



Parent Handbook

Learning, laughter, and bright beginnings.

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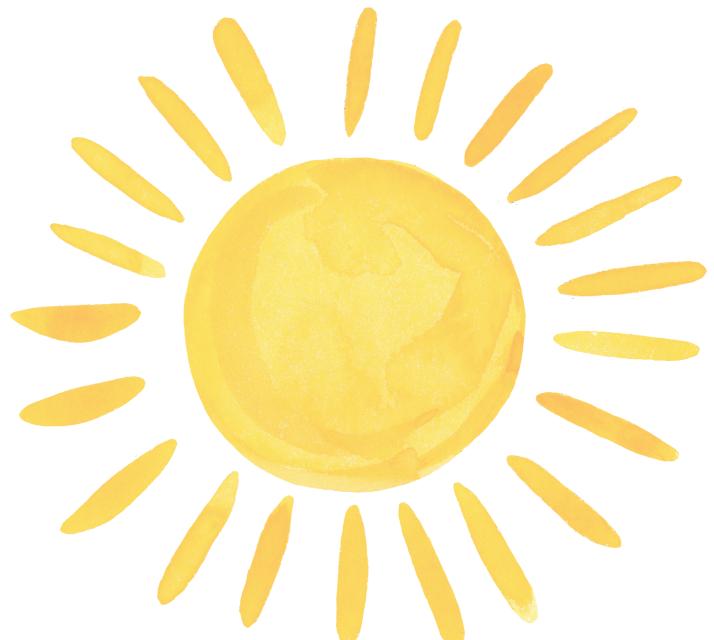
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Program Information

Director/Teacher: Ms. Amy
2629 Bayberry Street
West Sacramento, CA 95691
License # 573615813

Hours of Operation

Monday-Friday 7:45am-5:00pm

Late pick-up fee will be charged after 5:00

Contact Information

 (707) 372-8903

 brightbeginningsws@gmail.com

 www.brightbeginningspreschoolws.com

 @brightbeginningsws1

Staff

Lead Teacher: Ms. Blanca

Teacher Assistant: Ms. Trinity

Teachers Assisant: Ms. Andrea

All staff are fingerprinted, background checked, and certified in CPR and First Aid. They are qualified to care for the children in my absence when needed.

Please follow Bright Beginnings Childcare and Preschool on Facebook. Photos will be shared on our public page, and reminders and updates will be posted in our private Bright Beginnings Parent/Teacher Group.





Welcome to **Bright Beginnings Preschool**

Thank you for choosing Bright Beginnings Preschool for your child. It is truly an honor to be trusted with your child's care and early learning experience.

Bright Beginnings is a nurturing, home-based preschool where children are encouraged to learn through play, exploration, and guided instruction. Our days are structured yet flexible, allowing children to feel secure in routine while still having the freedom to grow, explore, and develop at their own pace.

We place a strong emphasis on social development, kindness, and problem-solving. Children are supported as they learn how to communicate their feelings, build friendships, and navigate challenges in a respectful and positive environment.

This handbook is designed to provide clear information about our program, expectations, and policies so that families feel informed and confident. Open communication is important to us, and working together helps create the best possible experience for each child.

I look forward to partnering with your family and watching your child grow, learn, and thrive at Bright Beginnings.

Amy Fuller

Our Approach to Learning & Guidance

Program Philosophy

At Bright Beginnings Preschool, we believe in providing a balanced approach that includes child-directed play, exploration, and teacher-guided learning. Our daily routine helps children manage transitions, develop independence, and learn to listen and follow directions.

Children are supported as they build social skills needed for a group setting, including sharing, taking turns, listening, and respecting others' feelings. Our classroom environment is welcoming and supportive, encouraging children to work together, solve problems, and build positive relationships. We model respectful behavior and guide children as they learn effective ways to navigate social situations.

Discipline & Guidance Philosophy

Our goal is to promote positive personal growth in all children. Staff use positive redirection to guide behavior and encourage respect for others, personal belongings, and the classroom environment. Comparison and competition are avoided.

Rather than focusing on punishment, children are guided toward understanding appropriate choices and developing missing social skills. Time away from the group may be used only when a child is hurting themselves, others, or property. This time is brief and child-regulated. When the child is ready to demonstrate appropriate behavior, they are encouraged to rejoin the group and try again.

Problem Solving Skills

Throughout the day, children are encouraged to work through conflicts with teacher support. Instead of immediately solving problems for them, teachers guide children in thinking about solutions and choosing what might work best.

Children are encouraged to:

- Say how they feel
- Ask a friend to stop
- Ask a teacher for help

Children are supported as they try solutions and learn from the outcome, helping them build confidence and independence in social situations.





Quality Counts & WS Home Run Program



Bright Beginnings Preschool participates in Quality Counts Yolo, a voluntary program that supports early learning programs in preparing children for success in kindergarten and beyond. Through this program, we receive support, resources, training opportunities, and guidance to continually improve the quality of care we provide.

Quality Counts Yolo works in partnership with local agencies, including First 5 California, First 5 Yolo, the City of West Sacramento, Yolo County Office of Education, and Help Me Grow Yolo County. Our collaboration with Help Me Grow Yolo County helps connect families with local resources and provides optional developmental screenings to support each child's growth and learning.

Families may be asked to complete a Release of Information (ROI) form to allow participation in developmental screenings and support services. These screenings help with lesson planning, family education, and referrals if concerns arise.

Bright Beginnings is proud to be part of this network of early learning professionals working to enhance quality care for children and families in Yolo County. As a Home Run Certified Preschool, graduating children will also receive a West Sacramento Home Run college savings account.

For more information, visit wshomerun.com or the Quality Counts California website.

[Click here to check out what
West Sac Home Run has to offer!](#)

Kindergarten Readiness @ Bright Beginnings

The year before kindergarten plays an important role in a child's development and readiness for school. At Bright Beginnings Preschool, we focus on helping children build the academic, social, and emotional skills needed for a successful transition to elementary school.

Our older preschool program introduces a more structured daily routine that supports early literacy, number concepts, classroom participation, and independent work habits. Children practice following directions, completing tasks, and working both independently and in small groups, while still engaging in play-based learning.

In addition to academic readiness, children develop important skills such as self-regulation, problem-solving, and responsibility. These skills help children feel confident, capable, and prepared for the expectations of kindergarten.

By the end of their preschool year, children leave Bright Beginnings with a strong foundation and the readiness needed to begin kindergarten with confidence.



Tuition Rates

Payments are due monthly by the 1st of each month no later than 7:45 AM and must be made prior to care. The only exception is drop-in (hourly) care, which is due on the day services are provided.

Infant 0-24mo

Full-Time \$70/day
Part-Time \$75/day

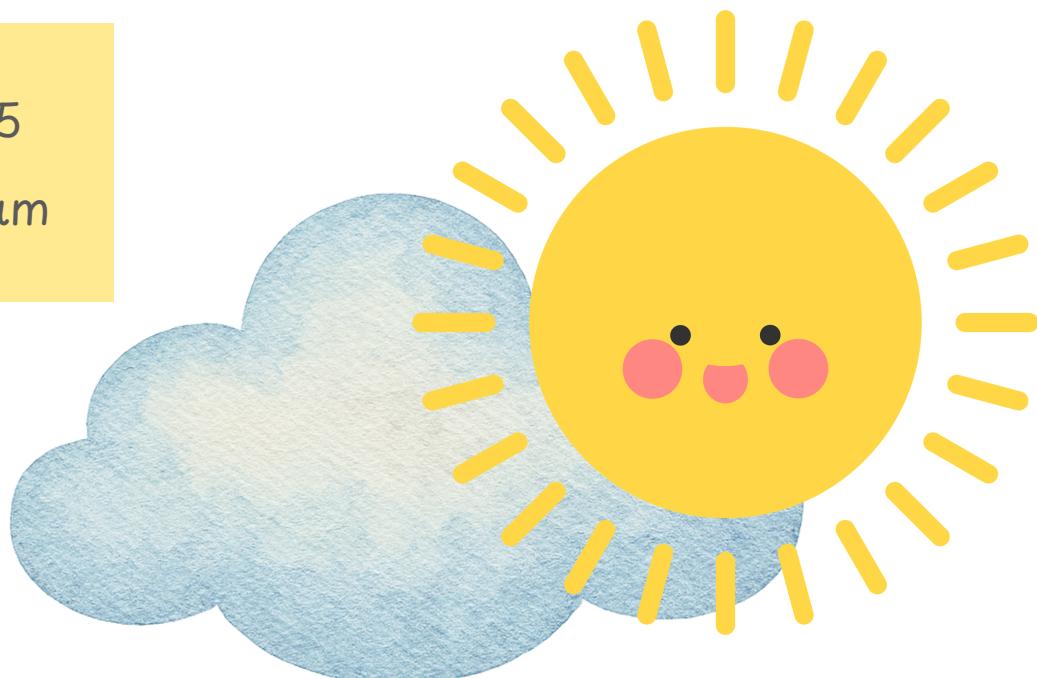
Toddler/Preschool
Not Potty Trained

Full-Time \$65/day
Part-Time \$70/day
(Not potty trained)

Toddler/Preschool
Potty Trained

Full-Time \$60/day
Part-Time \$65/day

Daily Drop-In- \$75
After School Program
\$50/day



Payment Policies & Fees

Rates & Enrollment

Full-Time enrollment is based on five days per week. Part-Time enrollment is based on one to four days per week. Each family's weekly tuition rate is outlined in the signed enrollment contract.

Rates may be reviewed and adjusted annually, effective January 1.

Tuition reserves your child's space. If your child is absent for any reason, tuition remains due.

Deposit & Tuition

A non-refundable \$150 deposit is required at enrollment to reserve a space.

Tuition is due on the first day of each month and is required regardless of attendance. Tuition covers all scheduled days of care, including provider holidays, vacation days, sick days, and personal days when the program is closed. If tuition is due on a holiday or vacation day, payment must be made prior to the closure.

Accepted payment methods include check, Venmo, or cash.

All payments are non-refundable.

Definitions

Full-Time: Care contracted for five scheduled days per week

Part-Time: Care contracted for four or fewer scheduled days per week

Overtime & Late Fees

Overtime is defined as care provided outside of a child's contracted hours or any pickup occurring after 5:00 PM. Late arrival does not extend pickup time, and the provider is not obligated to offer extended care.

Overtime Fees

\$5.00 for the first minute after 5:00 PM

\$1.00 per additional minute thereafter

Late Payment Fee

A \$10.00 per day fee will be charged for late payments. If payment is not received by Monday morning of the following week, care will be suspended until the balance is paid. Continued late payments may result in termination of care.

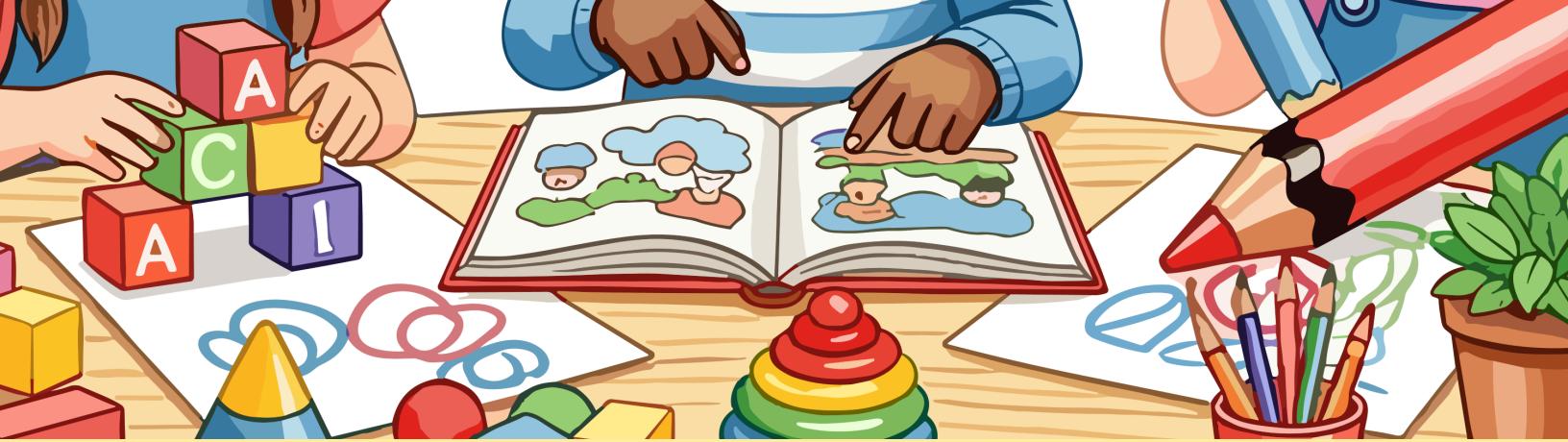
Returned Check Fee

A \$25.00 fee will be charged for returned checks, in addition to any bank fees incurred. After two returned checks within one year, cash payments will be required.

Subsidized Care

Bright Beginnings accepts payment through Child Action, Children's Home Society (CHS), and Yolo County subsidized care programs. If care begins mid-month, any required copayment is due at enrollment.

Parents are responsible for any charges not covered by the subsidy program, including overtime and late fees. Additional fees are due during the week they are incurred.



Learning & Classroom Experiences

Preschool Curriculum

Bright Beginnings Preschool offers a developmentally appropriate curriculum for children ages 2.5 years and older. Children are grouped into two classes: Buttercups (younger children) and Sunflowers (older children). Our curriculum focuses on building foundational skills through hands-on, age-appropriate learning experiences. Children are introduced to sign language, letters, numbers, colors, and shapes in engaging and interactive ways. Learning activities include songs, poems, books, stories, games, finger plays, arts and crafts, simple science activities, and a variety of physical movement opportunities that support each child's overall growth and development.

Activities

Age-appropriate activities are planned with flexibility to meet the individual needs of each child. Daily activities include circle time with letter, shape, color, and number recognition, along with singing and story time. Children will also participate in arts and crafts, hands-on projects, and free play throughout the day.

STAR OF THE MONTH

Each month, one child will be selected as our Star of the Month. During their special month, the child will have opportunities to participate in special activities and be celebrated by the class.

Families are invited to help their child decorate a Star Student poster using photos, stickers, drawings, or other creative materials. The completed posters will be displayed in the classroom throughout the child's special month.

Froggy

"Froggy" is our classroom stuffed frog. Each month, Froggy will go home with the Star Student and should be returned on the first school day of the following month. Families are encouraged to complete the journal and include photos to share with the class. Children may be asked to talk about what Froggy did while at home, where he slept, or any fun activities or trips he experienced. Please be sure Froggy is washed before returning him to school.

Share & Tell

Children are encouraged to bring Share & Tell items that relate to the letters, colors, or themes being explored in the classroom. Please refer to the monthly calendar for specific Share & Tell guidelines and dates.

Birthday Celebrations

Families are welcome to bring in 14 treats to share with the class on their child's birthday. Birthday celebrations take place after nap time at approximately 3:15 PM.

Our Typical Day

7:45 - 8:30.....Arrival, table time, free play
8:30 - 9:00.....Breakfast and clean up
9:00 - 11:15.....Preschool-Story time, Circle time, Singing, ABC's, reading and writing, shapes and flashcards.
11:15 - 11:30.....Bathroom breaks/wash hands for lunch
11:30 - 12:15.....Lunch
12:15 - 3:30.....Change diapers/potty, Nap/rest time
3:30 - 3:45.....Wake up time. Change diapers/potty
3:45 - 4:00.....Afternoon snacks
4:00-4:30.....Table activity-play dough, coloring, crafts ect.
4:30-5:00.....Departure

SCHEDULE

Please note that this schedule is just a sample and may vary depending on the age group and specific activities offered at Bright Beginnings. We aim to provide a well-balanced day that incorporates play, learning, outdoor time, rest, and social interactions.

Special Events & Milestones

Community Helper Visits (In-Class Field-Trips)

We often have visitors come in from the community to teach the children new and exciting things! These visits will never cost more than \$5-10 per child and often may be free.

Graduation

Each year we have a graduation ceremony for children promoting to Kindergarten. Upon graduation your child will receive a packet from the City of West Sacramento with the information needed for the Home Run4Kids program. The City of West Sacramento will open a college fund and deposit \$50. If your child runs all the bases of the program, they will be eligible for 2 years of free college tuition. For more information, please visit wshomerun.com

Special Events

Each year we hold a few special events as a part of our family engagement.

Mother's Day - Muffins with Mom

Father's Day - Donuts with Dad

Halloween Party

Christmas Party

Graduation Ceremony & after party



Program Policies & Expectations

Trial Period & Termination

A period of 2 weeks trial is given for adjustment. After this time the parents or the provider may decide to terminate care without prior notice. After the trial period, care can be terminated with a 30-day written notice. Payment for the month will be accepted in lieu of notice. All final payments are to be paid at the time of notice. In cases of non-payment, legal actions may be taken, and the parents will pay all legal fees incurred. I will also give a 30 day notice if the child is to be terminated from care. Any abuse or violation of the rules/policies of the contract/handbook may be just cause for termination. Immediate termination can occur for behavior problems, or dangerous parental situations. If immediate termination is given by me for the above or any other reason to be at my discretion, any deposit will be forfeited.

Withdrawal

Parent/guardians who withdraw their child from my care must give a 30-day notice, in writing. You will be liable for a full month of childcare fees in the event the notice is not given. In the event it proves necessary to retain an attorney to enforce any of the terms of this contract, you will be liable for all reasonable attorney fees and court costs. I have the right to drop any child without notice at any time.

Arrival and Departure

Please make your goodbye brief (no more than a couple minutes), the longer you prolong departure the harder it gets. Never leave without telling your child goodbye. No one other than the parents or designated person will be allowed to pick up your child without prior arrangement. I must be notified in advance and have a written note with the person's name and relationship to the child.

Court Orders

If there is a court order keeping one parent away from the child, I must have a written note from the custodial parent in my file to that effect. Otherwise, I cannot prevent the non-custodial parent from picking up the child.

Communication

To provide the best possible care, please feel free to communicate any needs, wants, and or concerns regarding your child. It is only through parent/provider interaction that a goal of quality, nurturing care can be achieved.

Locked Door Policy

All gates and doors will be locked during school hours. If your child is picked up during nap/quiet time (12:30-3:30) please text Ms. Amy to pick up at the front door so you do not disturb sleeping children.

TV Viewing

I allow limited TV viewing consisting of Phonics and other age-appropriate educational television. On occasion I let the children pick a child appropriate video to watch. Children are NEVER required to sit and watch TV, and TV is not offered in place of free play or learning activities.

Animals

We have three mini-Labradoodle dogs, two cats, a turtle, fish, water snails and hermit crabs that the children will be able to interact with.



Food & Nutrition

A healthy breakfast and lunch as well as two snacks will be provided for each child. Parents are responsible for special diets and for providing formula if needed. We have joined Beanstalk Food Program and must meet their nutritional guidelines therefore, will be serving a variety of proteins, whole grains, lots of fruits and vegetables. Sugary foods will only be served on special occasions.

*Breakfast is served at 8:30am. If your child arrives after 8:45 please have them fed prior to coming to school.

Special Diets

If a child has a particular dietary need, substantiated by a medical evaluation, I must be informed and given a doctor's note. Substitute meals or snacks may then be brought from home.

Daily Care Routines & Supplies

Potty Training

We will be more than happy to help with potty training provided that it's not done before the child is ready. Parents are asked to initiate the training at home (on vacation or weekend) before starting it at daycare. Once training is initiated, parents are to supply thick underwear or pull-ups.

Diaper Changes

Diapers are checked and changed every 1- 2 hours or more frequently if required. Exception, each child will be diapered after waking up from their nap.

Supplies Provided by Families

Parents are responsible for providing the following items:

- Diapers
- Wipes
- Blanket
- Weather-appropriate change of clothes
 - Two changes of clothes for children who are being toilet trained
- Swimsuit, towel, and sunscreen (May-September)
- Any additional necessary items (powder, ointment, etc.)

Please provide enough diapers to last at least one week. Families will be notified when supplies need to be replenished.

Wish List

We have many school supplies we will be using daily and would love the extra help replacing as needed. Occasionally on the white board you will see our "Wish list." Every little bit helps :)





Health + Safety Policy

For the health and safety of all children and staff, please do not bring your child to school if they are sick. Bright Beginnings can only care for children with mild cold symptoms, such as a clear runny nose or slight cough, and no fever.

Children may not attend if they show any of the following symptoms:

- Fever of 100°F or higher
- Rash
- Excessive cough or congestion
- Vomiting
- Diarrhea
- Lice or nits
- Discharge from eyes or ears
- Unusual drowsiness
- Persistent or excessive crying
- Communicable illnesses (including chickenpox, roseola, conjunctivitis, mumps, measles, influenza, or pink eye)

Illness During the Day

If a child becomes ill while at school, parents will be contacted and are required to pick up their child within one hour. If a parent cannot be reached, the emergency contact will be notified.

Children sent home due to illness may not return for 24 hours, unless accompanied by a doctor's note.

Mild Illness

Children with mild cold symptoms may attend school if symptoms are being managed and the child is able to participate comfortably in daily activities. If symptoms worsen, become excessive, or interfere with the ability to provide quality care to all children, parents will be contacted for pickup.

Provider Illness

This illness policy also applies to the provider and her family. In the event of illness, families will be notified as soon as possible. Please ensure you have backup care available for emergencies.

Sibling Rule

If one child in the household is sick, please keep all siblings home to help prevent the spread of illness.



Additional Health Guidelines

Medication

Medication may be administered only if a Medication Consent Form is completed and signed. All medication must be provided in the original container with the child's name clearly labeled. Written instructions must include the child's name, dosage, and times for administration.

Medical Coverage

All children are required to have medical coverage in the event of an emergency. In the case of a medical emergency while a child is in our care, 911 will be called immediately. Staff will not transport children to medical facilities. For urgent but non-emergency situations, a parent or guardian will be contacted and required to transport the child to a medical provider. All medical and emergency-related costs are the responsibility of the parent or guardian.

Medical Emergencies

In the event of a serious injury or sudden illness, the following steps will be taken:

- 911 will be contacted
- Parents or emergency contacts will be notified
- The child's health records will accompany them to the medical facility (Kaiser, UC Davis, or Sutter)
- An incident report will be completed and provided to parents and the Department of Social Services

For minor injuries, basic first aid will be provided. Parents will be notified immediately if an injury requires further medical attention. All related medical and transportation costs are the responsibility of the parent.

Parents are responsible for keeping emergency contact information current. Any changes must be reported promptly.

Child Abuse Reporting

By law, Bright Beginnings Preschool is required to report any suspected physical, emotional, or sexual abuse or neglect to the appropriate authorities.

Paid Vacations & Absences

Holidays & Program Closures

Bright Beginnings Preschool will be closed for all federal holidays and the following days with pay:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Cesar Chavez Day
- Memorial Day
- Juneteenth
- Independence Day and the following day
- Graduation Day
- Labor Day
- Indigenous Peoples' Day
- Veterans Day
- Thanksgiving Day and the following day
- Christmas Eve
- Christmas Day
- New Year's Eve



Paid Vacation & Absences

Bright Beginnings Preschool will be closed for a total of four weeks per year (not including holidays):

- One week for Spring Break
- One week for Summer Break
- Two weeks for Winter Break

Specific closure dates will be provided each year with at least three months' notice, except in cases of illness or emergency.

In addition to scheduled breaks, the program includes three paid sick days per year. Parents are responsible for arranging backup care during provider absences.

Due to limited enrollment spaces, tuition is not based on attendance. No refunds are given for absences, late arrivals, early departures, family vacations, or illness-related exclusions.



Final Note

Open communication is an important part of our program, and families are always encouraged to share questions, concerns, or suggestions. If an issue arises, please feel free to reach out so it can be addressed in a timely and respectful manner. When a longer discussion is needed, a conference will be scheduled at a mutually convenient time, as supervision of the children remains the priority during program hours.

Thank you for the opportunity to care for your child. I look forward to working with your family and supporting your child's growth and development. Bright Beginnings Preschool reserves the right to enforce all policies outlined in this handbook. Failure to enforce a policy at any time does not indicate that the policy has been waived or is no longer in effect.

Amy Fuller
Owner

Acknowledgement Form

It is important that parents and families are aware of Bright Beginnings' policies and guidelines for care. Please read and familiarize yourself with these and use them as a reference for situations like tuition fees, illness, meals, and other day-to-day questions.

Acknowledgement

My/our signature(s) below verify that I/we have read the Bright Beginnings Preschool Parent Handbook and agree to follow and abide by the guidelines and policies within.

Please return the form to Amy to be kept with your child's file. All forms and documents as listed below must be submitted before your child's start date.

Signature

Date

Signature

Date

Required Documents

[**Click Here for Enrollment Forms**](#)

Copy of Parent Handbook has been received.