



Positive Bright Start

Serving Children. Supporting Caregivers. Strengthening Our Community.

FAMILY HANDBOOK 2024- 2025



Quality Partnership with:



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The Positive Bright Start, formerly Douglas County Student Development Association, operates Positive Bright Start Preschool/Early Education Classrooms. Positive Bright Start is a nonprofit organization committed to developing programs to support trauma-informed early childhood care and education. Our mission is to advance young students' and their families' development and well-being ---and offer Peer Model and Specialized slots. Our preschool class sizes are small, with low teacher-student ratios. We implement the Positive Behavior Support Pyramid Model and quality curricula.

LICENSING

Our organization is licensed by the Kansas Department of Health and Environment (KDHE). We are committed to meeting and exceeding their standards. To renew our license, we undergo annual licensing evaluations, and we also receive drop-in visits.

HOURS

Positive Bright Start Early Education Classrooms are open year-round from 7:30 a.m. to 4:00 p.m. Monday through Friday. We offer full-time slots, which include breakfast, lunch, and an afternoon snack. Limited extended after- are hours are available from 4:00 pm to 5:30 pm

SCHOOL HOLIDAYS/BREAKS CLOSURES

PBS Schools will be closed for the following holidays and breaks, which are factored into tuition payments. If the holiday falls on a Saturday, we will be closed the preceding Friday; if the holiday falls on a Sunday, we will be closed the following Monday.

Labor Day - September 2nd, 2024

Family Teacher Conferences-October 11th, 2024

Indigenous Peoples' Day- October 14th, 2024

Thanksgiving Day and the Friday after November 28th & 29th, 2024

Winter Break- December 23rd, 2024--January 1st, 2025

Martin Luther King, Jr. Day- January 20th, 2025

President's Day (Professional Development)- February 17th, 2025

Spring Break- March 17th-21st, 2025

Family Teacher Conferences - April 18th, 2025

Memorial Day- May 26th, 2025

Juneteenth- June 19th, 2025

Summer Break- June 30th-July 4th, 2025

Classroom Maintenance/Transition/Training/Open House- August 11th-15th, 2025

INCLEMENT WEATHER CLOSURES

If USD497 is closed due to inclement weather, the PBS Early Childhood Classroom will be closed. Should USD497 close early or follow a "late start" schedule due to inclement weather, Positive Bright Start will also follow late start time of 9:00 am

ARRIVAL & DEPARTURE

Parents/guardians must sign their student in upon arrival and sign out upon departure on each day of attendance. To ensure safety, only pre-authorized individuals whose names appear on your student's medical authorization form and pick-up list are permitted to pick up your student. They must be 16 years or older and show photo identification. If you want to limit the release of your student to a family member, legal documentation such as a custody agreement or court order is required.

Our school has specific arrival and departure procedures we ask all families to follow. The classroom entrance is only available during the **Arrival window from 7:30 a.m. to 8:00 a.m.** If you arrive after 8:00 a.m., you will be required to buzz in, and depending on the class schedule, you may have to wait to enter the classroom. We have a strict policy of **no drop-offs after 10:00 a.m.**, except for medical or therapy appointments. If you have such an appointment, it's important to communicate individually with the Program Administrator to discuss the exception.

All students without an aftercare slot must be **picked up between 3:30 pm and 4:00 pm.** Students enrolled in the aftercare program can be picked up between 4:30 pm and 5:30 pm.

Please inform the staff beforehand if you need to pick up your student early. We kindly ask that parents avoid dropping off or picking up their students between 1:00-2:00 p.m. Our students are taking their naps during this time and any interruptions can be highly disruptive.

ABSENCES

If your student is not attending school due to illness or other circumstances, please contact your teacher by 8 a.m. so they can submit lunch counts for the day and adjust plans if needed. Please give advance notice of 2 weeks to your teacher if your student will be gone for a longer period, such as vacation.

LATE PICK-UP POLICY

Positive Bright Start Classrooms close at 4:00 pm. Out of respect for staff, arrive before 4:00 pm to pick up your student. Aftercare students need to be picked up prior to 5:30pm.

We understand that occasionally you may run late — please phone or text and let the teachers know as soon as possible—consistent late (3 instances within 30 days) pick-up results in a meeting with the administration.

If you cannot pick up your student from school upon closing, kindly arrange for someone else to do so. If we cannot contact the legal guardians or emergency contacts within 60 minutes of closing, we will inform the Department of Student and Families or local Law Enforcement and comply with their directives.

Our policy is as follows:

1st Offense: Written Warning

2nd Offense: Final Written Warning

3rd Offense: Meet w/Program Administrator to create a late pick-up agreement.

If you need to speak to your teacher about your student, please schedule a time to meet in person or over the phone. It is inappropriate to have these conversations in front of the students or keep teachers after closing unless this time is scheduled with them.

ANTI-DISCRIMINATION POLICY

Positive Bright Start has a strict policy against discrimination in its programs, activities, and employment, including race, color, ethnicity, national origin, sex, disability, age, religion, sexual orientation, or gender identity. Both staff and families must comply with this policy, and failure to do so may result in termination. We take this policy very seriously and are committed to promoting a safe and inclusive environment.

TUITION

Positive Bright Start is a nonprofit organization. Tuition is set to cover our monthly expenses for rent, utilities, payroll, toys, equipment, and all other operating costs. Tuition will not be reduced due to absences, closures, breaks. Aftercare is for only families who are enrolled in regular hours.

Current Tuition Fees: \$730/ Monthly

Current Extended After Care Fees: \$100/Monthly

PBS at EDGEWOOD is licensed for ages 30 months to 5 years.

We accept DCF tuition assistance as well as other scholarships and financial aid.

TUITION POLICIES

- **Tuition payment is due in full 1st of each month** (this includes DCF payments) unless other arrangements have been made and approved by the administration.
- If you need to set up a Payment Plan, you must contact the administration before the 15th of the month.
- Positive Bright Start reserves the right to fill your enrollment slot if tuition is not paid or a payment plan is made and not complied with.
- **Parents/Guardians are responsible for any tuition amount that DCF, scholarships, financial aid, and/or KVC do not pay each month.**
- If we receive notice of termination of DCF or any third-party funding, a new Payment Plan or proof of new funding is required by the stated termination date.
- Parents/Guardians are responsible for all bank charges for returned checks.
- Positive Bright Start will give 30 days' notification of any changes in tuition.

TUITION AID RECIPIENT POLICIES

DCF RECIPIENTS

Please be aware that Positive Bright Start is under contract with DCF. Part of that contract specifies that we cannot take in **DCF funds in excess of our tuition charges.** Any overpayments will be returned to DCF Directly, including early termination. Parents/ guardians need to complete DCF subsidy payments online or by calling the eFunds 1-800 number on the back of their DCF card. Families who are not eligible for DCF have an opportunity to apply for Scholarship funds sponsored by the agency. Applications are available at the school upon request.

We request that you provide a copy of your DCF award letter to better assist you in determining your monthly tuition fee.

ANNA JENNY SCHOLARSHIP RECIPIENTS

The Anna Jenny Scholarship may be available for one-time emergency fund. Applications require financial documents and must be submitted to the scholarship administrator. If you receive DCF funds in addition to an Anna Jenny Scholarship and the DCF award fluctuate. The scholarship amount will be adjusted to reflect the balance after DCF payment.

EARLY EDUCATION SCHOLARSHIP RECIPIENTS

The Early Education fund will not pay in excess of tuition charges. If you receive DCF funds in addition to an EE scholarship and the DCF amount fluctuates, the scholarship amount will be adjusted so that Positive Bright Start Preschool will receive no more than your current monthly tuition.

WAITING LIST

If you are interested in enrolling your student, please contact the Program Administrator (785)-842-9679. They will be happy to make an appointment to tour a school and answer any questions you may have. If enrollment is full at that time, **you may submit an application** to place your student on our Waiting List. Students are assigned waitlist spots and enrolled based on whether they are peer models (who will provide positive peer interactions, demonstrate play skills, and model developmentally appropriate language and behavior) or specialized slots (which are held for students who have identified a need for more individualized support). Families who receive assistance from Lawrence Douglas County Housing Authority receive priority on all waitlist slots. You will be contacted when there is a vacancy available for your student.

ADMISSION POLICIES

Students shall be admitted without discrimination. Children are enrolled based on whether they are **peer models** (who will provide positive peer interactions, demonstrate play skills, and model developmentally appropriate language and behavior) or **specialized slots** (which are held for children who have identified a need for more individualized support). Our classrooms aim to maintain a ratio of **3 peer models to 1 specialized slot** to ensure ample time to implement positive, supportive care for all children in our program.

ELIGIBILITY

Any student, aged 3 years old to 5 years old, is eligible for enrollment at Positive Bright Start Early Childhood Classroom.

ENROLLMENT PROCESS

An application and a deposit must be submitted to begin enrollment. The enrollment packet paperwork must also be completed. If you have a case worker, their name, agency, and contact info must be provided. If you are unable to afford tuition fees, the Program Administrator will provide you with information about funding available through the various Scholarship funds, including the Anna Jeny Scholarship fund.

Required enrollment forms are as follows:

- Application
- Enrollment Form
- Emergency Medical Release (notarized)
- Medical Record/Immunization Record/Physical Exam (physical must have been performed within the last 6 month)
- Off Premise Authorization
- CACFP (Food Program) Enrollment Form/Income Eligibility
- Photograph/Video Release
- Assessments Consents
- Housing Consent
- Release of Information (specific to the agency)
- Ages and Stages Social Emotional Questionnaire (ASQ)
- Tuition and Payment Contract

IMMUNIZATION REQUIREMENTS

Per KDHE licensing requirements, all students must be up to date on their vaccinations according to the current KDHE immunization requirements. The school must provide proof of receiving the required immunizations before the student attends the first day of school.

Should you choose not to vaccinate your student, you must provide a signed medical or religious exemption from your doctor. Should there be an outbreak of any communicable disease at the school, your unvaccinated student must be excluded from care for 21 days, and that period starts with any new outbreak. You remain responsible for full tuition payments during this time, or your enrollment slot will be filled.

ILLNESS

Parents should keep their students at home and notify Positive Bright Start Early Childhood Classroom whenever the student has any of the following conditions:

- A temperature of 100 degrees or higher
- Diarrhea
- Inflammation of the eyes with discharge until 24 hours after treatment has been initiated.
- Rash with fever or behavior change
- Vomiting
- Head lice, scabies, or other infestations
- Mouth sores with drooling, unless a health care provider determines the condition is noninfectious.
- Symptoms of possible severe illness (uncontrolled coughing, persistent crying, difficulty breathing, extreme fatigue/exhaustion)
- Sudden loss of smell or taste
- Known contagious diseases.

PLEASE NOTE: Students must be kept home from school for 24 hours after a fever, intestinal disturbance, such as vomiting, or diarrhea. They may return to the school when they are 24 hours symptom- and fever-free without using fever reducers.

If a student presents any of the above conditions during school hours, parents will be notified immediately and be responsible for picking them up as soon as possible.

COVID-19 CONSIDERATIONS

Since COVID-19 vaccines have been demonstrated to be safe and effective in preventing the spread and the severity of the disease, PBS requires that all staff members provide proof of full vaccination as defined by the CDC.

PBS follows the CDC's isolation/quarantine guidelines for early childhood settings, located here:

[CDC Isolation and Precautions in ECE](#)

If you are unvaccinated against COVID-19 and/or are not feeling well, we kindly ask that you wear a mask in PBS buildings.

MEDICATIONS

If a student requires medication that must be given during school hours, the parent and/or physician must complete an authorization form before the medication can be administered. In the case of prescription medication, the bottle from the pharmacy must be labeled with the student's first and last name, the name of the medicine, dosage, dosage intervals, and the physician's name.

Non-prescription medications shall be administered only if the parent or guardian has completed an authorization form. The student's first and last name must also be marked on the non-prescription bottle.

We must also have a note from your doctor stating that the medication must be administered during school hours.

All medications will be stored under lock and key.

TOILETING

Positive Bright Start requires students to be toilet trained to attend our classroom. Nap pull-ups will be permitted. Accidents are a common occurrence in early childhood. Licensing requires each student to have two full sets of extra clothes, including shirts, shorts, underwear, and socks to keep at school. These are kept in the bottom basket in your child's cubby. Soiled clothing will be placed in a plastic bag and put into the student's cubby to be laundered at home.

SCREENINGS AND ASSESSMENTS

Our screening process includes family-administered assessments to understand your student's strengths and needs. After entering care, we administer other assessments as well. The tools that we use to assess your student are the ASQ-SE2, the ASQ-3, the DECA, and the IGDIs and myIGDIs.

The Ages and Stages Questionnaire- 3rd Edition (ASQ-3) is a developmental screening and The Ages and Stages Questionnaire: Social- Emotional, 2nd Edition (ASQ: SE- 2) is a social-emotional screening **completed by parents twice a year**. It is for students ages 2-60 months old.

The Devereux Early Childhood Assessment (DECA) is an observational tool that focuses on strengths in students. Staff that work with students to complete the DECA. The DECA will be done twice during the year.

The Early Communication Individual Growth and Development Indicators for Infants and Toddlers (IGDIs/ECI) is a tool that assesses a student's (6-42 months) language development. The IGDIs will be administered by staff three times a year.

The myIndividual Growth and Development Indicators for pre-kindergarten (myIGDIs) is a tool that assesses a student's (3-5 years) academic development. Two skill areas are covered: literacy and numeracy. Literacy is a set of skills related to learning to read. Numeracy is a set of skills related to numbers and other math skills. The myIGDIs will be administered by staff three times a year.

CONFIDENTIALITY

Confidentiality is very important in our family-oriented school. Discussion of sensitive issues concerning other students, families, and staff members with other families or staff will be avoided. Appropriate releases of information will be obtained from parents expressing their consent to share confidential information with designated parties or service providers.

PHOTOS

We take many photos for various purposes, such as family walls, room decor to make students feel welcome, and social stories. To ensure your student's privacy, we will provide a written release form for you to sign, granting permission for their photo to be taken. If you prefer your student not to be photographed, **request an updated written release.**

APPROPRIATE DRESS

To fully explore all learning opportunities, students need to dress in comfortable clothing that has the potential to become dirty. Tennis shoes are recommended for safe climbing and walking. Clothing should not display violence, weapons, or adult imagery. Please provide a pair of rain or snow boots for rainy/snowy wet days. Students will go outside during the colder months. Send them warm winter coats, gloves, hats, and boots so they can enjoy outdoor play for 10 to 30 minutes. Preschool students will go outside unless the daily temperature or wind chill is below 15 degrees. In the summer months, children will go outside unless the heat index reaches above 100 degrees. Staff refer to the chart provided to us by licensing to determine if and for how long we go outside.

Positive Bright Start Schools is not responsible for any damage or missing items.

CELEBRATING HOLIDAYS

We do not want any student to feel left out or discriminated against because of their race, nationality, family type, disability, or their family's religious preference or non-preference. In our classroom, teachers know the difference between learning and celebrating holidays. We believe that as a family,

you will make decisions about your students' upbringing and the extent to which religion does or does not influence their lives. Positive Bright Start may celebrate and learn about the following holidays: Specialized history months, Halloween, Thanksgiving, New Year, Valentine's Day, St. Patrick's Day, Mother's Day, Father's Day, Juneteenth and fourth of July. If you prefer not to celebrate any of the holidays mentioned, please discuss concerns and alternatives with classroom teachers and the program administrator.

CELEBRATING BIRTHDAYS

We enjoy celebrating birthdays in our classroom. Treats are allowed to be shared with our classes. healthy options are preferred. Please bring a small store-bought treat or snack with nutrition and ingredient labels included. Plan with the classroom teacher before the birthday celebration; they will inform you of any allergy information you should be aware of. Birthday party invitations are to be handed out outside of the classroom to prevent hurt feelings among peers.

TOYS FROM HOME

Home toys should remain at home except for special show and share days and nap time stuffed animals. Personal items must fit into your student's cubby when share days occur. **Weapons and any electronic toy are prohibited.**

Positive Bright Start schools are not responsible for missing personal items.

FIELD TRIPS

We enjoy taking several field trips during the school year and may ask for family volunteers for these trips. Some of our trips may include a visit to the pumpkin patch, the library, the zoo, trick-or-treating in the community, a baseball game, etc. You will be given at least a week's notice and will need to sign a permission slip and leave a car seat for your student to attend.

FAMILY INVOLVMENT

We encourage parents to become involved with our preschool. We welcome you in various ways to attend preschool functions and fundraisers, keep involved by reading newsletters, conferring with teachers, meet and greet, and conferences.

Parents are expected to behave in a kind, respectful, professional manner inside the classroom. Derogatory or offensive language is prohibited.

FAMILY-TEACHER CONFERENCES

Family-teacher conferences will be held twice yearly, on the Friday of the second week of October and the third week of April. Our assessment tools allow our families to see their student's progress, areas of interest, and emerging skills.

You will be made aware and invited to collaborate with teachers or mental health specialists in designing a plan for your student regarding a specific behavior. Student-centered consultation is initiated by teaching staff or parents as they become concerned about a particular student's challenges in social-emotional development.

FAMILY VOLUNTEER/VISITATION

Families are encouraged to participate in classroom activities, attend field trips and celebrations, and observe in our classroom. Volunteers in the classroom must complete our volunteer paperwork and brief training. Visitors and Volunteers are required to follow all classroom expectations. No photographs may be taken in the classroom by volunteers and visitors. See the photo release for more information.

FAMILY NIGHTS

Our goal is to provide Family Nights several times per year. Parents, as well as students, are welcome to attend these events and may include time with some local nonprofits, group-prepared meals, an informative or educational event, and much more.

PARENTS RIGHTS

As outlined in the KDHE Regulations, "Each parent/guardian of a student enrolled in a daycare facility or preschool shall have access to the premises during all hours of Operation."

EMERGENCY PROCEDURES

Each classroom posts all emergency procedures.

FIRE AND TORNADO

Fire Drills are done monthly throughout the year. Each classroom practices using two different escape routes. Tornado drills are held monthly from March through September. Staff is trained to know what to do in emergencies. Classroom serving students with disabilities has an emergency plan that assigns staff the responsibility for the student with disabilities. Families will be contacted after an emergency evacuation or all-clear has been completed.

POWER OUTAGE OR UTILITY FAILURE

In a power outage, the teacher will report the power outage to Every. Teaching staff will contact parents in the event of an early dismissal due to unsafe classroom temperatures. (No colder than 65 Degrees, no hotter than 85 degrees). In the event of a potential gas leak, students will evacuate to a designated area while the teacher contacts the utility company. Students and staff will remain at the designated area until an all-clear. The staff may contact parents for early dismissal.

CIVIL DISORDERS

Staff will remain calm and reassure the students if a potentially dangerous situation exists outside our building. All doors and windows will be locked, and all window coverings will be drawn. Students will be moved into the designated area within each classroom. Staff will notify the authorities.

MEDICAL PROCEDURE

If a student becomes seriously injured or ill while at a Positive Bright Start, efforts will be made to stabilize the student's condition with appropriate First Aid techniques. All staff are pediatric CPR and First Aid trained and certified. Staff will contact the student's doctor and/or the hospital emergency room. Staff will contact the parent or guardian concurrently. The student will be transported by ambulance to a local hospital, if necessary. The lead teacher will remain with the student until a parent or parent's designee assumes responsibility for the student.

MANDATED REPORTING

It is the law in the state of Kansas that anyone that provides care or social services to students is a mandated reporter. Employees at Positive Bright Start are mandated reporters and, by law, are required to report all suspected cases of student abuse, neglect, and/or threats of harm to self and others to the Department of Students and Family (DCF) and/or the Lawrence Police Department. Reporting suspected abuse cases protects students who have been subject to physical or mental abuse and neglect. As mandated reporters, we have no authority to determine whether abuse has occurred. That is the responsibility of the Department of Students and Families.

PARKING

When dropping off or picking up your student from Positive Bright Start, please park in the parking space provided. Please do not leave young students unattended inside vehicles.

PBS at EDGEWOOD — You may not park along the curb in front of the school, as this is a fire lane and illegal.

TOBACCO AND VAPE-FREE ENVIRONMENT

Tobacco and vape products are strictly prohibited in all areas of school facilities. Due to the residual contaminants from tobacco smoke, also known as "thirdhand smoke," can remain on surfaces and fabrics long after the tobacco product has been put out. Young children whose bodies are still developing are particularly vulnerable to the harmful effects of tobacco smoke exposure.

NO WEAPONS

No weapons of any kind are allowed on Positive Bright Start premises.

GRIEVANCES

If at any time you are dissatisfied with the care your student is in school experience, please discuss this with your student's lead teachers or program administrator in a *professional manner*. We want to assure you that your student's best interest is our priority, along with providing a high-quality early education experience. Your input as parents helps us maintain and improve our high early education standards.

TERMINATING ENROLLMENT

Parents may terminate enrollment anytime, but we ask **for two weeks' written notice to administration**. Students who do not attend school for two weeks without notice of the reason for non-attendance will be terminated from enrollment.

Positive Bright Start may terminate enrollment under the following conditions:

- If Positive Bright Start proves unable to provide the most appropriate learning environment for your student or is unable to meet the specific needs of your student.
- If you do not comply with the policies & procedure listed in our handbook.
- If you do not comply with payment policies; or
- If you do not submit the required health information on your student on time.

WHAT IS A POSITIVE BEHAVIOR SUPPORT CLASSROOM?

Positive Bright Start operates under the belief that all students have special needs and special strengths. Students can learn from their peers and teachers in the appropriate learning environment.

Positive Bright Start Classroom is a fully inclusive classroom, grouping students with their like-aged peers regardless of their developmental level. This environment gives students with social-emotional or developmental needs the opportunity to learn by watching and imitating their peers while teaching students who are typically developing the important life lessons of diversity, compassion, and acceptance. In this environment, students who have individualized needs are often able to reach developmental milestones ahead of schedule while providing students who are typically developing the self-confidence they need to be successful in public school and beyond. Positive Bright Start aims to maintain a ratio of 3 peer models slots to 1 specialized slot.

The peer model slots are held for students who would provide developmentally appropriate models for students receiving individualized early childhood services.

The specialized slots will be held for students who are identified as having a special need, such as a developmental disability or mental health diagnosis, qualify for special education services or have been identified as being developmentally at risk for difficulties in school through our screening process.

OUR PHILOSOPHY

Positive Bright Start strives to create an environment where students feel valued, accepted, and respected, allowing students to gain self-esteem and confidence and learn new skills. We aim to cultivate respect, safety, teamwork, and the social skills necessary to engage each student's fullest potential by teaching social/emotional and behavioral skills needed to succeed in school, home, and the community. Positive Behavior Support (PBS) is our foundation in doing so.

Goals for Students:

- Develop socially, emotionally, physically, and cognitively.
- Develop language skills.
- Learn to be a member of the preschool community.
- Develop problem-solving skills.
- Develop conflict-resolution skills.

Goals for Families:

- Families will feel welcome in the classroom.
- Families will partner with preschools to help their students develop readiness skills.
- Families will advocate for their students.

OUR CLASSROOM

PBS at EDGEWOOD- The Sunflowers classroom is for ages 2.5-5 years and has a maximum of 16 students.

MEALS & STUDENT & ADULT FOOD PROGRAM

Positive Bright Start participates in the Student and Adult Food Program (CACFP). CACFP is a USDA federal program that provides healthy meals and snacks to students and adults receiving day care. Families must fill out an annual enrollment/income eligibility form related to this program. All students receive the same food services regardless of their income category. We serve two meals and one snack each day:

Breakfast: 8:15 a.m.

Lunch: 11:15 a.m.

Snack: 2:30 p.m.

Positive Bright Start follows and tries to exceed the daily requirement required by CACFP. Our menus follow an eight-week cycle while adjusting to serving seasonally fresh produce. Menu alterations or exceptions are provided for any allergy, dietary, or religious reasons.

BREASTFEEDING POLICY

We at Positive Bright Start are committed to providing ongoing support to breastfeeding mothers and will respect and encourage a mother's decision to continue to breastfeed her student. In keeping with this philosophy, our facility will provide an atmosphere that welcomes breastfeeding staff and families.

- We support mothers who continue breastfeeding their infants/students when they are away from one another based on their individual needs.
- Staff receive CACFP provided training on feeding infants and proper breast milk handling procedures every 3 years.
- We provide breastfeeding mothers with a space other than a bathroom to breastfeed their babies or express milk. We welcome mothers to breastfeed in the classroom as well.
- Breastfeeding staff will be supported during their working hours as needed.
- We maintain a breastfeeding supportive environment through posting and providing culturally appropriate breastfeeding support materials.

CURRICULA

Positive Behavior Support (PBS) is a problem-solving approach to behavioral support that uses assessment data to make decisions, preventative strategies to reduce the incidence of challenging behavior, and instructional strategies to teach the student a replacement for challenging behavior. Many of the tools used are social stories, tools for "building relationships," book nooks, and behavior plans. All tools focus on social-emotional development for school readiness.

We also use Conscious Discipline's Baby Doll Circle Time curriculum for our younger classroom. Baby Doll Circle Time allows young students to experience being the nurturer by interacting with their baby dolls (or teddy bear) in the same ways that we, as caring adults, might interact with them. As the students play with their dolls, they relive and strengthen their attachment and connection with their caregivers and parents. Baby Doll Circle Time is a way to ensure that students experience attachment, attunement, and social play as required for optimal brain development.

In conjunction with PBS and along with our social-emotional focus, our main curriculum is the Second Step social-emotional curriculum. Second Step is a program used to develop students' social-emotional competency and enables them to be successful in any early learning classroom by teaching empathy, friendship skills, problem-solving, and emotion management. Second Step teaches strategies needed to help prevent strong emotions from turning into negative behaviors by using "Brain Builder" activities, songs, and puppet scripts. Students who can self-regulate their emotions are better able to participate and benefit from learning. Students will learn core social-emotional and self-regulation skills that are needed to prepare preschoolers for a successful transition to kindergarten.

The academic curriculum used is the Get Set for School curriculum (written by Learning Without Tears) which focuses on Readiness & Writing, Language & Literacy, and Numbers & Math. This curriculum offers playful learning opportunities to explore and internalize new ideas. It recognizes that students learn best when they can move, manipulate objects, build, sing, draw, and participate in dramatic play. We use hands-on, multisensory materials which entice students' learning—they may use Play-Doh to

roll out letters, magnet boards to engage fine motor skills, or build letters with wooden pieces to encourage letter recognition and design.

Heggerty Phonemic Awareness curriculum is an additional curriculum for our preschool classroom that has a focus on the five aspects of phonemic awareness and two early literacy skills. These aspects and skills are rhyme, initial phoneme isolation, blending, segmenting words, final phoneme isolation, alphabet knowledge, and language awareness.

DAILY ROUTINES

During your student's day at school, they will participate in various activities, including center play, large and small group sessions, outdoor play, meals, and rest time.

ACTIVE PLAY

Students at PBS have four types of play during the day, including a minimum of 60 to 90 minutes of moderate to vigorous physical activity.

Indoor Free/Center Play: Each classroom has at least 90 minutes of student-choice center play.

Indoor Music and Movement: Active Movement is incorporated into the classroom routines and schedules every 2 hours. This can be 5-15-minute-long breaks where students can move their bodies along with learning songs, transition activities (move like an animal, vehicle, object, etc.), and group yoga/stretching/calisthenics.

Small/Large Groups: Social-emotional or academic learning times.

Outdoor Play: Classroom enjoy two 60 minutes blocks of outside play times a day, weather permitting. Staff will provide alternative gross motor play options when the temperature or weather is unsafe.

SCREENTIME

In accordance with the American Pediatric Association's recommendations in classrooms for students aged 2.5 and above, screen time is limited to 30 minutes per week. It is mainly used as an additional learning tool.

LESSON PLANS AND NEWSLETTER

Our lesson plans are posted in the classroom and available to parents at any time. Our teachers have the flexibility to plan their lessons based on the needs of their classroom. We plan activities that promote social-emotional, physical, and cognitive development every week. You will receive a newsletter outlining the themes and activities your student will engage in. We use developmentally appropriate practices and tailor our activities to each student's unique needs. We take advantage of opportunities to teach important skills like communication, friendship, problem-solving, self-help, self-regulation, and personal space.

CLASSROOM EXPECTATIONS

Classroom Expectations are taught and modeled daily. These expectations include the following:

Be Safe (use walking feet, gentle touches, feet on the floor, hands to ourselves, etc.)

Be Respectful (use kind words, quiet voices, calm bodies, listening ears, ect)

Be Responsible (help clean up, work together, share and take turns, ect .)

DISCIPLINE POLICY (GUIDANCE PROCEDURE)

Positive Bright Start uses researched-based strategies for behavior guidance and support. Teaching staff anticipate and prevent possible challenges and set up an environment that meets each student's developmental needs while creating a sense of safety and security for the entire class. This is done in an atmosphere of mutual respect by modeling and teaching social skills, positive reinforcement, and practicing problem-solving skills for a peaceful resolution of conflicts. The goal is for each student to obtain important problem-solving skills that will lead to independent problem-solving, self-control, and self-reflection. When challenging behavior arises teaching staff will collect information about behavior to determine the most effective way to address this behavior. Positive Bright Start uses a collaborative approach involving families, teaching staff PBS Classroom Coach, and PBS Consultant to best address the needs of individual students.

Staff uses the following strategies:

- Create an age-appropriate environment.
- Use of daily schedule and routine that students can follow consistently.
- Promote developmentally appropriate expectations.
- Use positive reinforcement that is not punitive.
- Consideration at the student's disposition on that day.
- Consideration of the student's temperament style.
- Approach calmly when students are in conflict.
- Encourage problem-solving between students with teacher support.
- Use of a "calm spot" where a student can use a choice board to choose a calming technique from.

WHAT TO BRING ON YOUR FIRST DAY!

Positive Bright Start requires families to bring two complete sets of clothing (including socks, underwear, shirt, and pants), nap diapers or pull-ups (if needed), family pictures, and optionally, a nap blanket and/or a small soft toy, **which remain at the classroom throughout the school year.**

Positive Bright Start supplies, wipes, toothbrushes, toothpaste, sunscreen, and bug spray. If your student requires specific brands or ingredients, you will be responsible for providing them.

OUR STAFF

Positive Bright Start is an equal opportunity, affirmative action employer. At Positive Bright Start, we hire dedicated staff passionate about teaching. We work together as a team to provide the best quality care for your student. Preferred staff qualifications include a degree, early childhood care, and/or teaching background. Professional development and training are required for all staff members and will meet or exceed licensing requirements. All staff are trained in the Positive Behavior Support Model. Teachers will be evaluated annually. KBI will also conduct a background check for previous abuse/criminal records. TB tests, a physical exam, first aid and CPR training, and annual in-service training are required from all staff.

PROGRAM ADMINISTRATOR

The Program Administrator is responsible for the administrative operations of the licensed sites and program. This includes enrollment, licensing, DCF enrollments, and supporting staff. The Program Administrator also assists staff, students, and families in navigating services within Positive Bright Start as well as connecting families to resources within the community.

PBS CLASSROOM COACH

The Classroom Coach is responsible for training, implementing, modeling, and supporting the PBS program and philosophy to teaching staff. The coach utilizes evidenced-based classroom assessment tools to gauge the implementation of best practices that support young students' social-emotional development. Using the results of these tools, the coach guides teaching staff to establish goals and a process for achieving implementation of the Pyramid Model and trauma-informed teaching strategies and care. The classroom coach may also assist in making referrals for developmental screenings, mental health services, and/or acquisition of resources within the community.

OUTSIDE EMPLOYMENT & STAFF SOCIAL MEDIA POLICY

Employees of Positive Bright Start are prohibited from accepting employment from any family of an enrolled student. Positive Bright Start employees are specifically prohibited from accepting employment as a babysitter from any family enrolled in the Positive Bright Start Preschool Program. Employees of Positive Bright Start are also prohibited to follow families via social media.

OTHER POSITIVE BRIGHT START PROGRAMS

There are several programs within Positive Bright Start that support the vision and mission of the Positive Bright Start Preschool. These services are geared toward supporting healthy habits, social-emotional development, life-long growth, and assistance for young students and their families.

FAMILY RESOURCE TEAM

The Family Resource Team (FRT) comprises Licensed Clinical Therapists specializing in the emotional, mental, and behavioral needs of young students, as well as a Specialist in Early Childhood Special

Education Services. FRT Services include Parenting Education, Family Counseling, Play Therapy for Students, Information, Referral, and Support and Advocacy.

The therapy team recognizes parents as the most important figures in a student's life and, therefore, potentially, the most influential agents of change. Because of this, parents/guardians are an integral component of the therapy process. Services may include consultation with preschools or daycare centers, home visits, and individual and/or family sessions at our facility. Although therapists may use a variety of modalities in the therapy process, Play Therapy will almost always be a part of a student's experience. Positive Bright Start serves students from birth up to age 6 who are residents of Douglas County. Families are not charged for services.

SCHOLARSHIP PROGRAMS

Positive Bright Start supports high-quality early childhood experience and recognizes the potential need for financial assistance. There are two scholarship programs available for families each school year. Families interested in receiving an Early Education scholarship must submit an application and supporting financial documents to the agency scholarship administrator. The Anna Jenny Scholarship may be available for emergencies or when a family needs supplemental assistance. Applications require financial documents and must be submitted to the scholarship administrator. Scholarship applications are accepted year-round, and awards are subject to available funding.

CHILD & ADULT CARE FOOD PROGRAM

CACFP is a USDA federal program that provides healthy meals and snacks to students and adults receiving day care. They, too, are an entity of Positive Bright Start. They will periodically visit us to give a lesson on healthy food choices and take part with the students in preparing a healthy snack.

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