

BUGS Early Learning Center
"Building Up, Growing Strong"



Parent Handbook

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Hours of Operation
M-F 6:30 am – 6:00 pm

OVERVIEW

HISTORY / PURPOSE OF THE CENTER

BUGS Early Learning Center was established under the current ownership in 2018 and licensed by the Kansas Department of Health and Environment to operate as a Child Care Center. The purpose of the center is to provide a superior quality early childhood development and pre-school program serving children from six weeks to 5 years old.

MISSION

Our mission at BUGS Early Learning Center is "Building Up" each child's gross motor, cognitive, social and fine motor skills at the same time they are "Growing Strong" physically, mentally, socially and emotionally.

PRIMARY GOALS OF THE CENTER

To create a setting in which children will find warmth, comfort, and gentleness as well as an abundance of opportunities for movement, exploration, and self-discovery according to individual needs, interests, and abilities.

To assist each child to grow to his fullest potential by recognizing each stage of development and fashioning an environment (i.e. curriculum, facilities, staff) designed to nurture and facilitate growth during each stage.

To help children achieve independence, self-discipline, social competence, self-knowledge, enthusiasm for learning, positive attitudes, intellectual growth, and an organized approach to problem solving.

PROGRAMS

We offer a full day program Monday through Friday for children 6 weeks through 5 years old. We also offer a part time program for children one year old and walking through 5 years old. Our part time program is a full day program on Monday, Wednesday, Friday or on Tuesday and Thursday.

FACILITY

Our facility has been newly remodeled providing our families with a clean, healthy, attractive and comfortable environment. The center is equipped with a touch screen security system. Each approved family member is fingerprinted to be allowed entry into the building. If the family member is unable to be fingerprinted the will be given a unique code to be allowed entry into the building. In addition, we have a built-in intercom system giving our teachers immediate access to administrative support. We have a semi-open floor plan with observation windows throughout the facility creating a greater sense of accountability and security. For outdoor play, we have three large playgrounds

for our pre-school children and a separate playground for our toddlers. BUGS practices an "Open Door" policy for all our families. We invite you to drop in any time to check on your child, meet with a teacher, or speak with a director.

CURRICULUM

At BUGS, we want your child to benefit as much as possible from the tools we have at hand, as well as the tools the world around them provides. We use an age appropriate theme-based curriculum that targets the developmental needs of our students. It encourages curiosity and learning while promoting social interaction and growth. Our teachers create weekly lesson plans which incorporate all aspects of their classrooms' curriculum. They focus on creating well-rounded, daily experiences to ensure your child gains new insights and acquires new knowledge every time they come to school. In our Preschool and Pre-Kindergarten classrooms, we follow a combination of Big Day for Pre-K curriculum and our theme-based curriculum model. This allows for your child's teacher to be able to add to their lessons based on the children's interest and abilities. Big Day for Pre-K provides intentional instruction in the following learning domains: social-emotional, oral language and vocabulary, emergent reading and writing, math, science, fine arts, physical development and technology. There are integrated learning opportunities that allows for the child to be introduced to new vocabulary, concepts and skills.

BRIGHT WHEEL

Throughout the day our teachers will provide updates on your child's daily routine through a free app we use called Bright Wheel. Your child's information is only accessible by you and our staff and will provide you with updates on bottle feedings, diaper changes, meal times, nap lengths, and other activities throughout the day. We will also use this app to communicate any concerns for the day, possible illnesses, clothing changes, and any supplies that you may need to bring. Please allow time for response to direct messages, as our teachers are still attending to your child. In case of an immediate concern, you may contact the office at any time.

DAILY ROUTINE

Each classroom follows an age appropriate daily routine. This routine includes circle time, small group learning centers and activity centers, outdoor play, story time, quiet time and special activities. Occasional field trips are also planned for the preschool classrooms. We use the Brightwheel App to keep in constant communication with our families. Each teacher is responsible for daily communication with parents about their students' day through this app. BUGS offers a healthy nutritious breakfast, lunch, and afternoon snack.

STAFF

We believe our center is only as good as the teachers we employ. We understand the importance of consistency for children. They need to feel

safety and security in seeing the same teacher's day in and day out. For that reason, we make every effort to hire qualified, nurturing, and caring professionals. We expect and encourage our teachers to continue their education. All teachers participate in a continuous program of in-service education in order to remain alert to the ever-changing needs of today's families and to the findings of modern research.

THANK YOU

We value each and every child in our care, we value our competent professional employees, and we value you, the parent. We believe parents should be respected, valued, and treated with an honest, open approach. We know your time is valuable and will keep you informed of center news through newsletters, a calendar of scheduled activities, and teacher to parent oral communication.

GENERAL INFORMATION

Hours of Operation: 6:30 am – 6:00 pm

Ages Served: 6 weeks through 5 years old

Holidays Observed:

January – New Year's Day

March/April – Good Friday

May – Memorial Day

July – Independence Day

August – the 3rd Friday of the month will be reserved for In-Service

September – Labor Day

November – Wednesday before Thanksgiving, Thanksgiving Day, & the Friday following Thanksgiving

December – Christmas Day

BUGS will also close early at 12:30 pm on the following days:

Christmas Eve, December 24th

New Year's Eve, December 31st

If the above holiday falls on a Saturday, BUGS will be closed the Friday before the holiday.

If the above holiday falls on a Sunday, BUGS will be closed the Monday following the holiday.

*Holidays are already figured into the tuition rates. The full tuition amount is due for weeks that include holidays. Comp days cannot be used for any of our observed holidays.

Snow & School Cancellations

BUGS follows the Olathe USD school closing guidelines. BUGS will close if the Olathe USD closes. However, we will try to remain open for childcare whenever possible *unless* there is a case of a power outage, extremely harsh weather/driving conditions prevail, or we do not have enough staff to maintain the state required staff to child ratios. BUGS may also operate on a shortened schedule if any of these conditions exist. In the event that we should have to close early parents will be notified at least two hours in advance. Please bring snow boots and proper clothing needed for playing in the snow if the weather is not too extreme. All of our closing notices will be posted on our Facebook page as early as possible.

Admission

We will accept any child whose needs can be met in our setting. In all special needs' cases, such care is conditional upon the consent of the Director, and the child must be able to participate and benefit from our program without risk to him or to the other children.

Nondiscrimination Policy

BUGS is an equal opportunity provider. Applications for enrollment are accepted without regard to race, creed, religion, color, ancestry, physical or mental handicap, sex or national origin.

Open Door Policy

BUGS has an "open door" policy for our families. We invite you to drop in unannounced at any time. Parents are also welcome and encouraged to visit during special class parties or birthday celebrations.

DISCIPLINE

BUGS has a philosophy of positive guidance, incorporating creative teaching and involvement to help children develop self-discipline and inner control over their actions. It is based on mutual respect and an understanding of children's needs and development. Positive guidance uses redirection, verbalization of misunderstandings, consistency, acceptance of feelings, firmness, and fairness. Children are encouraged to express their feelings verbally as well as to discuss and resolve conflicts rather than "act out" their feelings. In certain situations, a brief "quiet time" is used to allow a child to calm down and recover self-control before resuming group activities. To ensure the health and safety of young children in care, a policy of "Zero Tolerance for Child Abuse" is strictly enforced with our staff.

Repeat Behavior Issues

When a child is repeating an unacceptable behavior, a discipline report will be provided for parents so that we may work together to modify the child's behavior. We may require a child to be excused for the remainder of the day for safety concern reasons if a child's repeated behavior has been addressed and is harmful to other children or staff members in the center (e.g. biting, hitting, etc.). In extreme cases, a child may be suspended or dismissed from our program due to the repeated behavior issues towards other children and staff members. We understand that this can be a huge inconvenience to working parents, but we must be able to maintain a safe and secure environment for all the children and staff members in our center.

Biting

At BUGS we fully understand that it is extremely age-appropriate for toddlers to bite other children. Often times a child will begin a pattern of biting. If this pattern becomes severe (3 or more times per day,) we will send the biting child home for the remainder of the day. This is not to punish the biting child. This is to keep the other children in the classroom out of harm's way for the rest of the day. We understand that this may be an inconvenience for parents, but please help us out by making sure your child is picked up in a timely manner during these situations. In extreme cases a child may be dismissed from our program. We must do our best to ensure the safety of all children within our center.

ENROLLMENT & CHARGES

Registration Fee

A yearly registration fee per child will be due at the time of enrollment and each August.

Weekly Fees

- Tuition fees are due on Friday of each week for the following week.
- Tuition may be paid by cash, check, money order, or through Tuition Express. Tuition Express is an automatic payment program from your bank account or through a credit card of your choice. There is an additional per transaction fee in order to use this automatic payment program.
- If payment is not received by Monday at 6:00 pm, a \$10 late payment fee will be added to the week's tuition.
- If payment is still not received by the following Friday by 6:00 pm (with the late charge(s) included), you may not bring your child(ren) in until tuition is paid in full.
- Returned check charge = \$35.00 per returned check.
- In August, Pre-School children entering into Kindergarten will be charged the daily drop-in rate for every day of attendance during their last week at the BUGS Early Learning Center.

Monthly Fees

If choosing to pay monthly tuition is due on the first of the month. We can accept partial payment but the entire sum must be paid by the 15th of that month. The same conditions for late fees and returned checks apply.

Late Pick Up

Children must be picked up and leave by 6:00 pm each evening. After 6:00 p.m., a \$20.00 late fee will be charged per family. Clocking your child out at exactly 6:00 pm but not leaving until after 6:00 pm will incur a late fee as well. If a

child has not been picked up or has left the building by 6:10 pm, you will incur an additional \$1.00/per minute fee. The authorities will be contacted if a child has not been picked up by 6:45 p.m. and we have not been able to contact the parents or any of the listed emergency contacts.

Past-Due Balances

BUGS may use a collection agency or law firm to collect any outstanding past due balances if not paid by the invoice due date. Parents will be responsible for all fees charged by the agencies in addition to the past due balance and late payment fees if we must use these methods to collect payments. Notice will be given to families before the agency is contacted.

Account Information

All families have access to their own account information through our ProCare Software system. The primary account holder can simply click on "Account" when signing your children in/out of the system.

Statements/Receipts

Statements/Receipts will be provided upon request by the parent. Invoices will be given whenever there is a past due or credit balance. Year-end payment information for tax purposes will be provided to all families by mid-January of the following year.

Forms

For your child's safety and to comply with state regulations, all enrollment papers must be completed and on file at BUGS by the first day of attendance.

Required forms include:

- Signed enrollment form
- Notarized medical release form
- Health assessment signed by a medical doctor
- Current immunization record

Immunizations

Your child's health is a matter of major importance to all of us. Upon enrollment, you must file a health form signed by a physician. We require that your child have certain standard immunizations as outlined by the state health department. Please notify the office whenever your child has updated their shots so the record on file will remain current. Update sheets will be sent home periodically to make sure all files remain up-to-date. Failure to be up-to-date on your child's immunizations may result in termination of enrollment.

Comp Days

Beginning with your seventh full month of enrollment each full time child enrolled will earn one full day of Comp time each month up to five days on a calendar year basis. Comp Days can be used for illness or anytime your child is absent for a full day. Comp Days entitle you to full day's discount for those days. After using the maximum allowed Comp Days, tuition is due at the rate of 100% if a child is absent. A child must be absent for a full day in order to take advantage of this benefit. Comp Days may not be used for our observed holidays or for when BUGS is closed for a shortened day (please see the holiday schedule). Comp Days do not carry from year to year.

Comp Days are not available for children who are enrolled in a part-time program.

Notice of Termination

A two-week notice of termination is required if you decide to discontinue your child's enrollment at BUGS. Full payment is due through the end of the notice period, whether your child attends or not. Comp Days may not be used during this notice period.

BUGS reserves the right to dismiss a child when it deems necessary. Refusal to follow BUGS policies may also result in dismissal. In rare instances BUGS may determine that it is not in the best interest of the Center or other children enrolled to have the Child continue in attendance

ARRIVAL & DEPARTURE

Keyless Entry

All families and employees will be fingerprinted in order to be allowed entry into the building. In the case that a family member or employee is unable to be fingerprinted they will be assigned a unique code to be allowed entry into the building. Please do not share this code with anyone except people who will regularly pick up your children. All visitors will be required to ring a buzzer and identify themselves with a photo id before entering the building.

Daily Clock In and Out

Parents are required to clock the child in upon arrival, using our touch screen monitor located in the front lobby, and then leave the child in the care of a staff member. Please communicate any special instructions to the caregiver. Before departure, notify the teacher before leaving and clock the child out.

Prior to Arrival

We ask that all students arrive fully dressed and ready for the day. If your child has had breakfast prior to joining us, please let their teacher know so they are not provided a second helping. In order to prevent the spread of germs, please have your child either wash their hands or use sanitizer upon entry. If entering the baby room, please remove shoes or utilize the booties provided.

Required Arrival Time

Because of the importance of consistency for all of the children here at BUGS, we require that all children are **in attendance by 10:00 a.m.** each day. The only exception will be if you have a doctor's note stating the time of an appointment that kept your child out of our care before that time. Otherwise, if your child is not in attendance by this time we will not allow him or her into the facility for that day.

After being dropped off you are welcome to pick up your child at any time before 6:00 p.m. In the event that your child leaves after 2:30 p.m. they will not be allowed to return to the school for the rest of the day to ensure that we are able to meet staffing requirements as specified by the Kansas Department of Health and Environment.

Releasing Your Child

Our normal procedure is to release the child only to his or her parents or someone else the parents designate. If someone other than the parent is to pick the child up, please notify us ahead of time. A verbal notice is fine on that day if this person is on the emergency contact list and this person must show a photo id upon arriving to pick up the child. If the person is not on that list, we must have written permission to release your child.

The emergency contact list you are required to complete designates who may pick the child up if there is an emergency and you can not contact us. Please make sure those listed are persons with whom you would allow your child to leave if that person showed up at our door and said, "I need to take Johnny with me." Those on the list should also be people we could call in the event something happened and you did not show up to pick up your child.

Please inform your emergency contacts that if we do not know them and the child is too young to recognize them ("Hi, Grandma!"), that we will ask for identification. We do not mean to offend them. This is simply a measure taken for the child's protection.

CLOTHING

What to Wear to BUGS

Think of your child's comfort and provide simple clothing that is free of complicated fastenings. Provide clothing that is washable and sturdy. Tennis shoes are not required, but are always recommended. Flip flops are prohibited. Provide jackets or coats appropriate for the weather. The children will be playing outside in all but the most extreme weather conditions and need to be dressed accordingly. Remember, we can remove an unneeded item but we can't put on something not provided.

Extra Clothing

All children 5 and under need to have a complete change of clothing left at BUGS. Please update the clothing as your child grows and as the season changes. If your child is toilet training or under the age of 2, please have two extra sets of clothing at the center at all times. If your child has an accident, we will send their clothing home to be washed. Pull Ups and disposable diapers work best at naptime until your child has mastered toilet training. If you prefer not to use pull-ups, please provide a plastic underwear cover for naptime.

Diapers

It is the parents' responsibility to supply disposable diapers and wipes for their child. Your child's teacher will let you know when your child's supply is low and needs replenishment. (Please remember to check the Brightwheel App each evening for this note!) If notice has been provided and the child's supply is not replenished, you will be called and expected to bring whatever is needed to the center within 2 hours.

Potty Training

We will be happy to work with your child on potty training once the child begins to show an interest and the parent has started working on it at home. The child must also be over 18 months. We do ask, however, that each parent state in writing how you would like for us to approach it. We will need to know how often you would like us to take the child to the restroom and what kind of positive reinforcement you would like for us to use. For sanitary reason we ask that only Pull Ups be provided during your child's potty training. A child is considered potty trained and eligible for the new rate when the child has not had more than two accidents within a week time frame. Pull ups can used during nap time while in our Lightning Bugs and Dragonfly rooms only.

HEALTH & SAFETY

All staff members have received Signs and Symptoms of Illness training, First Aid training, and Child Abuse and Neglect training. BUGS also requires all lead teachers to be certified in CPR.

Injuries

Minor cuts and abrasions suffered while at the center will receive proper care -- specifically, they will be washed with soap and warm water and properly bandaged. Treatment will be logged and we will tell you how and when the injury occurred. We are also required to log any injuries we observe on your child which have occurred outside of our care.

Emergencies

In the case of a medical emergency, we will try to contact a parent first. If the child is responsive, staff will follow the parent's instructions upon contact. In the case that a child becomes unresponsive staff will take necessary steps, putting the child first (calling hospital, doctor, poison control, etc.). If need be, we will take your child to the nearest hospital or the doctor first, then try to call you when we arrive. If a parent is unable to be reached, we will keep trying until he or she is available. In the event of a fire, we would evacuate the building immediately and gather at the back of the building then leave to a safe

area away from the building. This will be practiced monthly so the children are familiar with what to do. Parents will be contacted immediately.

Illnesses Occurring at BUGS

You will be contacted and asked to pick up your child within 2 hours to prevent other children from being exposed to the illness. Children must be fever-, vomit- & diarrhea-free for a 24-hour period before returning to BUGS. In some cases a doctor's note may also be required.

Exclusion Policy

Under the guidelines of the Johnson County Health Department, your child will need to be excluded from our care if He or She:

- Has a fever of 100° orally (101° rectally, or 99° axillary) or higher, or has had one during the previous 24-hour period.
- Has a heavy nasal discharge, sore throat or skin rash with a fever of 100° or higher.
- Has a constant cough.
- Has vomited during the previous 24-hour period.
- Has diarrhea (three or more loose, watery stools in one day.)
- Has a symptom of a possible communicable disease.

Substitute Care Arrangements

In the event that BUGS is required to close for any unforeseen reason, we are not responsible for providing alternative care arrangements, unless communicated otherwise.

Communicable Disease

Please let us know if your child has been exposed to any communicable diseases such as strep throat, measles, or chickenpox. Failure to communicate the onset of communicable disease runs the risk of exposing everyone in the center to these diseases. We will notify you in the event your child is exposed while at BUGS. Please do not bring your child back to BUGS until your doctor advises that your child is no longer contagious. Certain cases will require a doctor's note.

Administering Medication

We will only administer necessary prescription medication from bottles labeled with the correct dosage and the child's name. Over the counter medications, such as Tylenol, will be given only with the parent's written approval. The container must have the child's name clearly written on it and must be given to the **office staff** to store in a safe place. Please fill out a medical authorization form for any medication to be given. (NOTE: Sunscreen, lotions, diaper ointments and teething medication also require medical authorization.)

Child Abuse & Neglect

All staff members are trained to observe and recognize symptoms of child abuse or neglect. We are required to report any evidence of neglect or unusual injury - including bruises, burns and lacerations - to the proper authorities. NOTE: All teachers working in a licensed facility in the state of Kansas are Mandated Reporters and required by law to report any *suspicions* of child abuse or neglect to the Kansas Department of Social and Rehabilitation Services. Failure of a mandated reporter to make a report is a crime which could result in fines or jail time.

Emergencies Concerning the Weather

If severe weather arises or a tornado alert is issued, we will proceed to the center of the building, where the children will crouch and cover their heads. Emergency procedures are posted in each classroom.

Ratios

Ratios vary from room to room and can be found on the licensing board in any classroom or as follows:

Rollie Pollies/ Ladybugs	1:3	Maximum of 6
Caterpillars	1:5	Maximum of 10
Walking Sticks	1:7	Maximum of 7
Lightning Bugs	1:10	Maximum of 12
Dragonflies	1:12	Maximum of 16
Grasshoppers	1:12	Maximum of 18

NUTRITION

Meals and Snacks

At BUGS we stress good nutrition and eating habits. We offer a health selection of menu items on a four week rotation. These menus are changed periodically and can be provided to families upon request. Teachers eat with the children to provide role models. Children are offered all items on the menu each day and encouraged--but never forced--to eat from all of the food groups. Menus are posted on the parent information board in the front lobby and in each classroom.

Breakfast - served daily between 7:30 - 8:30 am

Lunch - served daily between 11:00 - 11:30 am

P.M. Snack - served at 3:00 pm

Children must be present at during these times in order to receive each meal. Staff is not allowed to save meals for children that are running late for any reason.

Outside Food

Due to the USDA standards and allergies in our facility outside foods are not allowed unless otherwise approved by the director. If your child will not be in attendance during the designated meal times stated above we ask that you feed your child before coming/returning to school. If your child has any special nutritional needs due to religious beliefs or allergies, we will work together with you to assure your child's good health.

BUGS does not allow any outside food into the classrooms except under special circumstances. Your child may be asked to throw away any outside food before entering the classroom. Many of our students have strict allergies. If you want to bring treats in for the class for parties or celebrations please check with the lead teacher or a member of the office staff in advance.

Milk & Baby Food

We provide a refrigerator/freezer for storing breast milk, however you are more than welcome to bring whatever brand of formula your child might need for supplementation. Parents must also provide any jarred baby food or they may wish their infant to have. We do provide bowls, bibs and spoons for this transition. Around 12 months of age we will work together in helping your child make the transition from baby food to our menu. We look to fully transition your child to our menu once they have moved out of the infant room.

Nursing Mothers

We will make every effort to give you and your child any privacy you need for nursing. We are also more than happy to store and use your breast milk.

SCHEDULES & SPECIAL EVENTS

Daily Schedules

A daily schedule is posted in each room showing the regular daily schedule for each age group.

Nap Time

After a long morning of fun and learning, all the children take a much-needed rest. Each child will be provided with a cot. Parents need to supply a small blanket, crib sheet, and a small pillow (optional.) All blankets and pillowcases need to be taken home on Fridays or the last day in attendance for the week to

be washed for the following week. If your child has a special blanket or stuffed animal that needs to go back and forth from BUGS each day, please let the teacher know. Nap time is approximately two (2) hours each day. We do understand, however, that some children do not require that much sleep and that sometimes a parent would prefer that the child not nap or take a shorter nap. Each child who is in our care for four (4) or more hours per day is required by KDHE to have a rest time. We will work with each parent and child to accommodate both our requirements and your family's needs.

Field Trips

The Grasshoppers and Dragonflies classes schedule special field trips during the school year and summer. A signed authorization is required for your child's participation. Car seats or booster seats, provided by the parent, are required for children under five years of age or 40 pounds.

Transportation

Should your child be part of the USD 233 pre-k or headstart program transportation to and from their school needs to be provided. Either by an adult who is authorized for pick up and drop offs or through the bus company. We do typically have students who ride the bus so the bus company can help you organize that. We will not be responsible for notifying the school or the bus company of your child's absence.

Classroom Parties

Each classroom may plan activities or snacks for special occasions throughout the year, including: Halloween, Thanksgiving, Christmas and other Winter Holidays, Valentine's Day, St. Patrick's Day, and Independence Day. Parents are always invited to attend if your schedule allows. We would love to have parents provide information or be a special guest in the classroom to talk about traditions your family celebrates at home.

Conferences

Parent-Teacher conferences will be held twice a year, once in the fall and once in the spring. Any additional meetings that may need to be scheduled can be done on a case by case basis either with your child's teacher or with the office administration.

Religious Affiliation

We feel that religious teachings should be left up to the parents. That does not mean that God never is mentioned, however. Occasionally a Bible story may be told during circle time if it fits in with our unit of study. Sometimes God just

comes up in conversation. For example, children often start to notice the difference between boys and girls around age three, especially if they have a sibling of the opposite sex or have watched enough diaper-changings. When they ask us "why" about the physical differences between boys and girls we tell them "because God made boys differently than He made girls." This answer seems to satisfy most preschoolers. You may feel free to elaborate on the subject when your child is at home! We also reinforce to the children that we love them and God loves them, too.

Personal Belongings

We cannot replace lost articles. If your child brings money or something valuable to school, it is important that the teacher is informed and that all items are labeled with your child's name. Except for a special sleeping toy or blanket, we ask that you leave your child's toys at home or in the car.

Pictures

Professional pictures will be taken several times each year. There is no charge at the time of the session and purchase of these pictures is optional. Please sign the release form attached to this handbook allowing us to take pictures of you and your child(ren) for our computer system.

PARENT INVOLVEMENT

There will be times and ways you can get involved in your child's daycare and preschool education. You are welcome and encouraged to participate in any or all of these.

Some examples of ways to be involved include:

- Chaperoning on field trips.

- Lending objects for units of study.

- Coming and talking about your job when asked.

- Helping your child at home with the concepts we are studying here.

- Helping your child prepare for "Show and Tell" or "Mystery Box."

- Helping to provide treats or other items for our parties.

- Participating in "National School Lunch Week" (come and eat with your child).

Naturally, you are welcome to drop in and visit or observe any time the center is in operation.

We believe you, as parents, are the most important adults in your child's life. We will do everything possible to enable parents to become involved in our program. Keeping the lines of communication open is an important part of each staff member's responsibility. Parents of all Infants/Toddlers/Preschool children will be provided with an individual daily note about their child's day through the Brightwheel app. This is an excellent way to keep in touch with what is happening in your child's class each day and let you know of any needs they may have.

Please let us know if you have questions or concerns regarding your child. We will be happy to talk with you or schedule a conference.

**If there are any questions or areas not covered in the Parent Handbook,
please contact the Program Director at BUGS.**



Please sign each section below and return.

Child's Full Name

Child's Full Name

I, -----, have read and understand the policies and
Parent/Guardian
procedures set forth in the BUGS Early Learning Center Parent Handbook.

Signature of Parent/Guardian

Date



I, -----, give permission for BUGS Early Learning Center
Parent/Guardian
to take pictures of my child(ren) and my family for purposes only of identification,
parent gifts, classroom displays, and classroom projects.

Signature of Parent/Guardian

Date

BUGS Early Learning Center
"Building Up, Growing Strong"

