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**Welcome Letter to Parents**

**Dear Parents,**

**Welcome to The Bridge Enrichment and Learning Center! We know that your Child’s education and development is of great importance which is why The Bridge Enrichment & Learning Center can assure you that we are dedicated and committed to your Child’s success. TBELC also knows that nothing matters more than your Child’s safety, security and health, so protection and preparedness are essential here at TBELC.**

**TBELC has more than 43 years experience in child care.  We are certified in CPR, First Aid Emergency, and sanitation training, ensuring a safe, clean and healthy environment. TBELC knows that child incidents occur such as; a scratched elbow or a scraped knee but we assure you that your child is cared for in a safe and nurturing environment.**

**TBELC takes pride in our professional leadership recognizing that child care safety, security and health is first.**

**It is our goal to provide a variety of exciting, stimulating activities each day so that your child can develop socially, emotionally, physically, spiritually and mentally to the very best of his/her ability. Our goal is to help empower your child(ren) with success principles that will positively impact their lives and future.**

**This handbook has been prepared especially for you, the parent of the child enrolled in our Center. You will find many of our policies and operating procedures explained here. By reading this handbook, you will feel more confident in your family’s adjustment into our program. We suggest that you keep this handbook for reference throughout the year. Whenever you have questions, please feel free to call or stop by the office.**

**You can find a copy of our most recent licensing inspection report posted in the front lobby.  A copy of the minimum standard rules is available in the director’s office or online at**[**www.dfps.state.tx.us**](http://www.dfps.state.tx.us/)**.  Furthermore, you can find a copy of our Emergency Preparedness Plan, most recent fire inspection, and most recent sanitation inspection available in the director’s office.**

**The staff of TBELC looks forward to working with you and your child.  If we can be of any further assistance to you, please don’t hesitate to call the office at****(940) 488-5533****.**

**Thank you,**

**Helen Buckner**

**Director**

**The Bridge Enrichment and Learning Center**

**VISION**

**TBELC’s goal and motivation is to connect the heart of children to the heart of God.  We believe that each child has been created with a God-given talent or ability.   We provide the tools necessary to inspire and encourage your child to discover and ultimately excel in these abilities as well as in every area of their lives. TBELC is dedicated to providing an atmosphere that promotes advancement and achievement.**

**MISSION STATEMENT**

**Our mission is to provide QUALITY care, SUCCESS building skills, and LEARNING enrichment for each child to reach their greatest potential- spiritually, mentally, physically, socially, and emotionally.**

**PROGRAM PHILOSOPHY**

**We strongly believe that parents are the primary educators for their children.  The role of TBELC is to assist parents in the care and education of each child.    Children are our sole focus at TBELC and our philosophy is built on three basic beliefs:**

**1. Children are to be taught and treated with respect, dignity, and worth, in a way that fosters excitement and inspiration for learning.**

**2. No two children are exactly alike, and with such uniqueness in learning styles and personalities educational impartations should be made with a variety of teaching methods that limits frustration and encourages success.**

**3. Children learn best in a joyous atmosphere that promotes advancement and achievement.**

**PROGRAM GOALS**

**Our overall goal is to promote the spiritual, social, emotional, cognitive, and physical development of each child. Your child will benefit from a program that is concerned with all aspects of his/her development.**

**TBELC has broad and specific goals for each child that comes into our care:**

**1. Significant increase in each child’s self esteem.**

**2. Noticeable enhancement of each child’s interpersonal skills**

**3. Increase in ability and consistent practice of healthy decision-making skills**

**4. Increase in and use of problem-solving skills.**

**Hours, Days and Month of Operation**

**Monday - Friday 6:30 a.m. - 6:30 p.m. January – December**

**Holidays**

**TBELC is closed for the following holidays: New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year’s Eve.  We will be closed the preceding Friday or following Monday, should the holiday fall on the weekend. TBELC reserves the right to amend the days that the center is closed. If we do choose to close on an unscheduled day, ample notice will be given so you may make other accommodations as no allowance in tuition will be made due to unscheduled closings.**

**Procedure for Release of Children**

**Children will be released only to those persons whose names are listed on the child’s enrollment or release forms.  Parents must provide written notice to the Director or Assistant Director if someone else will be picking up your child. Any persons picking up your child will need to show their ID at the front office. This is for your child’s safety.**

**ARRIVAL**

**We believe that every minute spent at TBELC will be a memorable and enjoyable learning experience for your child.  It is our desire that each child is in attendance and on time so that they can be part of the experience.  All children should arrive no later than 9:30 each day in order to participate in the general class schedule.  We understand that there will inevitably be situations that cause a delay in your child’s arrival time; however, we do ask that each parent make every effort to ensure their child’s timely attendance each day.**

**Illness and Exclusion Criteria**

**Research has shown that children in any child care setting average eight to ten upper respiratory illnesses in the first year. We recognize that illnesses can be stressful for the parent and the child. Our part in helping to keep your child from contracting an illness while under our care is to serve “well children.” The decision as to what constitutes “ill” will be based on the observation of the teacher and/or Director.**

**We believe in being proactive in the fight against the spread of illness and communicable diseases. This includes consistent practices of hand washing, cleaning, sanitizing and disinfecting. In addition, the following guidelines have been established to determine whether a child is to be admitted or allowed to stay in the program on a particular day. Daily Health Checks are made on each child upon their arrival.  At such time, if a child shows visible signs of being ill, or at any time during the day, the parents will be called to pick-up their child.**

**Children may not attend the program, or will be sent home, if they exhibit any of the following symptoms:**

**1. The illness prevents the child from participating comfortably in child-care center activities including outdoor play;**

**2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;**

**3. The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities:**

**a. Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;**

**b. Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness; or**

**c. Symptoms and signs of possible severe illness such as**

**i. lethargy**

**ii. abnormal breathing**

**iii. uncontrolled diarrhea**

**iiii. two or more vomiting episodes in 24 hours**

**v. rash with fever**

**vi. mouth sores**

**vii. sore throat**

**viii. difficulty swallowing**

**ix. cold symptoms (coughing, constant runny nose that produces unclear mucus or interferes with activities)**

**x. an earache that has not been checked by a physician**

**4. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.**

**IF ANY OF THESE SYMPTOMS DEVELOP WHILE YOUR CHILD IS AT THE PROGRAM, YOU WILL BE ASKED TO PICK UP YOUR CHILD WITHIN THE HOUR.  Parents that are unable to pick-up their child in a timely manner, will need to have an authorized person on your child’s enrollment form come pick-up your child.  It is your responsibility as a parent to update your enrollment form if needed.  In the event of a serious illness or injury and we are unable to contact you or any person listed on your enrollment form, at the discretion of the Director, the paramedics will be called and your child will be transported to an emergency facility.**

**LIST OF CONDITIONS FOR EXCLUSION**

**The following is a list of conditions that exclude children from the program as well as conditions for the child’s return:**

**Chicken Pox**

**After the blister has scabbed over-minimum of 5 days from onset**

**Measles**

**When all signs of the rash have disappeared**

**Mumps**

**When all swelling has disappeared**

**Pinworm**

**After being on medication for 24 hours**

**Head Lice**

**After all lice and nits are gone**

**Scabies**

**When lesions have disappeared or a doctor’s note stating that the child is non-infectious**

**Conjunctivitis (pink eye)**

**After treatment, no eye discharge and a doctor’s note**

**Impetigo**

**After being on antibiotics for 24 hours**

**Strep Throat, tonsillitis**

**After being on antibiotics for 24 hours**

**Skin Rash**

**Must be diagnosed by a physician and a written note must be received before child is readmitted to the program.**

**Please notify the director or a teacher if your child has been exposed to any contagious disease. We must exercise precautions in order to maintain a healthy environment and to avoid any epidemic situations.  CHILDREN MAY RETURN TO THE PROGRAM WHEN ALL SYMPTOMS DISAPPEAR OR THE PHYSICIAN SIGNS A STATEMENT AS TO THE LACK OF A CONTAGIOUS DISEASE.**

**MEDICATION**

**Procedure for dispensing Medication**

**A physician must prescribe all medication given to a child at our center. The parent will be required to fill out a medication release authorization form. All medication must be in the original container, indicating the child’s name, type and date of prescribed medication, amount and time of dosage and the length of time medication is to be distributed. These forms must be updated EVERY MONDAY OR SOONER AS NECESSARY.**

**Procedures for Handling Emergencies**

**All medication must be kept in the office, locked up and out of the reach of unauthorized staff and children. Again, the correct dosage and time of medication must be on the physician’s prescription.  It is the responsibility of the parent to pick-up the medication from the front office. Any expired medication that is not picked up by the expiration date will be discarded. If any medication is kept at the center on an as needed basis, such as nebulizers, the form is valid for only four (4) months and a new form must be filled out when expired.**

**PROCEDURES FOR PARENTAL NOTIFICATIONS**

**After we have ensured the safety of the child, parents will be notified immediately after a child:**

**1. Is injured and the injury requires medical attention by a health-care professional;**

**2. Has a sign or symptom requiring exclusion from the child-care center**

**3. Has been involved in any situation that placed the child at risk. (i.e a caregiver forgetting a child in a center vehicle or not preventing a child from wandering away from the child-care center unsupervised); or**

**4. Has been involved in any situation that renders the child-care center unsafe, such as a fire, flood, or damage to the child-care center as a result of severe weather.**

**TBELC will notify the parent of less serious injuries when the parent picks the child up from daycare. Less serious injuries include, but are not limited to; minor cuts, scratches, and bites from other children requiring first-aid treatment by employees.**

**TBELC will notify all parents of children in the child-care center in writing and within 48 hours of becoming aware that a child in our care or an employee has contracted a communicable disease that the law requires us to report to the Texas Department of Health.**

**TBELC will provide written notice within 48 hours to the parents of all children in a group when there is an outbreak of lice or other infestation in the group.**

**DISCIPLINE and GUIDANCE POLICY**

**Our discipline policy involves step procedures that will be utilized by our teachers:**

**1. Prevention**

**a. Children are kept busy**

**b. Children are given positive attention, notice and praise**

**c. Notice and praise given for positive actions, sharing, taking turns, and kindness towards others**

**2. Positive Redirections**

**a. Children are calmly redirected**

**b. Children are distracted in a negative situation**

**c. Focus is on the child rather than the behavior**

**3. Special Time (Time Out)**

**a. Children will be placed in special time to collect themselves**

**b. For continued inappropriate behavior**

**c. For physical harm to another child**

**Each situation will be calmly, gently, and positively discussed with your child, focusing on the behavior. After an understanding is reached, your child may return to the activity or be redirected to another activity. If a child’s behavior is such that may be harmful to other children or teachers in our facility, the parent will be called to pick up their child for the day. The child should be picked up within 30 minutes and cannot return for 24 hours. Should a child’s behavior become an ongoing problem, our center reserves the right to withdraw your child at any time without notice. There will be zero tolerance for hitting, spitting, bullying, etc.**

**Communication with parents occurs on an on-going basis. Therefore, parents should always know how their children are adjusting. When parents and/or teachers feel that behavior or another issue is not improving, meetings may be scheduled with the Director, parents, and other appropriate staff.**

**Meals and Food Service Practices**

**TBELC is a participant of the Child & Adult Care Food Program and provides nutritious breakfast, lunch and snack daily.  No additional fee will be charged for meals or snacks. Menus are prepared on a rotating schedule and we are constantly adding new and exciting meals to our menus.  "Fun food Fridays will be offered at varied times during the school allowing parents to purchase their child's lunch through TBELC from a local restaurant.**

**TBELC understands that human milk is the best source of milk for infants.  Additionally, breastfeeding supports optimal health and development.  We will accommodate breastfeeding mothers by providing an oversized comfortable rocking chair in the infant room to allow the mother to breastfeed their infant.**

**Immunization/Hearing and Vision Requirements for Children**

**Your child’s health is of major importance to us all. A health form must be on file prior to or soon after your child’s entry into the programs.  This form must include the physician’s signature, as well as a record of his/her immunizations and the date of the physical. These must be updated on an annual basis. Please be sure that your physician documents any allergies or health problems on the form.  TB Tests are not required; however Hearing & Vision Screening requirements are required as applicable.**

**ENROLLMENT**

**For your child’s safety and to comply with state regulations, all health forms and enrollment papers must be completed and on file at the Center prior to your child’s first day of attendance. The following items must be submitted at the time of enrollment.**

**\* TBELC Enrollment Form/Admission Information**

**\*  Physical examination**

**\*  Immunization record**

**\*  One time Registration Fee (non-refundable)**

**\*  Copy of Parent’s Driver’s License**

**\* Handbook Agreement Form**

**\*Field Trip Permission Slip**

**TBELC does not discriminate in regard to religion, sex, national or ethnic origin in our admission policies.  Parents will be notified in writing of any changes to operational policies and enrollment agreement.  A copy of the updated operational policies will be signed and dated foe each family and placed in the child’s record.**

**Each child will be provided with a cubby for storage of papers and supplies.  Cubbies should be cleaned at the end of each week.**

**Parents must provide a mat or blanket for their child.  All blankets/mats must go home on Fridays to be laundered and returned on Monday.  Please ensure that your child’s name is on all their belongings.**

**Enrollment and TUITION FEES**

**TBELC serves the children of our community.  Families must sign an enrollment form prior to a child’s attendance to the program.  This specifies current financial policies and procedures.  It is possible for agreements to be amended with the Director’s approval.**

**Your child deserves a quality experience with a curriculum, qualified teachers, mind expanding field trips and an environment conducive for growth.  The following are the rates for the program.**

**An annual enrollment and supply fee will be due upon enrolling per child and annually thereafter on the anniversary date of enrollment.  This fee is non-refundable.**

**Annual Enrollment/Supply Fee- $100.00**

**Full Time Tuition Rates (5 Days  6:30 AM to 6:30 PM**

**TRANSPORTATION POLICIES & PROCEDURES**

**Procedure and Practices, including responsible person(s):**

**• Consent for Field Trip Form/Enrollment Form will be filled out for each child being transported.**

**• Smoking is prohibited in vehicles used to transport children.**

**• Children will be transported properly in a seat belt according to current federal regulations.**

**• Parents may be required to supply a booster seat as needed for their child when field trips involving use of transportation are a part of the program. Staff will be sure that booster seats and seat belts are used properly and each child is properly secured before setting the vehicle in motion.**

**• Staff will assist with releasing children from their transportation safety restraints, when needed.**

**• All adults in the vehicle will use proper restraining devices according to the vehicle manufacturer’s recommendations.**

**• The number of passengers in the vehicle will not exceed the manufacturer’s stated capacity for the vehicle.**

**• Children will be prohibited from eating, drinking, standing, or other dangerous or destructive activities during transportation.**

**• Children will never be left unattended in a vehicle, even for brief periods. All children will be accompanied by an adult to/from the vehicle to insure safety.**

**• All children will be accounted for before leaving the facility and again before returning.**

**• Children with special needs will have their transportation plans addressed in the Special Care Plan. A staff member who is familiar with the child’s special needs will accompany the child during transportation.**

**• All travel routes will be planned in advance.**

**Vehicle Requirements**

**• Only insured, licensed, well-maintained vehicles will be used to transport children. 18 passenger vans are not permitted.**

**• A back up vehicle will be available if needed and can be dispatched immediately in case of an emergency.**

**• A first aid kit and list of emergency contacts for all children and adults will be in the vehicle during transportation of children.**

**• A cell phone will be available in case of emergency.**

**• Fire extinguisher approved by local fire marshal.**

**Driver Qualifications**

**• Drivers will be legally-licensed and shall not be under the influence of any chemical substance that may alter their ability to drive safely.**

**• Drivers will meet staff qualifications including a criminal history check.**

**• Drivers will be first aid and CPR certified if another staff member present is not.**

**• Drivers will obey all traffic regulations.**

**• The driver will be familiar with the planned route ahead of time.**

**• Drivers will have evidence of a safe driving record for the previous 3 years.**

**• To prevent distractions the driver is not permitted to talk on a cell phone or play loud music.**

**• The Coordinator is responsible for collecting background checks, driving histories and updating this information yearly for those who are transporting children.**

**Water Activities**

**TBELC will offer sprinkler play.  No child will use sprinkler equipment on or near a hard, slippery surface, such as a driveway, sidewalk, or patio.  Sprinkler equipment and water hoses will be kept out of children’s reach when not in use. Each child must have completed a Water Activity Permission Slip to participate.  Parents will be notified in advance before we have the sprinkler play day.  Parents will be asked to bring swim clothes, sun block, towel, and other necessary items.**

**Field Trips**

**Field trips will typically take place during the summer.  Field trip fees are not included in the tuition.  Field trip fees will be due the Monday before the field trip.  Each child must have a completed Field Trip Permission Slip to attend any field trip.**

**COMMUNICATION**

**Communication is key to any successful relationship. Therefore, TBELC will promote an open channel of communication in many ways.**

**• Verbal communication – Daily verbal communication between parents and teachers, can take place in person or through telephone calls.**

**• Intake Meetings – Intake meetings are conducted by the Director prior to the child entering the program. This is a time for parents to share pertinent information and for parents to ask questions and become familiar with policies and philosophies.**

**• Parent meetings – Parent meetings and workshops are offered as a resource to parents and to respond to community needs.**

**• Family events – Family events are held during the year to encourage families to join together in a social manner and provide a sense of belonging to the “program.”**

**• Newsletters – Each month we will provide a newsletter for parents. It may include items such as facility events, policy reminders, and changes in procedures, hints on child rearing, information about books and articles on parenting.**

**PARENTAL VISITS AND PARTICIPATION**

**Parents are encouraged to visit, share books, and share their special talents.  When available, we may ask that parents assist with a field trip.**

**Procedures for Parents Review of Minimum Standards/Licensing Inspection Report**

**Parents have a right to review and obtain a copy of the Minimum Standards, which will be located in the front office. To obtain a copy, please visit**[**www.dfps.state.tx.us**](http://www.dfps.state.tx.us/)**. A copy of the Licensing Inspection Report will be posted on the bulletin board located in the multipurpose area on the wall.**

**Parent Contact for Local Licensing DFPS Hotline/Child Abuse and DFPS Website**

**Parents have a right to contact the local Licensing DFPS office and the Child Abuse and Neglect Hotline by viewing our bulletin board in the multipurpose area or  by visiting the DFPS website:**[**www.dfps.state.tx.us**](http://www.dfps.state.tx.us/)**.**

**Informing Parents of Gang Free Zone**

**Parents can be assured that their child(ren), are in a safe location and environment. TBELC is located in a Gang Free Zone.**

**Emergency Preparedness Plan**

**WRITTEN PLAN FOR MEDICAL EMERGENCY**

**Our written plan for immediate management and rapid access to medical care as appropriate to the situation is to:**

**1. Describe for each child any special emergency procedures that will be used, if required, by the caregiver or by a physician or registered nurse available to the caregiver;**

**2. Note any special medical procedures, if required by the child's condition, that will be used or might be required for the child while he/she is in the our care, including the possibility of a need for cardiac resuscitation;**

**3. Information is to be given to an emergency responder in the event that one must be called to the facility for the child. This information shall include:**

**a. Any special information needed by the emergency responder to respond appropriately to the child's condition;**

**b. A listing of the child's health care providers in the event of an emergency.**

**EMERGENCY PROCEDURES**

**When an immediate response is required, the following emergency procedures shall be utilized:**

**1. First aid shall be employed, and the emergency medical response team shall be called, as indicated;**

**2. The facility shall implement a plan for emergency transportation to a local hospital or health care facility;**

**3. The parent or parent's emergency contact person shall be called as soon as practical;**

**4. A staff member shall accompany the child to the hospital and will stay with the child until the parent or emergency contact person arrives.**

**ACCIDENT PROCEDURES**

**At the scene of an accident involving a vehicle driven for TBELC, the driver must:**

**1. Stop immediately and aid any injured persons.**

**2. NOTIFY THE LOCAL POLICE by calling 911. If the local police will not send an officer to the scene, file a counter report at the local police station.**

**3. Evacuating procedures should follow as:**

**- if children are not hurt or in any danger they should remain in the vehicle until Center help has arrived**

**- if a child(ren) is hurt do not move, but evacuate all of the other children so the emergency medical help can have clear access to those that are hurt.**

**- if children are in need of evacuation, remove them to 50 feet away from the accident scene.**

**4. CALL THE DIRECTOR.**

**5. DO NOT leave the scene or move the vehicle until the law enforcement agency has completed its investigation or until they have asked you to move it.**

**6. Write down ALL information required on the other driver: name; address; driver’s license number and state; expiration date, date of birth; home and work phone numbers; vehicle owner’s name and address; year, make, model and license of vehicle; insurance company and policy number; injured parties name(s); witnesses names, addresses and phone numbers; write notes concerning the accident. These notes will help when you complete the accident report.**

**Parent Breastfeeding Policy**

**TBELC does provide an area for parents that are breastfeeding to privately nurse their infant.  There is a rocker/glider located in the infant room for this purpose.**

**Suspected Child Abuse and Neglect**

**By Texas Family Code 261.101 all employees of TBELC are required reporters of suspected child abuse and neglect.  Suspected abuse will be reported according to procedure, to the Department of Family and Protective Services.**

**TBELC will require annual training for all employees.  We will employ methods for increasing employee and parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect.**

**TBELC will also employee methods of increasing employee and parent awareness of prevention techniques for child abuse and neglect, strategies for coordination between the center and appropriate community organizations, and actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention**

**This will be accomplished by providing information to employees through formal meetings and by providing parents with handouts/flyers.**

**Procedures for Conduction Health Checks**

**Vaccine Preventable Diseases for Employees**

**A vaccine-preventable disease is a disease that is included in the most current recommendations of the Advisory Committee on Immunization Practices of the Centers for Disease Control and Prevention.  Here at TBELC any employee who works with children 12 months are younger is required to have the influenza (flu) vaccination and Pertussis (Whooping Cough) vaccination and provide documentation. We will do quarterly checks on all employee files to ensure that these vaccinations have been done. Employees must provide documentation to be exempt from having a required vaccine because of (a.) medical conditions identified as contraindications or precautions by the CDC or (b.) reasons of conscience, including a religious belief.  Any employee who has routine and direct exposure to children and who is exempt from the required vaccinations must protect children in their care by using protective medical equipment including gloves and masks. We prohibit discrimination or retaliatory action against an exempt employee.  Any employee who fails to comply with our policy may be subject to termination.**

**Divorce and Custodial Rights for Families**

**TBELC understands that some families have shared parental responsibilities. If there are any circumstances that are pertinent to one or the other parent, a court order MUST be on file. TBELC will comply with any court order for a family in our care.**

**Grievance Policies**

**Most problems that arise are due to misunderstandings that can be solved through communication. If a problem occurs, please;**

**Discuss the problem with your child’s teacher**

**If not satisfied, discuss the situation with the Director of TBELC**

**If the problem is still not resolved you may contact:**

**Texas Department of Family and Protective Services**

**535 S Loop 288 Suite 2001**

**Denton, TX 76205**

**940-381-3400**

[**www.dfps.state.tx.us**](http://www.dfps.state.tx.us/)

**All inspection and compliance letters are available for your inspection at the Child Care facility or by contacting the Department of Public Health Services.  Although negative reactions are generally shared with the above-mentioned party, please feel free to contact them with positive reactions as well.**

**Vacation or Occasional Absences**

**No refunds shall be made for sick days or absences. Refunds, credits or make-up days cannot be granted. If your child is sick for more than two days, please call the center to let us know. It is helpful to the center and teachers to know if a child will be out more than two days.**

**Families in the childcare program are entitled to one-week vacation (five consecutive days, Monday-Friday). A minimum of one year of enrollment must have occurred prior to using the vacation time. A two-week notice must be filled out prior to the vacation time, so you will not be charged.**

**Photo and Video Release**

**TBELC publishes a variety of information about our center on our website. From time to time we may wish to include your child’s work and/or photo on our website, bulletin boards, newsletters, fliers, local publications, TV Broadcasts, DVD promotions and in our graduation video.  No names will be used and photos will only be used generically. No identifying marks or physical marks or physical characteristics, clothing or other articles bearing a student’s name or any other means by which a student can be identified will be photographed. No other personal information about the student will be published on the website, bulletin boards, newsletters fliers, or other forms of communication. We may also videotape and will occasionally use portions of the video for educational purposes.**

**Handbook Agreement Form**

**Parent Handbook Agreement Form**

**Dear Parents,**

**Please read each section and sign and return this agreement form to the Director or Assistant Director.**

**\_\_\_\_\_1. ​I hereby agree to the general policies and procedures of TBELC regarding tuition and fees, attendance, late pick up fees, and non-payment by close of business on Friday, and other items specified in the Parent Handbook. I am aware of the scheduled closed holidays.**

**\_\_\_\_\_2. ​I understand that the enrollment fee is non-refundable.**

**\_\_\_\_\_3. ​I have read and understand the Safety/Emergency Procedures, which will be followed in the event of an accident while my child is attending TBELC. I hereby authorize TBELC to take appropriate emergency action for the safety of my child.**

**\_\_\_\_\_4. ​I have read and understand the Health Policy of TBELC. I also understand the requirement for written authorization for medication to be administered to my child and it must be updated weekly to continue medications.**

**\_\_\_\_\_5. ​I have read and understand the Discipline Policy of TBELC. I understand that if my child exhibits behavior that may harm himself or others, I will have to keep my child out 24 hours before he can return to the center.**

**\_\_\_\_\_6. ​I hereby agree to notify TBELC two weeks in advance of withdrawal, should such an event occur, or pay the difference. I also understand that my tuition payment for the last two weeks must be paid by credit card or in cash.**

**\_\_\_\_\_7. ​I have read and understand the policy concerning the consent to photograph and/or videotape my child. (Photo & Video Release Form)**

**\_\_\_\_\_8. ​I have read and understand that if I have any checks returned that I will be responsible to clear the returned check within 3 business days and pay a returned check fee of $30.00. Any monies paid toward my account will go towards the NSF and if I do not pay my tuition by the due date I will accrue late fees per the policy.**

**\_\_\_\_\_9. ​I have read and understand the requirements pertaining to my child’s immunization and my obligation to keep these forms current.**

**I acknowledge that I have received a copy of The Bridge Enrichment and Learning Center Parent Handbook. By signing this form, I understand that it is my responsibility to read the handbook and abide by all policies set forth by TBELC.**

**Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent’s Name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director’s Initials \_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_**

Sent from my iPad