrangements may be made. Staff will notify the families or emergency contact person at the time of the call of the pickup location should the children need to be evacuated from the childcare center. Families or emergency contact persons should report directly to the alternate location if one is indicated.

BrightPath Souderton has an Emergency Plan, Evacuation Procedures and Shelter in Place plans, all in accordance with guidelines from the Fire Department, FEMA, and the Pennsylvania Health Department. Copies of these plans are posted at the entrance of our center.

### 3. Clothing and Supplies

Children should be comfortable all day. Please dress your child in play clothes that are easily fastened for independence. Sneakers or rubber-soled shoes must be worn at all times except in infant classrooms. Open toed sandals, jelly shoes, or flip-flops are against health and safety regulations.

Outerwear should be in accordance with the weather. Children will play outside as often as possible, including during the winter months; please be sure they are dressed in proper clothing.

All children should have one extra change of clothing left at the center at all times. Younger children may need more.

Please label all of your child's clothing, boots, hats, mittens, etc. BrightPath is not responsible for lost or stolen personal items.

In addition to appropriate outerwear and extra clothing please provide the following for your child on a daily basis -

Infants:

- Diapers\*
- Diapering wipes\*
- 3 complete changes of clothes
- 1-2 sleep sacks (no pillows or blankets)
- 2 mini crib sheets
- 10 bibs
- Pacifier (as needed)
- Diaper cream (as needed)
- Sunscreen (as needed) and sun hat (spring/summer only)
- Warm hat, coat or sweatshirt (fall/winter only)
- Prepared bottles of formula or breastmilk. Breastmilk bottles must include the date on which the milk was expressed

\*BrightPath provides diapers and wipes at no additional charge to infants under the age of 1

Young Toddlers:

- Thin blanket (no pillows)
- 2 mini crib sheets
- Small comfort items like a stuffed animal
- 3 complete changes of clothes
- Diapers or plenty of underwear
- Diapering wipes

- Diaper cream (as needed)
- Sunscreen (as needed) and sunhat, bathing suit, towel, water shoes (summer only)
- Warm hat, mittens, coat, boots, snowpants (winter only)
- 2 empty sippy cups each day (1 for milk, 1 for water)

Older Toddlers:

- Thin blanket (no pillows)
- 2 mini crib sheets
- Small comfort items like a stuffed animal
- 2 complete changes of clothes
- Sunscreen (as needed) and sunhat, bathing suit, towel, water shoes (summer only)
- Warm hat, mittens, coat, boots, snowpants (winter only)

Preschoolers:

- Small comfort items like a stuffed animal or blanket
- Sunscreen (as needed) and sunhat, bathing suit, towel, water shoes (summer only)
- Warm hat, mittens, coat, boots, snowpants (winter only)
- 2 complete changes of clothes

Kindergarten/School Age:

- Sunscreen (as needed) and sunhat, bathing suit, towel, water shoes (summer only)
- Warm hat, mittens, coat, boots, snowpants (winter only)
- 2 complete changes of clothes

#### 4. Meals

BrightPath provides a nutritious lunch for all children (except infants) who attend the morning session. Snacks are served in the morning and the afternoon. Menus and times are posted in each center. Milk or water will be served with lunch and snacks.

All children including infants are to be provided with a nutritious and filling breakfast prior to arriving at BrightPath, however, at their family's request, children will be served an early morning snack of cereal and milk at 7:30am. Children arriving after 7:30am are not eligible for this snack, however our regular morning snack will be served to all children around 9:00am.

All meals are served family style, with the children sitting at tables with educators to promote good manners, eating habits, and social skills. BrightPath curriculum focuses on developing healthy, well balanced eating habits.

Families are required to provide written notification of any dietary restrictions such as vegetarian diets, lactose intolerance, or gluten free diets. Families will be responsible for providing food substitutions for their children on the days the Center is serving restricted foods. The food provided must not require any additional preparation, including heating.

##### 4.a Infants

Bottles of breastmilk or formula must be prepared at home in bottles and labeled with the child's first and last name along with the date on which they were prepared. Be sure to prepare one more bottle than your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a warm water bath prior to feeding. No bottles will be microwaved. All bottles (used or unused) must be taken home by the child's family each night to be washed and sanitized.

Extra formula that does not require refrigeration may be provided for use during emergencies. Formula must be provided in its original packaging.

All containers of food must be clearly labeled with the child's first and last name. Food prepared at home must also be dated, as it will only be given that day, and all unused foods must go home daily.

Children will not be fed directly from food jars, nor will the staff use previously opened baby food. Staff will mix baby cereal just prior to feeding. All unused food remaining after feeding will be discarded.

Families are required to complete a feeding schedule for their child upon enrollment and as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the family what the child ate, when, and how much.

Breastfeeding mothers are welcome to come to the center during the day to feed their child at their convenience.

## 5. Food Allergies

Food allergies are a growing concern with children across America. A major issue such as this one needs to be taken very seriously, and it has always been the policy of BrightPath to make the safety and well-being of our children a top priority.

If your child has a food or ingredient allergy, please contact your Center Director, and refer to the BrightPath Food Allergy Action Plan.

BrightPath staff are certified to administer EpiPens. Families must complete a Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies form. This form releases BrightPath from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the Authorization for Emergency Care for Children with Severe Allergies form, provided BrightPath exercises reasonable care in taking such actions.

BrightPath is a **nut-free facility**. BrightPath will not serve any foods containing peanuts. This includes peanut butter & jelly sandwiches, peanut snack mix, peanut butter cookies, etc. No classroom projects that involve peanut butter will be conducted, such as pinecone bird feeders. We also urge families that are bringing in homemade lunches to exercise extreme caution in their preparation. Families sending homemade food are required to provide an ingredient list with each

meal.

### **5.a Birthday Celebrations**

Because many children have food/ingredient allergies, we do not allow families to provide food for children to share with their classmates. Instead, we take the work out of planning your child's in school celebration by providing them with a birthday crown and a special snack to share with friends.

All treats provided by BrightPath are free of nuts, milk, gluten, and eggs so that all of our students can participate and anyone with a severe food allergy will be safe during these fun celebrations.

Please feel free to come and join us for your child's special celebration!

Also, if you're having a birthday party for your child at home, invitations passed out at BrightPath must include all the children in your child's group. If you plan to invite only a few children from BrightPath, the invitations will need to be mailed.

We thank you for your cooperation!

## **6. Medications**

The staff at BrightPath are not authorized to administer medication to the children including both prescribed and over the counter medications (Tylenol, cough syrup, antacids, etc.) If a child requires medication such as antibiotics, the family should inform their physician of the Center's policy. The physician may be able to prescribe a medication that requires only two doses per day. If midday dosage is necessary, a family may come to the center to administer it.

BrightPath will administer emergency medications when needed, including EpiPens, inhalers, and nebulizer treatments.

Parents are required to fill out a written authorization for over-the-counter topicals, including sunscreen and diaper ointment as needed.

## **7. First Aid**

BrightPath staff is committed to providing a healthy and safe environment for children. All of our staff are certified in CPR and First Aid for both children and infants.

In the event of an accident, we are authorized to cleanse with soap, bandage a wound, apply ice, and provide warmth and rest. Families will be notified by a note or phone call depending on the severity of the incident. In the event of a serious accident, BrightPath will use the nearest medical facility. Upon enrollment, families sign an authorization form for emergency treatment by hospital staff.

The center staff will handle the emergency first and then notify the child's family. If a family cannot be reached, we will phone the emergency contacts indicated on the enrollment forms. Someone will need to meet the child at the hospital and assume responsibility of the child.

Please keep us informed of any changes in the phone numbers of the individuals you have listed as emergency contacts.

## **8. Emergency/Alternate Pick-Up Cards**

Upon enrollment, families will fill out an Emergency/Alternate Pick-Up form. Families are encouraged to include any and all persons who may at one time be asked to pick up their child from BrightPath, including during an emergency. In an emergency, the child's family will be called first. If they cannot be reached, staff will call the people listed on this form until someone can be reached.

Should the staff contact the family, and the family is unable to pick up the child, it is then the responsibility of the family to arrange for their child to be picked up by someone on the emergency list.

The persons on the Emergency/Alternate Pick-Up form will be required to provide a photo ID prior to BrightPath releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-Up form must be made in writing and be dated and signed. Only custodial families have the right to make changes or additions to this form.

## **9. Incident and Injury Reports**

Should your child be involved in an incident/accident during the day, a staff member will complete an Incident Report. The Report will be presented to you and discussed at pick-up. Should you feel it is necessary to have an in-depth discussion or meeting, it is more appropriate to schedule the meeting for an alternate time as the teacher is responsible for supervising the remaining children in the classroom during pick-up time. A telephone conference or in person meeting may be scheduled at a mutually agreed upon time.

Families are responsible for any medical expenses incurred because of an injury sustained while under our care.

## **10. Families Right to Immediate Access**

Families of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at BrightPath, as provided by law. In cases where the child is the subject of a court order such as Custody Order, Restraining Order, or Order of Protection, BrightPath must be furnished with a Certified copy of the most recent order and all amendments

thereto.

If at any time the court ordered documents are updated, we must have the complete updated document to put on file. Prior legal documentation will be followed until revised documentation is received. In the absence of any legal documentation, both biological parents will have equal rights.

## **11. Accreditation**

BrightPath strongly supports and endorses the values and philosophy underlying The National Association for the Education of Young Children (NAEYC). NAEYC accredited programs have demonstrated commitment to providing a high-quality program for young children and their families. While the accreditation process examines the total program, the greatest emphasis is placed on the quality of interactions between staff and children, and the developmental appropriateness of the curriculum.

With programming grounded in the principles of NAEYC, BrightPath maintains national standards of excellence in childcare and preschool programming. Families and the community are assured that BrightPath has met standards that exceed state licensing requirements. We are a comprehensive, professional childcare center complying with educational, developmental, environmental, and social criteria as required by NAEYC.

## **12. Curriculum Planning**

The BrightPath Curriculum, BeeCurious, regards children as competent and capable individuals, creating opportunities for curiosity and wonder to become a reality, resulting in children who explore, discover, create, adapt, persevere, collaborate, lead, and learn.

Each day, our educators will plan different activities based on the identified interests and inquiry leads of the children, organized according to the topics of building connections and creative discovery, physical literacy, STEM discovery, environmental stewardship, and global citizenship. Additionally, educators will implement activities that have a standardized component with respect to the academic skills being targeted.

Our approach to learning involves hands-on exploration through play, guided questions and meaningful conversations, documentation of meaningful learning moments to launch further learning, individual discoveries, and scaffolded learning designed to activate children's natural curiosity.

## **13. Class Assignments**

BrightPath does not assign children to classrooms based strictly upon their age but instead subscribe to developmentally appropriate placement. We offer programming for infants, toddlers, preschoolers, Kindergarteners, and School Agers.



## 14. Field Trips

BrightPath frequently supplements the in-class curriculum with off premise field trips for Kindergarten and School Age students. Families are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip with all pertinent trip information including destination, date, time, reason for trip, cost, and mode of transportation. Accompanying this notification, teachers will send a permission slip to be filled out and signed by the family and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately. All trip costs must be paid in advance for your child to attend.

If families wish to attend the trip with their child, they should discuss attending with the classroom teacher. BrightPath provides all required supervision for all field trips but always invites and welcomes families to attend.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. If this is not the case, the child may still attend if the family accompanies him/her. An additional day fee will apply in addition to the cost of the trip.

## 15. Celebrations and Acknowledgement of Holidays

BrightPath does not celebrate, discuss, or otherwise acknowledge any holidays that are religious in nature. The following is a list of holidays that we generally do celebrate or acknowledge:

- New Year's Day
- Martin Luther King Day
- Valentine's Day
- President's Day
- St Patrick's Day
- First day of Spring
- May Day
- Summer solstice
- Independence Day
- First day of Fall
- Halloween
- Thanksgiving
- Winter Solstice

## 16. Specialized Consultants

If a family has concerns about their child, they should first consult with the Lead Teacher in their child's classroom. There are many resources available in such situations that can provide outside support to our children and families. BrightPath staff will work collaboratively with families and outside partners to achieve desired goals.

## 17. Phone Calls



Our teachers are always happy to discuss your child's day and answer any questions that you may have, however, it is difficult to leave the children to take phone calls from families. Whenever possible, it is much better to request a phone call from a staff member in advance and they can call you during the day. The teacher will find a quiet time during the day and be more able to devote their full attention to the conversation while not taking time away from the children.

If you have concerns or would simply like a phone call during the day, please let the teacher know in the morning or make a notation on the sign in sheet. If you have questions/messages during the day, we will be happy to pass them along to the teacher. If it is a more urgent matter, please let us know and we will make every effort to have the teacher get on the phone.

Teachers cannot take personal phone calls during the day. This includes calls regarding babysitting. Please contact them outside of their work hours to make such arrangements.

## **18. Child Abuse and Maltreatment (MA addendum to BBUS Handbook policy)**

In the event of any concern regarding abuse or neglect of a child in our care, it is our policy to follow the self-reporting protocol established by the Massachusetts Early Childhood Education and Care (EEC) and the Department of Children and Families (DCF). Any allegation of abuse or neglect will be reported to both agencies, the educator will be removed from the classroom until the completion of all investigations. The families of the parties involved will be notified. If either entity believes an investigation is warranted, it is their usual procedure to interview a wide range of individuals associated with the child as well as both the child's home and school. All staff are trained in mandated reporting during orientation.

## **19. Notice of Nondiscriminatory Policy**

It is the policy of BrightPath to ensure opportunity without discrimination or harassment on the basis of race, color, citizenship, religion, gender, gender identity, marital status, age, national origin, sexual orientation, disability, genetic information, amnesty, Veteran status, or any other characteristic as protected by law. BrightPath prohibits such discrimination or harassment.

## **20. Suspension, Termination & Family Notice Policy**

BrightPath is committed to providing a safe, supportive, and developmentally appropriate environment for all children. In certain circumstances, the program may issue a notice, suspend care, or terminate enrollment. These actions are taken only when necessary to protect the safety and well-being of children, staff, and the program.

### Suspension of Care

Care may be suspended when:

- A child's behavior creates a safety concern for themselves or others.
- The program is unable to safely meet a child's needs without additional support.
- Required health forms, documentation, or tuition obligations are not met.
- A child is ill or excluded based on health and safety guidelines. Families will be notified promptly, and the program will outline the reason and steps needed for the child to return.

## Termination of Enrollment

Termination may occur when:

- Safety concerns remain despite attempted support strategies.
- Tuition agreements are not met.
- Program policies (including repeated late pickups or conduct expectations) are consistently violated.
- The program can no longer meet the child's needs despite reasonable accommodations.

Written notice will be provided, and referrals to community resources may be offered when appropriate.

**Notice to Families** The program communicates concerns through verbal or written notices. Families are expected to respond promptly and collaborate with the program to resolve issues.

## Referral Policy

BrightPath is committed to supporting each child's individual developmental, behavioral, and social-emotional needs. When concerns arise that may require additional evaluation or support, we follow a referral process in alignment with Massachusetts EEC regulations.

When a Referral May Be Recommended:

- When observations suggest a developmental or behavioral concern.
- When classroom strategies have not resolved the concern.
- When screening tools or assessments indicate a potential need for further evaluation.

Referral Process:

1. **Communication with Families:** Staff will discuss observations and concerns with families promptly.
2. **Referral Recommendations:** Families may be guided to Early Intervention (birth-3), the local public school (3+), pediatricians, or other specialists.
3. **Assistance:** The program will assist families in contacting agencies or gathering documentation, if requested.
4. **Follow-Up:** With parental consent, the program will collaborate with providers and implement recommended strategies.

Confidentiality:

All referral information is confidential and shared only with written parental consent. BrightPath partners with families to ensure each child receives the support they need to thrive.