



BRIGHT BEGINNINGS LEARNING CENTER

A ministry of University United Methodist Church

Family Handbook

2024-2025

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OVERVIEW

Mission Statement

Bright Beginnings Learning Center (BRIGHT BEGINNINGS) strives to bring about spiritual, physical, emotional, and intellectual well-being through relational wholeness; that is, through right relationships with God, with self, with others, and with the rest of creation.

BRIGHT BEGINNINGS provides a safe, nurturing, Christian environment in which children may grow and thrive. Using a child-centered curriculum, we facilitate opportunities for children to explore, negotiate with peers, and create their own learning experiences through hands-on activities such as music, art, gardening, free-play, and drama. We are an academy of learners – from the smallest to the largest. As we learn together and from each other, we create solutions, make new discoveries daily, and shine the light of God’s peace and liberation in our world.

Presupposition: Children who are grounded in a Christian ethics approach to being and doing will live, grow, and thrive. They will become effective adult leaders that have a passion for life-long learning; live lives of integrity and sincerity; understand relationships as integral to personal and societal wellbeing; and have the courage and conviction to stand for what is good, moral, and right.

Philosophy

We believe learning should

- Be God-centered
- Engage the whole child
- Be hands-on
- Cultivate child-centered teamwork
- Foster social-emotional awareness
- Engage the entire community

Our small class sizes and low student to teacher ratios (consistent with Safer Sanctuaries policies and practices) enable teachers to have a powerful impact on each child's development. Our teachers are experienced and knowledgeable about early childhood education through college course work and/or professional development classes. Classes have consistent schedules that balance teacher-directed and child-centered activities. Our teachers work collaboratively to provide an atmosphere that is safe and engaging for all children.

Curriculum Statement

BRIGHT BEGINNINGS curriculum is based on developmentally appropriate thematic units and practices that emphasize hands-on learning experiences, Christian values, and opportunities for children to make choices in a safe and nurturing environment. Teachers apply a variety of approaches and provide daily opportunities for children to develop and enhance knowledge and skills in language and literacy; mathematical, science, and social studies; and fine and gross motor movements.

Staff/Child Ratios

BRIGHT BEGINNINGS currently has a 3-Star FOCUS rating by the State of New Mexico. We are working toward a 4-Star, and then 5-Star rating over the current academic year. Because of our Safer Sanctuaries policy, our student-teacher ratios already reflect the minimum requirement for a 5-Star rating, which are:

- 18 months – 24 months: 1 teacher for every 4 children
- 2 years old: 1 teacher for every 6 children
- 3 years old: 1 teacher for every 9 children
- 4 & 5 years old: 1 teacher for every 10 children

PARENTS

Parent Involvement/Volunteering

BRIGHT BEGINNINGS encourages families to participate in special events, visit their child's classroom*, and/or volunteer. Opportunities to share your gifts and talents (career, hobbies, music, etc.) with the children and staff are welcome. Regular volunteers are required to complete a comprehensive background check, paid for by BRIGHT BEGINNINGS.

Families are expected to participate in parent-teacher conferences as scheduled throughout the year. This is an opportunity to share in depth, your child's classroom experiences, growth, and development.

**We discourage parents and family members from "dropping in" to see a child in the middle of the day. When a child sees a parent/family member at the school, they believe that person has come to pick them up and take them home. When the family member leaves the child behind, it is unsettling for the child, making it difficult for the child to function normally within the classroom for the remainder of the day.*

Parent Organization

BRIGHT BEGINNINGS is invested in creating an active Parent Organization. Involvement includes but is not limited to, input on programming and scheduling, opportunities for improvement, increasing parent engagement, fundraising, and special events. **If you are interested in leading or being a part of a Parent Organization, please let the Executive Director know.**

Home and Preschool Communication

Preschool is a delightful time. We envision ourselves in partnership with families to provide the highest quality of care and childhood experiences possible. As such, we believe that on-going and open communication with families is essential. Some ways we facilitate this is through an annual calendar, newsletters, developmental assessments with parent-teacher conferences, conversation at drop-off and pick-up times, special events, and the Student Information System

(SIS) childcare app. Families are welcome and encouraged to contact the Executive Director at any time, and for any reason.

FUNDRAISING

Fundraising is an essential aspect of the financial framework of our School. BRIGHT BEGINNINGS is a blended private Christian childcare and preschool provider, and simultaneously offers free public New Mexico PreK classes. Both are non-profit enterprises with limited funding sources. To operate on a balanced budget, BRIGHT BEGINNINGS must take advantage of multitude resource options. In addition to tuition and fees, BRIGHT BEGINNINGS seeks out public and private grants, and welcomes the generosity of all donors, big and small. We also rely on multiple fundraising opportunities and events throughout the year to help us be financially solvent. **As a family of BRIGHT BEGINNINGS, you will be expected to participate in fundraising activities.**

We will always strive to be the best stewards possible of the resources that God has provided to us, including through the state, the church, our families, donors, fundraising, and grants.

ENROLLMENT, TUITION, & FEES

Non-Discrimination Policy

BRIGHT BEGINNINGS is an equal opportunity organization and does not discriminate based on ethnicity, gender, natural origin, disability, race, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.

Eligibility

BRIGHT BEGINNINGS offers childcare and preschool education for children ages 18 months – 5 years. Toddler classes are for children 18 months to 2 years, and older classes include children ages 2 to 3 years old. BRIGHT BEGINNINGS preschool classes, as well as New Mexico Early Pre-K and Pre-K classes, are for students who are 3 and 4 years old, respectively, by Sept. 1 of each year.

Enrollment Procedures

Registration must be completed annually, is on a first come, first serve basis, and includes a non-refundable registration fee. Registration is not complete until the Registration Packet (including all required materials) has been submitted and parents/guardians have been notified by BRIGHT BEGINNINGS that their child has been accepted and enrolled. BRIGHT BEGINNINGS does maintain a waitlist, should enrollment be full at the time the Registration Packet is received. Families on the waitlist will be notified when a space is available on a first come, first serve basis.

Additional forms/documents may be required throughout the year for continued enrollment. NM PreK enrollment may require additional registration documents.

Children may be enrolled at any time during the semester so long as there is available space in an appropriate classroom. Available space is defined by the room capacity determined by the NM Early Childhood Education & Care Department (ECECD), and the staffing capacity of BRIGHT BEGINNINGS.

Tuition and Payment Options

BRIGHT BEGINNINGS accepts the following payment options:

- Self-pay by the child's family
- Payment through the New Mexico Childcare Assistant Program (we are happy to provide information and assistance upon request)
- Tuition free NM Early Pre-K and Pre-K enrollment
- A limited amount of scholarship funding is available; please inquire as needed

Tuition & Fees

Tuition is based on the school year and is prorated into monthly rates. Therefore, tuition is *the same every month*. Discounts are *not* given for holidays, closure for inclement weather, illness, vacation, change of residence, or school breaks.

To assist parents, BRIGHT BEGINNINGS offers “**Bridge Week Camps**” during most weeks that the School is out on break (e.g. Spring Break, Thanksgiving Holiday, etc.). **These weeks are NOT part of the tuition & fees described above. A separate registration and fee will be required** to participate in any Bridge Week Camp.

Cost of tuition is included in the Registration Packet, and include full-time and part-time enrollment options, 2 – 5 days per week. A **non-refundable** registration fee is due with registration. Fees and discounts are described in the Registration Packet.

Tuition payments are due the 1st school day of each month. After the 10th of each month, any unpaid tuition will be considered late, and a \$30.00 fee will be charged. Additional fees will accrue at the rate of \$10.00 per day for each day thereafter, unless other payment arrangements have been made with the Executive Director.

New Mexico Childcare Assistance

Families with students whose tuition is paid through the New Mexico Childcare Assistance Program must ensure that their contract is current and active, and that the number of hours awarded are consistent with the number of hours of attendance at BRIGHT BEGINNINGS.

Hours of Operation/Enrollment Options

BRIGHT BEGINNINGS is open from 7:30am – 5:30pm, M-F.

BRIGHT BEGINNINGS Enrollment Options include:

- 2 – 5 days per week attendance
- Full-day *or* half-day (morning or afternoon) attendance
- Flexible drop-off and pick-up times

NM PreK Options include:

- 5 days/ per week attendance
- 8am-3pm full-day only
- Aftercare supplemental option from 3:00-5:30pm is available for an additional fee (Self-pay or NM Child Care Assistance Program)

CALENDAR & SCHEDULE

Calendar*

A draft annual Calendar is included in the Registration Packet. An updated Calendar will be provided at the beginning of the school year (fall semester) and will be posted on the BRIGHT BEGINNINGS website. It is subject to change, and families will be notified as soon as possible of any changes. BRIGHT BEGINNINGS recognizes that changes do impact families, and we will do our best to minimize changes.

To assist working parents, BRIGHT BEGINNINGS will offer “**Bridge Week Camps**” during most weeks that the School is out on break (e.g., Spring Break, etc.). **Bridge Week Camps are NOT included in the regular monthly tuition model. A separate registration and fee will be required** to participate in any/all Bridge Week Camps.

**NM Pre-K/Early Pre-K program is required to meet a predetermined number of hours and occasionally the calendar for those classes may differ slightly from the regular BRIGHT BEGINNINGS school calendar.*

School Cancellation

Due to severe weather conditions or other emergency situations, there may be times when BRIGHT BEGINNINGS facilities will experience an unplanned closure. Emergency closing is at the discretion of the Executive Director or his/her designee. Notifications will be communicated via the Student Information System (SIS), which is the official communication mode for BRIGHT BEGINNINGS.

Severe Weather Conditions:

In the event of severe weather conditions, BRIGHT BEGINNINGS will typically adopt the decisions of the Las Cruces Public Schools in determining school closure.

Other Emergencies:

Other situations, including but not limited to electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions, or other situations which may endanger the safety or health of children and employees, may result in an unplanned closure, and is at the discretion of the Executive Director or his/her designee.

MEALS & SUPPLIES

Meals

BRIGHT BEGINNINGS provides three healthy, nutritious, and good tasting meals made from scratch each day: Breakfast (8-9am); Lunch (12-1pm); Snack (2:45pm). We consider mealtime to be part of the curriculum. All meals/snacks are provided “family style.” This provides a positive environment for eating and socializing, for trying new food, and for children to learn to serve themselves and others, and to exercise appropriate “table manners.” Children should NOT bring food from home when they enter the classroom. This could pose a safety problem for children with food sensitivities or severe allergies and is not allowed by our food contract.

BRIGHT BEGINNINGS participates in the Child and Adult Care Food Program (CACFP). As such, all families are **required** to complete Income Eligibility, and CACFP Enrollment forms. Information provided therein determines the amount of assistance BRIGHT BEGINNINGS receives in providing meals to children.

Required Supplies – All personal items should be labeled with your child’s name

- Diapers (as appropriate)
- Wipes (as appropriate)
- Change of clothing *each day (ALL children)* – clothing may be left in a child’s backpack and/or in a labeled zip-lock bag placed in your child’s cubby
- Water bottle daily – *water only*
- Crib-sized fitted sheet for napping cot
- Light blanket for nap/rest time
- A soft toy for nap/rest time (optional) – *no other toys should be brought into the school*
- Backpack (optional)

Required Classroom Supplies and Materials

Each semester/session, BRIGHT BEGINNINGS will provide families with a **School Supply List**. Supplies will be based on needs for each classroom. We will not require items that are not needed. For example, child-sized scissors may be included on the fall list, but not on the spring list.

Personal items from home

Please do *not* bring toys from home unless requested by your child’s teacher to enhance the current lesson, theme, or activity. When personal items are brought to school, BRIGHT BEGINNINGS is not responsible or liable for any lost, stolen, traded, damaged, or broken items. The possession or use of toy guns, lighters, knives or other potentially dangerous articles is **prohibited** and may result in suspension from the School.

Withdrawal Policy

Families who wish to withdraw their child from BRIGHT BEGINNINGS should notify the school in writing at least 2 weeks prior to the student’s final day of school. Tuition refunds will not be given for any student withdrawn without **2-weeks written notice**.

CLASSROOM PRACTICES

Arrival/Departure

The blue door on the north end of the playground is the **only door** that will be used for drop-off and pick-up of students. All children must be dropped off and picked up **by an ADULT** (18 years or older). Children must be signed in and out each day via the Student Information System (SIS) kiosk at the entrance AND THEN escorted by the adult to and from their assigned classroom. Check in and out is NOT COMPLETE until the student has been checked in/out via the SIS kiosk AND the ADULT escorting the child has ensured that a teacher is in the classroom, and that they have made direct contact with the teacher so that the teacher is aware that their child is being dropped off or picked up. *Failure to do so is potentially dangerous for the child and could be reason for dismissal from the program.*

Students should be picked up and dropped off at regular times* so as not to disrupt classroom routines. Children should be picked up promptly at their registered time. A pickup time of more than 30 minutes after the registered time will result in a late fee of \$10. Recurring late pickups may result in additional charges and/or disenrollment.

**Parents are strongly discouraged from picking up children during nap time. Not only is it disruptive to the schedule of the child being picked up, but it is also disruptive to other children in the classroom who are napping.*

If there is an emergency and you are unable to pick up your child by dismissal time, please message via the Student Information System (SIS) AND call the Executive Director or Assistant Director at (575) 522-8220.

Attendance & Tardy Policy

It is important that your child attend class every day so that you take full advantage of what BRIGHT BEGINNINGS has to offer. There is no tuition reduction or makeup days for days missed. Please call the Executive Director at (575) 522-8220 or send a message through the Student Information System (SIS) if your child will be absent. We greatly appreciate your notification of unscheduled absences.

Children may only attend on the days for which they are registered. Attending on additional or different days will be considered on a one-on-one basis and require **prior** approval from the Executive Director. This will only be an option if there is available space for the child to attend on the day requested. Additional days will incur an additional fee that will be determined based on the current tuition rate for the child attending.

Students enrolled in the NM PreK program are required to attend a minimum of 85% of the calendared school days. In addition, students enrolled in the NM PreK are considered tardy when they arrive after 8:30am. **Consistent absence or tardiness for NM PreK classes may result in removal from the program.** The latest pick-up time for NM PreK classes is 3:30pm. After 3:30pm, students must be enrolled in the Aftercare program.

Visitors

All visitors, including therapists from local agencies, are required to sign in at the information table and should check in with the Executive Director upon arrival. They should also wear a visitor badge. See additional information on family visitors under heading PARENTS - Parent Involvement/Volunteering.

Chapel Time

As a Christian childcare center, Chapel time is a priority. Chapel will be held regularly in the sanctuary, with the exception of the NM Early Pre-K and Pre-K classrooms. Chapel is generally held on Tuesday and Thursday mornings.

Birthdays / Celebrations

BRIGHT BEGINNINGS welcomes birthday celebrations. In most cases we welcome modest treats for snack or lunch time to celebrate your child's birthday. Families should **always consult with their child's teacher before sending food** to ensure there are no precautions needed regarding food allergies and/or food sensitivities of children in the classroom. According to state regulations, **all food brought into the classroom must be store-bought.**

Field Trips

BRIGHT BEGINNINGS does not participate in off-site field trips unless families are providing transportation for their child. Guest speakers will be invited from time to time to come to the School. Previous guest speakers have included doctors, dental assistants, horse trainers, border patrol officers, and fire department and police department representatives.

CHILD & PARENT BEHAVIOR

Guidance/Redirection Policy

BRIGHT BEGINNINGS rules addressing unacceptable behaviors are designed to promote the health, safety, and well-being of each child. Consistent with our philosophy of healthy relationships, our focus is on making good choices and respecting others and ourselves. This approach allows the child to learn and grow from negative experiences while gaining respect for themselves, other people, and property.

Whenever possible, positive reinforcement will be given so the student receives immediate feedback when desirable behavior is demonstrated. Students displaying unacceptable behavior will be redirected and/or removed from the offending activity. In some cases, age-appropriate reflection time may be used (approximately 1 minute per age, i.e. 3 mins for a 3-year-old).

Punishment that is humiliating, shaming, or frightening to a child is **strictly prohibited**. This includes:

- Spanking, hitting, pinching, or other forms of corporal punishment
- Verbal abuse, threats, or derogatory remarks about the child or their family
- Restricting movement or enclosing in a confined space
- Withholding or forcing meals, snacks, or naps

Incident Reporting

Toddlers and Preschoolers are all learning appropriate social skills and emotional behavior control. Therefore, it is not unusual in a preschool setting for children to exhibit occasional inappropriate behaviors such as hitting, taking toys, throwing sand, and biting (to name a few). Teachers will always attempt to intervene to avoid serious incidents, but occasionally incidents cannot be predicted or prevented. So that you are aware of any such behaviors affecting your child, teachers routinely write up Incident Reports that must be signed by the parent of the child exhibiting the behavior, and by the parent of the child on the receiving end of the behavior.

In most cases Incident Reports are intended to be a source of information regarding the behavior and experiences of your child. However, repeated Incident Reports of inappropriate behavior by your child should be taken seriously, and the family of the child should do everything in their power to curb ongoing inappropriate behavior. This can be a frustrating time for many families. BRIGHT BEGINNINGS is here to partner *with* you, including collaboratively developing a Corrective Plan of action and/or providing relevant resources and information.

Corrective Plan

BRIGHT BEGINNINGS will attempt to work with the family and child to take constructive steps to find a solution that resolves a problem before a suspension or disenrollment is considered.

When a child's teacher or an administrator has concerns about a child's ongoing behavior or other circumstances, he or she will document such concerns. The family will be contacted to set up a parent-teacher-administrator meeting* to determine what steps can be made to support the child. Together, BRIGHT BEGINNINGS and the family will develop strategies to address a child's particular needs. During this time a variety of options may be considered, depending on the child's individual and/or developmental needs. Options may include, but are not limited to, changes in:

- the physical environment
- the daily structure of activities
- transition times
- redirection

Staff will inform the family of progress as needed via notes, phone calls, the SIS, or meetings, to maintain a collaborative environment. If, after one to two weeks (depending on the individual situation and the risk to the welfare and safety of others) the behavior does not improve or if improvement is temporary and behaviors return, BRIGHT BEGINNINGS may determine it can no longer accommodate the needs of the child, the child will be disenrolled.

**Failure of the family to schedule and/or participate in a Corrective Plan meeting, or failure to actively support implementation of an agreed upon Corrective Plan may lead to suspension and/or disenrollment of the child.*

Suspension/ Disenrollment Policy

BRIGHT BEGINNINGS strives to provide quality care and instruction to ALL students entrusted to our care. We strive to create a safe, nurturing, and developmentally appropriate environment for each student. While this philosophy cultivates individual needs and respects diversities, it may be necessary on rare occasions to suspend (short-term removal) or disenroll (permanent) a child from our program.

We will do everything reasonable to work with the family of a child in order to prevent suspension or disenrollment. When unavoidable, the family should be given a minimum of two weeks' notice to find a new childcare provider prior to disenrollment. However, *BRIGHT BEGINNINGS reserves the right to disenroll a child immediately, or with less than two-weeks' notice if it determines it is necessary to ensure the safety and/or wellbeing of other children or adults who interact with the child, or it is in the best interest of the School.*

The following are reasons that may require us to suspend or disenroll a child from our School:

Child's Actions

- The child is at risk of causing serious injury to other children or themselves
- Uncontrollable violent tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting
- The school cannot adequately or reasonably meet the needs of the student
- For any other reason in the best interest of the School

Family's Actions

- Failure to complete required forms (i.e. child's immunization records)
- Parent/guardian threatens physical or intimidating actions towards staff members
- Inappropriate behavior towards staff members or children at the center
- Failure to make payments or making arrangements to do so
- Failure to make provisions for the student's personal needs
- Failure to cooperate with the School to correct a child's ongoing misbehavior
- Recurring late pickups
- Failure to comply with policies and protocols described in the Registration Packet and/or the Family Handbook
- Failure to comply with all check-in/check-out procedures

HEALTH & SAFETY

Health & Safety Policy

Please keep your children home, as directed, if they exhibit any of the symptoms below. Children who develop or exhibit these symptoms at the School will be sent home immediately. A parent/guardian or the designated emergency contact/authorized pick-up person will be

called. **Please ensure that all Emergency Contact/Approved Pick-up information is kept current with correct phone numbers. You are required to inform BRIGHT BEGINNINGS in writing, if and when, any Emergency Contact information changes.**

- Runny nose with green or yellow discharge
- Severe coughing and/or sneezing – a child who is making a high-pitched whooping sound after coughing, or who turns red or blue in the face when coughing should remain home
- Fever – a child who has had a fever of 100.5-degree F orally or 99 degrees F under the arm in the last 24 hours, or a child on fever reducing medication such as Tylenol, should remain home until they are fever free (without medication) for 24 hours
- Vomiting – a child who has vomited twice within 24 hours, or who has vomited once and displayed other symptoms of illness (e.g., low-grade fever or headache) should remain home for 24 hours *after* symptoms have passed
- Diarrhea – a child who has had 2 abnormally loose stools, or 1 loose stool with other symptoms of illness should remain home for 24 hours *after* the symptoms have passed
- Difficult or rapid breathing
- Pinkeye – a child who has symptoms such as tears, redness of eyelid lining, irritation, swelling and/or discharge should remain home until the discharge has stopped completely, or until they have been on medication for 24 hours *and* have a physician’s written permission to return to school
- Yellowish skin or eyes
- Sore throat and/or trouble swallowing
- Infected skin patch(es) – crusty, bright yellow, dry or gummy areas of skin.
- Unusually dark, tea-colored urine
- Headache and stiff neck
- Unusual spots or rashes, undiagnosed skin outbreak
- Severe itching of the body or scalp – evidence of head lice, mites, scabies, or severe itching/scratching of the body or scalp
- Other signs or symptoms – a child with symptoms that are compatible with a communicable disease, especially if the student has been exposed to a communicable disease (i.e. chicken pox), should remain home until symptoms disappear

Notification

Families of children who become exposed to certain contagious diseases will be notified through a flyer sent home and/or through a SIS message to all families. **If your child should become infected with a contagious disease, please notify BRIGHT BEGINNINGS immediately** so the Executive Director can notify families of other children who may have been exposed.

If your child has an allergy or any other chronic health problem, you are required to inform the Executive Director and the child’s teachers.

Medications

Medications will not be given to a student unless it is related to a preexisting condition, severe allergies requiring emergency treatment, or other medical condition that may require emergency treatment. In all cases medications, will ONLY be given when a signed Medical Authorization Form is provided.

With written permission from the legal guardian of a child as provided in the Registration Packet, BRIGHT BEGINNINGS may apply sunscreen and insect repellent to the child if deemed necessary.

Serious Illness, Accident, or Injury

School and playground rules are established to keep students and staff safe. Staff members trained in CPR and certified in First Aid and will be present at all times in case of an emergency or accident.

In case of serious accident or illness, Emergency Medical Services (EMS) will be called. They will advise whether or not the child should be taken to the nearest hospital or doctor's office by ambulance. A BRIGHT BEGINNINGS staff member will accompany the child in the ambulance. Once EMS is contacted, the staff will call a parent/guardian and inform them of the situation. An accident/injury report will be filled out and one copy will be kept in the student's file and one copy will be provided to the family. In any case that an injury needs medical attention outside of basic first aid a copy of the accident/injury report will be sent to CYFD with any additional treatment measures from the attending medical personnel.

EMERGENCY

Emergency Notification

BRIGHT BEGINNINGS is working to secure an emergency notification system that would notify family members via text, in case of emergency situations. We anticipate a new SIS will have this capability, and we will implement its use as soon as it is available. Until then, families will be notified through a message via the current Student Information System (SIS) of any emergency situations.

Emergency Evacuation and Disaster Preparedness

In the event of a disaster or emergency evacuation from BRIGHT BEGINNINGS and University United Methodist Church, the health, safety, and well-being of our students is our primary concern. The following actions will be taken:

1. Students will be evacuated from the building per the Emergency "map" in their classroom.
2. Administrators are responsible for "sweeping" the building to make sure every child is evacuated and for being first contact with designated relocation areas. This responsibility will be handled by the Executive Director or Assistant Director or delegated by such persons to other appointed staff.

3. Students will be taken to either First Church of the Nazarene at 1900 S. Locust or University Hills Elementary School, 2005 S. Locust. In the case that further relocation is required, BRIGHT BEGINNINGS will follow the instruction of Las Cruces Police Department (LCPD) or other law enforcement agencies. Families will be notified of the new relocation area as soon as possible.
4. We will attempt to contact families as soon as students are safely evacuated
5. Families are urged to follow the instructions of the local authorities under such circumstances regarding when it is safe to pick their child up.

Emergency Lock-Down Procedures

In the event of an emergency that would require BRIGHT BEGINNINGS to go into **lockdown**, the following actions will be taken:

1. The building and all classrooms will be locked.
2. Students will be supervised at all times.
3. We will attempt to contact families, guardians or emergency contacts via the Student Information System (SIS) or by phone as soon as it is safely possible.
4. Families are urged to follow the instructions of the local authorities under such circumstances regarding when it is safe to pick their child up.
5. If needed and possible, students will have access to a spare set of clothing in their backpacks/cubies.

CONFIDENTIALITY

Confidentiality Statement

Student files may not be taken off site. Families may view their child's educational file by contacting the Executive Director or Assistant Director to make arrangements. Copies of student files are available outside of BRIGHT BEGINNINGS only with a release signed by a parent/guardian. Only authorized certified personnel, authorized government officials, or appropriate authorities in a health or safety emergency may access a student's educational records without the approval or notification of the family.

BRIGHT BEGINNINGS's public records may be viewed by contacting the Executive Director or Assistant Director to make arrangements to view as soon as practical.

Child Abuse & Neglect

BRIGHT BEGINNINGS staff members are mandated to report to the proper authorities any reasonable suspicion that a child has been or is being abused and/or neglected. Staff are trained annually regarding how to determine child abuse/neglect, and how to report. To report such a claim, the phone number to Children, Youth and Families Department is: 1-800-797-3260.

BRIGHT BEGINNINGS Committee Contact

The BRIGHT BEGINNINGS Committee is always happy to speak with you about our School. Contact information is available from the Executive Director and/or the University United Methodist Church (UUMC) office, at 575.522.8220.