

Parent Handbook
2025-2026

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Policies and Procedures

Welcome to Brilliant Beginnings Childcare Center. Brilliant Beginnings is committed to providing your family with a high quality early childcare education experience. Children learn best through play and a natural curiosity to explore. We will strive to foster each child's own unique strengths through carefully planned play-based curriculum. Each child's unique learning style will be supported and encouraged so that we may provide a foundation for a lifelong love of learning. We believe there is no greater resource for our children than the early childhood experiences they are offered.

Nothing lights up a child's brain like play. –Dr. Stuart Brown

Hours of Operation
The center will be open Monday through Friday.
Core Hours:
M-F 7:00am-5:00pm
4th Wednesday of each month 7:00am-4:30pm
Core hours must be scheduled one month in advance and prepayment is required. No refunds will be issued for scheduled core hours regardless of use. According to the parameters of our license, we cannot offer care outside of center hours. Children may attend for a maximum of 47 hours per week.

Ages Served
Brilliant Beginnings will provide care for children between the ages of 6 weeks and 12 years. Childcare services are available without discrimination on the basis of race, sex, color, creed, political persuasion, national origin, disability, ancestry or sexual orientation.

Licensing Capacity
Brilliant Beginnings is licensed for 80 children.

Holiday's
Brilliant Beginnings will celebrate the following holidays:
New Years
Valentine's Day
St. Patrick's Day
Easter
Mother's Day
Father's Day
Fourth of July
Halloween
Thanksgiving
Christmas/Hanukkah/Kwanza
Each child's birthday
*Religious Activities will not be included in holiday celebrations; however, we will learn about various celebrations and incorporate those which honor all members of our school community. Please note our school closure schedule to view holidays for which we will be closed.

Enrollment

Prior to enrollment, parents must schedule a tour with the center director or administrator. After touring our facility, parents who wish to enroll their child will be given an enrollment packet and a copy of the parent handbook. The enrollment packet, as well as a **non-refundable** enrollment fee and first 2 weeks tuition, will need to be submitted to hold their child's place at the center. The enrollment fee and first 2 weeks tuition payment are applied to your first 2 weeks of attendance and are forfeited in the event of cancellation of enrollment. Prior to admission, each family will need to schedule a time to meet with the program director or administrator to review the center's policies and procedures, complete paperwork, and discuss any special needs a child may have. All enrollment paperwork must be on file no less than 2 business days prior to a child's first day of attendance. A post enrollment visit will be offered to each family within 30 days of enrollment. We look forward to meeting with you to ensure a smooth transition for your family!

Waiting List

Families interested in enrolling their child in Brilliant Beginnings may have their name placed on the waiting list if enrollment is not immediately available. Priority will be given to Brilliant Beginnings employees, as well as families currently enrolled at the center. When a classroom opening is made available, families will be notified in the order of which they were placed on the waiting list. A confirmation of acceptance into the program will be required within 2 business days of notification of the opening. After 2 business days, the opening will be made available to the next family on the list. The registration fee and first two weeks tuition will be due at this time to hold the opening.

Tuition and Fees Policy

Enrollment Fee:

A non-refundable enrollment fee is due per family enrolling in the center. This fee must be paid with the enrollment application. In addition to the enrollment fee, the first 2 weeks' tuition will be required at the time of enrollment. The 2 weeks tuition is non-refundable. At the beginning of enrollment, the fee will be applied to the first two weeks of care. If a family's childcare needs change, the 2 weeks tuition, as well as enrollment, will be forfeited.

Tuition:

Tuition is due bi-weekly, or monthly, based on the wishes of each family. All payments are due on Mondays at the start of the tuition cycle. For families who do not attend full time, tuition will be due by the close of business on the first day of attendance for the billing cycle. Brilliant Beginnings will require that each family pay by check, or enroll in auto withdrawal through Procare Connect.

Refunds:

Families who choose to terminate care will be refunded payments in excess of the tuition required for the one-month notice period. Families whose contract is terminated for non-payment will not be issued a refund and will owe all past due tuition.

A 10 % discount is available for the subsequent child/children from a family who is enrolled full-time in the center. The discount will be applied to the lower tuition rate.

Returned Check Policy

All checks returned with NSF will incur a $35.00 charge. If more than one check is returned with NSF we reserve the right to no longer accept payment with checks. Only cash or money order will be accepted, unless other arrangements are made with the center administrator.

Late Payment

Payments not received by the close of business on your designated due date you will incur a late fee of $25.00. An additional fee of $25 will incur if tuition is not paid in full by Monday of the following week. Tuition fees not paid in full after seven days may result in cancellation of your child's enrollment, unless an alternative payment arrangement has been made in writing with the center administrator.

Refund of Tuition Paid in Advance

Tuition paid in advance is refundable if the child is withdrawn, and the advance payment exceeds the required one-month notification period.

Daily Arrival and Departure Procedures

*******Parents are required to wash their child's hands upon entering the classroom for drop-off*******

Children shall be escorted into, and out of, the building or playground by a parent or legal guardian at least 18 years of age. **Please be sure that a staff member is fully aware per verbal communication that your child is arriving or leaving**. The center is required to maintain daily accurate attendance records. It is vital that you accurately clock your child In and Out on your ProCare Connect app. For Brilliant Beginnings to accept legal responsibility, your child **must** be checked in and out by the adult bringing the child. Your child may not be released to anyone other than their parent or legal guardian without prior written permission. If someone other than a parent or legal guardian is picking up your child, please leave written permission with the teacher in charge, or contact the center via email. Be sure to inform the designated pick-up person to be prepared to show I.D. In order to comply with Wisconsin State Licensing, children under the age of 8 years are not permitted to be in the building unaccompanied by an adult at any time. Children must either be with an adult or signed into a teacher's attendance for tracking purposes.

We ask that if you have more than one child in the center, you drop-off the youngest last, and pick-up the youngest first. This is a big concern in the infant program due to the unnecessary spread of germs and the tracking of dirt in the classrooms. Absolutely no siblings are allowed into infant and toddler classrooms.

Schedule

Children can attend up to 47 hours per week with a max daily attendance of 9.5 hours. Drop offs are restricted from 11:30am-2:30pm and after 4:00 PM. To maintain the appropriate student teacher ratio, Brilliant Beginnings requires a one- month notice for any schedule changes. Parents will be permitted 2 schedule changes per year. Schedule changes in excess of 2 per year will incur an administrative fee of $100 per occurrence.

If your child is enrolled for our After School program and are signed up for a no school day, a 2-week notice will be needed in order to not be charged for that day if you decide you no longer need care.

Late Pick-Up

The center closes at 5:00 pm for core hours. All children are to be picked up according to their contract scheduled attendance. Pick-ups occurring after your scheduled departure time will be treated as a late pick up. A $2.00 late fee is charged for every minute after your scheduled departure time. Care that exceeds 47 hours weekly maximum will be billed an additional fee of $15/hour with time being rounded up to the nearest quarter hour. All fees will be added to your account and are due on Monday following charges being placed.

Child Leave of Absence

Child absences:

If a child will be absent, parents need to call the center by 9:00 a.m. If we do not receive a call that your child will be absent for the day, we will begin contacting parents for confirmation of absence. All students not accounted for by 9:00am will be considered absent and staffing will be adjusted accordingly. After School students should be reported absent by 2:00pm for the afternoon. Full tuition will be charged for days when your child is absent.

12-month contracts

Each family will receive a 50% discount for one week (5 days) of our winter break closure. Families who choose to change enrollment for the summer months will be required to register again in the fall based upon availability. A registration fee will be required upon reenrollment. If a family does not complete a 12-month contract, the 50% discount for the winter break closure will be applied to their final tuition statement.

Nine Month Contracts

Families who are not employed during summer months may choose to have their summer spot held with prior approval from the administrator. This option is only available to families who have a change of employment during summer months. Nine-month contracts will begin with the first day of the school year and end with the last day of school for the Waunakee Community School District. No discount will be provided for our winter break closure.

If your child is 4K or after school for the school year, they are considered a nine-month contract, and do not qualify for the 50% tuition

Scheduled Closings

Brilliant Beginnings is closed on the following holidays and parent teacher conferences:
2 conference days as indicated on the 'Year At A Glance Calendar'
Labor Day
Friday before first day of school for Waunakee Community School District
Thanksgiving Day
Friday after Thanksgiving
Friday before Winter Break - Staff Development Day
Winter Break for Waunakee Schools (12/23/24-1/1/25)
November 27th (1st conference)
March 21st (2nd conference)
Good Friday
Memorial Day
Juneteenth
Independence Day
July 3rd

* If a holiday falls on a Saturday we will be closed on Friday.
* If a holiday falls on a Sunday we will be closed on Monday
* If a holiday falls on a Friday and Saturday we will be close on Thursday and Friday
* If a holiday falls on a Sunday and Monday we will be closed on Monday and Tuesday

Severe Weather

In the case of severe or threatening weather, Brilliant Beginnings will close after consideration of the conditions as assessed by National Weather Service. Brilliant Beginnings will close if the Waunakee Schools are closed due to extreme weather. For late start and early release days due to snow emergencies, we will follow the districts lead. i.e.: If Waunakee Schools close at 1:00 we will close at 1:00. If Waunakee schools start with a 2-hour delay, we will start with a 2-hour delay. Current policies ensure that Brilliant Beginnings staff are paid their regular salary when the center is forced to close due to weather emergencies and that parents are billed the regular tuition rates.
Unscheduled closings and delays will be communicated via text. If a decision is made to close the center early, parents will be contacted via email or text.

********Full tuition will be charged for these days*******

Children's Records

Children's current written records must be obtained prior to the first day of attendance. Written records will be filed in the Administrators office and will be made available to the licensing representative upon request. Each record shall include all of the following:

1. Enrollment information consisting of:
    a. Name and Birthdate of the child
    b. Full names of child's parents
    c. The child's home address and telephone number
    d. An address and telephone where a parent can be reached while the child is in care.
    e. The name, address, telephone number, and relationship to the child of a person to be notified in an emergency, when a parent cannot be reached immediately.
    f. The name, address and telephone number of a physician, or medical facility caring for the child.
    g. The names, addresses and telephone numbers of persons, other than a parent, authorized to call for the child, or to accept the child who is dropped off.
    h. The child's first day of attendance at the center.
    i. For an infant or toddler, a current statement from the parent about the infant or toddler's habits of eating, sleeping, toileting, communication, and specific techniques, which appear to comfort the child
2. Written consent from the parent for emergency medical care, or treatment
3. Authorization from the parent for the child to participate in, and be transported for field trips and other activities
4. Authorization from the parent outlining the plan for a child to come to the center from school, home, or other activities, unless the child is accompanied by a parent, or other authorized person, or transported by the center.
5. Documentation of each child's health history on a form provided by the department and documentation of immunization history.
6. Specific informed written consent from the parent for each incident of participation of a child in any research or testing project.
7. The health examination report

Parents are welcome to have a copy of children's records upon written request. These records will be provided to parents directly, or to a designated entity, such as a school, doctor, or subsequent care provider. Please allow 48 business hours from the time of written request for records to be provided.

Confidentiality

Employees may not discuss, or disclose, personal information regarding a child, or facts learned about the child, or the child's family, to anyone not authorized by law, or in writing from the child's parents or guardians.

Child Abuse and Neglect

If a Brilliant Beginnings employee has reasonable cause to believe that a child has been abused or neglected, they will immediately contact the Dane County Department of Human Services (608-261-5437), or a local law enforcement agency. All employees will receive training every 2 years in all the following:

1. Child abuse and neglect law
2. How to identify children who have been abused or neglected
3. The procedure for ensuring that known or suspected cases of child abuse or neglect are immediately reported to the proper authorities

Enrollment Contract

Each family must have a signed enrollment contract on file. The enrollment contract includes the hours contracted for childcare, original start date, and child's name. Parents are held responsible for all charges detailed in the agreement. A one-month written notice is required for any changes in, or cancellation of enrollment. If a parent removes their child from care before the one-month notice is expired, they will still be responsible for all tuition charges. Tuition must be paid, in full, upon child's final day of attendance. Balances not paid in full at the time of leave will continue to accrue a late fee of $25 per week. All accounts not resolved in a timely manner will be referred to collections, unless prior payment arrangements have been made. Defaulting on payment arrangements will result in the account to be referred to collections.

Discharge from Center

Brilliant Beginnings reserves the right to terminate a child's contract for any of the following reasons:

1. A delinquent account
2. The center determines that it is not in the best interest of the center, or other children enrolled at the center, to have the child in attendance.
3. The center is unable to meet the needs of the child.
4. Parents/guardians fail to submit required forms
5. Inability of childcare program to meet the needs of the child. A meeting will be arranged between management, and the child's parent, concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
6. Parents fail to observe rules of the center

In the case of a child being removed from the center for reasons 2 or 3. Parent/teacher conferences will be held prior to any decision to terminate a child from the center. Brilliant Beginnings will attempt to provide parents with information about local agencies and resources that may be of assistance, or help, to the child and his or her family. Every attempt will be made to work with the child and his or her family before a notice to terminate care is given. A 2-week written notice will be given of intent to discharge a child. Should a parent choose to remove a child during a notice period that is initiated by Brilliant Beginnings, tuition will not be charged for the remaining unused days. A child may be terminated immediately, without a 2-week notice, for failure to pay tuition, failure to submit required forms, or extreme behavior that is deemed to be dangerous to the welfare of themselves, other children, and/or our staff.

Behavior Policy

Certain behaviors cause extreme risk to students and teachers. These behaviors include, but are not limited to, physical violence toward teachers or other students; not staying with the classroom group; throwing classroom furniture; and excessive bullying. If we are unable to effectively manage these behaviors, we will suggest outside services and care that may be more appropriate for the child's needs. If your child is exhibiting extreme risk behaviors, you will be called to pick up your child immediately, and in certain cases, may be cause for immediate termination.

Parent Communication

Open communication between parents and staff is essential to your child's well-being and happiness. Please connect with your child's teacher daily to inquire about his or her day, items that your child may need, or general information about their classroom. You may contact teachers in person, or through our ProCare Connect App.

Monthly Newsletter

A monthly newsletter will be distributed for parents to keep informed of the centers calendar of events, special activities and any other important events. Important updates and information will be sent home electronically from the bbparentemail@gmail.com address.

Daily Parent Communication

Daily communication will be available through ProCare Connect. An invitation to enroll will be provided on your child's first day of attendance. You may send information directly to your child's teacher through the ProCare app. Parents are encouraged to provide information about their child regarding the previous night's sleep, behaviors, moods, or any other important changes in schedule. Please check your ProCare Connect App regularly to keep on top of your child's needs.

Child's Daily Supplies

Children must be provided with appropriate clothing, bedding, diapers, wipes, formula/breast milk and other essentials as outlined in our what to bring page. Items not brought by parents will be provided by BB at an additional charge. Classroom teachers will provide reminders about diapers, wipes, formula and other items that need to be restocked via the Procare Connect app.

Diapers: $2 each
Wipes: $2 day
Bedding: $1/day
Masks: $1/each

If your child does not have the proper essentials for the day, such as:

- All appropriate outdoor gear (State licensing requires children get the proper amount of outdoor time per day)
- Enough breastmilk/formula for the day
- Enough bottles for the day

Then you will be asked to immediately bring the necessities that we need for the day, or your child will be asked to go home if not brought in within a 1-hour timeframe.

Parent Connection Center

General information, lunch menu, license information (including the center license), Day Care Rules DCF 251, and any violations cited by DCF in the most recent inspection, will be posted on the bulletin board located in the main entrance of the building. A copy of lunch menus, center calendars and upcoming events will be provided via email, as well as posted on the parent connection board. Each parent will receive a copy of the Parent Handbook upon enrollment. An additional copy will be kept in the office for reference.

Open Door Policy

Brilliant Beginnings has an open-door policy. Parents are welcome to visit any time (besides during nap time, which consists of the hours of 12-230pm) and share in their child's day. However, it is helpful to schedule a time to visit your child's classroom, so that we may plan an activity for you to enjoy with your child's class. Parents are especially encouraged to visit during the week of their child's birthday. If a parent's contact has been restricted, a copy of the legal order must be provided for the child's file.

Wellness Policy

Every effort will be made by Brilliant Beginnings employees to keep children safe, healthy, and able to participate in the activities of the center. Teachers will bring to the attention of parents any indications that children may be ill or injured with the intention that children be happy and healthy. If your child is not able to participate comfortably in center activities, you will be asked to remove him or her from care until symptoms improve.

The WI Department of Health's Communicable Disease Chart will be our primary reference in assessing illness and determining when a child may return.
For the safety, and well-being of the children, families, and staff, it may not be appropriate for an ill child to remain at the center. The following may be indicators of illness and cause for removal:

1. Significant changes in body temperature
2. Significant changes in appearance
3. Significant changes in activity level or behavior
4. Symptoms of illness, such as excessive coughing, difficulty breathing, diarrhea, vomiting, loss of appetite, or other signs indicating illness.
5. Child continues to cry for an extended period of time and cannot be comforted.
6. Comments or complaints from child indicating illness.

The following symptoms will require your child to be excluded from care.

1. Fever

A temperature of 100.4 degrees or higher will require the child's parent, or authorized contact person, to be notified and remove the child from the center within 1 hour. Temperatures will be taken with a temporal thermometer. Children will be required to remain out of care for 24 hours after all symptoms have resolved.

2. Diarrhea

A diarrhea illness is characterized by an increased number of stools compared with the child's normal pattern, or an increase in stool water, and/or lack of formed substance in stool consistency. If the child has two diarrhea stools within an 8-hour period, the parent, or authorized contact person, will be contacted to remove the child from the center within 1 hour of notification. Children will be required to remain out of care for 24 hours after all symptoms have resolved.

3. Vomiting

Parents will be informed after the first incident of vomiting and children will need to be removed from the center within 1 hour of parents receiving notification. The child will be observed carefully for other signs of illness. Children will be required to remain out of care for 24 hours after all symptoms have resolved.

4. Ear Infections
Some children show very few symptoms of ear infection. Other children show or complain of the following symptoms:

1. Pain
2. Pulling on ear
3. Unable to nurse or take a bottle
4. Trouble sleeping
5. Fever
6. Unable to focus on play
7. Constant need to be held or comforted
8. Excessive crying

If a child shows one or more of these symptoms, they may be removed from the center and would be most comfortable at home with loved ones. Children will be required to remain out of care unless able to participate normally in daily activities. This includes laying down to sleep, taking a bottle without pain, and no drainage from ear.

5. Pink Eye
Pink eye is an eye infection often caused by either bacteria or viruses. It is spread by direct contact with an infected person or their secretions. First symptoms occur 1 to 3 days after exposure. Children exhibiting signs of pink eye will need to be removed from care within 1 hour of the parent being notified that their child is showing signs of a pink eye infection. Children will be required to remain out of care for 24 hours after all symptoms have resolved.

6. Rash
If your child has an obvious rash, or begins to develop one throughout the day, children will need to be removed from the center within 1 hour of parents receiving notification. A doctor's note will be required stating that the rash is not contagious in order to return. If the rash is contagious, they will have to stay out for the required timeframe of the illness that they are diagnosed with.

Removal Period
Children shall be removed until they have been free of symptoms for 24 hours without the use of fever reducing medication. A child not showing symptoms may return in fewer than 24 hours if a health care provider signs a statement stating the child is not contagious **AND** the child is no longer exhibiting signs of illness, with the understanding that the child is well enough to participate in center activities. Under certain circumstances, the period of exclusion may need to be longer, dependent on public health guidelines or doctor recommendation. The day for which the child was sent home will not count toward the 24-hour period. For example: A child is sent home for signs of illness on Monday at 10:00 a.m. If all symptoms have resolved as of 2:00p.m. on Monday, child will not be allowed to return at 2:00 p.m. on Tuesday. The earliest return date would be Wednesday morning.

Head Lice
Head lice are a common communicable childhood disease. In order to maintain an environment free of infestation, we have adopted the "No Nit Policy" and ask for your cooperation in helping us to stay lice free. This requires that all children who have signs of nits or live lice, to be excluded from care until symptom free. For additional information on the "No Nit Policy," please visit http://www.headlice.org/downloads/nonitpolicy.htm

While we regret the inconvenience caused by strict adherence to the previous guidelines, our concern for all children dictates a very conservative approach when dealing with health matters. Because of conflicting medical opinions about the advisability of readmitting children receiving treatment who still appear ill, the center will err on the side of caution when making such decisions and ask for your tolerance and understanding. Should your child contract a contagious illness, please notify the center immediately, so other parents can be alerted to the possibility of exposure. A notice of any confirmed case of a communicable disease reported to Brilliant Beginnings will be posted in each of the two entrance stations and an electronic copy will be emailed to all parents on our email list.

Illnesses not outlined in this section will be handled according to the guidelines set forth by the Wisconsin Department of Health Communicable Disease Chart.

Smoking is not permitted on the premises of the center at any time.

Medication

Medication will not be administrated, including non-prescription medication, unless the following procedures are followed:

1. A written authorization that includes the child's name and birth date, name of medication, administration instructions, medication intervals and length of the authorization dated and signed by the parent is on file. Blanket authorizations that exceed the length of the time specified on the label are prohibited.
2. The medication is in the original container and labeled with the child's name and the label includes the dosage and directions for administration.
3. A written record, including type of medication given, dosage, time, date, and the name or initials of the person administering the medication, shall be made in the center medical logbook on the same day that the medication is administered.

Medication will be kept in an area not accessible to children. Medication that requires refrigeration will be kept in the refrigerator in a separate, covered container clearly labeled "medication". All medication shall be administered by the center as directed on the label and as authorized by the parent.

Sunscreen and insect repellent may only be applied upon the written authorization of the parent. The authorization shall include the ingredient strength of the sunscreen or repellent. Authorizations shall be reviewed every 6 months and updated as necessary. If sunscreen or insect repellent is provided by the parent, the sunscreen or repellent shall be labeled with the child's name.

4. If your child has a known allergy, we will require an Epi-Pen, as well as a plan of action from their physician as soon as the allergy is diagnosed. Some physicians prescribe an antihistamine for use in minor reactions, if the plan of action states this, the antihistamine will be required as well.

All medications must be checked in with administration.

Lotions and Ointments

Lotions and ointments may only be applied with a signed form on file. This includes all non-medicated lotions, ointments, ChapStick, etc. Hand sanitizer may not be used at school. Absolutely no unauthorized products may be used or left in lockers.

Health Emergencies and Pandemic Plans

In the event of a health emergency, or pandemic situation, BB will follow the recommendations set forth by Dane County Health officials and the CDC. In the event that we are required to close for health concerns, full tuition will be charged for closures lasting up to 2 weeks. A closure that is continued longer than the 2-week period will see a tuition charge of 75% for the duration of the closure.

In order to minimize the spread of disease and infection, BB will follow the state of Wisconsin DCF Licensing guidelines for routine cleaning. During times of increased illness spread we will follow the additional steps outlined in our 'COVID-19 and other Virus Prevention' guidelines. A copy of procedures is in each classroom's information binder for ease of access.

All staff is thoroughly trained on procedures to prevent the spread of communicable diseases through symptom monitoring, cleaning procedures and proper handwashing techniques.

Physical Examinations

Each child must have a physical examination by a licensed physician, conducted not more than 6 months (if under 2 years of age) prior to enrollment in the center, or 3 months after. Children less than 24 months of age are required to have a physical examination by a licensed physician or health check provider every six months after admission. Children over 24 months of age shall have an initial examination not more than one year prior to, nor later than, 3 months after being admitted to the center and a follow up examination no less than every 2 years after being admitted to the center. All staff members, except volunteers and occasional substitutes (those who teach less than five consecutive days) must have a physical examination and cleared to be free of TB by a licensed physician, conducted not more than 12 months prior or 30 days after beginning of employment at the center. All records of physical examinations will be kept on file at the center and shall certify that the person is free from illness detrimental to children and physically able to work with young children.

Immunizations

Wisconsin state law requires all children in childcare to be up to date on their immunizations or on schedule to complete them. A Department of Health Immunization Record must be on file at the center. Children who have not received doses of vaccine appropriate to their age must receive the appropriate doses within one year of the first day of attendance. These immunization requirements can be waived on the basis of religious or personal reasons. Parents must submit a signed statement to be kept on file. Immunizations may also be waived on signature of physician for health reasons.

Allergies

Because of the seriousness of peanut allergies, Brilliant Beginnings is a Peanut/Tree Nut-Free Facility. Parents are asked not to send food from home unless medically necessary due to the risk of cross contamination. All treats provided for special holidays, such as birthdays, must not contain tree nuts of any sort, or be manufactured in a facility that contains peanuts or tree nuts. Parents of infants may provide food from home that does not contain tree nuts. All serving dishes used to serve meals brought from home will be sent home to be cleaned to prevent cross contamination in our kitchen. All allergies that your child may have need to be entered on a form provided by the center. If your child is allergic to commonly used foods, parents may be asked to supplement their child's meals and snacks. We will make every effort to ensure that your child does not consume food or drink to which they have an allergy.

Accident Policy

Minor Accidents:

When a minor incident occurs, the parent or legal guardian will be notified upon picking up their child. Brilliant Beginnings will have a supply of bandages, tape, and Band-Aids. Superficial wounds will be cleaned with soap and water only and protected with a bandage. Ice will be applied to bumps. Parents will be notified by phone of bites that break the skin, head injuries, and other injuries that may require a physician's assistance. An incident report will be completed for any injury that happens while a child is in care via the ProCare Connect app. The report will contain the child's name, date of incident, and a description of the incident. You will be informed via the app, as well as Brilliant Beginnings will keep a record of the incident. The director will review these reports to make sure that all possible prevention measures are being taken.

Serious Accidents:

In the event of a serious injury or illness, standard first aid practices and procedures will be followed. In situations requiring emergency medical treatment staff will place calls in the following order:

1. Emergency rescue (911)
2. Hospital -Whenever possible, staff will contact the hospital indicated by parents on the emergency card. Should an extreme situation prevent staff from doing so, the child would be taken to UW hospital.
3. Child's parent or emergency contact person

The staff member who observed the accident or illness will complete an incident report for the child's parents. A copy will be made for the child's file and documented in the Medical/Injury logbook. The Administrator will file a report with the State Department of Children and Families.

It is extremely important that all emergency contact forms, and parent schedules are up to date. If you change this information, please send updates via the Myprocare link.

Tornado and Fire Emergencies

Our staff will be alerted to weather conditions while at the center and will always ensure the safety of the children. Tornado Drills will be practiced monthly during the peak season. Whenever a tornado warning siren is sounded, we will immediately follow our drill procedure. All children and staff will go to the designated tornado shelter areas located in the Brilliant Beginnings inner most hallway. Teachers will bring their class attendance sheet and emergency contact numbers with them. In the event of an actual tornado emergency, parents will be contacted as soon as possible.

Fire alarms and smoke detectors will be used to conduct monthly fire evacuation drills. Fire alarms and smoke detectors will be tested monthly, and a record kept of the results. Fire extinguishers will be inspected once a year by a qualified person and bear a label indicating their present condition and date of the last inspection. All staff members shall be instructed in and knowledgeable about the use of the fire extinguishers. In the event of an actual fire emergency, all children will be evacuated to Waunakee Veterinary Clinic and parents will be contacted as soon as possible. During all fire drills and in the event of a fire emergency teachers will bring their classroom attendance sheet and emergency contact numbers with them. In the event of an actual Fire emergency, parents will be contacted as soon as possible.

Operational Situations
If the center loses electricity, heat or water, we will close until the situation is rectified. Parents will be notified immediately and will be required to pick up children within one hour of notification. A 50% reduction in tuition will be applied for closures due to loss of services for closures longer than 1 day.

Lost Child
Any incident related to a child who leaves the premises of the center without the knowledge of the provider, or any incident that results in a provider not knowing the whereabouts of a child in attendance at the center, will be reported to the Department of Children and Families within 24 hours after the occurrence. If a child is missing, all additional staff not needed to meet staff to child ratios will help to search for the missing child. If the child is not located within 5 minutes, the local authorities will be contacted, as well as the child's parents.

If Brilliant Beginnings experiences an emergency situation that may be disruptive to the children in care, staff members will maintain an appropriately supervised environment and inform children as necessary of the situation. All questions and concerns will be addressed in a calm and reassuring manner.

Nutrition
Brilliant Beginnings follows the following schedule for meals and snacks:

Breakfast 8:30-9:00 (AM 4k students do not participate in breakfast and the Bizzy Bees classroom has breakfast 8-830am)
Lunch 11:30-12:00 (4K wrap students (and Bizzy Bees) have lunch 11:00-11:30 on all days that 4K is in session)
P.M. Snack 2:30-3:00 (Bizzy bees have snack 2-230pm)

**Children who are not dropped off before/after the allotted meal times will need to eat prior to arriving at the center.

Meals will be served family style with teachers participating in lunch time with the children so that they may model appropriate table manners and conversation. Infants and young toddlers will be fed on their own schedule as determined by their parents and assigned primary caregivers. No child will go longer than 3 hours without nourishment.

All meals and snacks will be served in accordance with the state of Wisconsin regulations. Menus will be planned monthly. A copy of the menu will be posted at the front entrance and in each classroom. All personnel who handle food will have an orientation and annual training of at least 4 hours in kitchen sanitation, food handling and nutrition.

Parents will be required to provide formula and/or breastmilk (we will provide baby food) until children are able to drink whole milk. Brilliant Beginnings will provide baby food until children are able to consume the meals planned by the center. Infants and toddlers will be fed based on the needs of the child and the time schedule determined by both the parent and caregivers. All food and formula, or breast milk, brought from home must be labeled with the child's name and date and refrigerated if required. Breast milk must be labeled with the date frozen as well as the date defrosted. Children will be encouraged to experiment with self-feeding using their hands and spoons. All utensils will be scaled to the size and development of the child.

Please make your child's teacher and the center director aware of any food allergies your child may have. Every effort will be made to ensure that your child is not served any food item that they are allergic to. Menu plans for the month will be posted in the parent connection center (front entrance) and sent home in the monthly email containing the calendar and newsletter. If we are serving something that your child has an allergy to, please alert his or her teacher. If a child is unable to enjoy the meals provided by Brilliant Beginnings, we ask that you provide meals that meet all CACFP requirements. Children who choose to bring meals from home must bring written documentation of the desire to supplement with meals from home. We ask that this be a consistent plan, as we need to plan accordingly. If a child brings a meal from home that does not meet the CACFP requirements, Brilliant Beginnings will offer the missing component in order to comply with the guidelines.

Parents are welcome to bring special treats for holidays and birthdays. Please consult with your child's teacher when determining the number of treats needed. Items that contain peanuts or tree nuts, may contain peanuts or tree nuts, or are produced in a facility that manufactures peanuts or tree nuts, are not permitted. Please check with the center

Administrator if you have any questions. Please provide a 48-hour notice of plan to bring treats from outside the center so we may post and inform other classroom parents of additional food items.

Physical Activity

Research shows that the amount of physical activity a child receives during early childhood has a long-term impact on future habits. Physical activity helps children develop essential large motor skills such as: running, jumping, balancing, and catching. We strive to create a curriculum that encourages healthy habits with the hopes of establishing a lifelong love of physical activity.

Children will participate in at least two planned periods of physical activity daily. These physical activity periods will include child-initiated movement, as well as age appropriate, teacher led activities. Teachers will encourage active transitions to limit the amount of time children remain seated. Opportunities will be provided for both structured and unstructured movement experiences. If inclement weather limits the use of the outdoors, we will take advantage of our indoor play space, as well as our classroom environment, to ensure that our physical activity guidelines are being met. Brilliant Beginnings understands that TV and other electronic media can get in the way of exploring, playing, and interacting with others, which encourages learning and healthy physical and social development. We have set screen time guidelines to meet each age group's educational need.

Teachers will be provided with annual training pertaining to physical activity in an early childhood environment.

Guidelines:
Children Birth -24 months:
45 minutes of physical active with half of this being teacher led and half child-initiated.
Infant and toddlers are provided with 0 minutes of screen time.
Children 24 -60 months:
90 minutes of physical active with half of this being teacher led and half child initiated.
Children are provided with less than 30 minutes of screen time per week.
Children 5 yrs. and older:
90 minutes of physical active with half of this being teacher led and half child initiated.
School-age children are provided with less than 60 minutes of screen time per day.

Classroom enrollment

Each child will be enrolled in the classroom that best compliments their individual learning needs, as well as classroom availability. In most cases this will be with the peer group whom they will share the same kindergarten entry date. In cases where parents and teachers feel that the child would benefit from joining an alternate peer group, a meeting may be scheduled to evaluate what is in the child's best interest for the current school year.

Teaching Staff

Each classroom will be led by a consistent primary lead teacher for the duration of the school year. The primary lead teacher will possess a degree in early childhood education, be pursuing an early childhood education degree, or a related field accompanied by early childhood foundation classwork. Teachers will be assigned to classrooms based on personal teaching strengths and age group preference.

Curriculum

Each teacher will provide a well-planned, play-based curriculum, based upon the developmental abilities and current interests of the children in their classroom using the WMELS (Wisconsin Model Early Learning Standards) as a framework for curricular planning. A variety of educational activities will be offered for the children's enjoyment and learning. Activities will be provided to focus on all the developmental domains of early childhood development. To learn more about the WMELS framework, please visit https://www.collaboratingpartners.com/wmels/. A monthly theme will be provided upon which we will plan our activities. Each teacher will base their lesson plan on the selected theme, while allowing flexibility to build upon teachable moments. All curriculums will be developed based upon children's individual needs. Lesson plans will be reviewed by the center director on a weekly basis. Youngstar, the state of Wisconsin childcare quality indicator, will be a key component in the classroom planning of daily activities and assessing the classroom environment. Classrooms will be arranged to facilitate thoughtful play that inspires individual thinking and imagination. Materials will be developmentally appropriate and arranged by curriculum centers. Classroom schedules will reflect the needs of the

specific group of children enrolled. As children's abilities grow throughout the school year, classroom schedules may be changed to accommodate their changing routine needs. Religious instruction will not be provided as part of Brilliant Beginnings curriculum.

ASQ Policy

We will disperse and request that parents fill out an ASQ questionnaire in the month leading up to conferences (once in November and once during March). The transfer of the scores will be discussed during parent teacher conferences. ASQ is a set of questionnaires about children's development. A screening provides a quick look at how children are doing in important areas, such as communication, physical ability, social skills, and problem-solving skills. ASQ can help identify your child's strengths as well as any areas where your child may need support.

Special Needs

If your child has any special needs that the center should be aware of, please meet with the Director or Administrator to discuss ways in which those needs may be accommodated. We also ask that your child joins you on the tour to ensure that this is the best fit for your family, as well as making sure your little one is comfortable here.

Child Guidance

When a child is visibly upset a teacher will provide comfort and talk through the child's feelings. With children under the age of 2 years, who are unable to communicate their feelings, or illness, if applicable, teachers will carefully monitor the child for any signs of discomfort or illness. After ensuring that the child is not able to participate in the day due to illness, the teacher will make every effort to sooth the child, such as walking, singing to, or rocking him or her. If the teacher begins to feel stressed out and the child continues to cry or be distraught, the teacher will ask for help from another staff person or, if necessary, phone the parent.

Children will be provided with choices combined with adult guidance. Children's behavior will be guided by clear limits and rules. We will focus on being safe and courteous with our classmates and adult caregivers. Children will be encouraged to say please and thank you, take turns, wait patiently, and not to interrupt when others are talking. For safety, we will stress walking feet indoors, feet on floor, bottoms on chair, and hands and feet to yourself. Teachers will model appropriate behavior for children and praise good behavior to reinforce appropriate choices. Teachers will focus on helping children develop self-control, self-esteem and respect for the rights of others. For aggressive behaviors such as hitting, biting etc. children will be redirected. Children will be taught skills to handle frustrations that do not hurt their friends. In cases of persistent challenging behavior, teachers will work with the child's parents to help resolve the issue.

Discipline will be handled in a calm and consistent manner. Teachers will use redirection and problem-solving talks to help guide children in making appropriate choices. Time outs will be used if other methods are not successful in interrupting the child's unacceptable behavior. Teachers are prohibited from actions that may be psychologically, emotionally, or physically painful, discomforting, dangerous or potentially injurious. Examples include but are not limited to the following:

1. Spanking, hitting, pinching, shaking, slapping, twisting, throwing, or inflicting any other form of corporal punishment.
2. Verbal abuse, threats or derogatory remarks about the child or the child's family.
3. Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box, or similar cubicle
4. Withholding or forcing meals, snacks, or naps
5. Actions that are cruel, abusive, frightening or humiliating

A child may not be punished for lapses in toilet training.

Time Outs

A time out from the group may be used for behaviors that are cruel, abusive, and disruptive, or endanger the safety of a child or their peers. The purpose of the time out is to provide the child with time to rethink a situation and/or to gain control of his or herself. Time outs will not exceed 3 minutes and will never be used for children under 3 years of age. Time outs will be given in a specific spot in the classroom, within sight and sound of the supervising teacher. The time out will be explained to the child and will be set at one minute per year of age of the child. After a time out, a teacher will discuss the issue with the child. If a child has consistent behavior that is unacceptable in the classroom, parents will be called in for a conference so that we may work together in addressing concerns.

Rest Time Policy

Children less than five years of age who are in care for more than four hours are required by state law to have a rest or naptime. A child who has not fallen asleep after a period of 30 minutes, or one who awakens, will have the opportunity to get up and have quiet time through the use of equipment or activities which will not disturb the other children.

Each child 12 months and older will be provided with a rest cot. Parents are asked to provide a sheet and light blanket from home. Bedding will be sent home on Fridays to be laundered or sooner if soiled. All cots will be sanitized by staff members on Fridays. Children 12 months of age and older are welcome to bring a small, stuffed toy to be used at naptime.

Children under 12 months of age will be provided with their own crib. Parents will need to provide a sheet and sleep sack for rest time. A light blanket may be provided for children who are beginning to stand in their crib over 12 months of age. All bedding will be sent home to be laundered on Fridays, or sooner if soiled.

In order to provide quality rest time for all children, we request that drop-offs not occur between the hours of 11:30-2:30. Exceptions will be made for doctor's appointments.

If a child is being dropped off during naptime the parent should help them settle or take them from the room until it is possible to reenter without disrupting the other children. This may mean waiting until naptime ends.

Sudden Infant Death Syndrome (SIDS):

To reduce the risk of SIDS Brilliant Beginning employees will do the following:

Children under one year of age:

* Child will be placed to sleep on his or her back in a crib, unless the child's physician authorizes another position in writing.
* Child will not sleep in a crib or playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads, or stuffed animals.

Children under two years of age:

* Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress.
* Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.
* If a child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his or her back in a crib.

Appropriate Dress

Children should be dressed in comfortable, washable clothing so that they can participate freely in center activities without being overly concerned about spills or spots from paint, glue etc. Brilliant Beginnings is not responsible for clothing that becomes lost or damaged. If there is an item of clothing you are concerned may become damaged, please refrain from wearing that item to childcare. Clothing that is easy for your child to put on and take off will help to support growing independence and toileting. Each child must have an extra set of clothing in case of an accident. **All items should be labeled with your child's name** and placed in a labeled Ziploc bag that will be stored in your child's classroom. Please make sure that all clothing fits and is appropriate for the season. We will play outside daily. It is necessary to dress your child appropriately for the weather. In cases of inclement weather, we will incorporate large muscle activities indoors. Infants and toddlers will not go outside when temperatures are over 90 degrees or less than 20 degrees (including heat index and wind chill factors). Children ages two through five will not go outside when temperatures are over 90 degrees or feels like less than 10 degrees (including heat index and wind chill factors).

Parents are requested to supply their child with a pair of indoor shoes to be kept at school each day. Please have your child change into these indoor shoes upon arrival each morning. Outdoor shoes and winter or rain boots will not be allowed in classrooms. It may help you to label your child's indoor/outdoor shoes appropriately. Children must wear shoes that are practical as well as comfortable. Shoes that pose a tripping hazard or are ill fitting may not be worn at Brilliant Beginnings.

BB Air Quality Policy

Green and Yellow Zones (0-100): Children can go out for their typical allotted time
Orange Zone (101-150): Children in our Bees (infants) and Turtles (1s) classrooms will not be able to go outside. Children in all other classrooms will be able to go outside, but only for 30 minutes at a time for their designated outside times.
Red, Purple & Maroon zones (150 & above): No one will be able to go outside in these zones/values.
**We will be basing all zones/values off of our zip code on airnow.gov

Items from Home

Except for special comfort items for naptime, or for transition from home, toys and personal belongings should remain at home, except for scheduled show & tell days. The center will make reasonable efforts to safeguard children's personal belongings and clothing but will not be responsible for lost or damaged items. **Candy, gum, and money should never be brought into the center.** Items such as chap stick/lip balm, lotion, perfume, or other toiletries may not be in the center without a signed authorization on file due to Wisconsin State Licensing Regulations. Everything your child brings or wears to school should be permanently labeled. Unlabeled items that are left around the center will be placed in the lost and found basket in the main entry coat shelf. Anything left at the center after 30 days will be discarded or donated.

Classroom Transitions

Transitions will occur primarily in the fall with the change of the school year. Occasionally, openings become available prior to the fall transition schedule. When this happens, we will make transition changes according to the discretion of management and classroom observations. As children are ready to transition to the next educational setting, parents will be notified and asked to review the transition plans, which will be provided by the center director, before the child transitions. A meeting between parents and the new teachers will be offered. Special care will be given to transitions of children under 2 years of age. All state licensing requirements will be followed when transitioning children under the age of 2.

Field Trips

Brilliant Beginnings will schedule occasional field trips for the enjoyment and educational experience of children in our 3-to-5-year age group. All field trips will be posted in the newsletter and on the calendar so that parents may plan accordingly. You will also find reminders of field trips posted on the bulletin board located in each entry. Parents are encouraged to participate in these fun events. For the safety and enjoyment of all children, siblings may not attend field trips. Attendance will be taken prior, during, and after a field trip.

Transportation

Transportation will be provided by a chartered bus.
All vehicles in which children are transported shall be in safe operating condition. The following information shall be carried in the vehicle for each child transported:

1. An address and telephone number where a parent or other adult contact can be reached
2. The name, address, and telephone number of the child's physician or medical facility
3. Written consent from the child's parent for emergency medical treatment

A role check will be conducted upon entering and exiting a vehicle to ensure that no child is left in a vehicle unattended. Each seat shall be checked for children before the vehicle is locked.

Staff
Brilliant Beginnings employs a highly professional, well-trained staff. All teachers will be required to meet the Department of Children and Families early childhood requirements. All classrooms will have the appropriate teacher to child ratio as set by the State of Wisconsin Department of Children and Families. All staff and volunteers who will spend time with your children will complete orientation prior to beginning to work with your child. All employees in regular contact with the children shall obtain and maintain a current certificate of completion for infant and child cardiopulmonary resuscitation and automated external defibrillator use from an agency approved by the Department of Children and Families within 6 months after beginning to work with children. All staff, including substitutes and emergency back-up providers, will attend approved training on Abusive Head Trauma (AHT) before ever caring for children.

Ages	Staff: Child	Max # of children/Group
6weeks-18 months	1:4	8
18 months-2 ½ years	1:7	14
2 ½ -3 years	1:8	16
3-4 years	1:10	20
4-5 years	1:13	26
5-6 years	1:18	36

Administrative Order

Owner – Stephanie Clary

Administrator/Director– Ashley Baxter

Director – Madison Retzke

Lead Closer – Allison Rauls

Financial Advisor – Travis Clary

Administrator
The center administrator will be responsible for the overall operations of the center including center management, personnel, financial relations, and center maintenance.

Director and Assistant Director
The center director will be responsible for the supervision of curriculum and program planning as well as staff supervision, staff meetings, daily center maintenance, staff continuing education, employee records and new hire orientation.

Lead Teacher
Each classroom will be assigned a lead teacher to supervise and educate the children in their charge. Lead teachers will be responsible for planning and implementing their class curriculum and activities.

Assistant Teacher
Each classroom will be assigned an assistant teacher that will work under the supervision of a lead teacher. Assistant teachers will assist with all aspects of the daily planning and implementing of classroom curriculum and activities.

Meal Preparation
Meals and snacks will be prepared by our center chef who has completed training in safe food preparation and handling. Menus will be prepared by the center chef.

Insurance
Brilliant Beginnings is covered by liability insurance.

_____ (***Sign and Return signature page***) _____

I, _____have read the above Policy and Procedure Manual dated 2025-2026. I agree to abide by all policies and procedures set forth in this manual.

X _____

Parent Signature

_____

Date

_____

Administrator/Director

_____

Date

Here is your link to "Your Guide to Regulated Childcare:" https://dcf.wisconsin.gov/files/publications/pdf/2436.pdf

Disenrollment Notice

Date:

Child's Name:

This is to inform you that_____last day at Brilliant Beginnings will be

child's name

_____.

date

_____

Parent Signature

_____

Administrator/Director